

Department of the Army  
Pamphlet 165-17

Religious Activities

# Chaplain Personnel Management

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Department of the Army  
Washington, DC  
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**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

DA PAM 165-17

Chaplain Personnel Management

- o Establishes a personnel management policy for the US Army Chaplaincy.
- o Contains a professional chaplain career life cycle.
- o Describes the Board processes.
- o Sets the CPE utilization tour standards.
- o Establishes a clear policy for change/loss of endorsement.
- o Identifies MEL 1 criteria for certain assignments.
- o Identifies LTC nominative assignments requiring selection/completion of Division chaplain course.
- o Describes the training and educational opportunities for chaplains.
- o Describes a new schooling opportunity for chaplains, the Chaplain Graduate Degree Completion Program.
- o Describes the chaplain personnel assignment policy.

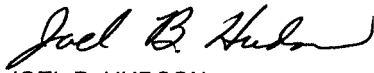
Religious Activities

Chaplain Personnel Management

By Order of the Secretary of the Army:

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**History.** The electronic version of this DA Pamphlet 165-17, dated 11 May 1998, differs from the paper edition. The electronic publication contains a corrected appendix E. This publication is a new Department of the Army Pamphlet.

**Summary.** This pamphlet, in accordance

with Army Regulation 165-1, describes the specific procedures, guidelines, and references required to implement policy for management of personnel in the chaplain branch of the United States Army. It describes how chaplains on active duty are accessioned, entered, retained, trained, assigned, promoted, and released.

**Applicability.** Unless otherwise indicated, this pamphlet applies to the Regular Army and Reserve Components.

**Proponent and exception authority.** The proponent for this pamphlet is the Chief of Chaplains, U.S. Army. The CCH has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The CCH may delegate this authority in writing to a director or division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** Internal control systems. This pamphlet is not

subject to the requirements of Army Regulation 11-2. It does not contain management control provisions.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (ATTN: DACH-PER), Chief of Chaplains, 2511 Jefferson Davis Highway, 12th Floor/Room 12500, Arlington, VA 22202-3907.

**Distribution.** Distribution of this publication is made in accordance with the Initial Distribution Number (IDN) 095527, intended for command levels A, B, C, D, and E for Active Army, for the Army National Guard of the United States (ARNGUS), and for the United States Army Reserve (USAR).

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## Glossary

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**RESERVED**

## Chapter 1 Introduction

### 1-1. Purpose

This pamphlet contains procedures and provides guidance for implementing chaplain personnel management policy established in applicable Army Regulations (ARs). It sets standards and gives direction for accessioning, assigning, and managing personnel in the chaplain branch of the United States Army. The United States Army refers to all active, Army National Guard of the United States (ARNGUS), and United States Army Reserve (USAR) soldiers, their family members, Department of the Army civilians, and other authorized personnel.

### 1-2. References

Required and related publications are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the glossary. When the term Installation Chaplain is used, it also refers to Area Support Group (ASG), Medical Center (MEDCEN), and garrison chaplain.

## Chapter 2 Recruiting, Accessioning, and Entry on Active Duty

### Section I Chaplain Recruiting Activities

#### 2-1. Chaplain recruitment programs

The Chief of Chaplains (CCH) recruits qualified chaplains for the Active Army, the Army National Guard, and the USAR through the CCH recruitment program (AR 165-1, chapter 6). The CCH is responsible for the overall recruitment program and maintains operational control for the Active Army. The CCH has delegated operational control for National Guard Chaplain recruiting to the Chief, National Guard Bureau and for USAR Chaplain recruiting to the United States Army Recruiting Command.

#### 2-2. Chaplain participation in recruitment programs

Responsibilities for administering and managing chaplain recruitment programs are listed in AR 165-1, chapter 6. Senior supervisory chaplains provide leadership for these programs, training subordinate chaplains in recruiting activities, and giving high visibility to recruiting efforts that target faith groups with a shortage of chaplains, minorities, and women.

### Section II Chief of Chaplains Accession Plan and Boards

#### 2-3. Five-year accessions plan

To ensure that the chaplain branch is able to accomplish its mission, the CCH accesses to active duty (AD) a sufficient number of chaplains each fiscal year to meet religious support requirements and offset projected losses. The Five-Year Accessions Plan programs the number of chaplains to be brought on AD to support Budget End Strength (BES). This plan also limits the number of field grade accessions and retiree recalls for each fiscal year. This plan is developed and implemented by the Director of Personnel and Ecclesiastical Relations (DACH-PEC).

#### 2-4. Chief of chaplains accession selection boards

*a. Frequency of boards.* Typically, Accession Selection Boards meet at least two times a year to consider applications for AD, for appointment or reappointment to the chaplain branch, and for appointment as staff specialist in the Chaplain Candidate Program.

*b. The role of the Chief of Chaplains.* The CCH convenes each Accession Selection Board, approves board membership, and issues a Memorandum of Instruction (MOI) for each board in accordance

with (IAW) AR 135-100 and AR 165-1. The MOI details appropriate statutory, regulatory, and functional branch requirements by which each board must operate.

*c. Board membership.* The CCH appoints board members IAW standards outlined in AR 600-8-29.

*d. Announcement of Accession Selection Board dates.* Six months before convening an accession board, the CCH notifies Army installations and MACOMs through a Department of the Army (DA) message. The CCH notifies endorsing agencies through the National Conference on Ministry to the Armed Forces (NCMAF).

#### 2-5. Action on board selections

*a. Selection for appointment, reappointment, and AD.* Accession Selection Boards are advisory boards and recommend applicants to the CCH for:

- (1) Appointment or reappointment to the chaplain branch.
- (2) Staff specialists in the Chaplain Candidate Program.
- (3) AD.

*b. Approval and appointment.* The CCH recommends applicants for appointment to the chaplain branch and for AD. The Personnel Command (PERSCOM) Appointments Directorate located in Saint Louis, Missouri is the final approving and issuing authority for appointments recommended by the CCH.

*c. Notification.* The Director of Personnel and Ecclesiastical Relations notifies, in writing, applicants for concurrent AD and their endorsing agents of the results of the board. The Accessions Officer forwards courtesy copies of board results to Commander, U.S. Army Reserve Personnel Command (AR-PERSCOM) and United States Army Reserve Command (USARC). Board results for all ARNGUS applicants not applying for concurrent AD are forwarded to the National Guard Bureau (NGB), and board results for all USAR applicants not applying concurrent AD are forward to the United States Army Recruiting Command (USAREC). The NGB and USAREC are responsible for notifying their respective applicants of the board results.

*d. Accessioning.* Individuals selected by an Accession Selection Board must not assume that they will be accessed and enter AD in the same fiscal year in which they have been selected. Accessioning is based on needs of the Army, Chaplain Officer Basic Course (CHOBC) quotas, and BES constraints.

*e. Decision of selectees.* Individuals selected for appointment as a chaplain on AD must notify the Army Chaplain Accessions Officer of their decision to accept appointment within 30 days following notification of selection. Selectees entering the Reserve Components (RC) but not on AD also have 30 days from the date of their appointment letter to sign the oath of office and forward it to the Office of the Chief of Chaplains (DACH-PEC), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

*f. Reconsideration of nonselect applicants.* Upon notification of nonselection, applicants may elect to have their application reconsidered by the next convening board. If the applicant is not selected for a second time, he or she may not resubmit an application to an Accession Selection Board for a minimum of one calendar year from the time of the second nonselection. If a two-time nonselect applicant wishes to reapply for a board after waiting one calendar year, he or she must begin the entire application process again, including a new application packet, interview, and ecclesiastical endorsement.

### Section III Appointment of Chaplains and Staff Specialists

#### 2-6. Purpose of appointment

Professionally qualified chaplains are appointed to provide for the free exercise of religion for all members of the Army.

#### 2-7. Requirements for appointment

Chaplains are appointed IAW guidelines set forth in AR 165-1, paragraphs 8-2 and 8-3.

## **2-8. Appointment to the Chaplain Branch of the USAR or ARNGUS**

Applicants selected for appointment receive a commission as an officer in the chaplain branch in either the USAR or ARNGUS. They may apply at a later date for AD by following the procedures outlined in section IV. Applicants may also apply concurrently for appointment to the chaplain branch and for AD as described in section IV. Chaplains are classified as 56A (Command and Unit Chaplain) or 56D (Clinical Ministries Supervisor).

## **2-9. Appointment of seminarians in their senior year**

Seminarians in their senior year can apply up to 180 days before graduation for appointment as a chaplain in one of the RCs. If selected, the applicant may enter active status in a RC upon graduation. The application must include a partial transcript and a statement from the seminary that the applicant meets all the criteria for graduation and is expected to receive his or her degree within 180 days. Also, the ecclesiastical endorsing agency must provide a conditional endorsement for active status. Before entry on active status, the applicant must submit through the seminary, the final transcript of credits and certification of graduation and, through the endorsing agency, a statement revalidating the initial conditional ecclesiastical endorsement. This appointment applies to seminarians who participate in the Chaplain Candidate Program as well as to those who do not.

## **2-10. Appointment grade and date of rank**

*a. Grade.* Applicants without prior commissioned service are awarded 3 years entry grade credit (para 2-13) and are appointed in the grade of first lieutenant. Seminarians may be appointed as second lieutenants in the staff specialist branch, Specialty Skill Identifier 00A56, until they become eligible for appointment as first lieutenant in the chaplain branch.

*b. Date of rank.* The date of rank (DOR) of an officer commissioned in a RC and appointed to the chaplain branch is determined by the entry grade credit awarded on appointment. The DOR of a chaplain in a RC, ordered to AD and placed on the Active Duty List (ADL), may be adjusted as described in paragraph 2-13.

## **Section IV**

### **Application Process for Appointment to the Chaplain Branch and/or Application to Enter Active Duty**

## **2-11. Basic requirements for appointment**

*a. Ecclesiastical Endorsement as Defined by Department of Defense Directive 1304.19.* Applicants must receive endorsement from an ecclesiastical endorsing agency recognized by the Armed Forces Chaplains Board. Endorsing agents must use Department of Defense (DOD) (DD) Form 2088 (Ecclesiastical Endorsement Agent Certification) to verify endorsement. The endorsing agency sends the completed DD Form 2088 directly to the Office of the Chief of Chaplains (DACH-PEC), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907. An endorsement certifies that the applicant:

- (1) Is a fully qualified clergyperson of the certifying faith group.
- (2) Is qualified spiritually, morally, intellectually, and emotionally to serve as an Army chaplain.
- (3) Supports the free exercise of religion by all members of the United States Army.
- (4) Has 2 years of professional experience following the completion of the academic requirements.

*b. Educational requirements as defined by DOD Directive 1304.19.* To be educationally qualified for appointment as a chaplain, the applicant must:

- (1) Possess a baccalaureate degree of not less than 120 semester hours (180 quarter hours) from an accredited college or university listed in the current edition of the American Council on Education's (ACE), Accredited Institutions of Postsecondary Education, or from a school whose credits are accepted by a college or seminary listed in this publication, or by any institution listed in the current edition

of the Directory, Association of Theological Schools (ATS) Bulletin, Part 4, or accredited by the Transnational Association of Christian Schools (TRACS).

- (2) Have successfully completed 3 resident years of graduate professional study in theology or related subjects (normally validated by the possession of a Master of Divinity degree, an equivalent graduate degree, or 90 semester hours) at an accredited graduate school. Graduate professional study is required for ecclesiastical endorsement as a member of the clergy fully qualified to perform the functions of a chaplain. The graduate professional study requirement can be met only at a graduate school listed in the Accredited Institutions of Post Secondary Education, the Transnational Association of Christian Schools, the current edition of the Directory, Association of Theological Schools Bulletin, Part 4, or at a school whose credits are accepted by a school listed as accredited in these documents.

*c. Professional experience.* Applicants applying for AD must have a minimum of 2 years of full time professional experience performed after the applicant has met the educational requirements. The professional experience must be validated by the applicant's endorsing agent (see chapter 2, section V, para 2-13 c (2)). This requirement under some circumstances is waiverable. To obtain a waiver, the endorser must provide a detailed summary of the experience that the endorser feels is equal to the 2 years of professional experience to the Office of the Chief of Chaplains (DACH-PEC), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907. A person coming on AD is expected to have a well-formed denominational, pastoral identity. That identity is defined by the pastor first meeting all denominational and academic requirements and then applying the full seminary experience in at least 2 years of practical ministry situations. The professional experience requirement does not apply to RC applicants.

*d. Interview requirement.* An applicant applying for concurrent AD must be interviewed by a senior Active Army chaplain, usually at an installation near the residence of the applicant. An applicant applying for the RC also must be interviewed, but this interview can be with either a senior Active Army chaplain or a senior RC chaplain. The senior Active Army chaplain interviewing applicants seeking concurrent AD must be specified by the Director of Personnel and Ecclesiastical Relations. The USAREC arranges interview appointments for USAR applicants; the State Area Command (STARC) chaplain is responsible for arranging interviews for ARNGUS applicants. Under no circumstances does the applicant select the interviewer. The interviewer assesses the applicant according to criteria in AR 135-100, reporting the results of the interview in the Format for Applicant Interview Statement (AR 135-100, Figure 3-2). Appendix B contains a sample of the format. Upon completion of the interview, the interviewing chaplain forwards the interview results to the Office of the Chief of Chaplains (DACH-PEC), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907. Interview results are confidential and are not furnished to the applicant by the interviewing chaplain. To obtain a copy of the interviewer's report, the applicant must make a written request to Chief of Chaplains (DACH-IMW), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907, IAW the Freedom of Information Act (FOIA), section 552, title 5, United States Code (5 USC 552). Applicants are not reimbursed for travel or incidental expenses connected with the interview requirement.

*e. Age limitation.* The applicant must be under 40 years of age when commissioned or qualify for a waiver of maximum age by the CCH or his designated representative.

*f. Additional forms and requirements.* Each chaplain applicant completes, dates, and signs the:

- (1) *Security clearance.* A completed SF Form 86 (Questionnaire for National Security Positions) to include finger print cards, FD Form 258 (U.S. Department of Justice Fingerprint Card) and/or verification of previous security clearances is required.

- (2) *Medical evaluation.* A Report of Examination, SF Form 88 (Report of Medical Examination) and a SF Form 93 (Report of Medical History) must be completed by a DOD physician at a military medical facility (usually at a Military Entrance Processing



Station (MEPS)) declaring the applicant "qualified" for duty. The date of the physical exam must not exceed 24 months before the date of application. If the applicant receives a physical profile rating of 3 or 4, the applicant is considered disqualified for duty without a waiver. If the examining physician recommends a waiver, or the applicant requests a waiver, his or her SF 88, SF 93, and accompanying consultation form(s) must be reviewed by the appropriate waiver authority. For all applicants who are also requesting concurrent AD, the waiver authority is AR-PERSCOM surgeon. For USAR applicants not requesting concurrent AD, the USAREC surgeon is the waiver authority. For ARNGUS applicants (without concurrent AD), the NGB surgeon is the waiver authority. Also, applicants must comply with height and weight standards per AR 600-9; however, a waiver is authorized if the individual does not exceed the standards of AR 40-501.

(3) *Interservice transfer DD Form 368 (Request for Conditional Release from Reserve or Guard Component)*. If the applicant is an interservice transfer, the applicant must furnish a conditional release from the losing service.

(4) *Prior service records*. If the applicant has prior service, the applicant must furnish a copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) and a microfiche or certified true copy of Officer Evaluation Reports (OERs), Academic Evaluation Reports (AERs), or equivalent documents from another service. If an officer that is currently on AD, the applicant must furnish a recommendation from his or her commander. If enlisted and currently on AD, the applicant must furnish a copy of DA Form 2A (Personel Qualification Record, Part I - Enlisted Peacetime) and 2-1 (Personnel Qualification Record, Part II) and DA Form 2166-7 (Noncommissioned Officer Evaluation Report).

(5) *Requirements*.. Additional requirements as specified in the application packet.

## 2-12. Application packets

### *a. Appointment without request for concurrent AD.*

(1) Request a new ecclesiastical endorsement for USAR or ARNGUS. The endorsing agency sends a DD Form 2088 directly to the Office of the Chief of Chaplains (DACH-PEC), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

(2) Applicants seeking appointment in the USAR request, complete, and forward in one envelope the forms and information listed in appendix C to HQ, U.S. Army Recruiting Command (RCRC-CH), 1307 3rd Avenue, Fort Knox, Kentucky 40121-2726. USAREC forwards the completed applications, except the interview statement and endorsement, to OCCH (DACH-PEC). The interview statement and endorsement are sent IAW 2-11 a, d.

(3) Applicants seeking Federal recognition in the ARNGUS must request, complete, and forward in one envelope the forms and information listed in appendix C, except the interview statement and endorsement, to the STARC. The interview statement and endorsement are sent IAW 2-11 a, d. The STARC forwards the completed application through HQ, NGB to OCCH (DACH-PEC).

### *b. Appointment with request for concurrent AD.*

(1) Request a new ecclesiastical endorsement for AD. The endorsing agency sends a DD Form 2088 directly to the Office of the Chief of Chaplains (DACH-PEC), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

(2) Applicants requesting appointment in the USAR or ARNGUS with concurrent AD must request, complete, and forward in one envelope the forms and information in appendix C, except the interview statement and endorsement, to the Office of the Chief of Chaplains (DACH-PEC), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907. The interview statement and endorsement are sent IAW 2-11 a, d.

*c. Reserve Component (ARNGUS and USAR) Chaplains Applying for AD.* Applicants who have been appointed officers in the chaplain branch of the USAR or ARNGUS and are requesting extended AD must:

(1) Request a new ecclesiastical endorsement for AD. The endorsing agency sends a DD Form 2088 directly to the Office of the

Chief of Chaplains (DACH-PEC), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

(2) Upon receipt of the AD endorsement, OCCH (DACH-PEC) sends the USAR or ARNGUS chaplain applying for AD an application packet. Applicants must complete and forward in one envelope the forms and information found in appendix C, except the interview statement and endorsement, IAW the following paragraphs. The interview statement and endorsement are sent IAW paragraph 2-11 a, d.

(a) USAR Troop Program Unit (TPU) chaplains route their application packets through their unit commander, through the major subordinate command (MSC) chaplain, through the USARC staff chaplain for OCCH (DACH-PEC).

(b) Individual Ready Reserve (IRR) and individual mobilization augmentee (IMA) chaplains route application packets through the AR-PERSCOM chaplain for OCCH (DACH-PEC).

(c) ARNGUS TPU chaplains route application packets through command channels, through the STARC staff chaplain, through the NGB staff chaplain, for OCCH (DACH-PEC).

d. Applications for Interbranch or Intrabranh Transfer to the Chaplain Branch by Chaplain Candidates, and other previously Commissioned Officers.

(1) Request a new ecclesiastical endorsement for either AD or USAR/ARNGUS. The endorsing agency sends a DD Form 2088 directly to the Office of the Chief of Chaplains (DACH-PEC), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

(2) Chaplain candidates (staff specialist branch), commissioned officers in other branches of service, or commissioned officers in the Army in a branch other than the chaplain branch, must apply for reappointment to the chaplain branch, be selected by a Chief of Chaplains Accession Selection Board and be approved by the CCH.

(3) Chaplain candidates desiring reappointment in the chaplain branch in the USAR (without concurrent AD) request an application packet from AR-PERSCOM (ARPC-OPA) 9700 Page Boulevard, Saint Louis, Missouri 63123-5260. Applicants complete and forward in one envelope the forms and information in appendix C, except the interview statement and endorsement, to AR-PERSCOM. The interview statement and endorsement are sent IAW paragraph 2-11 a, d.

(4) All other commissioned officers desiring reappointment in the chaplain branch in the USAR (without concurrent AD) request an application packet from Headquarters, USAREC, ATTN: RCRC-CH, 1307 3d Avenue, Fort Knox, Kentucky 40121-2726. Applicants complete and forward in one envelope the forms and information in appendix C, except the interview statement and endorsement, to USAREC. The interview statement and endorsement are sent IAW paragraph 2-11 a, d.

(5) Applicants desiring appointment in the ARNGUS (without concurrent AD) request an application packet from the local STARC. Applicants complete and forward in one envelope the forms and information in appendix C, except the interview statement and endorsement, to the STARC. The interview statement and endorsement are sent IAW 2-11 a, d.

(6) Applicants desiring reappointment (with concurrent AD) request an application packet from the Office of the Chief of Chaplains (DACH-PEC), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907. Applicants complete and forward in one envelope the forms and information in appendix C, except the interview statement and endorsement, to OCCH, routing per paragraph 2-12c(2), as it applies. The interview statement and endorsement are sent IAW 2-11 a, d.

(7) If waivers (e.g., medical, legal) have been granted, applicants must furnish a copy of these waivers with their application. The CCH grants age waivers to balance the composition of the chaplain branch and to support special needs of the chaplaincy .

### *e. Application packet deadlines.*

(1) It is the responsibility of the individual applicant to ensure that his or her application packet is complete and arrives at the appropriate agency by the deadlines listed below. In the event that

the applicant does not meet the application deadline, or if the application is incomplete, the accessions officer or designated representative informs the applicant of the reasons his or her application will not be placed before a board. The accessions officer may do this directly or through channels.

(2) Completed applications for appointment or reappointment (without concurrent AD) must arrive at the designated agency per paragraph 2-12c(2) no later than 30 days before the date on which a CCH Accession Selection Board convenes. The designated agency ensures that the completed applications arrive at OCCH (DACH-PEC) no later than 20 days before the date on which a CCH Accession Selection Board convenes.

(3) Completed applications for appointment or reappointment (with concurrent AD) must arrive at OCCH (DACH-PEC) no later than 30 days before the date on which a CCH Accession Selection Board convenes.

## Section V Entry on Active Duty

### 2-13. Initial AD grade

*a. Constructive service credit for Reserve Components Chaplains.* Effective 24 July 1993, the CCH implemented the provisions of AR 600-8-29, subparagraph 1-40c: "Other than Regular Army (OTRA) Chaplains in the Reserve Grade of 1LT who received entry grade credit which included constructive service credit at the time of their most recent original appointment, may be tendered a new original appointment in a higher grade not above major upon placement on the ADL if the total period of entry grade credit exceeds the promotion phase point to the higher grade in the Chaplain competitive category." Currently, the phase point for the promotion of chaplains to the grade of captain is 42 months of constructive service credit, or 24 months as 1LT.

*b. Date of rank.* Chaplains accessed to AD are not awarded more than 3 years date of rank upon inclusion on the ADL. This policy maintains the integrity of the chaplain competitive category promotion system and ensures that chaplains with Reserve Components service credit are competitive when appearing before DA Centralized Promotion Boards.

(1) AR 135-100 delineates the policy for appointment of commissioned officers in the Reserve Component. Officers with prior

commissioned service credit of 3 years or more, but less than 7 years, are appointed as a first lieutenant. Officers with commissioned service credit of 7 years or more, but less than 14, are appointed in the grade of captain (CPT).

(2) Chaplains receive 3 years of constructive credit, IAW AR 135-100, paragraph 3-7, for the combination of 3 resident years of graduate professional study and 2 years professional experience. Of those 3 years, 18 months apply to time in grade for promotion to first lieutenant, and 18 months are credited to DOR. An additional 1 year of constructive credit may be awarded for 7 or more years of extensive practical experience in ministry. To qualify for this 1 additional year of constructive credit, the 7 years of practical experience must be subsequent to the individual's fulfilling all the educational requirements for the chaplaincy and must be documented by the individual's ecclesiastical endorsing agent on the official ecclesiastical endorsement (DD Form 2088). Certification must be provided to the Accession Selection Board by the Ecclesiastical Endorsing Agency at the time of application for AD.

(3) See table 2-1 for conditions and procedures for DOR determinations.

### 2-14. Year group

Chaplain personnel management is done exclusively by position on the ADL and not by year group. Chaplains are given a year group designation for branch comparison to Officer Personnel Management Directorate (OPMD) managed officers. Year group determination is of minimal significance for Army chaplains.

### 2-15. Entry on active duty and service obligation

*a. Entry on AD.* The entry on active duty (EAD) date of chaplains who have been selected for entry on AD and who have accepted their selection, is based on the needs of the chaplaincy and the U.S. Army.

*b. Service obligation.* Chaplains entering AD since June 1984, have a total service obligation of 8 years (AR 350-100, para 9). The first 3 years of this commitment are served in an active obligated volunteer (OBV) status unless an exception to policy is allowed by DACH-PER or as a result of an elimination action.

**Table 2-1  
Appointment Grade and Date of Rank Determination**

CONDITION	CONSTRUCTIVE SERVICE CREDIT/RESERVE SERVICE	PROCEDURE
1. Entry from civilian status	3 years	Appoint as 1LT with 18 mos TIG* when placed on ADL.** (AR 600-8-29)
2. Entry from civilian status with 7 yrs pastoral experience documented on DD Form 2088***	4 years	Appoint as 1LT with 30 mos TIG. Advance to CPT with DOR equal to EAD on AD order. (AR 600-8-29)
3. From the Reserves with less than 6 mos TIG as 1LT or 2LT	36-41 months	Enter as 1LT with 18 mos TIG. (AR 600-8-29)
4. From the Reserves with 6 months or more TIG as 1LT	42 months or more	Advance to CPT with DOR equal to EAD on AD order. (AR 600-8-29)
5. From the Reserves as a CPT	Up to 36 months	Order to AD with ADOR equal to Reserve DOR calculated up to, but no more than 36 mos TIG. (AR 600-8-29)
6. From the Reserves as a MAJ****	14 years or more but less than 21 years	Order to AD with ADOR equal to EAD on AD order **** (AR 600-8-29)

**Notes:**

\* Time-in-Grade (TIG).

\*\* Active Duty List (ADL).

\*\*\* Pastoral experience must be subsequent to the fulfillment of the educational requirements for the chaplaincy. No period may count more than once for credit.

\*\*\*\* In accordance with the Chief of Chaplains' policy.

## Chapter 3 Career Status

### Section I Reserve Component Career Status

#### 3-1. Reserve Components of the Army

The Reserve Components of the Army consist of the Army National Guard of the United States and the United States Army Reserve. Applicants selected for appointment receive a commission as an officer in the chaplain branch of either the ARNGUS or USAR.

#### 3-2. Status in the Army National Guard

Upon appointment as Reserve commissioned officers in the ARNGUS, chaplains become members of the Selected Reserve (See para 3-3).

#### 3-3. Status in the U.S. Army Reserve

The USAR is a statutory Federal force that consists of the Ready Reserve, the Standby Reserve, and the Retired Reserve. The Selected Reserve is a part of the Ready Reserve.

*a. The Ready Reserve.* Chaplains in the Ready Reserve are assigned to TPUs and USAR control groups that are available for mobilization in time of war or national emergency. In addition to the Selected Reserve, the Ready Reserve includes members of the Individual Ready Reserve, soldiers assigned to Ready Reserve USAR Control Groups: Annual Training (AT), Reinforced (Reinf), and officer active duty obligor (OADO).

*b. The Selected Reserve.* The Selected Reserve consists of TPUs and individuals who participate actively in paid training periods and serve on paid AD for training each year. The Selected Reserve includes soldiers who are members of the ARNGUS TPUs, USAR TPUs, IMAs, and those serving on AD or full-time duty in Active Guard Reserve (AGR) status.

*c. The Standby Reserve.* The Standby Reserve includes units or members of the Reserve Component other than those in the Ready Reserve or Retired Reserve who are liable for AD as provided in section 12301, title 10, United States Code and section 12306, title 10, United States Code (AR 135-133). The Standby Reserve consists of personnel who maintain their military affiliation without being in the Ready Reserve, who have been designated key civilian employees, or who have a temporary hardship or disability. They are not required to perform training or to be part of a unit, but could be mobilized if necessary. The Standby Reserve is managed IAW DOD 1235.9.

*d. The Retired Reserve.* The Retired Reserve consists of those who have completed the required number of years of qualifying service and who have been voluntarily or mandatorily retired from either AD or the Ready or Standby Reserve. Members of the Retired Reserve under age 60 may be voluntarily recalled to AD in time of war or national emergency.

#### 3-4. Active Guard Reserve status

*a. AGR status.* RC chaplains applying for AGR status may serve as many as 20 years in an active Federal status. USAR applicants must be a senior captain or major.

*b. Application process.* All AGR applicants must request an application from the Director, Full Time Support Management Directorate (FTSMD), ATTN: ARPC-ART, PO Box 46906, Saint Louis, MO 63146-6906. In addition to the standard AGR application, a chaplain applying for AGR must have a senior chaplain interview in his packet.

*c. Selection panel.* The CCH will convene a board to select applicants from FTSMD fully qualified accessions list.

*d. Ecclesiastical endorsement for AGR.* Chaplains are required to have a new ecclesiastical endorsement for AGR appointment. The endorsing agent must send the endorsement directly to Chief of Chaplains (DACH-PER), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

*e. Chaplain interview.* In addition to the standard FTSMD AGR

application, a chaplain application must include a senior chaplain interview. Interview format is the same as for AD Chaplain (appendix B). Interviews are arranged by the Reserve Advisor to the Chief of Chaplains.

### Section II Career Status in the Active Army

#### 3-5. Requesting change in status from a Reserve Component to Active Army

Chaplains may request a change in status from the Reserve Component to Active Army by following the procedures outlined in section IV, chapter 2. Once on AD, a chaplain may hold one of four types of status: OBV, Conditional Voluntary Indefinite (CVI), Voluntary Indefinite (VI), or Regular Army.

#### 3-6. CVI status

*a. Applications for CVI status.* Chaplains may apply for CVI status after completing 24 months of the initial chaplain OBV and as announced by official message, IAW AR 135-215. Eligibility criteria, application procedures, and routing scheme are detailed in the message. Chaplains who do not wish to be considered for CVI status, must write a memo, through their commander and supervisory chaplains, to: Chief of Chaplains (DACH-PER), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

*b. Ecclesiastical endorsement for CVI.* Chaplains are required to have a new ecclesiastical endorsement before they are considered for CVI status. The chaplain's endorsing agent must send the endorsement directly to Chief of Chaplains (DACH-PER), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

*c. CVI boards.* CVI boards are regulatory selection boards (para 9-3). Chaplain CVI board membership consists of chaplains from both the Active Army and Reserve Components. Board membership meets AR 600-8-29 standards.

*d. CVI selection rates.* To ensure consistency and parity, selection rates are established IAW the Five Year Manpower Management Plan.

*e. Handling of derogatory information.* Derogatory information to include recommendation for CVI nonselection must be referred to the individual officer, IAW AR 600-37.

*f. CVI special selection boards.* Special selection boards are convened to consider or reconsider chaplains for CVI status when they meet the conditions outlined in AR 624-100, paragraph 5-2.

*g. Example of request for CVI status.* See appendix D for an example of a request for CVI status.

#### 3-7. VI status

*a. Applications for VI status.* Chaplains may apply for VI status after completing 60 months of AD and as announced by official message (IAW AR 135-215). Eligibility criteria, application procedures, and routing scheme are detailed in the message.

*b. Ecclesiastical endorsement for VI.* Chaplains are required to have a new ecclesiastical endorsement before they are considered for VI status. The chaplain's endorsing agent must send the endorsement directly to Chief of Chaplains (DACH-PER), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

*c. VI boards.* The VI boards are regulatory selection boards (para 9-3). Chaplain VI board membership consists of chaplains from both the Active Army and Reserve Components. Board membership meets AR 600-8-29 standards.

*d. VI selection rates.* To ensure consistency and parity, selection rates are established IAW the Five Year Manpower Management Plan.

*e. Handling of derogatory information.* Derogatory information to include recommendation for VI nonselection must be referred to the individual officer, IAW AR 600-37.

*f. VI special selection boards.* Special selection boards are convened to consider or reconsider chaplains for VI status when they meet the conditions outlined in AR 624-100, paragraph 5-2.

g. *Example of request for VI status.* See appendix E for an example of a request for VI status.

### 3-8. Short term extension of OBV status

At the completion of the 3 year OBV AD period (para 2-15), chaplains may be released from AD and returned to the USAR or ARNGUS to fulfill their service obligation. Under the provisions (UP) of AR 135-215, chaplains who have applied for but who are nonselect for CVI status (see paragraph 3-5) may not remain on AD past the fulfillment of the requirements of their initial OBV tour. Chaplains who did not apply for CVI status, and therefore, who were neither select nor nonselect for CVI status, may request a short term extension (STE) of 36 months or less beyond their 3 year OBV tour. Chaplains may request STE of their OBV status for personal reasons, but approval of any extension of OBV is governed entirely by the current needs of the service. A new ecclesiastical endorsement is also required before the STE will be approved. The endorsing agent must send the new endorsement to Chief of Chaplains (DACH-PER), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907. Chaplains must submit a request for STE of OBV status through and with endorsements from the unit commander, the supervisory and installation chaplains, and the MACOM Chaplain. Address requests to Chief of Chaplains (DACH-PER), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

### 3-9. Regular Army status

a. *Connection to field grade promotion.* Since the Defense Officer Personnel Management Act (DOPMA) of September 1981, the CCH has offered integration into the RA for chaplains on AD at the time of their selection for promotion to major. This automatic integration does not apply to a chaplain who is accessed on AD as a field grade officer. A chaplain entering AD as a field grade officer is granted RA status only after the CCH convenes a board (para c) to consider his or her request for integration into the RA (AR 601-100, para 2-38b).

b. *Declining RA status.* Chaplains declining RA status are released from AD to a Reserve Component not later than 90 days from the effective date of promotion to major.

c. *Annual RA board.* The CCH may annually convene a board to review applications from field grade chaplains who have at least 5 years of continuous AD since their most recent EAD, or field grade chaplains who are within 2 years of their mandatory retirement date (MRD) for age (60 years). The CCH establishes a MOI for the board. An official DA message announces the board and contains specifics regarding eligibility, selection criteria, and application procedures.

d. *Ecclesiastical endorsement for RA.* Chaplains are required to have a new ecclesiastical endorsement for RA appointment. The chaplain's endorsing agent must send the endorsement directly to Chief of Chaplains (DACH-PER), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

e. *DA Form 71.* Chaplains are required to submit to DACH-PER a DA Form 71 (Oath of Office -- Military Personnel) at the time of their promotion to major and after RA integration orders are published.

## Chapter 4 Chaplain Officer Professional Development

### Section I Professional Development for the Chaplain Branch

#### 4-1. Purpose of and guidance for the professional development process

a. *Purpose.* Chaplain professional development is a sequential and progressive process of training and education to enhance chaplain professional, military, clinical, and personal skills. Chaplain

professional development is intended to strengthen the personal attributes and technical capabilities essential to performing and providing effective ministry for the United States Army. Chaplains receive professional development training throughout their career both at designated Army institutions and at their units of assignment.

b. *Guidance.* The CCH is responsible for providing a 10- to 20-year chaplain training plan, IAW AR 11-32. Based on the Army Training Plan, the CCH's plan provides mid- and long-term guidance for the total chaplaincy. The plan is supplemented by the CCH's guidance, which is updated annually.

#### 4-2. Chaplain professional development and planning

a. *The Chief of Chaplains' Officer Professional Development Plan.* The Chief of Chaplains' Officer Professional Development Plan includes: planned schooling, progressive assignments, self-development, promotions, and experiences that develop the professional attributes and technical capabilities necessary for chaplains to meet the current and projected religious support needs of the United States Army. The goal of the CCH's Officer Professional Development Plan is combat readiness and peacetime mission accomplishment, while concurrently developing the senior leadership of the branch and preparing chaplains for effective management of military ministry. The CCH's Officer Professional Development Plan is specifically defined in section III of this chapter.

b. *Professional development opportunities.* Chaplains are eligible for assignments based on grade and military education levels (MEL). Although chaplains can expect a variety of assignments, chaplains who consistently elect specialty assignments, or elect not to continue their professional development beyond MEL6, must expect assignment limitations and reduced promotion possibilities. Chaplains who complete MEL4 qualify for senior leadership positions commensurate with that education level.

## Section II Responsibilities for Chaplain Professional Development in the U.S. Army

#### 4-3. Training requirements and responsibilities

a. *Determination of branch training requirements.* The Office of the Chief of Chaplains, Directorate of Plans, Policy, Development and Training (PPDT), determines branch training requirements. PPDT identifies and codes all positions that require specialized training or specific MELs for both the Active Army and Reserve Components.

b. *Policy for length of initial utilization tours following completion of the Chaplain Advanced Education Program.* The Director of Personnel determines the length of utilization tours for chaplains completing the Chaplain Advanced Education Program. Generally, an initial utilization tour is for 3 years.

c. *The Career Management and Boards Officer*

(1) Prepares for and conducts all DACH School Selection Boards.

(2) Manages and tracks Army Education Requirements System (AERS) validations with MACOMs and PERSCOM.

(3) Identifies yearly training priorities for military education and advanced civilian education based on variable yearly training quotas, and develops the Yearly Training Priorities Plan. This plan identifies disciplines to be trained, sets priority fills, and recommends exceptions to the standard utilization tour length.

(4) Ensures that chaplains to be screened for the Chaplain Graduate Degree Completion Program, Clinical Pastoral Education, and the Chaplain Advanced Education Program will have 1 year time on station at the time the selection board convenes.

d. *The personnel actions officer.* The personnel actions officer:

(1) Matches identified schools and disciplines with selectees following the announcement of the Chaplain Advanced Education Program Selection Board and the Chaplain Graduate Degree Completion Program Board results. Schooling and discipline assignments are based on the selectee's position on the Order of Merit List and the needs of the Army.

(2) Processes the nomination and contracting packets for Advanced Civilian Schooling with PERSCOM.

(3) Coordinates with MEDCOM chaplain, or his designee, who processes application packets for Clinical Pastoral Education (CPE) resident training.

*e. The DA assignments officer.* The assignments officer identifies the required utilization positions for each resident Chaplain Advanced Education Program graduate and assigns utilization tours to support the requirements identified in the Chief of Chaplains' Force Structure Document.

### **Section III Professional Development Plan for Active Army and Reserve Component Chaplains**

#### **4-4. Chief of Chaplains' Professional Development Plan**

The CCH integrates training in Army schools to prepare Army chaplains for duties at each level of professional development. Table 4-1 summarizes the progressively advanced resident and nonresident courses offered to Active Army chaplains throughout their career. Table 4-2 summarizes professional development courses pertaining specifically to Reserve Component chaplains. Table 4-3 presents the Active Army chaplain life cycle model that provides an overview of chaplain career opportunities from accession to retirement. Sections 4-5 through 4-13 provide brief descriptions of courses and schooling opportunities that are part of the CCH's schooling plan.

*Note.* The CCH is the proponent for all chaplain branch RC schooling. All chaplains enter as Reserve Commissioned Officers and may transfer between an AC and RC status. Therefore, chaplains should be familiar with the life cycle models for both AC and RC. AC officers returning to RC status are required to meet the RC schooling model for promotion to the next higher grade. RC chaplains transferring to an AC status must meet the AC requirements.

#### **4-5. Chaplain officer basic course**

*a. Chaplain Officer Basic (Common Core), 5-16-C20.* This 3-week, 4-day course trains newly accessioned chaplains and chaplain candidates without prior training in Military Qualification Skills (MQS) I. Chaplains and chaplain candidates who have graduated from one of the United States Military Academies, an Army Reserve Officer Training Program, or Officer Candidate School may request a waiver from this phase.

*b. Chaplain Officer Basic Course (Active Army), 5-16-C20-56A.* This 8-week resident course trains newly accessioned Active Army chaplains in chaplain and soldier survival skills, military writing, staff officer skills, leadership, ethics, basic human interaction skills, branch specific instruction in the religious support mission, and counseling in the military environment.

*c. Chaplain Officer Basic Course (Reserve Component), 5-16-C25-56A.*

(1) Phase I. Two-week resident or Army Correspondence Course Program (ACCP) familiarizes chaplains and chaplain candidates with the concept of pluralism, trains chaplains in the communication and leadership skills required as a battalion chaplain. Phase I trains selected MQS II common core and branch specific tasks.

(2) Phase II. Seventeen-day resident training integrates the chaplain's civilian training into the military environment.

(3) Phase III. Seventeen-day resident training trains MSQ II branch specific skills.

*d. Basic Chaplain Sustainment Training.* Upon completion of the Chaplain Officer Basic Course, graduates must complete a program of sustainment training in specified MQS I and II tasks during the initial duty assignment.

#### **4-6. Chaplain Officer Advanced Course**

This course concentrates on leadership skills, mentoring, and staff supervision of religious support in both combat and tactical environments. Table 4-4 summarizes Chaplain Officer Advanced Course (CHOAC) requirements for both the Active Army and Reserve Component chaplains.

*a. CHOAC for both Reserve Component and Active Army chaplains consists of three phases.*

(1) Active Army CHOAC is an 8-week in-resident program taught at United States Army Chaplain Center and School (USACHCS), Fort Jackson, South Carolina.

(2) Reserve Component chaplains may complete CHOAC Phases I and II by attending the 8-week Fort Jackson resident course, or if funds are not available, an RC chaplain may complete CHOAC in two separate phases:

*(a) Phase I.* Common core correspondence subcourses provided by USACHCS, and correspondence subcourses provided by the Army Institute for Professional Development (IPD).

*(b) Phase II.* Two-week resident training at USACHCS after completing Phase I.

*b. CHOAC for both Reserve Component and Active Army chaplains provides branch qualification (MEL6) and prepares chaplains for assignments at brigade level and higher.*

*c. CHOAC eligibility for Active Army chaplains is determined as follows:*

(1) Following the release of a VI selection list, the Director of Personnel sends each selectee a letter informing the chaplain of VI selection and that VI selection qualifies him or her for the Chaplain Officer Advanced Course.

(2) Selectees must notify Chief of Chaplains (DACH-PER) that they have accepted VI status. Upon receipt of this confirmation, the Director of Personnel and Ecclesiastical Relations forwards to USACHCS a list of the chaplains who have accepted VI status.

(3) The procedure for attendance in the resident CHOAC program is described in paragraph 5-6.

#### **4-7. Chaplain Graduate Degree Completion Program**

A selection board convenes annually to consider all spring and summer CHOAC student files from which the board creates an order of merit list (OML). The personnel actions officer notifies the first five chaplains on the OML of their selection and asks if they desire to participate in the Chaplain Graduate Degree Completion Program. The five chaplains who elect to participate may apply to the school of their choice (the school must meet DOD Standards). Whenever possible, chaplains are encouraged to select a school in the proximity of their current duty assignment to avoid an additional permanent change of station (PCS) move. The academic program is selected by the Director of Personnel and Ecclesiastical Relations based upon the needs of the branch. The Commandant, USACHCS, approves the curriculum for each course of study. The cost of tuition and all fees are assumed by the chaplain. PCS costs to the school, if required, and to the utilization assignment following the degree completion follow normal Army PCS procedures. As with the Chaplain Advanced Education Program (AR 165-1 C10), an active duty service obligation (ADSO) is incurred as a result of participation in the Chaplain Graduate Degree Completion Program. The Chaplain Graduate Degree Completion Program falls under AR 621-1.

*a. The Branch encourages all chaplains to submit a copy of their Graduate Record Examinations (GRE) or Graduate Management Aptitude Test (GMAT) results to DACH-PER in order to be considered for schooling opportunities. All chaplains considered by the Degree Completion Program (DCP) Board and the Chaplain Advanced Education Program (CAEP) School Board MUST have a valid GRE in his or her file dated no earlier than 5 years before the convene date of the board. A CPE does not require a GRE. The CPEA chaplain must submit a GMAT to be considered for resource management.*

*b. PERSCOM has a standard of 500 in each of the three areas (Verbal, Analytical, and Quantitative abilities) for the GRE and 500 in the GMAT. Family Life Chaplains must achieve a minimum combined score of 900 in the Verbal and Quantitative skills.*

*c. It is the chaplain's responsibility to send the GRE or GMAT results to the OCCH. The chaplain can send an additional copy to PERSCOM using code number 5852. If the GRE results are not in the chaplain's Career Management Information File (CMIF), the chaplain's file will not be considered by these boards. The GRE will only be placed in the CMIF, not the Official Military Personnel File*

(OMPF). The GRE will be removed from the CMIF after the final consideration at the CAEP School Board. Remember, the first GRE test is free at Army Education Centers. Many helpful GRE study materials are available.

#### **4-8. Chaplain Intern Program**

Annually, or as needed, each MACOM chaplain nominates one chaplain at the rank of captain, who is a CHOAC graduate and currently serving on AD to be screened for the intern program. MACOM chaplains send a nominating memorandum to Chief of Chaplains (DACH-PER), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907. The DACH Standby Board selects two chaplains each year to participate in the intern program. Selected chaplains are assigned to either DACH-PER, DACH-PPDT, or DACH-IRML and remain in the assigned directorate for 2 years. One intern is assigned to the Combat Developments Directorate, USACHCS. The Director of Personnel determines intern assignments.

#### **4-9. Combined Arms and Service Staff School**

a. Completion of CHOAC is required for Combined Arms and Service Staff School (CAS3) enrollment.

b. Active Army chaplains attend the resident phase of CAS3 under DACH quota. Chaplains eligible to attend the resident phase of CAS3 must first request a DACH quota from their MACOM training manager. If no DACH quota is available, MACOMs will request DACH approval to utilize unit quota.

c. The CCH has determined that completion of CAS3 is a prerequisite for chaplain enrollment in both the resident and nonresident Command and Staff College programs.

d. Completion of CAS3 is a requirement for promotion to major.

#### **4-10. Chaplain Advanced Education Program (Active Army Chaplains)**

a. *Clinical Pastoral Education (CPE)*. A CPE selection board annually considers chaplains from the fall and spring CVI lists to establish a CPE selection order of merit list (OML). The personnel action officer contacts each person by position on the OML until 20 chaplains have accepted CPE for the coming academic year. For those chaplains who decline, they need to send a memorandum of declination, through their commander and supervisory chaplains, to DACH-PER. Each of the chaplains accepting CPE must send a memorandum of acceptance to DACH-PER. These chaplains are sent a confirmation letter and a CPE application packet that must be completed and returned to the Army Medical Department Center and School (AMEDDC&S) and Fort Sam Houston Installation Chaplain, 2590 Funston Road, Fort Sam Houston, TX 78234-5035, by the indicated suspense date. When all 20 applications are received, the MEDCOM chaplain convenes a CPE team composed of the present CPE supervisors and selected personnel from the MEDCOM chaplain's staff to decide where the selected chaplains will be assigned for CPE training. The CPE supervisors send welcome letters to the selectees scheduled to attend their CPE center.

b. *Army Educational Requirement System positions*. A DA Centralized Advisory Board, known as the Chaplain Advanced Education Program School Selection Board, selects chaplains to fill both the (AERS) slots and Family Life Chaplain training positions. The selectees from the current chaplain major selection board and the selectees from the previous chaplain major selection board constitute the population to be screened by the school selection board to establish an OML. All chaplains who desire to be considered for these schooling opportunities must have a current (within the last 5 years) Graduate Record Exam (GRE) on file in their career management individual file (CMIF) before the board meets. After the board releases the results, the personnel actions officer contacts each chaplain by position on the OML and notifies them of their selection to participate in either the AERS degree program or the Family Life Chaplain Training Program. If a chaplain declines participation, the person next on the OML is given the opportunity to participate. Each notified chaplain will send a memorandum of acceptance or

declination through their commander and supervisory chaplains to DACH-PER. When the chaplain agrees to participate in the AERS program, he or she is sent an official letter of notification with details about the application. The AERS positions and the Chaplain Graduate Degree Completion Program focus on the following disciplines:

- (1) Ethics.
- (2) World religions.
- (3) Medical ethics.
- (4) Resource management.
- (5) Other (Needs of Army).

c. *Family Life Chaplain Training*. Each chaplain who accepts Family Life Chaplain Training is sent a letter of notification of selection and an application packet. Completed applications are returned to DACH-PER. Transcripts and GREs are also sent to the Family Life Coordinator, DACH-FHL. When all of the applications have been received, a Family Life selection team composed of the Family Life coordinator, the two Family Life trainers and selected personnel from the DACH-PER, reviews the application packets to determine the Family Life Chaplain Training Center to which each student will be assigned. The Family Life trainer at each Family Life Center sends welcome letters to the selectees scheduled to attend that center.

d. *Supervisor in training*

(1) *CPE Supervisor in Training (SIT)*. Chaplains who have completed the 1-year resident CPE program and who have demonstrated the qualities required for supervisor training are encouraged to submit application packets to the Army Medical Department Center and School (AMEDDC&S) and Fort Sam Houston Installation Chaplain, 2590 Funston Road, Fort Sam Houston, TX 78234-5035. A selection team composed of Army CPE supervisors and personnel from the MEDCOM chaplains office reviews the applications and selects chaplains to participate in the SIT program.

(2) *Family life supervisor in training*. The Army chaplaincy selects one chaplain each year to be trained as a family life supervisor. To qualify for this program a chaplain must have completed the Army Family Life Chaplain Training program or a civilian equivalent and have demonstrated potential for teaching and mentoring. Chaplains who meet these qualifications and who wish to become family life supervisors are encouraged to submit application packets to the family life coordinator, DACH-FML. A selection team composed of Army Family Life supervisors and selected personnel from the office of the CCS select one chaplain each year to participate in the SIT program.

(3) *Clinical ministries supervisor*. Having successfully completed the CPE or Family Life Supervisor in Training program and having been certified as a Supervisor of Clinical Pastoral Education, Approved Supervisor in the American Association for Marriage and Family Therapy, or Diplomate in the American Association of Pastoral Counselors, the chaplain is awarded the classification of Clinical Ministries Supervisor (56D).

#### **4-11. Command Staff College**

a. *Purpose*. The Command Staff College (CSC) prepares chaplains to perform duty at brigade level and at major commands. A Department of the Army Centralized Regulatory Selection Board selects chaplains to attend resident CSC and The School of the Americas.

b. *Eligibility*. Chaplains are eligible for consideration for CSC or The School of the Americas IAW the criteria outlined in AR 351-1. As stated in paragraph 4-9, the CCH has determined that completion of CAS3 is a prerequisite for chaplain enrollment in both the resident and nonresident Command and Staff College programs. Chaplains that are selected for the Chaplain Advanced Education Program are not eligible to attend the resident CSC program. Chaplains selected "below-the-zone" for major are normally selected for resident CSC.

c. *Alternatives for nonselects*. Chaplains not selected to attend the resident program are strongly encouraged to complete CSC in a nonresident option. Those who elect not to complete the requirements for MEL4 should be aware of resulting assignment limitations

outlined in the CCH MEL4 policy. Nominative assignments requiring MEL4 are listed in paragraph 4-13a(3).

*d. Reserve Component chaplains.* The CSC is available in residence by correspondence or through professional development brigades in the division (IT) to qualify RC chaplains for promotion to lieutenant colonel (50 percent completed) and colonel (100 percent completed). The CAS3 completion requirement for participation in CSC does not apply to RC chaplains. Chaplains may obtain information about CSC from their unit of assignment or AR-PERSCOM.

#### **4-12. Senior Service College**

*a. Purpose.* The Senior Service College (SSC) courses prepare chaplains for duty as staff officers at the highest levels of the Army.

*b. Eligibility.* Chaplains are eligible for consideration IAW criteria outlined in AR 351-1. If chaplains were accessed to AD as field grade officers, they may request early consideration for SSC if they reach their MRD before attaining the required number of months of Active Federal Commissioned Service (AFCS). The CCHs policy requires that these chaplains serve at least 10 years AFCS before requesting such waivers. Chaplains eligible for consideration on this basis must submit requests for waiver of the required months of AFCS to the Career Management and Boards Officer, DACH-PER, for branch endorsement and for approval by the Commander, DCSPER. Chaplains who are not selected for a SSC and who do not receive the authorized 7 consecutive years of consideration because prior commissioned service puts them outside of the zone of consideration, may request an additional year of consideration, 1 year at a time, until they have been considered seven times.

*c. Selection, acceptance, and alternates.* A DA Centralized Special Branches Senior Service College Selection Board selects chaplains to attend resident SSC and compiles an OML of alternate attendees. Chaplains selected for the resident program must accept resident attendance in writing, request deferment or waiver of tour length requirements, or decline attendance in writing. The CCH will not defer a selection except for emergency medical reasons. If a primary selectee cannot meet or receive waiver of tour length requirements or declines resident attendance, the first alternate on the OML who can meet the assignment requirements is then activated. By the OML, alternate selectees are then offered the Army War College Corresponding Studies Course (AWCCSC) until all quotas are filled. Chaplains who decline participation in AWCCSC must do so in writing. Chaplains successfully completing a SSC or the AWCCSC are awarded MEL1.

*d. Withdrawal from AWCCSC.* The chaplain's branch receives a limited number of AWCCSC slots. When a chaplain withdraws from the AWCCSC, that slot is lost to the branch and another deserving chaplain is denied the opportunity to participate in the AWCCSC. Chaplains who withdraw from the AWCCSC are not assigned to MEL1 designated assignments. They receive a letter from the Commandant, AWC, and an AER indicating that the student did not complete the AWCCSC, which are placed in the CMIF.

*e. Chaplain Duty Positions Designated as MEL1.* In 1994, the CCH commissioned a study to determine which chaplain duty positions should be identified as MEL1 positions. The study team identified the following 40 colonel duty positions as MEL1 utilization assignments:

#### **OFFICE OF THE CHIEF OF CHAPLAINS**

- (1) Chief of Chaplains.
- (2) Deputy Chief of Chaplains.
- (3) Assistant Chief of Chaplains for Mobilization (United States Army Reserve).
- (4) Assistant Chief of Chaplains (United States Army National Guard).
- (5) Director, Plans, Policy Development, and Training.
- (6) Director, Personnel and Ecclesiastical Relations.
- (7) Director, Information, Resource Management, and Logistics.
- (8) Executive Officer.

#### **UNITED STATES ARMY CHAPLAIN CENTER AND SCHOOL**

- (9) Commandant.
- (10) Director, Combat Developments.
- (11) Director, Training.

#### **MAJOR ARMY COMMANDS**

- (12) United States Army Forces Command.
- (13) United States Army Europe.
- (14) United States Army Training and Doctrine Command.
- (15) United States Army Materiel Command.
- (16) United States Army Special Operations Command.
- (17) United States Army Medical Command.
- (18) United States Army Pacific.

#### **CORPS**

- (19) I Corps.
- (20) III Corps.
- (21) V Corps.
- (22) XVIII Airborne Corps.
- (23) Corps Support Commands.

#### **ARMY**

- (24) First United States Army.
- (25) Third United States Army.
- (26) Fifth United States Army.
- (27) Eighth United States Army-Korea.

#### **THEATER ARMY AREA COMMAND**

- (28) 19th Theater Army Area Command.
- (29) 21st Theater Army Area Command.

#### **JOINT**

- (30) The Joint Chiefs of Staff.
- (31) European Command.
- (32) Armed Forces Chaplain Board.
- (33) Central Command.
- (34) United States Special Operations Command.
- (35) United States Atlantic Command.
- (36) United States Southern Command.
- (37) United States Pacific Command.

#### **OTHER**

- (38) Army Personnel Center.
- (39) United States Army Reserve Command.
- (40) Carlisle barracks—United States Army War College Staff Chaplain.

#### **4-13. Additional military professional education and training**

A description of five additional courses are as follows:

*a. Division chaplain course.*

(1) *Purpose.* The Division Chaplain Course is a 2-week course taught at USACHCS that focuses on staff issues, chaplain personnel management, long-range planning, and Unit Ministry Team (UMT) training at division level.

(2) *Eligibility and selection.* Selection is by DA Centralized Advisory Board. A chaplain normally has two opportunities to be selected for attendance. USAR and ARNGUS chaplains are selected by a DA-approved RC panel that forwards nominations to the Forces Command (FORSCOM) chaplain. Chaplains who meet the following criteria are considered:

- (a) In the rank of lieutenant colonel or major (P).
- (b) Qualify by DOR eligibility established by DA message.
- (c) MEL4 or have completed CSC by the board convene date.
- (d) In a VI status (USAR or ARNGUS) or be RA.
- (e) Not having attended or previously declined attendance at the Division Chaplain Course.
- (f) Not have an approved retirement application.
- (g) Not be under suspension of favorable personnel actions.

(3) *Impact of selection on future assignments.* Selection for this course does not imply automatic selection for assignment as a division chaplain. All prospective division chaplains are nominated by the CCH and approved by the respective division commanders. Selection for and completion of the Division Chaplain's Course also qualifies the chaplain for designated lieutenant colonel nominative assignments other than division chaplain. Those nominative assignments are:

- (a) Deputy Corps Support Command (COSCOM) Chaplain.
- (b) Deputy CORPS Chaplain.
- (c) Special Forces Command Chaplain.
- (d) USAREC Chaplain.
- (e) Chief, Officer Instructional Division at USACHCS.
- (f) DACH Action Officers.
- (g) DA Assignment Officer.
- (h) Lieutenant Colonel (LTC) MACOM Action Officer.
- (i) Training Brigade Chaplain (Fort Knox and Fort Benning).
- (j) 7th Army Training Center, Grafenwoehr.
- (k) CORPS Artillery Chaplain.

(4) *Funding.* DACH does not fund chaplains to attend this course. Chaplains must request funding through the training directorates at their installation.

*b. Installation chaplain course.*

(1) *Purpose.* The Installation Chaplain Course is a 2-week course conducted annually at USACHCS. This course provides senior chaplains with an understanding of the installation as a force projection platform where they manage chapel facilities, use fiscal resources, and train UMT personnel to facilitate the mobilization and deployment of UMTs to support warfighting missions.

(2) *Eligibility and selection.* This senior-level course is normally restricted to colonels and lieutenant colonels. The chaplain colonel selection list released before the starting date of the Installation Chaplain Course constitutes the OML from which participants are selected. Other senior chaplains who have not yet received this training or who have been deferred will be added to the OML upon the recommendation of the MACOM chaplain; participation for those chaplains is on a space available basis. USAR and ARNGUS chaplains are selected by a DA-approved Reserve Components panel that forwards nominations to the FORSCOM Chaplain.

(3) *Funding.* DACH does not fund chaplains to attend this course. Chaplains must request funding through the training directorates at their installation.

*c. Airborne, Ranger, and Special Forces Training.*

(1) *Purpose.* These courses provide chaplains with the skills required for assignment in Airborne, Ranger, or Special Forces units.

(2) *Eligibility and clearance.* Chaplains who are scheduled to attend the training must receive approval in advance from DACHPER.

(3) *Noncombatant status.* Chaplains may not carry a weapon during either Ranger or Special Forces training (IAW AR 165-1, para 4-4). Chaplains will carry the chaplain kit in place of a weapon.

(4) *Funding.* DACH funds these courses as a temporary duty (TDY) en route to an assignment requiring the skills acquired from completion of Airborne, Ranger, and Special Forces training. This process does not preclude local commanders from funding this training for chaplains once branch clearance has been obtained.

*d. Defense Strategy Course.*

(1) *Purpose.* This course concentrates on the military and non-military factors affecting national security strategy and increases the chaplains understanding of the national security process.

(2) *Eligibility and clearance.* Chaplains accepted to attend this course will—

- (a) Be in the grade of major or above.
- (b) Have completed CSC.
- (c) Not be enrolled in any MEL1 program.
- (d) Be in VI or RA status.

(3) *Funding.* DACH does not fund chaplains to attend this course. Chaplains must request funding through the training directorates of their installation or MACOM.

*e. Joint and Combined Staff Officer School.*

(1) *Purpose.* This course, offered by the Armed Forces Staff College, prepares chaplains for operations dealing with integrated strategic deployment, employment, sustainment, and termination of air, land, sea, space, and special operations forces. The emphasis is on joint operational planning and warfighting.

(2) *Eligibility and selection.* This course is available for chaplains either assigned to or on orders for a joint assignment. Because chaplains are presently not allocated seats in this course, attendance must be coordinated with the school on an "as available" basis; seats become available as the services do not fill their quotas.

(3) *Funding.* DACH does not fund chaplains to attend this course. Funding must come from the gaining joint command.

## Section IV Skill Identifiers

### 4-14. Skill identifiers, AR 611-101

*a. 7F Chaplain resource manager.*

(1) Identifies positions requiring advanced administration skills in personnel, finance, logistics, and facilities management.

(2) *Qualifications:*

(a) Successful completion of the Planning, Programming, Budgeting Systems and Execution (PPBES) course and the Chaplain Resource Manager Course at USACHCS.

(b) Equivalent training and experience in the military system (OJT). Requires 1 year satisfactory service in the identified position.

*b. 7K Marriage and family ministries.*

(1) Identifies positions requiring pastoral skills in the field of marriage and family ministries, including related managerial skills.

(2) *Qualifications:*

(a) Completion of 1 year post-graduate level clinical training focusing on the use of pastoral counseling to facilitate the improvement of marriage and family relationships.

(b) Documented satisfactory service during the utilization assignment.

*c. 7M Chaplain resource manager.*

(1) Identifies positions requiring advanced skills at HQDA, MACOM, and USACHCS. These advanced skills include:

(a) Ability to issue guidance and instruction for development of religious program and budget requirements (appropriated and nonappropriated).

(b) Ability to coordinate and supervise preparation of religious programs and budgets (appropriated and nonappropriated).

(c) Ability to monitor the implementation of religious programs and budgets and exercise staff control over accounting and financial procedures in areas of responsibility.

(d) Ability to coordinate, evaluate, and conduct in depth periodic review and analysis of religious programs, evaluating current procedures, and organizational goals and objectives to ensure that proper directives, instruments, or procedures are established.

(e) Ability to analyze total religious program and budget capabilities and recommend appropriate funding to implement approved programs.

(2) *Qualifications:*

(a) Requires demonstrated aptitude and completion of an accepted post-graduate degree or graduation from the Military Controller Course before reporting for utilization assignment.



(b) Must have documented evaluation reports reflecting satisfactory service during the utilization assignment.

*d. 7N Chaplain Service School (Instructor).*

(1) Identifies positions requiring special qualification, training, and experience to serve as instructors at the Army service schools.

(2) Qualifications:

(a) Requires training or experience in a recognizable area of expertise (e.g., ethics, psychology, leadership, or an appropriate discipline at USACHCS).

(b) Completion of a course of instructional methodology and techniques.

(c) Must have 1 year satisfactory service in an identified position.

*e. 7R Hospital ministries (clinician).*

(1) Identifies positions requiring extensive knowledge and experience of pastoral skills in a hospital setting.

(2) Qualifications: Requires four quarters of Clinical Pastoral Education.

*f. 7S Combat medical ministry.*

(1) Identifies positions requiring specific knowledge and experience of pastoral skills in TOE combat medical setting.

(2) Qualifications: Requires one quarter CPE and six core competencies determined by MEDCOM.

*g. 3R Force management.*

(1) Identifies positions requiring detailed knowledge of force management (FM). The FM officer serves as a staff officer at installation through DA staff level and provides expertise on how to raise, train, and sustain the force. The FM officer possesses the knowledge to determine Army requirements, develop and structure the force, and maintain units using the tenets of the Army Life Cycle Model.

(2) Qualifications: Must complete the Force Management Course at the Army Force Management School, Fort Belvoir, Virginia.

**4-15. Requesting skill identifiers**

Paragraph 4-14 describes skill identifiers most frequently requested by chaplains. This list is not exhaustive. Chaplains are eligible for any Army skill identifier catalogued in AR 611-101. When a chaplain has met the requirements for a specific skill identifier and desires to be awarded the skill identifier, he or she must send applications and all supporting documentation to Chief of Chaplains (DACH-PER), 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

**Section V**

**Active Army Course Credits and Deferments**

**4-16. Constructive or equivalent credit**

*a. Eligibility.* Granting constructive or equivalent credit is restricted to courses that generate a change in an officer's military education level code. AR 351-1 (para 3-8 and table 3-2), defines both constructive and equivalent credit and outlines the eligibility requirements for each.

*b. Requests and determination.* Chaplains must forward their request for constructive credit to DACH-PER, for endorsement. A DACH Regulatory Board approves the selection of personnel for MEL1 and MEL4 constructive or equivalent credit, respectively. PERSCOM is the final approval authority for constructive or equivalent credit. Under normal circumstances constructive credit will not be granted for MEL6.

**4-17. Deferments**

Appendix F contains information concerning deferment from educational training.

**Table 4-1  
Progressive Professional Development Courses for Active Army Chaplains**

School or Course	Years of Chaplain Branch Service
Chaplain Officer Basic Course	0-1
Clinical Pastoral Education	3-5
Chaplain Officer Advanced Course	5-6
Chaplain Graduate Degree Completion Program	5-7
Chaplain Intern Program	5-7
Combined Arms and Services Staff School	5-8
Chaplain Advanced Education Program	8-10
Command Staff College	9-14
Senior Service College	16-23

**Table 4-2  
Progressive Professional Development Courses for Reserve Component Chaplains**

School or Course	Yrs of Chaplain Required	Br Serv Optional	Grade	Prepares for Next Grade
Chaplain Candidate	NA		2LT	1LT
Chaplain Officer Basic Course	0-3		1LT	CPT
Clinical Pastoral Education		1-15		
Chaplain Officer Advanced Course	4-7		CPT	MAJ
Combined Arms and Services Staff School		6-10		
Command and General Staff Officer Course (CGSOC)	8-15		MAJ LTC	LTC (50%) COL (100%)
Senior Service College	16-23		LTC/COL	BG

**Table 4–3  
Active Army Chaplain Life Cycle Model**

APPROXIMATE YOS	RANK	MEL	CAREER OPPORTUNITIES	BOARD ACTIONS
6 mos	1LT	7	Chaplain Officer Basic	Accession
			BATTALION REL SPT Phase III Completion	CAPTAIN
3	CPT		CPE	CVI CPE Screening Board
6		6	Chaplain Officer Advanced Graduate Degree Completion Program Intern Program	VI
5			CAS3	CCH Advisory CCH Advisory
6		N	BRIGADE-LEVEL RS	MAJOR
8			CGSC Civilian Schooling Family Life	Regulatory CCH Advisory CCH Advisory
9	MAJ	4	MEL4 position SIT Program	CCH Advisory LIEUTENANT COLONEL
15	LTC		Senior Service College Division Chaplain Course	Regulatory CCH Advisory
16			LTC- Nominative position	
2130	COL	1	MEL1 position Installation Chaplain Course	CCH Advisory

**Table 4–4  
CHOAC Requirements for Reserve Component and Active Army Chaplains**

RESERVE COMPONENT	ACTIVE ARMY
PHASE I = Correspondence Courses, or four 2-week resident courses at USACHCS*	PHASE I= Six week Resident Course at USACHCS
PHASE II = Two-week Active Duty for Training (ADT) at USACHCS	Phase II = Two-week Resident Course at USACHCS (FTX/STX)

Notes:

\* Reserve Component chaplains may opt to attend the 8-week inresidence course on ADT instead of correspondence courses (Phase I) if funds and slots are available from the USAR. If USAR training funds or student slots are not available for the full 8-week resident program, Reserve Component chaplains must attend the 2-week ADT after completing Phase I correspondence courses and Phase II in residence at USACHCS.

## Chapter 5 Chaplain Personnel Assignments

### Section I Chaplain Personnel Assignments Policy and Procedures

#### 5–1. Mission of the Chaplain Personnel Assignments Branch

The mission of the Chaplain Personnel Assignment Branch is to ensure that chaplains are assigned to authorized positions throughout the U.S. Army where their talents, training, and experience make the optimum contribution to the religious and moral life of the military community.

#### 5–2. Chaplain personnel assignments policy

a. The CCH is responsible for the assignment and reassignment of chaplains (IAW AR 10-5). The Director, DACH-PER is tasked with managing chaplain assignments. The Chief, Personnel Assignments Branch manages 1LT through LTC chaplain assignments. The only exception is the division chaplain assignment (See subpara 4-13a). The Director, DACH-PER, recommends colonel assignments to the CCH who coordinates colonel assignments with the appropriate commanders.

b. The Director of Personnel and Ecclesiastical Relations is responsible for chaplain assignment policy. Also, the Director is responsible for the Chaplain Personnel Distribution (CPD), which supports the annually published Deputy Chief of Staff for Personnel (DCSPER) officer distribution plan (ODP). The Director of Personnel is both the primary reviewer for policy compliance and is the approval authority for exceptions to policy. The primary factors influencing a chaplain's assignment are Army requirements and the DACH-PER CPD.

#### 5–3. Chaplain personnel assignments procedures

a. *General.* Chaplain career development, including assignments, is decentralized to the lowest level possible. Mentorship of unit and specialty assignments is at installation and supplemented by support from MACOM and DA. Chaplains at all levels have full access at all times to their Chaplain Personnel Assignment Officers at Installation, MACOM, and DA.

(1) Installation Chaplain Personnel Assignment Officers provide direct assignment assistance and mentoring to individual chaplains. They forward DA Form 483 (Officer's Assignment Preference Statement) and installation assignment input to the MACOM Assignment Officer.

(2) MACOM Chaplain Assignment Officers operate in a capacity

similar to Branch Assignment Chiefs at PERSCOM. They coordinate assignments for individual chaplains and represent them in the assignment process. MACOM Assignment Officers forward the DA Form 483 to DA for placement in the chaplain's CMIF. Chaplains are encouraged to take any assignment issues not resolved at the installation to the MACOM assignment officer.

(3) The DA assignment officer maintains chaplain inventory balance among the competing MACOMs, executes the Chaplain Personnel Distribution Plan, ensures dissemination to MACOM assignment officers of available chaplain positions, and coordinates with MACOM assignment officers to identify chaplains with skills needed for critical positions. Chaplains whose assignment issues are not resolved by MACOM are encouraged to present those issues to the DA assignment officer.

*b. Reserve Component MACOM, USAR Major Subordinate Command, and STARC Staff Chaplain responsibilities.* USAR Major Subordinate Command staff chaplains are responsible for chaplain fill strategies and for determining utilization of incoming TPU chaplains in collaboration with USARC and AR-PERSCOM. The AR-PERSCOM chaplain is responsible for assigning IRR and IMA chaplains. STARC chaplains are responsible for assigning ARNGUS chaplains. MACOM, MSC, and STARC chaplains determine chaplain assignment priorities by grade, denomination, education, and experience. When vacancies occur, AR-PERSCOM identifies personnel to match the requirements. The primary factors influencing a chaplain's assignment are Army requirements and the CPD.

*c. AGR Chaplain assignments.* AGR assignments are managed by the AGR Reserve Affairs Advisor to the Chief of Chaplains in coordination with the full time Management Support Directorate at AR-PERSCOM.

*d. Chaplain Personnel Distribution and Chaplain Force Structure Document Policies for assignments.* DACH-PER, in coordination with MACOMs, assign individual chaplains to positions documented in the CPD and chaplain force structure document (CFSD). Those positions requiring specific educational levels, experience, or programs are filled per CPD.

## **Section II Assignment and Reassignment Considerations, Guidance, and Instructions for Active Army Chaplains**

### **5-4. Guidance for assignment and reassignment of chaplains**

*a. Army Policy for PCS.* The following PCS policy applies, IAW AR 614-6:

(1) Assignments or reassignments are based on national security needs, equitable treatment of service members, schooling, and the needs of the Army.

(2) Assignments officers ensure that the officer assigned has the training or special qualifications required for a specific assignment.

(3) Volunteers are given priority for all assignments when all other factors such as professional qualifications or time on station are considered to be equal.

(4) Decisions regarding PCS moves within the continental United States (CONUS) are not made solely on the basis of time-on-station. "Early reassignment is made on a case-by-case basis for reasons such as the need for special skills, personal hardship, or professional development.

(5) There will be an equitable distribution of both accompanied and unaccompanied overseas duty assignments.

*b. Chaplain-specific PCS considerations.*

(1) Some of the major factors influencing chaplain assignments are: grade, faith group, education, experience, gender, and professional development needs of the chaplain.

(2) Newly accessioned chaplains may be assigned worldwide. Newly accessioned chaplains are assigned to locations where they experience close supervision and interaction with peers. For example, the assignments officer attempts to assign a new chaplain to a battalion in a brigade with a field grade Brigade Chaplain and two or three peers assigned to other battalions in the brigade.

(3) The marital status of a chaplain and/or the employment, education, or volunteer activities of a chaplain's spouse do not influence chaplain assignments.

(4) Chaplains are encouraged to send Officer Assignment Preference Statements through MACOM chaplains to the Office of the Chief of Chaplains (DACH-ASG), 2511 Jefferson Davis Highway, 12th Floor/Room 12500, Arlington, VA 22202-3907. Each time a chaplain becomes eligible for reassignment, the assignment officer considers the information contained in the Officer Assignment Preference Statement and weighs the chaplain's preferences against the needs of the Army. DA Pamphlet 600-8 contains procedures for completing Officer Assignment Preference Statements. The DA Form 483 is placed in the CMIF, which is stored at the office of the Chief of Chaplains (OCCH). Assignment preferences appear on the Officer Record Brief (ORB).

(5) Chaplains are not normally reassigned as unit assets except in the case of a deployment.

(6) Chaplains are reassigned primarily during the summer PCS cycle and during the Christmas and New Year PCS cycle.

(7) Faith group balance and special skills may affect the frequency of other than continental United States (OCONUS) assignments.

(8) CONUS to CONUS assignments or reassignments within a MACOM are occasionally necessary to meet Army requirements.

(9) Reassignment within CONUS is not made solely for the purpose of retirement.

(10) Promotion through the rank of lieutenant colonel will not be the sole reason for reassignment before a tour completion.

(11) A chaplain who must be reassigned because of relief for cause, or loss of authorization is normally reassigned to another position on the same installation. If no other position is available, or the installation commander determines that reassignment within the same installation is not in the best interest of the Army, the commander may request PCS reassignment instructions through the MACOM chaplain.

(12) Chaplains suspected of Uniform Code of Military Justice (UCMJ) violations or other types of illegal or inappropriate activity are not reassigned to another installation without official documentation such as a Relief-for-Cause OER.

(13) Reassignment is made with the least expenditure of PCS funds.

*c. Chaplain advanced education program utilization assignments.*

(1) The Army Education Requirement System is described in AR 614-100, 5-4, (1) and (2). Assigning and requisitioning of officers for AERS validated positions are established in AR 621-108 and AR 614-185.

(2) AERS, Family Life and Chaplain Graduate Degree Completion Program utilization assignments are 36-month assignments with a 48-month assignment target. AR 621-108 describes utilization tour requirements. Curtailments must be approved by the CCH.

(3) Following the completion of a 1-year resident CPE program, chaplains are assigned to a 36-month and/or 3-year utilization assignment. CPE utilization assignments are determined by MEDCOM in coordination with CCH. Positions requiring CPE training are identified in the Chaplain Force Structure Document.

*d. Must moves.* DACH-PER defines a "must move" as:

(1) A scheduled date for return from overseas.

(2) Completion of a military or civilian school course attended in PCS status.

(3) Meeting the criteria stated in paragraph 5-4b (11 and 12), above.

*e. Overseas assignment.* The CCH has established the following policy regarding peacetime overseas assignments (IAW AR 614-30, AR 614-100, para 5-1, and DOD Directive 1315.7, paragraph E):

(1) Overseas duty assignments are distributed equitably.

(2) When several chaplains meet assignment qualifications, the chaplain with the longest time-on-station is normally selected for the overseas assignment.

(3) Chaplains complete prescribed overseas tours unless operational or training requirements preclude completion. Chaplains are permitted to voluntarily extend beyond their tour completion date if

such extensions are in the best interest of the chaplaincy and the Army.

*f. Terminal assignment.* Terminal assignments are made IAW AR 614-100, paragraph 2-8.

*g. Retirement instead of PCS.* Policy regarding retirement instead of PCS is established in AR 614-100, paragraph 16-30.

*h. Special assignment restrictions.* Combined training center assignments (National Training Center, Joint Readiness Training Center, Hohenfels Training Center) are normally 2-year assignments. Chaplains are assigned to Ranger battalions for not less than 18 months and not more than 24 months. Division chaplains are usually assigned as the division chaplain for 18 months (the Division chaplain in Korea is normally assigned for 24 months).

### **5-5. Assignment instructions**

*a. Faith group information.* The request for orders (RFO) include faith group information instructions for support of the Command Religious Program.

*b. Changes in assignment.* Foreign Service Tour Extensions (FSTE), curtailments, and other changes in assignment are forwarded through the installation and MACOM Staff Chaplain to the Chief, Personnel Assignments Branch, DACH-PER-ASG, for approval.

*c. Notification of assignment.* Notification of assignment or reassignment is made by the losing MACOM chaplain to the installation chaplain. Following notification, any special assignment consideration must be communicated to DACH-PER-ASG through the chaplain's supervisory chain. Assignment instructions are prepared and transmitted through the automatic digital network (AUTODIN) by OPMD IAW AR 614-185, paragraph 6-8, or by mail for Personnel Processing Activities (PPA) that do not have AUTODIN capability.

*d. Assignment information management.* Chaplains in the process of being assigned or reassigned may not contact the gaining installation or organization until an RFO has been distributed. Gaining installation must coordinate requests for information through the MACOM. When the losing command or installation receives assignment instructions, the MACOM or installation chaplain notifies the chaplain being assigned or reassigned.

### **5-6. Chaplain advanced course procedures**

*a. Installation chaplain responsibility.*

(1) Sixty days after the beginning of the FY, the installation chaplain informs the MACOM chaplain of those chaplains, by name, who are eligible to attend resident CHOAC during the next FY.

(2) The installation chaplain coordinates attendance in a specific CHOAC class with the MACOM chaplain, the installation training officer (DPTM) and the student.

*b. MACOM chaplain responsibility.*

(1) Notifies DACH-ASG of chaplains, by name, who are eligible for resident CHOAC enrollment.

(2) Notifies installations of class dates after the class dates have been established by DACH-ASG and USACHCS.

(3) Coordinates any class date changes with DACH-ASG.

*c. DACH-PER responsibilities*

(1) DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), is issued by DACH prior to departure from losing station. Funding for travel and per diem is by Military Training Specific Allotment (MTSA) controlled by DACH. Funding for any other requirement by the TDY such as baggage shipments or rental car is funded by local commands.

(2) Provides TDY information to student in one of three ways:

*(a)* TDY en route is initiated from RFO instructions. This option is the least preferred and is used only when specifically requested by the chaplain.

*(b)* TDY and return in conjunction with a PCS move.

*(c)* TDY and return not in conjunction with a PCS move. DACH-PER notifies the MACOM chaplain that the chaplain is scheduled to attend CHOAC, Phase II.

(3) Provides each MACOM chaplain, twice annually, a list of CHOAC eligible chaplains.

(4) Makes final decisions on changes of class date requests received no later than 6 months from date of original class date. Change is based on the following criteria:

*(a)* Major unit deployment (National Training Center (NTC), Joint Readiness Training Center (JRTC), Combat Training Center (CTC), and Operational).

*(b)* Personal or family considerations.

(5) When applicable, includes in PCS assignment instructions that the chaplain is eligible to attend CHOAC during the next FY.

## **Section III Policies Regarding Accommodating Special Needs of Individual Chaplains**

### **5-7. Homebase and advanced assignment program**

Homebase and Advanced (sequential) Assignment Programs (HAAP) for CONUS assignments are available for chaplains in the ranks of CPT through LTC who are selected for a family restricted tour. For a homebase assignment, the officer will return to the CONUS installation to which he or she was assigned before selection for a short tour. An officer receiving an advanced (sequential) assignment will be preassigned to a designated CONUS installation, (Alaska or Hawaii) before his or her deployment overseas. When possible, chaplain officers will be returned to the place of prior assignment (homebase). If not, an advanced assignment to another location (sequential) will be made. The program's intent is to conserve PCS funds and to minimize family turbulence associated with a move to a short-tour-overseas area.

*a.* A request for a HAAP must arrive at the DACH-PER assignment officer's desk within 30 days after an officer is notified of a short-tour assignment.

*b.* Normally, the DACH-PER will not approve a HAAP request that fills an installation above its authorized strength.

*c.* The HAAP is governed by AR 614-100, paragraph 5-3.

### **5-8. Assignment of married Army couples**

Providing assignment considerations for Army couples applies only to chaplains married to other Army service members (IAW AR 614-100, para 5-3). Army personnel who are married to members of other military services are not covered by the Married Army Couples Program (MACP).

### **5-9. Exceptional family member program**

AR 614-100, subparagraph 5-3c lists the basic requirements for participation in the Exceptional Family Member Program (EFMP). Chaplains whose family members have special needs may request assignment to locations where these special needs can be met. AR 614-100 defines eligibility for participation in this program. AR 600-75 contains additional information about EFMP. A representative from a Medical Treatment Facility (MTF) can also provide useful information about this program.

### **5-10. Individual requests for compassionate reassignment, deletion, or deferment from assignment instructions**

*a. Policy and procedures*

(1) Requests for compassionate reassignment, PCS deletion or deferment from orders for compassionate reasons are submitted IAW AR 614-100, paragraph 5-3, and AR 614-30, paragraphs 6, 7, and 8. Address requests to Director, DACH-PER (ASG), 2511 Jefferson Davis Highway, 12th Floor/Room 12500, Arlington, VA 22202-3907. Requests are routed through, and carefully reviewed by installation and MACOM chaplains for completeness, required supporting documentation, and attachment of an endorsement for concurrence or nonconcurrence.

(2) Chaplains alerted or on orders for reassignment who are submitting a request for a compassionate reassignment are advised that:

*(a)* The needs of the Army are the major determining factor in approval or disapproval of a request.

(b) Once an application has been submitted, the chaplain is retained at the home station pending a final decision.

(c) If the problem involves the health and welfare of a family member, the affected person must be the spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the chaplain. Other persons, including parents-in-law, may be considered provided they are authorized dependents.

(d) All requests for compassionate reassignment must include a DA Form 4187 (Personnel Action), DA Form 483, supporting letters from command and chaplain channels and a personal statement from the applicant stating the reasons for requesting a compassionate reassignment. The letter must include the locations of other family members and an explanation of why they are unable to care for the family member in need.

b. *Advisory board.* Under the authority of the CCH, the Director, DACH-PER, convenes an Advisory Board to determine the outcome of a request for PCS deletion or deferment from orders for compassionate reasons. Board membership includes a representative of DACH-PPDT, DACH-IRML, and XO. All members of the Advisory Board will be senior to the requester by DOR.

## Chapter 6 Voluntary and Mandatory Release from Active Duty and Personnel Actions

### Section 1 General

#### 6-1. Release policy

Chaplains may be released from obligated and nonobligated periods of service upon personal request or involuntarily when personal circumstances or needs of the Army dictate.

### Section II Voluntary and mandatory release from active duty

#### 6-2. Release from active duty

a. *Requests for release from active duty (REFRAD).* Under the provisions of AR 600-8-24, Reserve Components chaplains may request REFRAD. Such requests may be occasioned by the disapproval of a request for service extension, personal hardship, attainment of maximum service or age, withdrawal of ecclesiastical endorsement, failure to be selected for promotion, or other personal or professional reasons.

b. *Service obligation after REFRAD.* Chaplains who have not fulfilled their 8-year service commitment discussed in paragraph 2-15 and who subsequently receive approval for a REFRAD retain their USAR or ARNGUS status and service obligation. They are automatically assigned to the IRR by AR-PERSCOM, unless otherwise assigned in the Reserve Components.

c. *Approval authority.* The CCH approves the REFRAD, which is then processed through PERSCOM. Upon separation from active duty, the chaplain's endorsement will be returned to the endorsing community with the thanks of the Army. A new endorsement is required if any chaplain is to continue ministry in another component of the Army.

#### 6-3. Unqualified resignation

a. *Fulfillment of service obligation.* Under the provisions of AR 600-8-24, chaplains may request an unqualified resignation. Before an unqualified resignation is approved, chaplains must normally complete all service obligations.

b. *Approval authority.* If the officer has fulfilled his or her service obligation, the CCH may accept the resignation, which is then processed through PERSCOM. Approval of this request terminates the officer's military service, regardless of the status of the officer (RA or RC). If the officer has not fulfilled his or her service

obligation, the approval authority for an unqualified resignation is the Secretary of the Army.

c. *Resignations from RC chaplains.* RC chaplains with an unfulfilled service obligation who tender their resignation from the Army must indicate their willingness or unwillingness to accept REFRAD in lieu of resignation. If they desire a complete separation from all components (RA, ARNGUS, and USAR), they must decline the REFRAD option. This declination, however, may result in the resignation being disapproved. Circumstances surrounding the resignation and military necessity dictate final determinations.

d. *Resignations from RA chaplains.* RA chaplains tendering an unqualified resignation must have served 3 years of active military service (AR 350-100, para 9c(2)) subsequent to the date of their appointment in RA status. Also, they must indicate their willingness or unwillingness to accept appointment in the USAR, nonactive duty status. Unwillingness to accept such appointment may result in the resignation being disapproved. Circumstances surrounding the resignation and military necessity dictate final determination. Upon separation from active duty, the chaplain's endorsement will be returned to the endorsing community with the thanks of the Army.

#### 6-4. Voluntary separation incentive programs

There are two voluntary separation incentive programs (VSIP): Special Separation Benefit (SSB), a lump sum program, and Voluntary Separation Incentive (VSI), an annuity program. FY 97 was the final year for the VSIP.

a. *Eligibility.* The CCH establishes branch eligibility criteria for participation in each program. The chaplain target group is non-retirement eligible captains who have been one-time nonselect to major and majors who are one-time nonselect to lieutenant colonel with less than 15 years Active Federal Service (AFS).

b. *Selection.* Applications are reviewed by the Director of Personnel and Ecclesiastical Relations. Disapproved applications are forwarded to the Assistant Secretary of the Army (Manpower and Reserve Affairs) for final disposition. A message from the Commander, PERSCOM, 22 February 1993, reads: "Applications from chaplains in critically short faith groups will normally be disapproved."

#### 6-5. Early retirement program

a. *Purpose and provisions.* The early retirement program (ERP):

- (1) Creates a temporary drawdown tool, not an entitlement.
- (2) Authorizes incentives for soldiers with 15 but less than 20 years of service.
- (3) Provides retirement to members whose skills are excess to Army needs.
- (4) Provides same benefits as 20-year retirement, except there is reduced retirement pay.

b. *Chaplain branch participation.* The CCH has determined that the chaplain branch will participate in the ERP. FY 97 was the final year for the ERP.

c. *Eligibility.* The ERP is open to chaplain (captains) that are one-time nonselect to major, who are not selectively continued and who have 15 but less than 20 years of AFS. The program is also open to chaplain (majors) who are one- or two-times nonselect to lieutenant colonel, who are not selectively continued and who have 15 but less than 20 years of AFS. This program is not open to chaplain (captains) who are two-times nonselect to major. Specific eligibility criteria, windows for application, separation dates, and procedures for submitting an application are provided by official DA message. The number of retirements offered under this program may be constrained by Army budgetary limits. Also, AR 600-8-24, states that an officer must serve 10 years AFCS to be eligible to retire as an officer (10 USC 3911).

**6-6. Voluntary Early Release/Retirement Programs in support of the Army builddown (Time-in-Grade Waiver)**  
Subject to budget end-strength requirements, the CCH makes maximum use of voluntary early release/retirement programs (VERRP) to minimize involuntary separations.

a. *Eligibility and application.* Officers desiring early release or

retirement use VERRP when they require approval for an early release with a time-in-grade waiver. Yearly program eligibility and participation are defined in an official message combining Army Competitive Category (ACC) and Special Branches.

*b. Approval authority.* The CCH normally approves all requests requiring waiver of ADSO.

*c. Time-in-grade requirements.* Section 1370, title 10, United States Code, requires 3 years time-in-grade for colonels and lieutenant colonels seeking to retire in the highest grade satisfactorily served on AD. The FY 90 National Defense Authorization Act provides the authority for DA to decide annually, through FY 99, whether to allow a limited number of officers to retire in grade with 2 years time-in-grade. Whether and to what extent this authority is implemented depends on current DOD and DA policy. Officers desiring to submit an application for retirement with a concurrent request for waiver of the time-in-grade requirement should contact DACH-PER through their MACOM for guidance on current VERRP policy. Also, AR 600-8-24, states that an officer must serve 10 years AFCS to be eligible to retire as an officer (10 USC 3911).

### **6-7. Voluntary retirement**

*a. Eligibility.* Under the provisions of AR 600-8-24, chaplains who have fulfilled their ADSO and do not require a time-in-grade waiver may request release from AD by means of voluntary retirement. They must have completed all qualifying service as established by Federal statute. To ensure the timely and accurate processing of a request for voluntary retirement, chaplains should request a service computation from their installation. Also, AR 600-8-24, states that an officer must serve 10 years AFCS to be eligible to retire as an officer (10 USC 3911).

*b. Applications.* Applications for voluntary retirement should be submitted to DACH-PER not later than 4 months prior to and not more than 12 months before the desired date of retirement. Applications are processed IAW AR 600-8-24.

*c. Pay formula.* See table 6-1 for the retired pay formula. All endorsements will be returned to the endorsing community at the end of the chaplain's active duty tour. The Chief of Chaplains will express the Army's appreciation to the endorsing community for the service rendered to soldiers by their chaplain's ministry.

### **6-8. Mandatory release or retirement**

*a. Mandatory release date for maximum service.* Upon completion of 20 years AFCS, RC commissioned officers are normally mandatorily REFRAD on the last day of the month following the month in which service is completed (AR 600-8-24).

*b. Mandatory release for age.* RC commissioned officers are REFRAD on the last day of the month in which they attain age 60 (AR 600-8-24). Reserve Components officers should consider voluntary retirement or integration into the Regular Army to remain on AD beyond MRD.

*c. Mandatory retirement of RA officers.* Mandatory retirement is a retirement that is required by law, subject to certain contingencies as outlined in law, and must be effected regardless of the desire of the officer or HQDA, unless otherwise specifically provided by law (AR 600-8-24).

*d. Standard procedure for MRD.* The CCH only recommends retiree recalls following retirement to respond to acute shortages or specific operational needs of the Army. Chaplains should plan to separate or retire on MRD. All endorsements will be returned to the endorsing community at the end of the chaplain's active duty tour. The Chief of Chaplains will express the Army's appreciation to the endorsing community for the service rendered to soldiers by their chaplain's ministry.

*e. Retiree recalls.* The Army recalls chaplains for specific needs, time periods and places. The Army can recall as many chaplains as it needs. There is no age limit to recalls. The tour of duty is normally 2 years. A chaplain should submit his retiree recall request, through his chain of command, to DACH-PER about a year before his MRD for age or years of service. The packet should

include letters of recommendations from the commander, installation and MACOM chaplains, and the ecclesiastical endorsing agent. After the CCH attaches his letter of recommendation, the retiree recall request is forwarded to the DCSPER and the ASA (M&RA), who is the final approval authority. Contact the DACH-PER personnel actions officer for current guidance and request formats.

## **Section III Personnel Actions**

### **6-9. Loss of endorsement**

*a. Endorsement requirement.* Endorsement by a recognized ecclesiastical body through a DOD recognized endorsing agent is a prerequisite for initial and continuing service as a chaplain.

*b. Loss of endorsement.* AR 600-8-24, paragraph 5-6, table 5-2, provides specific guidance for chaplains upon the loss of endorsement.

*c. Notification and separation procedures.* The CCH, IAW AR 600-8-24, informs a chaplain in writing that his or her endorsing agency has withdrawn his or her endorsement and offers the options detailed in AR 600-8-24. The individual chaplain has 30 calendar days to respond to the office of the CCH (DACH-PER) with his or her intent. If the chaplain does not respond, separation processing is completed IAW AR 600-8-24.

*d. Professional duties suspended.* Upon the loss of a chaplain's endorsement, the installation chaplain will immediately suspend the chaplain from performing all religious rites, ceremonies, and services. Under no circumstances will the chaplain perform any religious ministries without a valid denominational endorsement. All endorsements will be returned to the endorsing community when there is a loss or change in endorsement. The Chief of Chaplains will express the Army's appreciation to the endorsing community for the service rendered to soldiers by their chaplain's ministry.

### **6-10. Change of endorsement**

*a. Notification procedures.* Chaplains desiring to change denominational affiliation coordinate their intent and plans with their losing ecclesiastical body, their gaining ecclesiastical body, and the Office of the Chief of Chaplains (DACH-PER). The individual chaplain is responsible to ensure that his/her new ecclesiastical endorsement (DD Form 2088) is provided to DACH-PER before the old one is withdrawn.

*b. CCH board.* The board reviews all pertinent documentation and solicits responses from both the gaining and losing endorsers to determine if the chaplain should be continued in AD status in either the Active Army or RC. The CCH conducts a board for each chaplain to determine if there is still a requirement for that grade level based on his new endorsement. When there is a question concerning the propriety of a change of endorsement, the board reviews the circumstances surrounding the change of endorsement. All endorsements will be returned to the endorsing community when there is a loss or change in endorsement. The Chief of Chaplains will express the Army's appreciation to the endorsing community for the service rendered to soldiers by their chaplain's ministry.

### **6-11. Eliminations**

*a. Show cause eliminations.* Show cause eliminations are initiated by General Officer Show Cause Authority (GOSCA) or Commander, PERSCOM, IAW with AR 600-8-24.

*b. Captain retention board.* The CCH may convene a Captain Retention Board to meet budgetary or authorization limitations (IAW AR 600-8-24). The CCH uses voluntary separations and other force management tools to minimize the utilization of this board. Chaplains in the grade of captain are considered one time by such a board. Chaplains who were boarded for VI status are exempt from this board.

*c. Reduction-in-Force.* Reduction-in-Force (RIF) actions are precipitated by budgetary constraints imposed by the Congress. The CCH participates in RIF proceedings to meet Budget End Strength when all other force reduction programs have been exhausted.

## 6-12. Selective Early Retirement Board

The FY 1992 National Defense Authorization Act provides authority to consider chaplains for selective early retirement. The CCH uses the Selective Early Retirement Board (SERB) process only when voluntary and mandatory release/retirement actions fail to meet by grade budget end-strength requirements. SERB zones of consideration and options are announced by official message each year as required. The Secretary of the Army approves the use of a SERB on a year-by-year basis.

## 6-13. Adverse personnel actions

*a. Active Army notification.* Upon notification of adverse action to be initiated against an Active Army chaplain, the Installation and Area Support Group Chaplains do the following:

- (1) Immediately contacts the executive officer, HQDA, (DACH-ZX).
- (2) Directs the chaplain concerned to immediately contact his or her endorsing agent.
- (3) Informs the MACOM chaplain.
- (4) The MACOM chaplain informs the executive officer, DACH-ZX, when the action required in paragraph (2) has been completed.

*b. Show cause determination.* Upon receipt of an Article 15 or Memorandum of Reprimand that has been directed for filing in a chaplain's Official Military Personnel File, the Director of Officer Personnel Management, PERSCOM, determines Show Cause or Grade Determination Review Board action.

*c. Reserve Component notification.* Upon notification of adverse action against a RC, the following procedures must be followed:

- (1) If the adverse action is against an ARNGUS chaplain, the STARC chaplain notifies the NGB Command Chaplain.
- (2) If the adverse action is against a USAR chaplain in the IRR or IMA, the AR-PERSCOM chaplain is notified.
- (3) If the adverse action is against a USAR chaplain in a TPU, the USARC chaplain is notified.
- (4) The NGB, USARC, or AR-PERSCOM staff chaplain immediately contacts the executive officer, HQDA, (DACH-ZX).
- (5) The NGB, USARC, or AR-PERSCOM staff chaplain directs the chaplain concerned to immediately contact his or her endorsing agent.
- (6) The NGB, USARC, or AR-PERSCOM staff chaplain informs the executive officer, DACH-ZX, when the action required in paragraph (5) has been completed.

*d. Chaplains prohibited from contacting endorsing agent.* Chaplains will not contact the endorsing agent of any other chaplain regarding adverse personnel actions without the direct, personal authorization of the CCH.

*e. Chief of Chaplains prerogatives.* As the Army's senior chaplain, the CCH reserves the right to discuss the health, welfare, and behaviors of all chaplains with their respective endorsing agents. A trust relationship exists between the chaplain branch and religious denominations and their endorsers that requires an exchange of information to ensure the well-being of chaplains and the soldiers they serve. In the case of an unqualified resignation, or a resignation for the good of the service, especially when the resignation involves allegations or formal investigations, factual information concerning the case cannot be given to denominational representatives because of Privacy Act and due process concerns. However, the CCH may communicate with the chaplain's endorsing agent to ensure that the chaplain has contacted the endorser. This exchange of information affords the chaplain's religious community the opportunity to appropriately respond to the needs of its clergy and make wise and informed decision.

**Table 6-1**  
**Early Retirement Pay Formula**

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2.5% x Years of Service (YOS)  
YOS % - (1/12 x 1% x each month short of 240 months = Retired %)  
Retired % x Base Pay = Retired Pay

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## Chapter 7

### Promotion System

#### 7-1. Department of Army policy

*a. Officer promotion system.* Chaplains are promoted under the Army's Centralized Officer Promotion System. This system is regulated by title 10, United States Code, AR 624-100, and policies established by both the Secretary of the Army (OSA) and the Deputy Chief of Staff for Personnel.

*b. HQDA coordination.* The CCH, through coordination with DCSPER, the Promotions Branch, and the DA Secretariat, ensures that every consideration is given to the unique concerns and issues of the chaplain branch.

#### 7-2. Defense officer personnel management act and promotion opportunity

As directed by the Defense Officer Personnel Management Act of 1981, Chaplain promotion zones are set to ensure statutory promotion opportunity and the fill of expected vacancies during the following fiscal year. This process should normally result in promotion during the fiscal year subsequent to the year of selection.

#### 7-3. Reserve Officer Personnel Management Act and promotion opportunity

Reserve Officer Personnel Management Act (ROPMA) was signed into law 4 October 1994, as part of the FY 95 National Defense Authorization Act and takes effect 1 October 1996. In regard to officer promotions, ROPMA:

- a.* Eliminates the current time-in-service requirements and bases promotion solely on time-in-grade.
- b.* Converts promotion from "fully qualified" to "best qualified."
- c.* Provides for voluntary delay of promotion for up to 3 years. At the end of this 3-year period the officer must either accept or decline promotion. The declination is considered the same as a failure of selection for promotion.
- d.* Allows the service secretary to establish a flexible zone of consideration for promotion.
- e.* Establishes position vacancy promotions that are similar to the current unit vacancy promotion system but extends eligibility to any officer in an active status.
- f.* Authorizes the service secretary to convene special selection boards to consider officers who were omitted from consideration or who were nonselected because of material error or omission in records.

#### 7-4. Ecclesiastical endorsement required for ARNGUS/USAR promotion

RC chaplains (USAR and ARNGUS) must submit a new DD Form 2088, Certificate of Ecclesiastical Endorsement, before being considered for promotion to the rank of major, lieutenant colonel, or colonel. If the chaplain is not selected the first time he or she is considered, a new endorsement is not required for subsequent promotion boards, which consider the chaplain for promotion to the next higher rank. If the new endorsement is not received at the time the board convenes, the chaplain's file is not reviewed by that board, and the chaplain is considered for elimination.

#### 7-5. Promotion zones

Normally chaplains are seen for promotion one time below-the-zone before going into the primary zone. However, unanticipated end strength changes and/or vacancies coupled with the CCHs commitment to maintain first-time selection opportunity may necessitate a chaplain being seen more than once below-the-zone, or going into the primary zone without below-the-zone consideration.

#### 7-6. Promotion board membership

Chaplain promotion selection boards are convened at HQDA to recommend chaplains for promotion. Chaplain promotion board membership consists of chaplains and officers of other branches, IAW DCSPER policy.

## 7-7. Selective continuation

- a. Selective continuation is based on the needs of the Army.
- b. Chaplain captains who are two-time nonselect for promotion will normally not be selectively continued on AD. Selective continuation is considered for chaplains of shortage faith groups or for those who possess special skills as required by the Army.
- c. Chaplain majors who are twice nonselected for promotion and have less than 6 years remaining until retirement eligibility are normally selectively continued until retirement. The same category of chaplains with more than 6 years before retirement could be selectively continued for 3 years.

## Chapter 8 Reserve Component (ARNGUS/USAR) Chaplains on Active Duty

### 8-1. Management of Reserve Component chaplains

The CCH manages RC chaplains through the Army National Guard Bureau, Office Chief of Army Reserve, U.S. Army Reserve Command, and the U.S. Army, PERSCOM.

### 8-2. RC chaplains on active duty

The CCH has personnel management authority over all RC chaplains on AD. This management includes, but is not limited to AGR chaplains, RC chaplains who are performing Annual Training, on AD for training, on a Temporary Tour of Active Duty (TTAD), or are mobilized or federalized and under Active Army control.

### 8-3. Using volunteer RC chaplains for Army contingencies

When required, the CCH provides religious support for Army contingencies. When requirements for chaplain assets cannot be filled by the Active Army, the CCH utilizes volunteer RC chaplains.

### 8-4. Notification of installation chaplain

The RC chaplains performing AT or active duty for training (ADT) will notify the Installation Staff Chaplain before arriving at the installation.

### 8-5. Personnel Reports of RC Chaplains on Active Duty During Presidential Selected Reserve Call-up

During contingencies that require Presidential Selected Reserve Call-up (PSRC), installation staff chaplains provide daily personnel reports through their MACOM to Chief of Chaplains, DACH-PER. DACH-PER notifies installation staff chaplains of the requirement by message. The installation chaplain's reporting of RC chaplains on AD during PSRC is depicted in appendix G.

### 8-6. Chaplain candidates

Policies and procedures relating to the utilization of chaplain candidates are described in appendix H.

## Chapter 9 Boards

### 9-1. Board categories

Chaplain personnel management involves three categories of boards: statutory, regulatory, and advisory. Statutory boards are convened under provisions of law. Regulatory boards are convened IAW ARs, and advisory boards are convened at the direction of the CCH.

### 9-2. Statutory boards

a. *Types of statutory boards.* The CCH supports the DA centralized statutory board process for promotion, selective continuation, SERB, and RIF Board.

b. *Role of DACH-PER.* Through the Director of Personnel, the CCH:

- (1) Conducts branch analyses.
- (2) Reviews board MOI and provides branch specific guidance.
- (3) Establishes zone parameters.
- (4) Nominates chaplains for board membership.
- (5) Provides proponent review of performance files for the eligible population.

c. *Approval and release authority.* The Secretary of Defense is the approval authority for DA Promotion Selection and Selective Continuation Board results. The Secretary of the Army approves the results of the SERB and RIF Board results. Board results are released by the Deputy Chief of Staff for Personnel.

### 9-3. Regulatory boards

a. *Types of regulatory boards.* The CCH conducts the following regulatory boards: CVI, VI, Regular Army Integration, and Captain Retention. ALSO, the CCH supports the DA centralized regulatory Command Staff College and the Senior Service College selection board process in the same manner as with statutory boards.

b. *Role of DACH-PER.* Through the Director of Personnel, the CCH:

- (1) Conducts branch analyses.
- (2) Reviews board MOI and provides branch specific guidance.
- (3) Establishes zone parameters.
- (4) Nominates chaplains for board membership.
- (5) Provides proponent review of performance files for the eligible population.

c. *Approval and release authority.* The CCH is the approval authority for all chaplain regulatory board results with the exception of the Command and General Staff College and the Senior Service College Boards. The CCH is the release authority for all chaplain regulatory boards except Command Staff College and the Senior Service College.

### 9-4. Advisory boards

a. *Types of advisory boards.* To ensure parity and equity in the management of the chaplaincy, the CCH convenes various advisory boards. These boards include Division Chaplain Course, Retirement/Recall, Accession Selection, Chaplain Advanced Education Program, and others as required. They are conducted IAW AR 624-100 DA Centralized Board standards. Unlike statutory and regulatory boards, membership for Advisory Boards is approved by the CCH.

b. *Role of DACH-PER.* Through the Director of Personnel, the CCH:

- (1) Conducts branch analyses.
- (2) Reviews board MOI and provides branch specific guidance.
- (3) Establishes zone parameters.
- (4) Nominates chaplains for board membership.
- (5) Provides proponent review of performance files for the eligible population.

c. *Approval and release authority.* The CCH is the approval and release authority for all chaplain advisory board results.



## **Appendix A References**

### **Section I Required Publications**

#### **AR 10-5**

Organization and Functions, Headquarters, Department of the Army (Cited in para 5-2a.)

#### **AR 11-2**

Management Control (Cited in para Army management control process.)

#### **AR 11-32**

Army Long-Range Planning System (Cited in para 4-1b.)

#### **AR 40-501**

Standards of Medical Fitness (Cited in para 2-11f(2).)

#### **AR 351-1**

Individual Military Education and Training (Cited in paras 4-11b, 4-12b, and 4-16a.)

#### **AR 135-100**

Appointment of Commissioned and Warrant Officers of the Army (Cited in paras 2-4b, 2-11d, 2-13b(1) and (2).)

#### **AR 135-133**

Ready Reserve Screening, Qualifications Records System and Change of Address Reports (Cited in para 3-3c.)

#### **AR 135-215**

Officer Periods of Service on Active Duty (Cited in paras 3-6a, 3-7a, and 3-8.)

#### **AR 165-1**

Chaplain Activities in the US Army (Cited in paras 2-1, 2-2, 2-4b, 2-7, 4-7, and 4-13c(3).)

#### **AR 350-100**

Officer Active Duty Service Obligations (Cited in paras 2-15b and 6-3d.)

#### **AR 600-8-24**

Officer Transfers and Discharges (Cited in paras 6-2a, 6-3a, 6-5c, 6-6c, 6-7a, 6-7b, 6-8a., b, and c, 6-9b and c, and 6-11a and b.)

#### **AR 600-8-29**

Officer Promotions (Cited in paras 2-13a, 3-6c, and 3-7c.)

#### **AR 600-9**

The Army Weight Control Program (Cited in para 2-11f(2).)

#### **AR 600-37**

Unfavorable Information (Cited in paras 3-6e and 3-7e.)

#### **AR 600-75**

Exceptional Family Member Program (Cited in para 5-9.)

#### **AR 601-100**

Appointment of Commissioned and Warrant Officers in the Regular Army (Cited in para 3-9a.)

#### **AR 611-101**

Commissioned Officer Classification System (Cited in paras 4-14 and 4-15.)

#### **AR 614-6**

Permanent Change of Station Policy (Cited in para 5-4a.)

#### **AR 614-30**

Overseas Service (Cited in paras 5-4e and 5-10a(1).)

#### **AR 614-100**

Officer Assignment Policies, Details and Transfers (Cited in paras 5-4c(1), 5-4e, 5-4f, 5-4g, 5-7c, 5-8, 5-9, and 5-10a(1).)

#### **AR 614-185**

Requisitions and Assignment Instructions for Officers (Cited in paras 5-4c(1) and 5-5c.)

#### **AR 621-1**

Training of Military Personnel at Civilian Institutions (Cited in para 4-7.)

#### **AR 621-108**

Military Personnel Requirements for Civilian Education (Cited in paras 5-4c(1) and 5-4c(2).)

#### **AR 624-100**

Promotion of Officers on Active Duty (Cited in paras 3-6f, 3-7f 7-1a, and 9-4a .)

#### **DA Pamphlet 600-8**

Management and Administrative Procedures (Cited in para 5-4b(4).)

#### **DOD Directive 1235.9**

Management and Mobilization of the Standby Reserve (Cited in para 3-3d.)

#### **DOD Directive 1304.19**

Appointment of Chaplains for the Military Services (Cited in para 2-11a.)

#### **DOD Directive 1315.7**

Military Personnel Assignments (Cited in para 5-4e.)

#### **section 552, title 5, United States Code**

Freedom of Information Act (Cited in para 2-11d.)

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

#### **section 552, title 10**

United States Code

#### **section 12301, title 10**

United States Code

#### **section 12306, title 10**

United States Code

#### **section 1370, title 10**

United States Code

### **Section III Prescribed Forms**

This section contains no entries.

### **Section IV Referenced Forms**

#### **DA Form 2A**

Personnel Qualification Record, Part I - Enlisted Peacetime

#### **DA Form 2-1**

Personnel Qualification Record, Part II

**DA Form 61**

Application for Appointment

**DA Form 71**

Oath of Office - Military Personnel

**DA Form 160**

Application for Active Duty

**DA Form 483**

Officer's Assignment Preference Statement

**DA Form 1059-2**

Senior Service College Academic Report

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2166-7**

Noncommissioned Officer Evaluation Report

**DA Form 3574**

Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101 as applicable (Individuals without Prior Service)

**DA Form 3575**

Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101 as applicable (Individuals without a Statutory Service Obligation)

**DA Form 4187**

Personnel Action

**DD Form 214**

Certificate of Release or Discharge from Active Duty

**DD Form 368**

Request for Conditional Release from Reserve or Guard Component

**DD Form 1610**

Request and Authorization for TDY Travel of DOD Personnel

**DD Form 2088**

Ecclesiastical Endorsement Agent Certification

**FD Form 258**

U.S. Department of Justice Fingerprint Card

**NGB Form 22**

Report of Separation and Record of Service

**NGB Form 23**

Retirement Credit Statement

**NGB Form 62-E**

Application for Federal Recognition as an Army National Guard Officer

**SF 86**

Questionnaire for National Security Positions

**SF 88**

Report of Medical Examination

**SF 93**

Report of Medical History

**Appendix B**  
**Format for Applicant Interview Statement (AR 135-**  
**100, figure 3-2, p. 23)**

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(Office Symbol)

(Date)

MEMORANDUM FOR U.S. Army Chaplaincy Service Support Agency, ATTN: CHSA-ACC, Washington, DC 20310-2750

SUBJECT: Interview Statement for (Applicant's name)

1. I interviewed (applicant's name), an applicant for a commission in the (ARNGUS or USAR) Chaplaincy, on (date).

2. In my opinion, the applicant (does) (does not) meet the eligibility criteria set out in AR 135-100. (Specify criteria that the applicant does not meet).

3. My evaluation of the applicant is as follows: (Evaluate each item below with at least 25 words)

a. Professional and academic qualifications.

b. Pastoral abilities.

c. Military experience.

d. Motivation for ministry in the Army Chaplaincy.

e. Willingness to work cooperatively with chaplains of other faith groups and respect the integrity of other faith groups.

f. Ability to deal with people.

g. Personality traits.

h. Appearance, poise, and general physical condition.

i. Overall potential for ministry in the Army Chaplaincy.

j. Assignment limitations.

k. Demonstrates verbal and written proficiency in the English Language.

4. I (do) (do not) recommend that (his) (her) application for a commission in the ARNGUS or USAR Chaplaincy be accepted. (Explain the reason for your decision.)

(Name)

(Rank)

(Position)

---

**Figure B-1. Format for Applicant Interview Statement (AR 135-100, figure 3-2, p. 23)**

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**Appendix C  
Application Requirements for Appointment to the  
Staff Specialist or Chaplain Branch (Reserve  
Component) or to Chaplain Branch with Concurrent  
Active Duty**

**Table C-1  
Application Requirements for Appointment to the Staff Specialist or Chaplain Branch (Reserve Component) or to Chaplain Branch with  
Concurrent Active Duty**

APPLICATION PACKET	TYPE OF ACTION, APPOINTMENT, OR ACCESSION							
	APPOINTMENT AS CHAPLAIN CANDIDATE (STAFF SPECIALIST) IN THE RESERVE COMPONENTS		APPOINTMENT <sup>1</sup> TO THE CHAPLAIN BRANCH IN THE RESERVE COMPONENTS		REAPPOINTMENT <sup>2</sup> TO THE CHAPLAIN BRANCH IN THE RESERVE COMPONENTS		ACCESSIONING AS CHAPLAIN ON ACTIVE DUTY	
COMPONENT	ARNG	USAR	ARNG	USAR	ARNG	USAR	NO PRIOR SERVICE	PRIOR SERVICE
DD Form 2088 Ecclesiastical Endorsement AR 135-100, para 3-8a	N/A	N/A	YES	YES	YES	YES	YES	YES
Ecclesiastical Appointment (Letter) AR 135-100, para 3-6d(2)	YES	YES	N/A	N/A	N/A	N/A	N/A	N/A
Official Military Photo AR 135-100, para 3-8e	YES, IF A SERVICE MEMBER	YES, IF A SERVICE MEMBER	YES, IF A SERVICE MEMBER	YES, IF A SERVICE MEMBER	YES	YES	SERVICE	N/A
Full Length Color Photo (at least 4"x6") AR 135-100, para 3-6b	YES, IF NOT A SERVICE MEMBER	YES, IF NOT A SERVICE MEMBER	YES, IF NOT A SERVICE MEMBER	YES, IF NOT A SERVICE MEMBER	NO	NO	YES	YES, IF NOT A SERVICE MEMBER
Interview with Sr. Army Chaplain <sup>3</sup> AR 135-100, para 3-6b	N/A	N/A	YES <sup>3</sup>	YES <sup>3</sup>	YES <sup>3</sup>	YES <sup>3</sup>	YES <sup>3</sup>	YES <sup>3</sup>
Commander's Recommendation AR 135-100, para 2-1a(6) or (7)	YES, IF NOT A SERVICE MEMBER	YES, IF NOT A SERVICE MEMBER	YES, IF NOT A SERVICE MEMBER	YES, IF A SERVICE MEMBER	YES	YES	N/A	YES, IF A SERVICE MEMBER
OCCH Form #12 Privacy Act Statement								
Title 10, United States Code, sections 651 and 270 (2 copies) <sup>4</sup>	YES	YES	YES	YES	YES	YES	YES	YES
DA Form 61 Application for Appointment AR 135-100, para 2-1a (3 copies) <sup>5</sup>	N/A	YES	N/A	YES	N/A	YES	YES	YES
NGB Form 62-E AR 600-100	YES	N/A	YES	N/A	YES	N/A	N/A	N/A
Proof of Basic Course (CHOBC) completion or Statement of intent to complete CHOBC AR 135-100, 2-1a(4) <sup>6</sup>	AS APPLICABLE <sup>6</sup>	AS APPLICABLE <sup>6</sup>	AS APPLICABLE <sup>6</sup>	AS APPLICABLE <sup>6</sup>	AS APPLICABLE <sup>6</sup>	AS APPLICABLE <sup>6</sup>	N/A	AS APPLICABLE <sup>6</sup>
STATEMENT #2 Statement of Acknowledgement for Accom of Rel Practices AR 135-100, para 2-1a(5) (2 copies) <sup>7</sup>	YES	YES	YES	YES	YES	YES	YES	YES
Official College Accredited Undergraduate Transcripts AR 135-100, para 3-8a	YES	YES	YES	YES	YES	YES	YES	YES
Statement of enrollment from an Accredited professional graduate school AR 135-100, para 3-6d(3)	YES, IF NOT GRADUATED	YES, IF NOT GRADUATED	N/A	N/A	N/A	N/A	N/A	N/A

**Table C-1**  
**Application Requirements for Appointment to the Staff Specialist or Chaplain Branch (Reserve Component) or to Chaplain Branch with Concurrent Active Duty—Continued**

TYPE OF ACTION, APPOINTMENT, OR ACCESSION								
APPLICATION PACKET	APPOINTMENT AS CHAPLAIN CANDIDATE (STAFF SPECIALIST) IN THE RESERVE COMPONENTS		APPOINTMENT <sup>1</sup> TO THE CHAPLAIN BRANCH IN THE RESERVE COMPONENTS		REAPPOINTMENT <sup>2</sup> TO THE CHAPLAIN BRANCH IN THE RESERVE COMPONENTS		ACCESSIONING AS CHAPLAIN ON ACTIVE DUTY	
COMPONENT	ARNG	USAR	ARNG	USAR	ARNG	USAR	NO PRIOR SERVICE	PRIOR SERVICE
Official Transcript of Accredited Professional Graduate Study AR 135-100, para 3-8a	N/A	N/A	YES	YES	YES	YES	YES	YES
Verification of Security Clearance AR 135-100, 2-1d	YES, IF CLEARANCE CURRENT	YES, IF CLEARANCE CURRENT	YES, IF CLEARANCE CURRENT	YES, IF CLEARANCE CURRENT	YES	YES	N/A	YES, IF CLEARANCE CURRENT
SF 86 Questionnaire for National Security Positions AR 135-100, para 2-1d (2 copies) <sup>8</sup>	YES	YES	YES	YES	YES	YES	YES	YES
OPTIONAL STATEMENT #1 Statement of Understanding for Appointment as a Comm Officer AR 135-100, Para 3-8f, fig 3-1 (2 copies) <sup>9</sup>	YES, IF NOT COMMISSIONED OFFICER	YES, IF NOT COMMISSIONED OFFICER	YES, IF NOT COMMISSIONED OFFICER	YES, IF NOT COMMISSIONED OFFICER	N/A	N/A	YES	YES, IF NOT COMMISSIONED OFFICER
OPTIONAL STATEMENT #2 Immigrant Allen Statement of Understanding for Appointment as a Commissioned Officer AR 135-100, para 2-1d, fig 2-6 (2 copies) <sup>10</sup>	N/A	YES, IF APPLICABLE	N/A	YES, IF APPLICABLE	N/A	N/A	YES, IF APPLICABLE	YES, IF APPLICABLE
FD Form 258, Fingerprint Card AR 135-100, para 2-1d (2 copies) <sup>11</sup>	YES, IF NO CLEARANCE	YES, IF NO CLEARANCE	YES, IF NO CLEARANCE	YES, IF NO CLEARANCE	N/A	N/A	YES	YES, IF NO CLEARANCE
SF 88 & SF 93 with HIV and DAT AR 135-100, para 2-1e (Original and 1 copy) <sup>12</sup>	YES <sup>12</sup>	YES <sup>12</sup>	YES <sup>12</sup>	YES <sup>12</sup>	YES <sup>12</sup>	YES <sup>12</sup>	YES <sup>12</sup>	YES <sup>12</sup>
DA Form 160 Application for Active Duty AR 135-100, para 2-1h (2 Copies) <sup>13</sup>	N/A	N/A	N/A	N/A	N/A	N/A	YES	YES
DD Form 368 Conditional Release AR 135-100, para 2-1k (2 copies) <sup>14</sup>	YES, FOR RC INTER-SERVICE TRANSFER	YES, FOR RC INTER-SERVICE TRANSFER	YES, FOR RC INTER-SERVICE TRANSFER	YES, FOR RC INTER-SERVICE TRANSFER	YES, FOR RC INTER-SERVICE TRANSFER	YES, FOR RC INTER-SERVICE TRANSFER	N/A	YES, FOR RC INTER-SERVICE TRANSFER
DA Form 3574 AR 135-100, para 2-1m (3 copies) <sup>15</sup>	YES, IF NO PRIOR SERVICE	YES, IF NO PRIOR SERVICE	YES, IF NO PRIOR SERVICE	YES, IF NO PRIOR SERVICE	N/A	N/A	YES	NO
DA Form 3575 AR 135-100, para 2-1n (3 copies) <sup>16</sup>	YES, IF NO PRIOR SERVICE	YES, IF NO PRIOR SERVICE	YES, IF NO PRIOR SERVICE	YES, IF NO PRIOR SERVICE	YES	YES	NO	YES
Official Verification of Birth	YES, IF NO CLEARANCE	YES, IF NO CLEARANCE	YES, IF NO CLEARANCE	YES, IF NO CLEARANCE	NO	NO	YES	YES, IF NO CLEARANCE
OPTIONAL STATEMENT #3 Non-US-born or non-citizen statement AR 135-100, para 2-1o, fig. 2-1	N/A	YES, IF APPLICABLE	N/A	YES, IF APPLICABLE	N/A	N/A	YES, IF APPLICABLE	YES, IF APPLICABLE
OPTIONAL STATEMENT #4 Statement of Age Waiver AR 135-200, para 2-1p (2 copies) <sup>17</sup>	YES, IF APPLICABLE	YES, IF APPLICABLE	YES, IF APPLICABLE	YES, IF APPLICABLE	N/A	N/A	YES, IF APPLICABLE	YES, IF APPLICABLE

**Table C-1**

**Application Requirements for Appointment to the Staff Specialist or Chaplain Branch (Reserve Component) or to Chaplain Branch with Concurrent Active Duty—Continued**

APPLICATION PACKET	TYPE OF ACTION, APPOINTMENT, OR ACCESSION							
	APPOINTMENT AS CHAPLAIN CANDIDATE (STAFF SPECIALIST) IN THE RESERVE COMPONENTS		APPOINTMENT <sup>1</sup> TO THE CHAPLAIN BRANCH IN THE RESERVE COMPONENTS		REAPPOINTMENT <sup>2</sup> TO THE CHAPLAIN BRANCH IN THE RESERVE COMPONENTS		ACCESSIONING AS CHAPLAIN ON ACTIVE DUTY	
COMPONENT	ARNG	USAR	ARNG	USAR	ARNG	USAR	NO PRIOR SERVICE	PRIOR SERVICE
Chronological listing of all civilian employment per AR 135-100, para 2-1q	N/A	YES	N/A	YES	N/A	YES	YES	YES
DD Form 214 Certificate of Discharge (all previous)	YES, IF PRIOR SERVICE	YES, IF PRIOR SERVICE	YES, IF PRIOR SERVICE	YES, IF PRIOR SERVICE	YES, IF PRIOR SERVICE	YES, IF PRIOR SERVICE	N/A	YES
OMPF microfiche or copies of NGB Form 22, DA Form 2-A (or DA Form 2-1), OERs <sup>18</sup> , NCOERs, awards, AERs, latest promotion order, DOR, BPED, Oath of Office	YES, IF APPLICABLE	YES, IF APPLICABLE	YES, IF APPLICABLE	YES, IF APPLICABLE	YES	YES	N/A	YES
OCCH Form #13 Statement of Understanding of Religious Pluralism in the U.S. Army (2 copies) <sup>19</sup>	N/A	N/A	YES	YES	YES	YES	YES	YES, IF NOT PRIOR CHAPLAIN
NGB Form 23 Retirement Credit Statement, or DARP Form 249-2-E Annual or Terminal Statement of Retirement Points	YES, IF PRIOR SERVICE	YES, IF PRIOR SERVICE	YES, IF PRIOR SERVICE	YES, IF PRIOR SERVICE	YES, IF PRIOR SERVICE	YES, IF PRIOR SERVICE	N/A	YES, IF PRIOR SERVICE
occh Form #11 Preference Statement	N/A	N/A	N/A	N/A	N/A	N/A	YES	YES

Notes:

- <sup>1</sup> All chaplains, whether or not they enter active duty immediately upon being appointed, are appointed as Reserve Commissioned officers.
- <sup>2</sup> All prior commissioned officers from other branches of military service and other branches of the Army (including Chaplain Candidates in the Staff Specialist branch) must be reappointed into the Chaplain Branch.
- <sup>3</sup> If applying for active duty, applicant must be interviewed by a senior Active Duty Chaplain; if applying for USAR or ARNGUS, a senior Reserve Component Chaplain may conduct the interview.
- <sup>4</sup> All copies must have an original ink signature.
- <sup>5</sup> All copies must have an original ink signature.
- <sup>6</sup> Statement of intent to complete CHOBC within 36 months of the date of appointment will be included in item 41 of the DA Form 61 or NGB Form 62. See AR 135-100, 2-1a(4) for additional guidance.
- <sup>7</sup> All copies must have an original ink signature.
- <sup>8</sup> All copies must have an original ink signature. Only one copy required if you are a commissioned officer.
- <sup>9</sup> All copies must have an original ink signature.
- <sup>10</sup> All copies must have an original ink signature.
- <sup>11</sup> All copies must have an original ink signature.
- <sup>12</sup> Date of physical must be less than 24 months old at the time of the board. Those who are 39 1/2 years or older at the time of application will need an over 40 medical screening.
- <sup>13</sup> All copies must have an original ink signature.
- <sup>14</sup> All copies must have an original ink signature.
- <sup>15</sup> All copies must have an original ink signature.
- <sup>16</sup> All copies must have an original ink signature.
- <sup>17</sup> All copies must have an original ink signature.
- <sup>18</sup> OERs must be certified true copies.
- <sup>19</sup> All copies must have an original ink signature.

**Appendix D**  
**Example of Request for Conditional Voluntary**  
**Indefinite Status**

---

*Office Symbol*

*Date*

*THRU Battalion Level Commander*

*(Other Commanders as dictated by local policy)*

*Supervisory Chaplain*

*Installation or ASG Chaplain*

*MACOM Chaplain*

*TO Chief of Chaplains (ATTN: DACH-PER), 2511 Jefferson Davis Highway, 12th*

*Floor/Room 12500, Arlington, VA 22202-3907*

*SUBJECT: Request for Conditional Voluntary Indefinite Status*

- 1. Under the provisions of AR 135-215, I request retention on active duty in a Conditional Voluntary Indefinite (CVI) status. I am currently serving in Obligated Volunteer (OBV) status, which expires on (date).*
- 2. I understand that retention on active duty is based on the needs of the Army. If not selected for CVI status, I do not desire a branch transfer.*
- 3. If this request is approved, I understand that I will enter into a CVI status effective on the date announced by HQDA.*
- 4. If this request is disapproved, I understand that I will be released from active duty no later than 180 days from receipt of written notification of disapproval or upon expiration of any remaining ADSO, whichever is later, unless I am extended or retained under other provision of law or regulation.*

*(Signature Block)*

---

**Figure D-1. Example of Request for Conditional Voluntary Indefinite Status**

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**Appendix E**  
**Example of Request for Voluntary Extension of**  
**Active Duty**

---

*(Office Symbol)*

*(Date)*

THRU Battalion Level Commander

(Other Commanders as dictated by local policy)

Supervisory Chaplain

Installation or ASG Chaplain

MACOM Chaplain

TO Chief of Chaplains (ATTN: DACH-PER), 2511 Jefferson Davis Highway, 12th Floor/Room  
12500, Arlington, VA 22202-3907

SUBJECT: Request for Voluntary Extension of Active Duty

1. Under the provisions of AR 135-215, I request retention on active duty in a Voluntary Indefinite (VI) status. I am currently serving in Conditional Volunteer Indefinite (CVI) status, which expires on (date).
2. I understand that retention on active duty is based on the needs of the Army. If not selected for VI status, I do not desire a branch transfer.
3. If this request is approved, I understand that I will enter into a VI status effective on the date announced by HQDA.
4. If this request is disapproved, I understand that I will be released from active duty no later than 180 days from receipt of written notification of disapproval or upon expiration of any remaining ADSO, whichever is later, unless I am extended or retained under other provision of law or regulation.

(Signature Block)

**Figure E-1. Example of Request for Voluntary Extension of Active Duty**

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### TYPES OF DEFERMENT

1. Requested by the individual

a. *Compassionate*. Individual submits rationale why he or she is not available for that school year. Individual remains on the school selection list to attend the following year.

b. *Operational*. The individual requests deferment endorsed by command justification for operational requirements.

2. Department of the Army initiated

a. *Deferred for cause*. The Department of the Army deferment authority defers a selectee's attendance based on a marked decline in performance pending justification why the officer is removed from the list.

b. *Time-on-Station deferment*.

(1) Deferment is automatic based on slating guidance.

(2) Waiverable by approval authority.

Figure F-1. Types of deferment

---

**Appendix G  
Personnel Reports of RC Chaplains on Active Duty  
During PSRC**

The following is an example of a daily personnel report that installation could use to report on the RC Unit Ministry Teams (UMTs)

that have been mobilized at their location. The data on this report would be forwarded each day through the appropriate MACOM to HQDA, DACH-PER.

---

**RESERVE COMPONENT UMT DAILY STATUS REPORT**

INSTALLATION: (Name of Installation)  
DATE OF REPORT: (Date report prepared)  
TIME: (Time prepared)  
POC: (Preparer of report)  
PHONE: (DSN and commercial telephone numbers)

CHAPLAINS:

RC COMP	NAME	RANK	DENOM	GENDER	MOB DATE	MOB STATION	FUND BASIS	DEPLOY DATE
ARNGUS	Smith, Joe I.	MAJ	LDS	M	YYMMDD	Ft. Knox	TTAD	YYMMDD
USAR	Jones, Mary A	CPT	Meth	F	YYMMDD	Ft. Knox	MOBIMA	YYMMDD
USAR	Smith, John J	LTC	Luth	M	YYMMDD	Ft. Sill	ADT+90	nondeploy

**CHAPLAIN ASSISTANTS: (USE SAME FORMAT)**

**Total Chaplains**  
**Total Chaplain Assistants**

**Note. The above format is only an example. It contains the minimum essential information. The specific requirements of different mobilizations may necessitate the need to add other data.**

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Figure G-1. Personnel Reports of RC Chaplains on Active Duty During PSRC

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## **Appendix H Policies and Procedures for Utilizing Chaplain Candidates**

### **H-1. Status of Chaplain Candidates**

Chaplain Candidates are USAR or ARNGUS commissioned officers in the Staff Specialist Branch. They are not Chaplains. Chaplain Candidates have not yet completed the requirements, military and/or denominational, for becoming Chaplains.

### **H-2. Supervisory Requirements.**

Chaplain Candidates, in both the USAR and ARNGUS, are always to be under the supervision of a Chaplain when performing their assigned duties. Although the supervisor need not be immediately present at all times, he/she should observe the Candidate with sufficient frequency to be familiar with the Candidate's progress and to provide advice and counsel to the Candidate.

*Note.* The majority of Candidates who report for their first training assignment with a unit have no prior military experience, other than the Chaplain Officer Basic Course.

### **H-3. Assignable duties**

A Chaplain Candidate may be assigned most of the duties a Chaplain can be assigned. As with making any assignment, the individual's expertise and prior military experience should be a major factor in determining the level of responsibility given. There are certain duties, however, which are prohibited, regardless of the individual's level of expertise and prior military experience. These prohibited duties may be divided into two main categories: military duties, and religious functions.

*a. Prohibited Military Duties.* Chaplain Candidates may not perform any military duty that by law or regulation can only be performed by members of the Chaplain Corps, or by those who are permanently assigned to a unit (e.g., conduct the Chaplain's interview with an applicant for Conscientious Objector status; become a hand receipt holder for property other than that which has been assigned as his personal equipment during his training period.)

*b. Prohibited Religious Functions.* Most Chaplain Candidates have not completed the training required by their denominations for ordination. There is a wide variance among denominations about which religious functions such persons are allowed to perform. It is best simply to ask the individual Candidate what he is allowed to do; if there is still doubt about whether a Candidate from a particular denomination should perform a certain religious function, contact either the Chaplain Candidate Program Manager at AR-PERSCOM (DSN 892-3400; commercial (314) 538-3400; Toll Free 1-800-325-4914) or (for ARNGUS Chaplain Candidates) the appropriate STARC Chaplain.

### **H-4. Offering Chaplain Candidate Training Opportunities**

Units/Installations wishing to have USAR Chaplain Candidates participate in training with them, need to submit a written statement, through their chain-of-command, to the Chaplain Candidate Program Manager, AR-PERSCOM, ATTN: ARPC-ZCH, 9700 Page Blvd, St. Louis, MO 63132-3400. It is advisable to contact this office, at the phone numbers shown in 3b above, before submitting the request, to determine the correct format for the request, and to discuss any other matters that may be pertinent to having your request approved. Requests for Chaplain Candidates to meet real or perceived staff shortages, or to provide staff augmentation, will not be approved.

Requests for ARNGUS Chaplain Candidates to participate in training must be submitted through the appropriate STARC.

### **H-5. Funding**

The funding for all USAR Chaplain Candidate tours is provided by

AR-PERSCOM, which must manage available funds to ensure the training provided best meets the needs of the service.

Funding for ARNGUS Chaplain Candidate tours (other than TTAD, which is funded out of MPA appropriations) is handled by the appropriate STARC and must be negotiated between the requesting unit and the STARC.

## Glossary

### Section I Abbreviations

#### ACC

Army Competitive Category

#### ACE

American Council on Education

#### AD

active duty

#### ADT

active duty for training

#### ADL

active duty list

#### ADSO

active duty service obligation

#### ADT

active duty for training

#### AER

academic evaluation report

#### AERS

Army education requirements system

#### AFCS

Active Federal Commissioned Service

#### AFS

Active Federal Service

#### AGR

Active Guard Reserve

#### AR

Army Regulation

#### ARNGUS

The Army National Guard of the United States

#### AR-PERSCOM

Commander, U.S. Army Reserve Personnel Command

#### ASG

area support group

#### AT

annual training

#### ATARRS

Army Training Requirements and Resources System

#### AUTODIN

automatic digital network

#### AWCCSC

Army War College Corresponding Studies Course

#### BES

budget end strength

#### CAS3

Combined Arms Service Staff School

#### CCH

Chief of Chaplains

#### CFSD

chaplain force structure document

#### CHOAC

Chaplain Officer Advanced Course

#### CHOBC

Chaplain Officer Basic Course

#### CMIF

career management individual file

#### CPD

chaplain personnel distribution

#### CPE

Clinical Pastoral Education

#### CSC

Command Staff College

#### CTC

Combat Training Center

#### CVI

Conditional Volunteer Indefinite

#### DA

Department of the Army

#### DOD

Department of Defense

#### DOPMA

Defense Officer Personnel Management Act

#### DOR

date of rank

#### EAD

entry on active duty

#### EFMP

Exceptional Family Member Program

#### FM

force management

#### FOA

field operating agency

#### FOIA

Freedom of Information Act

#### FSTE

Foreign Service Tour Extension

#### GOSCA

General Officer Show Cause Authority

#### GRE

Graduate Record Examinations

#### HAAP

Homebase and Advanced Assignment Program

#### IAW

in accordance with

#### IMA

individual mobilization augmentee

#### IPD

Army Institute for Professional Development

#### IRR

Individual Ready Reserve

#### JRTC

Joint Readiness Training Center

#### MACOM

major Army command

#### MACP

Married Army Couples Program

#### MEDCEN

Medical Center

#### MEL

military education level

#### MEPS

military entrance processing station

#### MOI

memorandum of instruction

#### MRD

mandatory retirement/release date

#### MSC

major subordinate command

#### MTF

Medical Treatment Facility

#### NCMAF

National Conference on Ministry to the Armed Forces

#### NGB

National Guard Bureau

#### NTC

National Training Center

#### OADO

officer active duty obligor

#### OBV

obligated volunteer

#### OCAR

Office of the Chief, Army Reserve

#### OCCH

Office of the Chief of Chaplains

#### ODP

officer distribution plan

**OER**  
officer evaluation report

**OML**  
order of merit list

**OPMD**  
Officer Personnel Management Directorate

**ORB**  
Officer Record Brief

**OTRA**  
other than Regular Army

**PCS**  
permanent change of station

**PERSCOM**  
Personnel Command

**PPA**  
Personnel Processing Activity

**PPBES**  
Planning, Programming, Budgeting Systems  
and Execution

**PPDT**  
Plans Policy Development and Training

**PSRC**  
Presidential Selective Reserve Call-up

**RC**  
Reserve Component or Roman Catholic

**REFRAD**  
Release from Active Duty

**REINF**  
Reinforced

**RFO**  
request for orders

**RIF**  
Reduction In Force

**ROPMA**  
Reserve Officer Personnel Management  
Act5, USC, 552section 552, title 5, United  
States Code

**SERB**  
Selective Early Retirement Board

**SSB**  
Special Separation Benefit

**SSC**  
Senior Service College

**STARC**  
State Area Command

**STE**  
short term extension

**TDY**  
temporary duty

**TPU**  
Troop Program Unit

**TRACS**  
Transnational Association of Christian  
Schools

**TTAD**  
Temporary Tour of Active Duty

**UCMJ**  
Uniform Code of Military Justice

**UMT**  
Unit Ministry Team

**UP**  
under provisions of

**USACHCS**  
United States Army Chaplain Center and  
School

**USAR**  
United States Army Reserve

**USARC**  
United States Army Reserve Command

**USAREC**  
United States Army Recruiting Command

**USC**  
United States Code

**VERRP**  
Voluntary Early Retirement/Release Program

**VI**  
Voluntary Indefinite

**VSI**  
voluntary separation incentive

**VSIP**  
Voluntary Separation Incentive Program

## **Section II** **Terms**

## **Section III** **Special Abbreviations and Terms**

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