

1. Under the provisions of paragraph 6a, AR 60-5, each chaplain, whatever his status, will submit on this form a monthly report of his activities and of services provided for his unit.

2. The data required by these reports are essential for purposes of administration and record. Reports will be returned for revision in case of serious error or lack of necessary statistics. Each entry under paragraphs 1a, 1b, 1d, 2, and 3 must show both the "Number of Services" or the "Number of Times" and "Attendance."

3. The report will be typewritten, in duplicate, the original forwarded through military channels to the Chief of Chaplains, and the copy filed at unit headquarters.

4. Under the provisions of paragraph 2a (4), AR 60-5, chaplains are privileged to write direct to the Chief of Chaplains upon matters which relate solely to their professional activities.

5. If no religious services were held on a particular Sunday, the reason will be stated. The probable cause for notably small attendance will also be given. Copies of programs, photographs, and other matter illustrating the chaplain's activities may be forwarded with the report. Photographs should be not less than 4" by 5", glossy black, and with authority to reproduce for publicity purposes written in ink or stamped on the reverse side of the print and authenticated by the signature of the owner of the negative, if other than an official photograph. Do not write on the face of the print.

6. In emergency additional report blanks may be requisitioned by the reporting chaplain as indicated in paragraph 6b, AR 60-5.

W. D., Ch. Form No. 3 (1 March 1945)

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