



# Department of Defense INSTRUCTION

NUMBER 5120.08  
August 20, 2007

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USD(P&R)

SUBJECT: Armed Forces Chaplains Board

- References:
- (a) DoD Directive 5120.8, "Armed Forces Chaplains Board Charter," March 20, 1995 (hereby canceled)
  - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005
  - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006
  - (d) Amendment I to the Constitution of the United States, December 15, 1791
  - (e) DoD Directive 5105.18, "DoD Committee Management Program," February 8, 1999

## 1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues Reference (a) as an Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c).

1.2. Promulgates policy regarding the organization, functions, and administration of the Armed Forces Chaplains Board (hereafter referred to as the "Board").

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense.

## 3. POLICY

It is DoD policy that the Board shall make recommendations to the Secretary of Defense and the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), through the Deputy Under Secretary of Defense for Military Personnel Policy (DUSD(MPP)), on religious, ethical, and moral matters for the Military Services.

#### 4. RESPONSIBILITIES

4.1. The USD(P&R) shall:

4.1.1. Exercise authority, direction, and control over the Board.

4.1.2. Appoint as Chair one of the Chiefs of Chaplains of the Military Departments, who shall serve a term of 18 months. The position of Chair shall be rotated among the three Military Departments.

4.1.3. Furnish secretarial and clerical assistance to the Board.

4.2. The DUSD(MPP), under the USD(P&R), shall fulfill all requirements associated with fitness reports and ratings for the Executive Director of the Board.

4.3. The Secretaries of the Military Departments shall nominate, on a rotational basis, a chaplain as the Executive Director, for the approval of the USD(P&R). It is preferable, but not mandatory, that the Executive Director be a member of a Military Department other than that of the Chair.

#### 5. PROCEDURES

5.1. The Board shall:

5.1.1. Consist of the Chief and active Deputy Chief of Chaplains from each of the three Military Departments.

5.1.2. Make recommendations to the Secretary of Defense and the USD(P&R), through the DUSD(MPP), on religious, ethical, and moral matters for the Military Services, and on the following policy matters:

5.1.2.1. Protection of the free exercise of religion according to Amendment I to the Constitution of the United States (Reference (d)).

5.1.2.2. Procurement, professional standards, requirements, training, and assignment of military chaplains.

5.1.2.3. All religious support providers.

5.1.2.4. Procurement and utilization of supplies, equipment, and facilities for religious use.

5.1.2.5. Promotion of dialog with civilian organizations regarding religious issues.

5.1.2.6. Promotion of joint military endeavors for the delivery of ministry by the Military Services throughout the Department of Defense whenever practicable.

5.2. The Chair shall serve as the principal advisor to the USD(P&R) on all Board matters and shall:

5.2.1. Call no less than six meetings a year. The presence of a minimum of one member from each Military Department shall constitute a quorum.

5.2.2. Act independently on routine or minor policy matters on behalf of the Board.

5.2.3. Establish advisory committees to conduct studies, assemble information, present recommendations, and otherwise assist the Board in carrying out its responsibilities. Advisory committees shall include at least one representative from each Military Department nominated by the respective Chief of Chaplains. A military chaplain of a particular religious faith group may be appointed as a special consultant for matters about that religious faith. Advisory committees shall be established and managed in accordance with DoD Directive 5105.18 (Reference (e)).

5.3. The Executive Director shall:

5.3.1. Serve a 3-year tour that begins July 1.

5.3.2. Be a chaplain in the grade of O-6.

5.3.3. Have no voting rights.

5.3.4. Perform the following functions under the direction of the Chair and the supervision of the DUSD(MPP):

5.3.4.1. Perform administrative work associated with Board actions and provide input on proposed DoD Directives and Instructions.

5.3.4.2. Record the minutes of meetings of the Board and present them to the Board for approval.

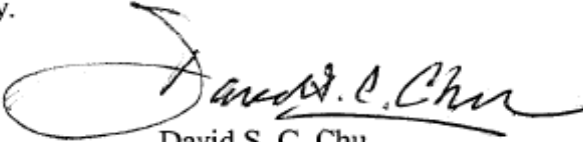
5.3.4.3. Represent the Board on advisory committees as an ex officio member.

5.3.4.4. Manage the Board's office and staff.

5.3.4.5. Advise members of the Board of all actions taken on behalf of the Board.

## 6. EFFECTIVE DATE

This Instruction is effective immediately.

  
David S. C. Chu  
Under Secretary of Defense for  
Personnel and Readiness