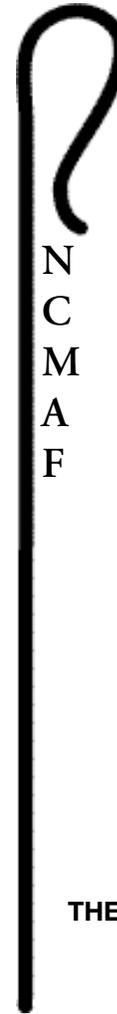


COORDINATED RESPONSIBILITIES
During and After the Visit

What your chaplain needs to do:	What you need to do:
1. Alert administrative and security personnel of endorser's arrival and needs.	1. Notify chaplain if you do or don't have military I.D., and whether you expect mail or messages.
2. Provide adequate time for all contacts.	2. Ask command and supervisory personnel about your chaplain's ministry; communicate to them your support for your chaplain and for them. If possible, take time to visit and support chaplain's family.
3. Provide endorser with overview of your ministry.	3. Ask to be informed of, or witness, a variety of ministry activities. Look for responses of officers and enlisted to your chaplain's ministry.
4. Facilitate private meetings as requested or needed.	4. If desired, request to speak with commander or supervisory personnel alone.
5. Remain with endorser until end of visit.	5. Notify chaplain of your departure time.
6. Care for follow-up responsibilities.	6. Send letters of thanks to commander and supervisory personnel. Write to chaplain and family expressing appreciation. Follow through on any responsibilities you or your chaplain agreed on.

Guidelines

TO ENDORSERS



N
C
M
A
F

ENDORSER VISITATION TO MILITARY INSTALLATIONS

**THE NATIONAL CONFERENCE ON MINISTRY
TO THE ARMED FORCES**

PROTOCOL AND GUIDANCE FOR VISITS OF ENDORSING AGENTS TO MILITARY INSTALLATIONS

MILITARY SERVICE SUPPORT FOR ENDORSER VISITS

The Military Services have historically valued the support of religious organizations for their chaplains and have encouraged endorser visits to military installations where possible. Such interaction enhances the spiritual welfare and ministry of chaplains, helps endorsers fulfill their responsibilities and keeps civilian religious organizations aware of the religious activities of the military community. To facilitate endorser visits, the following guidance applies:

1. When endorser visit an in-CONUS installation, coordination will be done with the senior installation chaplain.
2. When endorsers visit overseas installations involving only one Military Chaplains of that service or senior chaplain.
3. When endorsers visit overseas installations involving more than one Military Service, coordination should be done thorough the Armed Forces Chaplain's Board.

ENDORSER GUIDANCE FOR MILITARY INSTALLATION VISITS

Successful endorser visits require an understanding of your expectations and responsibilities, and those of your chaplains and th e military community. Read carefully the following recommendations for you chaplain and the guidance above. You will better understand your responsibilities to the military and what you can do to help your chaplain prepare for a successful visit. The table on the next page will help you coordinate your efforts with your chaplain and to identify additional things that can be done to ensure a successful visit:

ENDORSER'S INDIVIDUAL RESPONSIBILITIES

1. Be sure your plans comply with Military Service regulations. Be sure that you and your chaplain coordinate with the installation chaplain and other offices as required.
2. Do adequate advance planning to provide maximum opportunity for successful visit.
3. Be mindful of the convenience and needs of your chaplain and the installation as you request visit dates.
4. Communicate support and caring for all chaplains on the installation.
5. Be wiling to participate in worship services or programs.
6. Remember that you are a guest on the military installation. Do not make unreasonable requests or demands.

COORDINATED RESPONSIBILITIES

Preparing for the Visit

What your chaplain needs to do:	What you need to do:
1. Clear the calendar of any distractions.	1. Plan well in advance to avoid schedule conflicts.
2. Determine endorser's needs and desires.	2. Inform chaplain in advance of your needs.
3. Determine if a briefing will be helpful.	3. Specify what you want to know about the chapel program and/or the installation's mission.
4. Plan itinerary; learn about endorser's schedule and travel plans.	4. Clarify what will be helpful regarding your travel plans, schedule and contract numbers, etc.
5. Determine who the endorser should see.	5. Request chaplain arrange courtesy calls with commander, supervisory chaplain, etc.
6. Brief those your endorser will see in advance.	6. Send biographical and professional information about yourself and your ministry.
7. Make logistical arrangements.	7. Inform chaplain of your lodging and dining needs.