



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF CHAPLAINS
2700 ARMY PENTAGON 1D143
WASHINGTON DC 20310-2700

DACH-PEZ

12 February 2015

MEMORANDUM FOR RECORD

SUBJECT: Updated Branch Accessions Standard Operating Procedures (SOP), Fiscal Year (FY) 2015 (DISTRO)

1. This SOP describes Chaplain Branch accessioning procedures for FY 2015. This SOP may be modified upon release of updated statutory and/or regulatory guidance to accurately reflect application requirements.
2. The undersigned may grant exceptions to this SOP in accordance with the needs of the Army.
3. Branch Accessions SOP for FY 2015—see enclosure.
4. POC is the Accessions Officer at 571-256-8768.

A handwritten signature in black ink, appearing to read "Bryan J. Walker".

BRYAN J. WALKER
Chaplain (COL), USA
Director, Human Resources and
Ecclesiastical Relations

ACCESSIONS BRANCH
Standard Operating Procedures (SOP)
FY 2015

I. INTRODUCTION:

1. This document outlines the procedures and time lines followed by the Accessions Branch for processing Chaplain and Chaplain Candidate accessions packets. This document is reviewed, revised, and updated according to guidance from the CCH, the Armed Forces Chaplains Board (AFCB), Deputy Chief of Staff (DCS) G-1, and the Director, Human Resources and Ecclesiastical Relations.

2. References:

AR 165-1, Army Chaplain Corps Activities, 3 December 2009
AR 135-100, Appointment of Commissioned and Warrant Officers of the Army, 1 September 1994
AR 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army, 21 November 2006
AR 601-210, Active and Reserve Components Enlistment Program, 12 March 2013 Rapid Action Revision (RAR)
AR 135-178, Enlisted Administrative Separations, 18 March 2014
AR 40-501, Standards of Medical Fitness, 4 August 2011 (RAR)
AR 600-8-29, Officer Promotions, 25 February 2005
10 USC 1251
10 USC 14703
DODI 1304.28, Guidance for the Appointment of Chaplains for the Military Departments, w/change 3, 20 March 2014
DODI 6130.03, Medical Standards for Appointment, Enlistment, or Induction in the Military Services, w/change 1, 13 September 2011
DODI 1310.02, Appointing Commissioned Officers, w/change 1, 20 September 2011
DA PAM 165-17, Chaplain Personnel Management, 11 May 1998
Cadet Command Circular 601-15-1, Appendix M
DACH-PER Guidebook
DACH DCA Handbook/SOP

II. ENDORSEMENTS AND APPROVALS:

1. DD Form 2088. All applicants (Chaplain and Chaplain Candidate) must have a Statement of Ecclesiastical Endorsement (DD 2088) on file, signed by the Endorser of record with the AFCB. All Endorsements—for Regular Army (RA), Army Reserve (USAR), or Army National Guard (ARNG)—are sent directly to the Endorsement Manager via email or fax at the Office of the Chief of Chaplains (OCCH). The DD 2088 certifies that the applicant is endorsed for service by a religious organization that meets and maintains all administrative requirements of DODI 1304.28. All DD 2088 forms

must be marked with the proper component: Regular Commissioned Officer, Reserve, or National Guard (NOTE: OCCH no longer uses "Initial Active Duty, 3 years").

2. Provisional DD 2088. Sometimes called a "conditional" DD 2088, some Endorsers issue these for Chaplain applicants who have completed all requirements except ordination. Provisional status is indicated in Block 5 of the DD 2088; otherwise, the Endorsement Manager will assume that the form is not provisional. Provisional DD 2088s are valid for the time specified by the Endorser on Block 5 (e.g., 30 days, 3 months, 6 months) with the maximum duration being one (1) year. Once ordained, the Endorser submits a new DD 2088. Applicants may appear before the board with a provisional DD 2088, but they cannot commission until after the post-ordination DD 2088 is received by OCCH.

3. Provisional DD 2088s will only remain on file for 12 months.

4. A Chaplain Recruiting Team (CRT) may upload a courtesy copy of the DD 2088 into the "Appointment" folder in DCA, but only a DD 2088 that is reviewed, approved, and stamped by the Endorsement Manager may be uploaded into the "Source" folder in DCA for boarding. The OCCH Accessions Specialist will upload stamped DD 2088s.

5. Receipt of the DD 2088 at OCCH initiates the senior chaplain interview process for RA applicants. No senior chaplain interview will be scheduled without an approved DD 2088 on file with OCCH. Recruiters will initiate the interview process for USAR and ARNG applicants.

III. INTERVIEWS:

1. RA Chaplain Applicants must interview face-to-face with an RA Chaplain in the grade of LTC-P or COL. Following receipt of a valid DD 2088, the Accessions Officer (AO) will contact the applicant via email with a proposed site for the interview. The applicant indicates either that it is a viable location or that they may be closer to another installation. The AO gives the DD 2088 to the Accessions Specialist (AS) with the location for the interview. The AS prepares two (2) e-mails—one from the Director, DACH-PEZ, to the Chaplain Colonel and one from the AO to the applicant with the Senior Chaplain's name and contact information along with instructions to contact the Senior Chaplain and schedule an interview. Interviews will not be authorized until a valid DD 2088 is on file in DACH. Unless approved by the DACH-PEZ, active duty interviewers will be RA chaplains in the rank of LTC-P or COL. Chaplains will not conduct an interview for RA unless authorized by DACH. AT NO TIME will an interview be changed without DACH approval.

2. Every effort is made to identify the interviewing Chaplain nearest to the applicant. Any expense incurred during the interview process is borne by the applicant.

3. RA Interviewers receive an e-mail containing instructions for conducting the interview and preparing a report for this office. Interview reports are sent directly to this office;

these are confidential documents. Copies are not provided to or reviewed by other persons, to include the applicant.

4. USAR Chaplain and Chaplain Candidate applicants interview with a USAR Chaplain in the grade of LTC or COL. The CRT (USAREC) assigns USAR interviews. The same instructions and confidentiality requirements apply to these interviews as apply to RA interviews. Senior Chaplains return completed interviews directly to the CRT for digital application upload. Applicants are not to receive a copy of the interview statement.

5. Army National Guard Chaplain and Chaplain Candidate applicants will interview with their State Chaplain or an appropriate Chaplain in the grade of LTC or COL from their respective state. The interview report is included in the packet that comes through the National Guard Bureau (NGB). Applicants are not to receive a copy of the interview statement.

6. Senior chaplain interviews are valid for one (1) year (i.e., interviews older than one year from date of board may not be used for a board). Applicants are allowed only one (1) interview per year, unless authorized by the Director, DACH-PEZ.

7. All interviews are to be face-to-face interviews. Only the Director, DACH-PEZ, may authorize exceptions.

IV. APPLICATIONS:

1. All applicants for the US Army Chaplaincy or Candidate Program (to include currently serving USAR and ARNG chaplains) must apply through a regional recruiter.

2. USAR and ARNG Chaplain Candidates must wait one (1) year from their commissioning date as a Chaplain Candidate before becoming eligible for a RA, USAR, or ARNG Chaplain commission. USAR or ARNG Chaplains must wait one (1) year from their commissioning date before becoming eligible for appointment in the RA. Both groups may apply up to 90 days prior to their minimum commissioning date.

3. Boards for RA and USAR/ARNG Chaplain utilize the "best qualified" voting criteria. The Director, DACH-PEZ, approves the selection rate based upon needs of the Army and input from the Systems Coordinator. As needed, the Director, DACH-PEZ, may recommend to the Chief of Chaplains up to 100% of fully qualified applicants for appointment. Boards for USAR/ARNG Chaplain Candidate utilize the "fully qualified" voting criteria.

4. Company grade and field grade officers will go before separate accessions boards when applying to become a USAR/ARNG Chaplain Candidate or RA/USAR/ARNG Chaplain. The DACH-PEZ will approve field grade accessions boards IAW projected manning requirements and immediate personnel needs. Field Grade Accessions Boards may utilize "Fully qualified" voting criteria if a single applicant is available and the respective component indicates a compelling accessioning need.

5. Chaplain applicants voted “fully qualified but not best qualified” by an accessions board will be placed on a Fully Qualified Wait List. The final two accessions boards of the FY may reconsider all Fully Qualified applicants for potential appointment in order to meet Chaplain accession requirements and the needs of the Army. If any applicant for any component is voted “not fully qualified,” then he or she must wait one (1) year before applying again. RA applicants found “fully qualified but not best qualified” may elect to apply for the USAR Chaplaincy at the next board.

6. The Regular Army “Order of Merit List” (OML) category presents a possible accessions opportunity for USAR and ARNG Chaplains and Chaplain Candidates who have completed CHBOLC and are less than 44 years old. Those selected for “pre-accessioning” are placed on the Fully Qualified Wait List for possible appointment by the end of the FY.

7. Applicants voted “fully qualified but not best qualified” from critically short faith groups (all components), critically short regions (USAR), or critically short States (ARNG) will be recommended for appointment.

8. All accession applications for the Army Chaplaincy (RA, USAR Chaplains and Chaplain Candidates, ARNG Chaplains and Chaplain Candidates) come to OCCH through a digital application called Direct Commission Accessions (DCA). NGB and the Chaplain Recruiting Branch (CRB) are responsible for quality control of applications sent to OCCH. NGB and CRB process all parts of the application except for RA Senior Chaplain Interviews, DD 2088s, and CCH waiver approval which are completed at OCCH. Application packet standards and procedures for using DCA are contained in the DACH DCA SOP Handbook.

9. Application essays, photos, and application letters must not be more than one year old from date of board.

10. All board packets will arrive at OCCH NLT two (2) weeks prior to the board. Exceptions may be made on a case-by-case basis, but the expectation is that completed applications will make the deadline or will be carried forward to the next board.

11. Two working days prior to the board is a blackout period (e.g., the Friday and Monday preceding a Tuesday-Wednesday board). No applications are made “board ready” at that time. The blackout is for final scrubs, selection rate, memo prep, set up of board room, and pre-brief prep.

12. The AO will review applications prior to presentation to the Accessions Board. The civilian AS checks interviews, endorsements, essays, and photos to ensure they have not expired (over one year from date on document). Applications review confirms that all required documents are included and that applicants meet Army regulatory standards and Chief of Chaplains policies for accessioning. The AO returns applications with deficiencies to the CRB/NGB for correction.

13. For details on packet content, review, and quality control (QC), consult the current DACH DCA SOP Handbook.

14. The AO forwards waiver results to CRB. In addition, the Director, DACH-PEZ, notifies endorsers of those applicants whose waivers were disapproved.

V. ACADEMIC STANDARDS

1. Applicants must meet all academic standards outlined in DODI 1304.28.

2. Qualifying graduate degrees must be a singular degree of 72 semester hours or more. If the degree is less than 90 hours, applicants must submit an Academic Evaluation Worksheet (AEW) with the application packet. The following will not be accepted as part of the 72-hour minimum requirement: advanced-standing undergraduate credits, undergraduate credits transferred to a graduate program, post-graduate credits for doctorate or other advanced degrees, credit for CHBOLC, or life experience.

3. Applicants for Chaplain Candidate may apply up to six (6) months prior to completion of the qualifying undergraduate degree. Applicants must present a statement of projected graduation from their institution. Selectees must present final transcripts prior to commissioning as Chaplain Candidates. Applicants for Regular Army and USAR/ARNG Chaplaincy may not apply prior to final graduation.

VI. AGE STANDARDS: See current FY Accessions Policy

VII. WAIVERS AND MORAL STATEMENTS:

1. In accordance with Army Regulations, applicants for commissioning must be of "good moral character." For Army Chaplains, integrity and the ability to maintain the moral high ground affects ministerial and branch credibility with Soldiers, Families, and Commanders. Accessions Board Members consider the "whole person" when they vote, and awareness of an applicant's past moral failures as well as measures the applicant has taken to improve is key to the accessioning process.

2. Waivers.

a. All required waivers and conviction will be complete prior to the accessions board. Chaplain recruiters will staff waiver requests through appropriate channels to the proper waiver authority as per AR 601-100, paragraph 1-13b, and AR 135-100, paragraph 1-8b(9)d.

As per AR 601-100, 1-13; AR 135-100, 1-7, 1-8, all applicants for Army commissioning for whom the following applies must request a waiver from the Director of Military Personnel Management (DMPM), G-1:

(1) Applicants with any court-martial or civil convictions.

(2) Applicants who have ever been sentenced to imprisonment.

(3) Applicants adjudged as youthful offenders.

(4) Applicants who have accumulated more than six minor traffic (or non-traffic) offenses during any 12-month period, or if any fine exceeded \$250.

b. Applicants convicted of a sexual offense as defined by AR 27-10, Military Justice, paragraph 24-2, will not receive appointment in the U.S. Army. This restriction may not be waived (AR 601-100, paragraph 1-13c).

3. Moral Statements.

a. Chaplains are expected to lead the way morally. Chaplain and Chaplain Candidate applicants best demonstrate moral potential with a history of sound judgment and wisdom. While youthful indiscretion and poor decision making is often part of the human narrative, applicants must demonstrate to Accessions Board members from their more recent history a pattern of maturity and wise decision making.

b. Applicants for whom the following criteria apply will submit a one-page statement in their application packet explaining the nature of the situation including how their judgment has improved since the incident occurred. Where applicable, supporting documents are also required (e.g., discharge of bankruptcy, notification of payment, etc). In addition, the applicant's Endorser must also provide a statement of awareness of the applicant's moral history as well as an endorsement of the applicant in light of that history.

(1) Bankruptcy. Any occurrence, regardless of amount or date of final discharge.

(2) Delinquency. Any occurrence of bills overdue for more than 90 days, regardless of amount.

(3) Illegal drug use. Any illegal drug use, whether criminally charged or not (and regardless of frequency).

(4) Arrest or temporary detention by law enforcement (to include DUI).

(5) Other. Upon review of an applicant's packet and moral history, the Director, DACH-PEZ may require an applicant and Endorser to provide moral statements on any issues not specifically mentioned above.

c. Inclusion of these statements in application packets does not imply or require CCH approval/disapproval. Rather, Board Members will consider them as they vote according to the "whole person" concept.

VIII. PROFESSIONAL WORK EXPERIENCE (PWE):

1. Standard. In accordance with Department of Defense Instruction, applicants for RA Chaplaincy must have two years of "religious leadership experience." The Chaplain Corps understands this experience as consisting of a full time, voluntary or paid, position of senior religious leadership within a local community of faith having primary responsibility for conducting religious rites, ceremonies, worship, and education. A PWE waiver is required if the work experience occurred prior to earning the qualifying graduate degree. Applicants will list their experience on the Chronological Listing of Ministry Worksheet (CLMW). The following experience is not qualifying PWE: prior service as an active duty military chaplain, deployed or mobilized time as a USAR/ARNG Chaplain, Chaplain Candidate Practicum, CHBOLC attendance, or prior service as a military Chaplain Assistant.
2. The Chief of Chaplains may consider requests for waiver regarding when the PWE occurred, but will not waive the minimum time requirement of two (2) years itself. Endorsers who request a PWE waiver for their applicants must include a detailed summary of the PWE that he or she feels is equal to the qualifying ministry experience required.
3. When a PWE waiver is disapproved by the Chief of Chaplains, the applicant may reapply for the Regular Army chaplaincy in the next fiscal year (FY) or after completing the required two years of post graduation PWE.
4. Director's Pre-Read. CRB/NGB may request a "pre-read" from the Director, DACH-PEZ for PWE waivers. In the event that an applicant's PWE appears marginal, CRB/NGB may request that the Director review the applicant's CLMW. Based on the Director's determination, the AO forwards the packet the CCH for waiver consideration or returns it to CRB/NGB without action.
5. Applicants for RA must have one (1) wedding and one (1) funeral. This requirement will not be waived.

IX. PRIOR SERVICE WAIVERS:

1. In accordance with Army Regulations, all Regular Army applicants with over 10 years of active enlisted service require a waiver approved by the DCS, G-1. Applicants requiring a waiver may apply through OCCH (ATTN: DACH-PEZ-N) to DCS, G-1, unless the Secretary of the Army delegates that authority directly to the CCH. In those cases, CCH may grant a waiver.
2. In accordance with Army Regulations, all prior-service applicants for commission must have separated from their previous service under honorable conditions (i.e., honorable or general under honorable conditions).

X. THE BOARD PROCESS:

1. Accessioning Boards meet six (6) times a year.
2. The CCH and Director, DACH-PEZ, provide voting guidance to Board members. With an emphasis upon equal opportunity and given the "best qualified" criteria for selection, Board members are instructed to consider the entire packet as part of the "whole person" concept, focusing exclusively on the merit and ability of each individual applicant. While dynamics other than merit and ability are valued by the Army (e.g., diversity in terms of race, ethnic background, and gender), Board members are strongly reminded that they must not consider any factors other than merit and ability in the selection of applicants for accessions into the Chaplain Corps.
3. Once the Board members vote and present the AAR to the CCH, the Board is adjourned.
4. The AO releases the lists of Chaplain applicants voted best qualified and Chaplain Candidate applicants voted fully qualified to CRB, NGB, and RCI s via email. The Endorsement Manager releases board results to the Endorsers via email.
5. The CRB has 24 hours from the e-mail release of board results to contact their applicants and notify them of board results (both selectees and non-selectees).
6. The AO contacts each new RA accession by phone within three (3) days of releasing the board results to discuss report date, contact information, family status, and other administrative requirements for reporting and commissioning.
7. Non-Select Applicants.
 - a. RA applicants. The CRB will contact all "fully qualified but not best qualified" and "not fully qualified" RA applicants for further guidance.
 - (1) "Fully qualified" applicants may apply for the USAR Chaplaincy at the next board, request placement on the Fully Qualified Wait List for possible reconsideration by the end of the FY, or withdraw from the accessioning process altogether. The CRB will send the applicant's answer to the AO via e-mail. Applicants not selected from the Fully Qualified Wait List may reapply in the next FY.
 - (2) Applicants voted "not fully qualified" by any board (i.e. Chaplain Candidate, Reserve Chaplain, or RA Chaplain) must wait one (1) year before submitting their application for reconsideration by any board. For example, an applicant voted "not fully qualified" by the Regular Army Chaplain accessions board must wait one (1) year before reapplying to another Regular Army or the Reserve Chaplain accessions board.
 - b. USAR and ARNG applicants.

(1) The CRB/NGB will contact all "fully qualified but not best qualified" USAR/ARNG Chaplain applicants for further guidance. These applicants may request placement on the Fully Qualified Wait list for possible reconsideration by the end of the FY, or maintain their current status (e.g., as a civilian, as a Chaplain Candidate, etc). Applicants not selected from the Fully Qualified Wait List may reapply in the next FY.

(2) Applicants voted "not fully qualified" by any board (i.e. Chaplain Candidate, Reserve Chaplain, or RA Chaplain) must wait one (1) year before submitting their application for reconsideration by any board. For example, an applicant voted "not fully qualified" by the Reserve Chaplain accessions board must wait one (1) year before reapplying to another Reserve Chaplain or Regular Army accessions board.