



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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SECNAVINST 1120.4A
OP-09G22
14 May 1986

SECNAV INSTRUCTION 1120.4A

From: Secretary of the Navy

Subj: APPOINTMENT OF REGULAR AND RESERVE OFFICERS IN THE
CHAPLAIN CORPS OF THE NAVY

- Ref: (a) DODDIR 1310.2 of 24 Mar 84 (NOTAL)
(b) DODDIR 1205.14 of 24 May 84 (NOTAL)
(c) SECNAVINST 1000.7D
(d) DODDIR 1205.5 of 16 May 80 (NOTAL)
(e) DODDIR 1312.3 of 15 Oct 81 (NOTAL)
(f) SECNAVINST 1210.5
(g) SECNAVINST 1730.7
(h) SECNAVINST 1420.1
(i) SECNAVINST 5350.10A
(j) Title 10, United States Code
(k) SECNAVINST 5300.28A
(l) Manual of the Medical Department (NAVMED P-117)
(m) DODDIR 1304.19 of 1 Jun 84 (NOTAL)
(n) SECNAVINST 1427.2
(o) SECNAVINST 1427.1A
(p) SECNAVINST 1920.6A

Encl: (1) Theological Student Program

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1. Purpose. To establish regulations governing:

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a. Appointment of officers in the Chaplain Corps, including appointment in the Regular component under reference (a), in the Reserve component under reference (b) and in either component through interservice transfer from another Service under references (c) and (d);

b. Voluntary recall of officers of the Chaplain Corps to the active-duty list; and

c. Award of entry grade credit on appointment in the Chaplain Corps under reference (e).

2. Cancellation. SECNAV Instruction 1120.4. All other regulations and memoranda providing guidance governing accessions, appointments, eligibility requirements and entry grade credit for service in the Chaplain Corps inconsistent with this instruction are held in abeyance pending their modification or cancellation. Processing initiated before the effective date of this instruction will be continued pursuant to policy and instructions in effect before that date.

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- R) 3. Applicability. This instruction applies to all individuals appointed as Regular or Reserve officers in the Chaplain Corps, including officers from another Service, Reserve officers transferred into the Regular component, Reserve officers voluntarily recalled to the active-duty list and officers transferred from the line or another staff corps into the Chaplain Corps.
- a. Additional guidance on the transfer of Chaplain Corps officers from other Services into the Chaplain Corps of the Navy is found in references (c) and (d).
- b. Additional guidance on the transfer of Reserve Chaplain Corps officers into the Regular component of the Chaplain Corps and the transfer of Regular and Reserve between the line and the Chaplain Corps or between another staff corps and the Chaplain Corps is found in reference (f).
- R) 4. Policy. The Department of the Navy will maintain authorized strength and grade levels in the Chaplain Corps by recruiting clergy of religious faith groups of the United States to provide religious ministries under reference (g), to support the annual five-year promotion plan approved under reference (h), to provide a base for an all-Regular career force and to attain authorized strength in the Reserve components to meet approved mobilization requirements.
- a. Requirements for newly appointed officers on the active-duty list sufficient to support an all-Regular force will be filled primarily through the Theological Student Program authorized in enclosure (1). Requirements which cannot be fully met by this source will be met by direct appointment of qualified members of the clergy.
- b. Requirements for officers on the active-duty list in career grades that cannot be met by promotion will be supplemented by voluntary recall to active duty of Chaplain Corps officers who have not served previously on extended active duty.
- c. Requirements for officers on the active-duty list which cannot be met by the preceding sources will be met by the voluntary recall of Chaplain Corps officers who have served previously on extended active duty and by interservice transfer of chaplains from other Services.
- d. Requirements for Selected Reserve and Individual Ready Reserve officers will be filled primarily by the transfer of officers from the active-duty list who have completed their initial obligated service. Requirements which cannot be met from this source will be met by direct appointment of qualified members of the clergy as Reserve officers of the Chaplain Corps on inactive duty.

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e. All initial appointments in the Chaplain Corps will be Reserve appointments, with subsequent transfer to the Regular Navy under reference (f).

5. Accession plans. The Chief of Naval Operations will develop an annual accession plan to support authorized strength in the Chaplain Corps. There must be enough accessions to support the annual five-year promotion plans for the active-duty and Reserve components and ensure that the promotion opportunity and flow necessary to meet authorized strength-in-grade requirements are maintained. Accession plans must support execution of Affirmative Action Plans established under reference (i). (A)

6. Basic qualifications. To be eligible for appointment as a Chaplain Corps officer in either the active-duty or Reserve components, or for voluntary recall from the Reserve component to the active-duty list, the applicant must meet the following requirements: (R)

a. Citizenship. Must be a citizen of the United States with the following exception: a citizen of the Northern Mariana Islands who indicates in writing to a commissioned officer of the Armed Forces of the United States an intent to become a citizen of the United States may be appointed as a commissioned officer in the Regular or Reserve component. Under reference (j), such an individual cannot serve as an officer in a vessel of the United States until legally a citizen of the United States. This exception expires upon establishment of the Commonwealth of the Northern Mariana Islands.

b. Age. Must be able to complete 20 years of active commissioned service by age 60. The Deputy Chief of Naval Operations (Manpower, Personnel, and Training) (DCNO(MPT)) may waive the age restrictions up to age 62 for otherwise qualified applicants for appointment on the active-duty list or in the Reserve component in the following instances:

(1) When there is a shortage against authorized strength in the active duty component which cannot be met through the Theological Student Program, direct appointments, voluntary recall from the Reserve component or by in-zone promotion under the annual five-year promotion plan.

(2) When there is a shortage against authorized strength in the Reserve component which cannot be met by transfer of officers from the active-duty list, from the Theological Student Program, in-zone promotions under the annual five-year promotion plan, or by direct procurement of qualified civilians who meet age requirements.

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(3) When extraordinary circumstances cause such a waiver to be in the best interest of the naval service.

(4) When a gross inequity to the applicant would otherwise result.

Before appointment, applicants who will be unable to complete 20 years of active commissioned service by age 60 will be required to acknowledge in writing that they are ineligible for Regular appointment. Before appointment, applicants who will be unable to complete 20 years of creditable service for retirement shall acknowledge the same in writing. DCNO(MPT) shall maintain on file written justification for each waiver granted.

c. Moral character. Must be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation. As prescribed in reference (k), no person who is drug or alcohol dependent, who abuses drugs or alcohol, whose preservice abuse of drugs and/or alcohol indicates a proclivity to continue abuse in the Service, or who has a record of any trafficking offenses shall be permitted to enter or be retained in the Chaplain Corps.

d. Physical standards. Must meet the physical standards for service on active duty established by the Director, Naval Medicine and approved by the Chief of Naval Operations. DCNO(MPT) may grant waivers for physical defects that will not interfere with the performance of active duty within the guidelines of reference (l).

R) 7. Professional qualifications. To be eligible for appointment in the Chaplain Corps, or voluntary recall from the Reserve component to the active-duty list, the applicant must meet the following minimum educational and professional requirements.

a. Education

(1) Must be a graduate of an accredited college or university with a baccalaureate degree of not less than 120 semester hours.

(2) Must have completed three resident years of graduate professional study in theology or related subjects, validated by a Master of Divinity or equivalent degree, or 90 semester hours at an accredited seminary or graduate school of religion.

(3) Colleges, universities, graduate schools or seminaries are considered accredited if listed in the Education Directory, Colleges and Universities (current edition) published

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by the U. S. Department of Education, National Center for Education Statistics, Washington, D. C. 20202, or ^{if listed as accredited in} the Directory, ATS Bulletin Part 4 (current edition) published by the Association of Theological Schools, Vandalia, Ohio 45377. Foreign educational institutions not so listed may be treated as accredited upon certification by a listed institution that the applicant's credits are transferable at full value to the certifying institution.

b. Ecclesiastical endorsement. Must have endorsement from an ecclesiastical endorsing agency recognized by the Department of Defense under reference (m).

8. Examination of professional qualifications. The professional qualifications of all applicants for appointment in the Chaplain Corps or for voluntary recall from the Reserve component to the active-duty list shall be examined as follows: (A)

a. Appointments in grades of lieutenant commander and below. The Chief of Chaplains shall examine and certify the professional qualifications of all applicants.

b. Appointments in grades of commander and above. The DCNO(MPT) shall appoint a Chaplain Qualifications Board (CQB) composed of senior Chaplain Corps officers to examine the professional qualifications of all applicants. The CQB shall certify, subject to the concurrence of the Chief of Chaplains, that the applicant has met fully the qualifications of paragraph 7 and certify which specific qualifications of the Table in paragraph 9 are fully met. The CQB shall also provide an evaluation of the quality and desirability of the candidate based on his/her professional qualifications and experience.

c. Voluntary recall. To be eligible for voluntary recall from the Reserve component to the active-duty list, the applicant must be a fully qualified member of the clergy of a religious faith group represented by a DOD-recognized ecclesiastical endorsing agency under reference (m). Recalled officers will be recalled in the rank held as a Reserve and will not have entry grade recomputed.

d. Examination procedure. The examining body will review an applicant's academic performance, graduate theological education, professional experience, professional reputation, interviews by a recruiting officer and a chaplain, letters of personal or professional recommendation and ensure that an ecclesiastical endorsement has been submitted for each applicant. This review must be completed before recommending the applicant for appointment or recall and prior to recommending

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entry grade credit to be awarded on appointment. Once the examining body has examined and certified the applicant's professional qualifications, DCNO(MPT) or Commander, Navy Recruiting Command acting for DCNO(MPT) shall determine whether the applicant is otherwise qualified for a commission as a chaplain. No applicant shall be appointed as a Chaplain Corps officer without these determinations.

- R) 9. Entry grade credit. Entry grade and date of rank upon appointment in the Chaplain Corps shall be based on the number of years of entry grade credit awarded for prior active commissioned service, advanced education and professional experience under reference (e). Credit shall be granted subject to the computation rules in paragraph 10 and as specified in the following table:

ENTRY GRADE CREDIT TABLE

<u>Qualification</u>	<u>Credit</u>
1. Commissioned service in any of the Uniformed Services on active duty or in an active status but not active duty other than as a theological student.	one year for each year
2. Successful completion of graduate professional study validated by a Master of Divinity or equivalent degree under the criteria of paragraph 7.	three years
3. Seven or more years of full-time practical experience in ministry following completion of the educational requirements in paragraph 7. To be credited, the applicant must have accrued the experience as a fully qualified member of the clergy of a religious faith group represented by a DOD-recognized ecclesiastical endorsing agency under reference (m). The experience may include pastoral ministry, religious education or other form of full-time religious vocation.	one year
4. Unusual cases involving special experience or unique qualifications.	One-half year for each year

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5. The Department of the Navy will not normally grant entry grade credit for special experience or unique qualifications. ASN (M&RA), considering the recommendations and supporting justification of DCNO(MPT), may waive this limitation on a case by case basis when there is a requirement that cannot be met within the guidelines of this instruction.
- up to a maximum of three years of credit

10. Limits and Computation of entry grade credit. Entry grade credit shall be computed as follows: (A)

- a. A period of time or a qualification shall be counted only once.
- b. Qualifying periods of less than one full year will be proportionally credited to the nearest day.
- c. Credit will not be awarded for service as a warrant officer.
- d. Graduates of the Service academies will not be awarded credit for any service performed or education, training or experience obtained before graduation from the academy concerned.
- e. Entry grade credit will not normally be awarded for education, training or experience obtained while on active duty or on inactive duty in an active status. If the officer completes advanced education specified in paragraph 7 for initial appointment in less than the normal number of years, the officer may be given constructive credit for the difference between the normal number of years and the actual number of years taken. Detailed guidance is furnished in sections 533 and 5600 of reference (j).
- f. To obtain a high level of experience in the naval chaplaincy environment before entering the career force total entry grade credit shall normally be limited to six years. ASN (M&RA), considering the recommendations and supporting justification of the DCNO(MPT), may waive this limit on a case by case basis when there is a requirement that cannot be met within the guidelines of this instruction.
- g. Because the recall of a Chaplain Corps officer from inactive duty is not an appointment, such officers are not entitled to additional entry grade credit.

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- A) 11. Entry grade credit in transition period. This instruction provides credit to be awarded to individuals appointed in the Chaplain Corps from the effective date of this instruction. There shall be no retroactive changes made as a result of this instruction to the number of years credit previously granted to officers appointed in the Chaplain Corps before the effective date of this instruction.
- R) 12. Appointments. A prospective Chaplain Corps officer will be appointed initially as a Naval Reserve officer subject to the following guidance governing entry grade, date of rank, precedence, and application processing:
- a. Entry grade. A prospective Chaplain Corps officer shall be appointed in a grade based on total entry grade credit awarded. The minimum entry grade credit required for each grade is equal to the promotion flow points prescribed in the approved annual five-year promotion plan in effect at the time of appointment. Entry grade and date of rank of Chaplain Corps officers transferred from other Services into the Chaplain Corps of the Navy shall be determined under references (c) and (d).
- b. Date of rank. When the minimum entry grade credit required for appointment in a given grade is granted, the date of rank shall be the date of appointment. When entry grade credit is granted in excess of the minimum years required for appointment in a given grade (but less than the amount necessary to justify the next higher grade), the excess credit shall be used to adjust the date of rank within grade. The appointee's excess entry grade credit shall be compared with the time-in-grade of Chaplain Corps officers on the active-duty list in the same grade. The date of rank upon appointment shall be the same as that of the Chaplain Corps officer on the active-duty list in the same grade with time-in-grade most equal to, but not less than, the appointee's excess entry grade credit.
- c. Assignment of precedence. Each appointee will be placed on the active-duty list or assigned precedence as follows:
- (1) Appointees ordered to active duty or retained on active duty (other than active duty of Reserve officers as described in Section 641(1) of reference (j)) incident to appointment shall be placed on the active-duty list under the provisions of reference (n). All appointees whose placement on the active-duty list would render them eligible for consideration in zone or above zone for promotion by an active-duty promotion selection board within one year of entering on active duty shall be counseled regarding the option to defer eligibility for consideration for promotion under reference (h), and shall acknowledge such counsel in writing.

(2) Appointees not concurrently ordered to or retained on active duty (other than active duty as described in Section 641(1) of reference (j)) shall be assigned a running mate on the active-duty list and placed on the inactive-duty precedence list in an active status under reference (o).

d. Failure to complete qualifications. Officers who fail to complete the Chaplain Basic Course or any required qualification in the Theological Student Program normally shall be relieved of any statutory service obligation and active-duty obligation incurred as a result of accepting an appointment into the Chaplain Corps or the Theological Student Program, and shall be separated for cause under reference (p) under the following guidelines:

(1) Officers who do not have pre-existing service obligations under prior appointments or enlistments shall normally have their service obligation cancelled and be discharged for cause.

(2) Officers who have pre-existing service obligations under prior appointments shall normally be reappointed in their previous competitive category to complete their initial service obligation.

(3) Officers who have pre-existing service obligations under prior enlistments shall normally be reverted to their previous enlisted status to complete their initial service obligation.

(4) The Chief of Naval Personnel may recommend, with supporting justification, retention and transfer to another competitive category when that action would be in the best interest of the naval service.

13. Theological Student Program. Selection and appointment for active duty in the Chaplain Corps through the Theological Student Program shall be made as required by enclosure (1) and paragraph 12. (A)

14. Application Processing. All qualified applicants accepted for appointment either on active duty or inactive duty shall be commissioned within 60 days following receipt of a complete application by Navy Recruiting Command. DCNO(MPT) may authorize delayed commissioning when a later time is requested by the applicant. (A)

15. Responsibilities (A)

a. The Chief of Naval Operations is responsible for:

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(1) Procurement and appointment of Chaplain Corps officers in compliance with this instruction, and

(2) Establishing the annual accession plan.

b. The Deputy Chief of Naval Operations (Manpower, Personnel, and Training) may approve entry grade credit and establish entry grades and dates of rank in compliance with the guidelines in this instruction.

c. The Chief of Chaplains/Director of Religious Ministries is responsible for certification of professional qualifications and calculation of entry grade credit based on these qualifications for the DCNO(MPT).

d. The Commander, Navy Recruiting Command shall determine grade and date of rank based on this calculation subject to approval of the DCNO(MPT).



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Under Secretary of the Navy

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THEOLOGICAL STUDENT PROGRAM

1. Purpose. To aid in meeting future year accession requirements for chaplains on the active-duty list and in the Reserve Component. DCNO(MPT) will conduct a Theological Student Program within the following guidelines.

2. Eligibility. Candidates must meet the basic qualifications in paragraph 6 and must:

a. Receive a letter of approval from a religious faith group recognized under reference (m).

b. Have a baccalaureate degree of not less than 120 semester hours from an accredited college or university.

c. Be matriculated in an accredited graduate theological school in a program of professional study in theology or related subjects leading to a Master of Divinity or its equivalent. The school is considered accredited if listed in the Education Directory, Colleges and Universities (current edition) published by the U.S. Department of Education, National Center for Education Statistics, Washington, D.C. 20202, or if listed as accredited in the Directory, ATS Bulletin Part 4 (current edition) published by the Association of Theological Schools, Vandalia, Ohio, 45377. Foreign educational institutions not so listed may be treated as accredited upon certification by a listed institution that the applicant's credits are transferable at full value to the certifying institution.

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d. Maintain a satisfactory full time standing under the standards of the graduate theological school in which enrolled and in any training program prescribed by their religious faith group.

3. Appointment. Candidates selected for the program will be appointed as a Reserve Ensign in the Unrestricted Line, Designator (1945) for inactive duty, inactive status, during the period of their professional studies, under the following conditions:

a. Serve without pay or allowances while in a student status except during periods of active duty for training.

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- b. Complete theological education and receive a degree.
- c. Obtain an ecclesiastical endorsement under paragraph 7b.
- d. Complete Chaplains School basic course.
- e. Accept, if offered, a superseding appointment to Lieutenant (junior grade) in the Chaplain Corps, USNR, 4105, for active or inactive duty under reference (b).
- f. Total service obligation is eight years. Service after superseding appointment in the Chaplain Corps is in active status in the Reserve. For officers appointed to active-duty list, initial active duty obligation is three years.

4. Disenrollment. Theological Student Program officers may be separated from the Naval Reserve under paragraph 12d in the following circumstances:

- a. Withdrawal of the letter of approval by the student's religious faith group.
- b. Academic failure.
- c. Discontinuing professional training or withdrawal from school without prior assurance of resumption within one year.
- d. Failure to obtain a Master of Divinity or equivalent degree.
- e. Failure to obtain an ecclesiastical endorsement for superseding appointment.
- f. Failure to attend or successfully complete the Chaplain Basic Course when ordered to that school.

5. Active Duty for Training. Theological Student Program officers, in the discretion of the Chief of Chaplains, after the completion of Chaplain Basic Course, may be voluntarily called to active duty for training for on-the-job-training under the supervision of a chaplain. Such assignments shall, to the extent possible, involve tasks in religious ministry programs consistent with the level of training of the officer. The assignment will be performed at a command as near the theological student's school as possible, except as may be otherwise directed by the Chief of Chaplains.

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6. Superseding Appointment in the Chaplain Corps. DCNO(MPT) may offer to Theological Student Program officers who successfully complete the requirements for superseding appointment, to the extent necessary to meet current year accession plan requirements for the active-duty list and the Reserve Component, superseding appointments in the Chaplain Corps, U. S. Naval Reserve.

a. Selection will be based on criteria established by DCNO(MPT) and the Chief of Chaplains.

b. Those not offered a superseding commission, and those who do not accept one when offered, will be honorably discharged from the Naval Reserve under paragraph 12d.