

Program Authorization: Unless explicitly stated, the provisions outlined in this program authorization shall apply to both Active Component and Reserve Component.

Active Component (AC): Direct appointment as officers in the chaplain corps (CHC) of the U.S. Navy, designator 4100. Chaplain Corps Officer Community Manager (BUPERS-316D) is the CHC officer community manager (OCM).

Reserve Component (RC): Direct commissioning as officers in the CHC of the U.S. Navy Reserve, designator 4105. Supply Corps Officer Community Manager Reserve Component (BUPERS-351G) serves as the Reserve CHC OCM.

1. Program Authority

- a. AC: Title 10 U.S. Code sections 531, 532, 533, and 1251.
- b. RC: Title 10 U.S. Code sections 12201 through 12210 and 14703.

2. Cancellation: Program Authorization 110, May 2019.

3. Quota: As prescribed by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO N1).

4. Qualifications: Meet provisions of The Appointment and Service of Chaplains, DoD Instruction 1304.28 of 12 May 2021 and Appointment of Officers in the Chaplain Corps of the Navy, OPNAVINST 1120.9A of 1 March 2019.

- a. Citizenship: Applicants must be U.S. citizens. Dual citizens are eligible to apply but must submit proof of renouncing non-U.S. citizenship prior to final selection.

- b. Age: OPNAVINST 1120.9A applies.

- (1) Active and reserve CHC applicants must be commissioned before the age of 58. Prior to reaching the age of 62, chaplains must submit age waiver requests to remain on Active or Reserve duty.

- (2) Active and Reserve CHC applicants aged 58 or older who possess specialized skills as determined by the Chief of Chaplains (CNO (N097)) may be considered for an exception to the age waiver policy if they can complete a full 3-year service obligation.

- (3) Accession age waiver applicants, prior to appointment, must understand and acknowledge in writing they may not have adequate time in service to obtain retirement status (active or reserve).

c. Education

(1) Undergraduate Requirement: Bachelor's degree from an accredited educational institution.

(2) Graduate Requirement: Graduate degree in theological or related studies from an accredited educational institution. A qualifying degree program shall require no fewer than 72 semester hours (108 quarter hours) of graduate-level work. Related studies may include graduate courses in pastoral counseling, social work, religious administration and similar disciplines when one-half of the earned credits include topics in general religion, world religions, the practice of religion, theology, religious philosophy, religious ethics and/or foundational writings from the applicant's religious tradition.

(3) Cumulative Grade Point Average (GPA): The recommended cumulative GPA is at least a 3.0 on a 4.0 scale (or equivalent) for a baccalaureate degree and at least a 3.4 on a 4.0 scale (or equivalent) for qualifying graduate degree.

d. Physical: Must be physically qualified and able to deploy with shore and sea-based operational units in line with Manual of the Medical Department, Chapter 15.

e. Duty Preference: Not applicable.

f. Program Specific Requirements: The requirements of Professional Naval Chaplaincy (PNC) guide the selection of applicants for appointment as chaplains.

(1) Professional (Work) Experience: Complete two years of full-time religious leadership experience following the completion of educational requirements, providing a broad range of ministry as a religious ministry professional (RMP) in the endorsing religious organization (RO). Religious leadership experience shall be compatible with the duties of a RMP in their respective RO and relevant to the setting of military chaplaincy.

(2) Ecclesiastical Endorsement: Applicants must have an approved endorsement (DD Form 2088) from a qualified RO (as specified in DoD Instruction 1304.28) verifying that the individual is a RMP, is endorsed to represent a RO and may conduct the RO's religious observances or ceremonies. A RMP is a fully qualified member of the clergy for those ROs that have a tradition of professional clergy or their equivalents.

(3) Disciplinary Actions: Applicants must disclose any disqualifying adverse matters. Disqualifying adverse matters may include, but not limited to, an admission to or conviction for an academic honor code violation, non-judicial punishment, misdemeanor or felony conviction in either civil or military court, a history of personal financial difficulties, or excessive numbers of traffic or other legal violations. Any person who committed the aforementioned while in the role of a RMP or while in training for the role of a RMP is not eligible for appointment as a CHC officer.

(4) Moral Character: Must be of good moral character and of unquestioned loyalty to the U.S. as determined by interview and investigation. No person who is chemically dependent or, who abuses alcohol or drugs, whose pre-service abuse of alcohol or drugs indicates a proclivity for continued abuse in the Service, or who has a record of any drug trafficking offenses is not eligible to be a CHC officer.

(5) Moral Assent: Applicants must affirm that, if appointed, they will abide by applicable laws and all applicable regulations, directives, and instructions of the DoD and the DON. This includes a willingness to function in a pluralistic environment and to support, both directly and indirectly, the free exercise of religion by all members of the Naval Service, their family members, and other authorized persons per the guidelines set forth in Religious Ministry within the Department of the Navy, SECNAVINST 1730.7E.

5. Waivers: In cases where the applicant does not meet all of the qualifications, but otherwise has an exceptional record or proven skillset required by the Navy, a waiver may be authorized in limited numbers. If a waiver is requested then follow the steps below prior to the convening of the Chaplain Appointment and Retention Eligibility Advisory Group (CARE-AG).

a. Accession Age Waivers.

(1) Applicants between the ages of 42 and 57.

(a) Application Contents: The member should formally request a waiver via personal letter and provide justification.

(b) Routing: Age waiver requests will be routed to Commander, Navy Recruiting Command (CNRC). Waivers cannot be sub-delegated below the flag officer level and CNRC will maintain on file written justification for each waiver granted. Additionally, CNRC will coordinate with the appropriate AC or RC CHC OCM on each request received.

(c) Approval Authority: CNRC.

(d) Notifying the Applicant: CNRC will notify the applicant of waiver status.

(2) Applicants age 58 or older who possess critical skills may be considered for an age waiver if they can complete a full 3-year service obligation prior to reaching their 62nd birthday.

(a) Application Contents: The member should formally request a waiver via personal letter to provide justification.

(b) Routing: Accession age waiver requests will be routed through CNRC to Director, Military Personnel Plans and Policy (OPNAV N13). CNRC will maintain on file written justification for each waiver granted by OPNAV N13. Additionally, CNRC will coordinate with the appropriate AC or RC CHC OCM on each request received.

(c) Approval Authority: OPNAV N13.

(d) Notifying the Applicant: CNRC will notify the applicant of waiver status.

(3) Active duty chaplains desiring to remain on active duty beyond age 62 must submit a request to Navy Personnel Command, Officer Retirements Branch (PERS-835) 12 months prior to their 62nd birthday. These requests are granted on a case-by-case basis, and are dependent on authorized manning levels.

(a) DCNO N1 is the approval authority for requests to remain on active duty beyond age 62 to the officer's 68th birthday.

(b) PERS-835 will notify active duty chaplains regarding the status of their waiver request.

b. Post-Education Experience Waivers.

(1) Application Contents: The member should formally request a waiver via personal letter and provide justification.

(2) Routing: Post-education experience waivers will be routed to Commander, Navy Recruiting Command (CNRC). Waivers cannot be sub-delegated below the flag officer level and CNRC will maintain on file written justification for each waiver granted. Additionally, CNRC will coordinate with the appropriate AC or RC CHC OCM on each request received.

(3) Approval Authority: CNRC.

(4) Notifying the Applicant: CNRC will notify the applicant of waiver status.

6. Accession Sources

a. Navy chaplain candidate program officers, designator 1945, unrestricted line-prospective staff corps.

b. Civilians.

c. Navy and Marine Corps personnel, officer and enlisted of the reserve component with an approved conditional resignation/release.

d. Officer and enlisted personnel of the reserve component of other armed services with an approved conditional resignation/release.

e. Chaplains of other armed services may enter by inter-service transfer, provided a conditional resignation/release is approved by member's service component via Request for Conditional Release, DD 368. Non-chaplain members of the other armed services cannot enter the Navy CHC by inter-service transfer.

7. Indoctrination: Per OPNAVINST 1120.9A, appointment is contingent upon completion of the accession training prescribed by CNO (N097).

a. Active: All newly appointed officers will receive military orientation training at Officer Development School (ODS) and Naval Chaplaincy School and Center (Professional Naval Chaplaincy (PNC-BLC) prior to reporting to first assignment.

b. Reserve: All newly appointed officers must complete all accession training requirements within 2 years of commissioning, Officer Development School during the first year of Reserve affiliation, and PNC-BLC phases 1, 2, and 3 within 2 years of Reserve affiliation.

c. Indoctrination Waivers: CNO (N097) has the discretion, on a case-by-case basis, to waive this requirement based on appointee’s previous training.

8. Enlistment: Not Applicable.

9. Constructive Service Credit

a. Constructive Entry Credit Matrix

Qualification	Credit
1. Commissioned service in any of the uniformed Services on active duty or in an active status.	1 year
2. Successful completion of a post-baccalaureate graduate degree in theological or related studies in line with OPNAVINST 1120.9 (series).	3 years
3. Seven or more years of full-time practical experience in ministry following the completion of the educational requirements of OPNAVINST 1120.9 (series). To be credited, the applicant must have accrued the experience as a fully qualified RMP of a RO. The experience may include pastoral ministry, religious education or other forms of full-time religious vocation.	1/2 year for each year of experience exceeding six years, but not to exceed one year of credit.
4. Normally, the DON will not grant entry grade credit for special experience or unique qualifications. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)), considering the recommendations and supporting justification of DCNO N1, 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.	½ year for each year of experience not to exceed three years of credit.

b. Routing: Submit supporting documentation to the Navy Talent Acquisition Group as part of the application for commission package.

c. Approval Authority: Chief of Chaplains up to 5 years. ASN (M&RA) for additional 3 years.

d. **Notifying the Applicant:** The applicant will be notified upon receipt of final selection letter from CNRC and/or receipt of commissioning documents. Constructive service credit is applied to the member's appointment as an officer in the CHC, designator 4100 for AC officers and 4105 for members of the RC.

10. **Appointment:** Entry grade credit will be awarded and appointments will be made in line with the constructive entry credit matrix, Title 10 U.S. Code, Entry Grade Credit for Commissioned Officers and Warrant Officers, DoD Instruction 1312.03 of 28 December 2018 and OPNAVINST 1120.9A.

11. Service Obligation


a. Active duty selectees will serve 4 years from the date of initial orders. The balance of service, sufficient to complete 8-years total obligated service, may be served 2 years in Selected Reserve (SELRES) and 2 years in an Individual Ready Reserve (IRR) status.

b. Reservists will incur an 8-year obligation, the first 3 of which must be completed as a Selected Reserve SELRES followed by 5 years ready reserve (voluntary training unit or IRR). The obligation commences upon commissioning.

12. Pay and Allowances

a. Applicants commissioned as an active duty chaplain (designator 4100), upon commencing applicable training on active duty will receive pay and benefits based on paygrade assigned from paragraph 9.

b. Applicants commissioned as a chaplain in the reserve component will receive pay and allowances based on paygrade according to the reserve component military pay tables.

Approved: 

J. P. WATERS
Rear Admiral, U.S. Navy
Director, Military Personnel Plans
and Policy (N13)

Date: 25 Jun 22