

DEPARTMENT OF THE _____
(Name of Unit
Installation or Base

ABCD-CH

14 June XXXX

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unit Ministry Team (UMT) Recognition Program Standard Operating Procedure (SOP)

1. **Purpose.** To establish procedures for recognizing soldiers for their performance and execution of living the values represented by the UMT Coin (Faith, Hope, and Charity). Distribution of this UMT Coins will help to life morale and improve unit readiness.

a. **Background:** (Name of Unit) enjoys a rich heritage of men and women who have served their country with honor and distinction. In that the ARMY stresses the importance of soldier development, ARMY CORE VALUES, and programs that enhance moral leadership.

b. **Intent:** Each of the Ministry Team will receive 50 UMT Coins. Each UMT will assess soldiers who reflect the characteristics as described on the Chaplain Coins (see enclosure for description of characteristics). This recognition program will provide a means by which UMTs can recognize soldiers that are not only doing their jobs, but also representative of one or more of the characteristics exemplified by the coin. This program will also raise the awareness of soldiers in (Name of Unit) and coincide with Army Core Value activities.

2. **Scope.** This document applies to all UMTs assigned or attached to (Name of Unit). The success of this program is the result of a recognized need that starts at the lowest level. UMTs will be the primary proponents of the UMT Coin recognition program.

3. **Definitions**

a. UMT – Unit Ministry Team: Consists of a Chaplain and Chaplain Assistant

b. UMT Coin Characteristics, “Courage, Hope, Patience, Faith, Service, Virtue, and Charity—to do the right thing at the right time.” (see enclosure for description of characteristics)

4. **General.** To do the right thing is required at all levels of the military as a primary leadership characteristic as exemplified by “Be, Know, and Do”, to lead by example and teach by mentorship. The UMT Coin coincides with the Army Core Values and adds characteristics such as patience, service, charity, hope, and prayer. This Coin will be used to recognized individuals who reflect these characteristics in their daily lives.

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5. Responsibilities: Given the definition of each characteristic, each UMT will recommend those soldiers that show consistent efforts in living one or more of the characteristics as depicted on the coin. Selectees will be determined by the UMT. Emphasis will be placed on the consistency and quality of character as compared to the definition of each characteristic.

6. Procedures:

a. **UMTs.** Each UMT will have a definition of each characteristic on the coin to help them in identifying soldiers who meet the criteria. Definitions are the standards by which recommendations are made for coin selectees.

b. Those soldiers selected will receive a coin and a certificate that describes the characteristics that the coin represents.

7. The program will extend the unit's ability to recognize soldiers for what they do daily. This will give the commander additional way to recognize soldiers who deserve recognition based on conduct and attitude. This is not an award process but recognizes those soldiers who are living the characteristics reflected by the coin and that coincide with the Army Core Values.

8. These character traits can be spiritual and temporal in nature. Individual soldiers who demonstrate one or all of these characteristics will be eligible for the coin. The natural results of developing these characteristics is to reflect what the Army stands for in its Core value, i.e., Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

9. The standards for this program is set by what the characteristics on the coin represent. (see enclosure for list of characteristics with definitions) It is the duty of the UMTs to identify and recommend potential candidates for the UMT coin.

10. POC for this action is the undersigned at 2-XXXX

Name of Chaplain
Chaplain (Rank),
Unit

Encls

1. Description of UMT Coin

2. Certificate (TBD)

Encl 1. Description of UMT Coin

Symbolism of the UMT Coin

Possible design for coin: (Front)

Soldier: Kneeling representing faith that the soldier has for God.

Regimental Crest: (Back)

Depicts the spiritual nature of the Chaplain Corps. 1775 commemorates the date of the establishment of the Army Chaplaincy. The open scripture I the primacy of God's word and the rays allude to the influence of God in our lives with the dove symbolizing peace in a conflicted world. *Pro Deo Et Patria* translated from Latin means for God and Country. Around the Chaplain Crest (outer edge) are the words Courage, Faith, Charity, Service, Hope, Patience, Virtue and Prayer.

Design can be adapted for Navy or Air Force.

Significance of words on outer edge of coin (back):

Courage: To stand up for your convictions, and to face adversity both physical and emotional.

Faith: To put faith in God, and in the institution you serve.

Charity: To help others when it is more convenient not to.

Service: To perform acts of selfless service to others, your unit, and the community.

Hope: To keep at it, stick to it, and not give up.

Patience: To endure without complaint, self-control, and perseverance in performance of one's duty.

Virtue: To have the characteristics of moral excellence, right acting and thinking, and the ability to do the right thing at the right time for the right purpose.

Prayer: To be grateful and to trust God.

Encl 2. Certificate (TBD)

A certificate can be developed that explains the crest and the significance of the words: Courage, Faith, Charity Service, Hope, Patience, Virtue and Prayer. A nice touch is to have the commander's signature and present it at a UMT luncheon or other activity.