



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON, DC 20350-2000

COCINST 1110.IJ
N097

DEC 06 2019

CHIEF OF CHAPLAINS INSTRUCTION 1110.IJ

From: Chief of Chaplains, OPNAV (N097)

Subj: CHAPLAIN APPOINTMENT AND RETENTION ELIGIBILITY ADVISORY GROUP

Ref: (a) OPNAVINST 1120.9A
(b) SECNAVINST 1730.7E
(c) DODI 1304.28

Encl: (1) Responsibilities

1. Purpose. To establish the Chaplain Appointment and Retention Eligibility Advisory Group (CARE-AG) and define its membership, responsibilities, and procedures, in accordance with the references. The CARE-AG plays an essential role in discerning the fitness and potential of applicants for successful service as chaplains in the Sea services.

2. Cancellation. COCINST 1110.1H

3. Applicability. This instruction applies to all appointments in the Active Component (AC) and Reserve Component (RC) to the Navy Chaplain Corps (CHC) and Chaplain Candidate Program, including: RC officers transferring to the AC, RC officers voluntarily being recalled to the active-duty list, AC officers transferring to the RC, and transfers from other uniformed services in accordance with reference (a).

4. Responsibilities. Enclosure (1)

5. Policy. In accordance with reference (a), the Chief of Chaplains (CoC) recommends the best and fully qualified applicants to the Deputy Chief of Naval Operations, Manpower, Personnel, Training, and Education (CNO N1). The CoC bases this recommendation on an applicant's willingness to function in the diverse and pluralistic environment of the military and his or her potential to deliver the CHC's core capabilities.

a. Professional Naval Chaplaincy (PNC). The principles, community values, and requirements of PNC guide the selection of applicants for appointment as chaplains and chaplain candidate officers in accordance with reference (b). Military chaplaincy is a specialized ministry that provides religious ministry and accommodation in a pluralistic institutional environment. Navy chaplains must meet the unique institutional expectations of the chaplaincy, including service as a Religious Ministry Professional (RMP) and as a moral and ethical advisor to the

command. Navy chaplains must also ably serve in Sea Service units regardless of operational setting.

b. Best and Fully Qualified. The CARE-AG identifies the best and fully qualified applicants to serve in the CHC. In order to assess applicants to this superlative standard properly, the CARE-AG needs expert knowledge of PNC at every level within the CHC. Captain Navy chaplains are best able to comprehend the institutional requirements and challenges of providing religious ministry at every level throughout the Sea Services.

c. Applicant Requirements. All applicants must meet the following requirements before review by the CARE-AG:

(1) Receive an endorsement from an ecclesiastical endorsing agent verifying the applicant is a fully qualified RMP of a religious organization (RO) that meets administrative requirements in accordance with reference (c).

(2) Must have the ecclesiastical authority to represent the endorsing religious organization as an RMP and to conduct its religious services within the Department of the Navy in accordance with reference (b).

(3) Must have 2 years of religious leadership experience consistent with the manner and form of their endorsing RO, encompassing a broad range of ministry, and relevant to the settings of military chaplaincy.

(4) Must be educationally qualified for appointment as a chaplain in accordance with reference (a).

d. CARE-AG Membership

(1) CARE-AG voting members will be composed of six Navy or Marine Corps commissioned officers. All voting members must complete the CARE-AG member training delivered by N0971.

(a) At least four of the CARE-AG voting members must be Navy chaplains. At least three of the Navy chaplains must be in the grade of O-6. The remaining voting members may be senior Navy or Marine Corps officers from other communities in a minimum grade of O-5. No more than two O-5 officers (chaplain or line) may serve on any CARE-AG session.

(b) All O-6 chaplains assigned within the geographical area of Naval District Washington and not assigned to the Department of Navy Director of Religious Ministry (DORM) staff are expected to serve as a CARE-AG voting member at least twice per fiscal year. The CoC encourages chaplains from other geographical areas to serve as CARE-AG voting members.

(c) No more than three of the CARE-AG voting members at any CARE-AG session may be members of DORM staff.

(2) Six CARE-AG voting members constitute a quorum. CARE-AG recommendations to the CoC require a majority vote of the CARE-AG voting members present.

(3) N0971 appoints an administrative assistant and recorder who are non-voting members of the CARE-AG.

(4) The Executive Assistant (EA) to the CoC chairs the CARE-AG session. In the event the EA is unavailable to chair a CARE-AG session, N0971 will assume chair responsibilities.

(5) The Staff Judge Advocate to the CoC assists with questions of law and procedural issues as a non-voting member of the CARE-AG.

(6) CARE-AG sessions are closed meetings. Members of the CARE-AG will not discuss deliberations or recommendations outside of the meeting.

(a) Upon convening a session of the CARE-AG, the CARE-AG chair administers the following oath to the recorder and administrative assistant: "Do you both solemnly swear (or affirm) that you will keep a true record of the proceedings of this Chaplain Appointment and Retention Eligibility Advisory Group, and you will not divulge the proceedings of the Chaplain Appointment and Retention Eligibility Advisory Group except as authorized by higher authority? So help you God."

(b) Immediately following the administration of the above oath, the recorder or administrative assistant administers the following oath to the CARE-AG chair and voting members: "Do each of you solemnly swear (or affirm) that you will perform your duties as a member of the Chaplain Appointment and Retention Eligibility Advisory Group without prejudice or partiality, having in view both the qualifications of applicants and the needs of the Naval Service, and you will not divulge the proceedings of the Chaplain Appointment and Retention Eligibility Advisory Group except as authorized or required by higher authority? So help you God."

e. CARE-AG Training

(1) N0971 will train CARE-AG members regarding the latest applicable instructions, precepts, grading criteria, and expectations from the CoC.

(2) N0971, in coordination with Commander, Navy Recruiting Command (CNRC, Code N312), will train chaplains assigned as Chaplain Officer Programs Officer (CHOPO) regarding the latest applicable instructions, precepts, grading criteria, and expectations from the CoC.

f. Uniforms for CARE-AG Sessions

(1) The prescribed uniforms for CARE-AG members are:

(a) Navy personnel assigned to United States Navy billets: Service Khaki

(b) Navy personnel assigned to United States Marine Corps billets: Marine Corps Combat Utility Uniform (MCCUU)

(c) Navy personnel assigned to United States Coast Guard billets: Tropical Blue or Tropical Blue Long

(d) USMC personnel: MCCUU

(2) The prescribed uniforms for applicants are:

(a) Direct accession applicants: Business attire

(b) Chaplain Candidate Program Officers (CCPO): Service Khaki

(c) Chaplains transferring from other services:

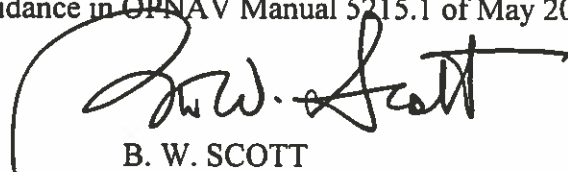
1. Army: Class "B"

2. Air Forces: Service Uniform

6. Video Teleconferencing (VTC). CARE-AG will normally interview applicants in-person for direct accession, CCPOs superseding into the AC, and chaplains transferring from other services. The CoC may authorize CARE-AG to interview an applicant using VTC on a case-by-case basis at the convenience of the government. When interviewing an applicant via VTC, the applicant must be in the prescribed uniform as directed by this instruction.

7. Records Management. Records created as a result of this change transmittal, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Chief of Chaplains will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



B. W. SCOTT

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site <http://www.secnav.navy.mil/doni>

RESPONSIBILITIES

1. CoC

- a. Establish precepts identifying specific qualities or experiences that the CARE-AG will consider when assessing applicants.
- b. Appoint CARE-AG voting members.
- c. Assess CARE-AG reports and recommendations.
- e. Considering CARE-AG recommendations, develop final list of recommended applicants for appointment as CHC officers.
- d. Submit report of CARE-AG proceedings and final list of recommended applicants to CNO N1.
- e. Submit recommendations for applicants requesting waivers in accordance with reference (a).
- f. The CoC may submit amended recommendations to CNO N1 should additional or new material fact or credible information that casts doubt on an applicant's fitness be obtained after the CoC's initial recommendation.

2. EA

- a. Chair CARE-AG sessions.
 - (1) Approve CARE-AG session dates.
 - (2) Brief CARE-AG regarding CoC expectations and any last minute guidance.
 - (3) Call CARE-AG sessions to order.
 - (4) Administer the oath in section 5d(6)(a) of this instruction to the Administrator and Recorder.
- b. Submit written reports to the CoC documenting the following:
 - (1) An overview of the CARE-AG session proceedings,
 - (2) CARE-AG recommendations for each applicant.

3. N0971

- a. Recommend CARE-AG session dates for each fiscal year.

- b. Draft precepts for CoC approval.
- c. Distribute approved CARE-AG session dates and precepts to CNRC N312 and CARE-AG voting members.
- d. Train all CARE-AG members and chaplains assigned to the Chaplains Officers Programs Office regarding the latest applicable instructions, precepts, grading criteria, and expectations from the CoC.
- e. Recommend CARE-AG voting members for CoC approval.
- f. Notify each voting member of his or her appointment to the CARE-AG prior to each CARE-AG session.
- g. Assign a briefer for each applicant's record from the CARE-AG voting members.
- h. Assume CARE-AG chair responsibilities in the absence of the N097A.
- i. Request any adverse reports in concern of applicants transitioning from AC to RC from PERS 4414.
- j. Request any adverse reports in concern of applicants transitioning from RC to AC from Commander, Naval Reserve Forces Command.
- k. Request any adverse reports in concern of applicants superseding from the Chaplain Candidate Program from the Chaplain Candidate Program Manager.
- l. All other tasks associated with CARE-AG.

4. CARE-AG Voting Members. Thoroughly review all applications and records prior to the convening of the applicable CARE-AG session.

- a. The CARE-AG will consider all aspects of each applicant pertinent to PNC, including, but not limited to, the applicant's military record and personal characteristics such as professional and academic qualifications, adaptability, discretion, emotional intelligence, physical fitness, and respect for others.
- b. Thoroughly review CARE-AG precepts prior to CARE-AG session.
- c. The CARE-AG will evaluate each applicant's background in full context of the criteria in references (a) and (c), including the following:
 - (1) Ecclesiastical endorsement or, for CCPOs, ecclesiastical approval,

(2) Academic credentials as evidenced by graduate and undergraduate transcripts in view of the requirements for professional development and career progression.

(3) Demonstrated professional ministry expertise relevant to the settings of military chaplaincy.

(4) Demonstrated ability to manage multiple tasks and the potential to develop pastoral, religious ministry, and staff officer skills relevant to PNC.

(5) Demonstrated verbal, written, and problem solving skills.

(6) Demonstrated potential for further graduate studies, as evidenced by cumulative grade point average in graduate level studies and graduate record examination test scores. This criteria is in view of the requirements for professional development and career progression.

(7) Demonstrated leadership and team working skills.

(8) Demonstrated ability to provide ministry and accommodation in a pluralistic environment.

(9) Demonstrated motivation to serve as a Navy chaplain, a positive attitude, and the ability to serve in Sea Service units in all operational settings.

(10) Demonstrated ability or potential to excel in a military environment. This may be evidenced by prior military service, significant work experience, and/or challenging physical activities.

(11) Observed evidence of physical fitness and military bearing during the interview process.

(12) Professional reputation and comportment.

(13) Demonstrated exemplary personal behavior and integrity. Relevant evidence includes letters of reference, observation during the interview process, and the absence of disqualifying adverse matters in the application. Adverse matters may include but are 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.

d. CARE-AG voting members will provide recommendations for the following:

(1) Chaplain Candidate Program applicants.

(2) Transfers between AC and RC.

(3) Applications for direct appointment to AC or RC.

- (4) Voluntary recall from the RC to the RC.
 - (5) Service in the Selected Reserve.
 - (6) Inter-service transfers.
 - (7) Superseding applications from CCPOs to AC or RC.
- e. Sign the signature page of the CARE-AG recommendations report.

5. Administrative Assistant

- a. Receive applicant packages from CNRC and prepare briefing sheets.
- b. With the recorder, ensure all applicant packages are complete and ready to brief.
- c. With the recorder, distribute complete applicant packages to all CARE-AG voting members no later than one week in advance of the CARE-AG session date.
- d. Administer the oath in section 5d(6)(b) of this instruction to the chair and voting members of the CARE-AG.
- e. Determine entry grade credit for each applicant as applicable in accordance with reference (a).
- f. Prepare report of the CARE-AG's recommendations for the CARE-AG chair's signature and routing to the CoC for approval.
- h. Enforce CARE-AG adherence to parliamentary procedures, such as *Robert's Rules of Order*, for voting on applicant packages or any motion that is brought before the CARE-AG.

6. Recorder

- a. With the administrative assistant, ensure all applicant packages are complete and ready to brief.
- b. With the administrative assistant, distribute complete applicant packages to all CARE-AG voting members no later than one week in advance of the CARE-AG session date.
- c. Record minutes during CARE-AG session.
- d. Record the CARE-AG votes for each applicant.

e. Prepare minutes and results for submission with report of the CARE-AG's recommendations.

7. N097 Support Directorate

- a. Secure location of interviews prior to the CARE-AG session convening.
- b. Transport applicants between local lodging and CARE-AG session location.
- c. Escort applicants as required.

8. CHOPO. Coordinate transportation for all applicants to interview with the CARE-AG.

9. CNRC Code N312

- a. Review and initial all CHOPO recommendation letters concerning applicants.
- b. Advise applicants who do not meet minimum standards not to apply.