CRM Service Status and Subtypes on the Assignment Record

Service Branch Picklist Values	Definitions
Army	The Service Branch selection here generally matches the service branch of the Installation or Seminary lookup field.
Air Force	
Marine Corps	Examples: A contract-priest serving at an Army installation has Army selected here.
Coast Guard	
Navy	Exceptions: a Navy priest-chaplain serving with a Marine or coast guard unit is listed as Navy here. A priest serving at a Joint Base installation has his service branch listed here.
Veterans Administration	
Civilian	

Duty Title	The Duty Title entered is largely determined by the person's Service Status, according to the guidance here.
Military Chaplain	Priests can enter their role at the assignment, e.g., Command Chaplain, Deputy Command Chaplain, etc. Priests who are assigned to a school, should enter Career Development as the Duty Title. Additional information can be entered in the Description field.
VA Chaplain	The VA priest's role at the VAMC is entered.
AMS	The duty title is the person's office title, e.g., Director of Development. For those with a Council Member subtype, the name of the council can be the duty title.

Service Status Picklist Values	Service Status Subtype Picklist Values	Definitions
Military Chaplain	None	Military Chaplain is selected as the Service Status if the priest's current military status (or, in the cases noted below, the current assignment) fits any of the Service Status Subtypes in the subordinate picklist.
	Active Duty	The priest's current military status is Active Duty and does not fit any other Subtype.
	Reserve	The priests' current military status is Reserve and he is not mobilized for the current assignment. In other words, the priest serves his Reserve duty one weekend a month and two weeks a year.

Service Status Picklist Values	Service Status Subtype Picklist Values	Definitions
		Note: What should the Installation or Seminary lookup field read? Reservist or the actual installation he is assigned for his Reserve duty?
	Reserve - Mobilized	The priest on Reserve duty has been mobilized or activated to an Active Duty assignment. His status has not been changed to Active Duty. Only if the priest transfers (with a new endorsement) from the Reserves to Active Duty does the Subtype change to Active Duty. Note: The Installation or Seminary lookup should have the installation where the priest is assigned for the mobilization.
	Air National Guard	The priest's current military status is Air National Guard and he is not Federalized (or activated) for the current assignment. In other words, the priest serves his ANG duty one weekend a month and two weeks a year. Note: The Installation or Seminary lookup should have National Guard.
	Air National Guard - Federalized	The Air National Guard priest has been federalized (or mobilized or activated) to an Active Duty assignment. His status has not been changed to Active Duty or Reserve. Only if the priest transfers (with a new endorsement) from the ANG to Active Duty or Reserve does the Subtype change to Active Duty or Reserve. Note: The Installation or Seminary lookup should have the installation where the priest is assigned for the federalization.
	National Guard	The priest's current military status is Army National Guard, and he is not Federalized (or activated) for the current assignment. In other words, the priest serves his NG duty one weekend a month and two weeks a year. Note: The Installation or Seminary lookup should have National Guard.
	National Guard - Federalized	The Army National Guard priest has been federalized (or mobilized or activated) to an Active Duty assignment. His status has not been changed to Active Duty or Reserve. Only if the priest transfers (with a new endorsement) from the NG to Active Duty or Reserve does the Subtype change to Active Duty or Reserve. Note: The Installation or Seminary lookup should have the installation where the priest is assigned for the federalization.
	Civil Air Patrol	The priest has a current assignment with the Civil Air Patrol.
	Retired/Retained	The priest has officially retired from Active Duty service but been retained on Active Duty. Note: the priest may still be assigned to the same installation as he was on Active Duty, a new assignment must be created because his status changed at the installation.

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Service Status Picklist Values	Service Status Subtype Picklist Values	Definitions
	GS	The priest may be former military or a civilian who has been hired in a GS position at the Installation or Seminary lookup field.
	Contract - full-time	The priest may be former military or a civilian who has been awarded a full-time contract at the Installation or Seminary lookup field.
	Contract - part-time	The priest may be former military or a civilian who has been awarded a part-time contract at the Installation or Seminary lookup field.
	Contract - status unknown	The priest may be former military or a civilian who has been award a contract in the past, but the contract status is unknown
	Endorsed Only	The priest has received an endorsement from the AMS for a military service, a GS position at a military installation, or a contract at a military installation but has not yet acceded into the military or officially given the GS position or contract. Note: Endorsed Only is to be chosen for the Installation or Seminary lookup field
	International Exchange	On a Tour of Duty at Foreigner School/Installation
	Co-Sponsored Priest	The priest is either in the Reserve (USA or USAF) or still a Chaplain Candidate (USN) completing three years ministry before going on Active Duty.
VA Chaplain	None	VA Chaplain is selected as the Service Status if the priest's current assignment fits any of the Service Status Subtypes in the subordinate picklist.
	GS/Full-time	The priest has a full-time GS position at the VAMC in the Installation or Seminary lookup field.
	GS/Part-time	The priest has a part-time GS position at the VAMC in the Installation or Seminary lookup field.
	Intermittent	The priest has an intermittent position at the VAMC in the Installation or Seminary lookup field.
	Fee Basis	The priest is contracted on a Fee Basis at the VAMC in the Installation or Seminary lookup field.
	Contract	The priest has a contract at the VAMC in the Installation or Seminary lookup field.
	Awaiting Selection	The priest has received an endorsement from the AMS for a VA position but has not yet been selected by the VA for a position.
Deacon	None	Deacon is selected as the Service Status irrespective of his specific assignment, e.g., an Installation Appointment.

Service Status Picklist Values	Service Status Subtype Picklist Values	Definitions
	Permanent	
	Transitional – CSP	The deacon is a CSP and Chaplain Candidate.
	Transitional – Chap. Cand.	The deacon is a Chaplain Candidate only. He is not a CSP.
Installation Appointment	None	Installation Appointment is chosen if the deacon or lay person exercises one of the ministry subtypes.
	Catechist	Appointed by the AMS priest at the installation, the deacon or lay person serves as a catechist (whether certified or not). Note: youth ministry leaders and youth ministry team members, while catechists, are given the appropriate subtype in this picklist.
	EMHC	The Extraordinary Minister of Holy Communion is trained by the priest and commissioned by the Archbishop for a five-year term.
	Catholic Pastoral Life Coordinator	The Catholic Pastoral Life Coordinator serves in an appointed contract or volunteer capacity to support administrative details and organization of the Catholic faith community activities under the guidance of the AMS priest.
	Catholic Representative	The Catholic Representative is appointed in the Army and the Air Force by the command and trained by the AMS priest to lead Catholics through prayer services, bible studies, and other peer-led initiatives.
	Lay Leader	The Lay Leader is appointed in the Navy by the command and trained by the AMS priest to lead Catholics through prayer services, bible studies, and other peer-led initiatives.
	RCIA Director/Coordinator	The RCIA director/coordinator serves as an appointed volunteer to facilitate the chapel process for the Rite of Christian Initiation of Adults under the direction of the AMS priest-DRE.
	RCIA Team Member	The RCIA team member serves as an appointed volunteer to support the chapel process for the Rite of Christian Initiation of Adults under the guidance of the RCIA director/coordinator and the direction of the AMS priest-DRE.
	Youth Ministry Leader	Appointed by the AMS priest, the youth ministry leader serves in an appointed contract or volunteer capacity. Note: Catechists who are youth ministry leaders are given this subtype.
	Youth Ministry Team Member	The youth ministry team member serves in a volunteer capacity to support the youth ministry leader under the direction of the AMS priest-DRE.

Service Status Picklist Values	Service Status Subtype Picklist Values	Definitions
		Note: Catechists who are youth ministry leaders are given this subtype.
	Coordinator of Religious Education	The Catholic coordinator of religious education serves in an appointed contract or volunteer capacity under the guidance of the AMS priest-DRE.
	Young Adult Ministry Leader	The young adult ministry leader serves in an appointed contract or volunteer capacity under the direction of the AMS priest.
	Young Adult Ministry Team Member	The young adult ministry team member serves in a volunteer capacity to support the young adult ministry leader under the direction of the AMS priest.
Vocation Candidate	None	The man is a civilian. He may be a senior in high school, in college, pre-theology, or major seminary, though not as an AMS Co-Sponsored Seminarian.
	ROTC	The man is in college and expects to be co-sponsored (CSP). He has no service obligation.
	ROTC Contract	The man is in college and expects to be CSP. He has a service obligation after graduation.
	Academy	The man is at a service academy and expects to be CSP.
	Active Duty/Non-degree	The man is enlisted on active duty. He has no college degree. He expects to enter college seminary and to be CSP.
	Active Duty/Degree	The man is on active duty with a college degree. He expects to be CSP.
	Reserve/Enlisted	The man is enlisted in the Reserve. He may or may not be in college or college seminary. He expects to be commissioned and CSP upon graduation.
	Reserve/Officer	The man is an officer in the Reserve. He expects to be CSP.
AMS Seminarian	Co-Sponsored	The man is in college, pre-theology, or major seminary. He is normally both a Chaplain Candidate and in the CSP. CSP means that the AMS has an agreement with the man and his home diocese.
	Chaplain Candidate	The seminarian is in college, pre-theology, or major seminary. He is a Chaplain Candidate only. The AMS does not have an agreement with the man and his home diocese.
	Co-Sponsored - Reserve	The man is in college seminary and has no bachelor's degree. He has a service obligation and is a CSP. He expects to be commissioned as a Chaplain Candidate upon graduation.
	Leave of Absence	The man is on leave of absence from the seminary. He may be CSP and/or Chaplain Candidate. He may have returned to Active Duty. Note: Leave of Absence is entered as the Installation or Seminary lookup field, with a Start Date and an End Date of one year in the future.

Service Status Picklist Values	Service Status Subtype Picklist Values	Definitions
Diplomatic Corps	None	This Service Status value is used for priests, deacons, and lay persons who work outside the borders of the United States. The None subtype is used if another subtype is not suitable.
	Diplomatic Corps	This Subtype is chosen for priests, deacons, or lay persons who work in a diplomatic post. Note: Only those persons in OCONUS assignments are AMS subjects.
	Government Employees	This Subtype is chosen for priests, deacons, or lay persons who work for a U.S. government agency, e.g., FBI, Secret Service, USAID. Note: The specific government agency should be added in the Description field.
	Government Contractors	This Subtype is chosen for deacons or lay persons who work outside the U.S. as a government contractor.
Retired	None	This Service Status applies to any priest, deacon, or lay person who no longer working in any of the Subtypes. Note: Retirement may end if the person later enters service in another Service Status. Example: a military priest retires for two years before taking on a contract.
	GS	The person retired from a GS position, whether full time or part time.
	Diplomatic Corps	The person retired from the Diplomatic Corps.
	Veterans Administration	The person retired from the VA.
	Military	The person retired from the Military, whether as a chaplain or line or staff position. Note: For AMS priests, the Retirement subtype is interpreted strictly, i.e., the priest retired after 20 years. If the priest left military service before 20 years, the Service Status | Subtype selected is Inactive | Resigned/Terminated.
	Civilian	The person retired from the civilian world.
Inactive	None	This Service Status applies to priests, deacons, and seminarians who do not meet any of the Subtypes below.
	Rejected by Military/VA	Priests, deacons and seminarians who, after receiving the AMS endorsement, are rejected by either the Military or VA for accession or a position.
	Endorsement Withdrawn by AMS	Priests, deacons and seminarians who, after serving in the Military or VA, have had their AMS endorsement withdrawn, e.g., they were recalled by their bishop. Note: the Installation or Seminary lookup field gives the precise reason for the withdrawal.

Service Status Picklist Values	Service Status Subtype Picklist Values	Definitions
	Resigned/Terminated	AMS priests, deacons, and seminarians who have voluntarily separated from the military before the 20-year retirement or not renewed a contract.
	Terminated - See Notes	AMS priests, deacons, and seminarians who have been involuntarily separated from the military or not renewed a contract.
AMS	None	This Service Status applies to all persons who are associated with the AMS staff or offices. The None Subtype is used for auxiliary staff members who do not receive AMS mass communications directed to staff, e.g., VAC, Capodanno tribunal, et al.
	Office Director	The Office Director Subtype is given to the Archbishop, VG, EVs, and office directors. For email purposes, the ABSecretary, VGSecretary, and AuxBpSecretary have this Subtype also.
	Staff	AMS non-Office Directors.
	Council Member	Persons who are members of various AMS consultative bodies, e.g., Presbyteral Council, College of Consultors, Finance Council, Review Board.