



REPLY TO
ATTENTION OF

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

DACH-PEZ

14 Jan 13

MEMORANDUM FOR RECORD

SUBJECT: Branch Accessions Standard Operating Procedures (SOP), Fiscal Year (FY) 2013 (DISTRO)

1. This SOP describes Chaplain Branch accessioning procedures for FY 2013.
2. Exceptions to this SOP are made by the Director, Human Resources and Ecclesiastical Relations (DACH-PEZ) in accordance with the needs of the Army.
3. Branch Accessions SOP for FY 2013—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 (Colonel) USA
Director, Human Resources and
Ecclesiastical Relations

ACCESSIONS BRANCH
Standard Operating Procedures (SOP)
FY 2013

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 AFCB, DCS G-1, and the Director, Human Resources and Ecclesiastical Relations.

2. References:

AR 165-1
AR 135-100
AR 601-100
AR 601-210
AR 135-178
AR 40-501
AR 600-8-29
10 USC 1251
10 USC 14703
DODI 1304.28
DODI 6130.3
DODI 1310.02
DA PAM 165-17
Cadet Command Circular 601-11-1, Appendix M
DACH-PER Guidebook
DACH DCA Handbook/SOP

II. ENDORSEMENTS AND APPROVALS:

1. DD Form 2088. Chaplain applicants must have a Statement of Ecclesiastical Endorsement (DD 2088) on file. It must be signed by the Endorser of record with the Armed Forces Chaplains Board (AFCB). All Endorsements—for Regular Army (RA), Army Reserve (USAR), or Army National Guard (ARNG)—are sent directly to the Endorsement Manager at Office of the Chief of Chaplains (OCCH). The DD 2088 certifies that the applicant is a viable candidate for service from a particular faith group. 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 USAR/ARNG 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 whatever 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 be boarded with a provisional DD 2088, but they cannot commission until after the post-ordination DD 2088 is received by OCCH.

3. Letter of Ecclesiastical Approval (LEA). Chaplain Candidates must have an LEA on file. The letter will be written on the Endorser's letterhead, will indicate the proper component (Army Reserve or Army National Guard), and will be signed by the Endorser of record. It indicates denominational or faith group approval for the individual to participate in the Chaplain Candidate Program.

4. DD 2088s and LEAs will be maintained on file in this office for 12 months. DD 2088s and LEAs are good only for 12 months.

5. A Chaplain Recruiting Team (CRT) may upload a courtesy copy of the DD 2088 or LEA into the "Appointment" folder in DCA, but only a DD 2088/LEA that is reviewed, approved, and stamped by the Endorsement Manager may be uploaded into the "Source" folder in DCA for boarding.

6. 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 with an O-6 RA Chaplain. 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. The interviewing Chaplain will be an O-6 in the Regular Army, but exceptions will be considered if approved by the Director, DACH-PEZ, before the interview is scheduled. 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 will be assigned an interview with a USAR Chaplain in the grade of O-5 or O-6. These interviews are assigned by CRTs (USAREC). The same instructions and confidentiality requirements apply to these interviews as apply to RA interviews. Interviews are sent 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 must be interviewed by their State Chaplain or an appropriate O-5 or O-6 Chaplain from their respective state. The interview report is included in the packet that comes through the National Guard Bureau (NGB).

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

IV. APPLICATIONS:

1. All applicants for the US Army Chaplaincy or Candidate Program (to include currently-serving USAR and ARNG chaplains) are to contact a regional recruiter who will assist them with their application.

2. Current USAR and ARNG Chaplain Candidates must wait one (1) year from the time of commissioning as a Chaplain Candidate before they can commission as an RA, USAR, or ARNG Chaplain, but they may apply up to 90 days prior to that date. Current USAR or ARNG Chaplains must wait one (1) year from the time of commissioning as a Chaplain before they can commission as a RA Chaplain, but they may apply up to 90 days prior to that date.

3. Boards for RA, USAR/ARNG Chaplain, and USAR/ARNG Chaplain Candidate utilize the "best qualified" voting criteria. The Director, DACH-PEZ, determines the selection rate based upon needs of the Army and input from the Systems Coordinator.

4. Any applicant voted "fully qualified but not best qualified" may apply for the next accessions board. If voted "fully qualified but not best qualified" a second time, the applicant must wait one year to apply again. 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; they are not automatically offered a USAR commission.

5. Applicants voted "fully qualified but not best qualified" and who are from critically short faith groups (all components), critically short regions (USAR), or critically short States (ARNG) will be recommended for appointment.

6. 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, LEAs, 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.

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

8. All board packets must be submitted to OCCH NLT three weeks prior to the board. Exceptions may be made on a case-by-case basis, but the expectation is that packets will make the deadline or will be rolled to the next board.

9. 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.

10. Packets will be reviewed by the AO prior to being presented to a Board. The civilian AS checks interviews, endorsements, essays, and photos to ensure they have not expired (over one year from date on document). Packets are reviewed to confirm that all required documents are included and that applicants meet Army regulatory standards and Chief of Chaplains policies for accessioning. When deficiencies are found, packets are returned to CRB/NGB for correction.

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

12. Waiver results are sent to CRB. In addition, the Director, DACH-PEZ, notifies endorsers of those applicants whose waivers were disapproved.

V. ACADEMIC STANDARDS

1. Undergraduate degrees. Undergraduate degrees must be from schools accredited by the American Council on Education (ACE) in the Accredited Institutions of Postsecondary Education (AIPE) publication. If not, then the applicant must either (1) present one "wash" letter from an accredited school or (2) be enrolled in/graduated from an accredited graduate school based upon the un-accredited undergraduate degree.

2. Graduate degrees. Graduate degrees must be from schools accredited by the American Council on Education (ACE) in the Accredited Institutions of Postsecondary Education (AIPE) publication. If not, then the applicant must produce three "wash" letters from accredited schools.

3. Qualifying graduate degrees must be a singular degree of at least 72 semester hours in fields of general religion, world religions, the practice of religion, theology, religious philosophy, religious ethics, social work, and/or the foundational writings from the applicant's tradition. If the degree is less than 90 hours, applicant 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.

4. Although there are no GPA standards for any components, Board members are encouraged to consider carefully an applicant's academic performance as part of the "whole person" concept of voting.

VI. AGE STANDARDS: See current FY Accessions Policy

VII. MORAL 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. Moral Waivers.

a. As per AR 601-100, 1-13; AR 135-100, 1-7, 1-8, all applicants for Army commissioning who have the following moral issues must request waivers from the DCS, G-1 thru OCCH (ATTN: DACH-PEZ-N):

(1) Applicants with court-martial or civil convictions, regardless of when it happened

(2) Applicants who have been sentenced to imprisonment, regardless of when it happened

(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 sexually violent offense as defined by AR 27-10, 24-2, may not be appointed in the U.S. Army. This restriction may not be waived.

3. Moral Statements.

a. Chaplains are expected to lead the way morally. For Branch applicants, moral potential is best demonstrated by 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 and 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 Army Chaplaincy understands this experience as consisting of a full time, voluntary or paid, position of senior religious leadership within a faith community primarily responsible for conducting religious rites, ceremonies, worship, and education. In addition, the Army Chaplaincy requires that these two years of experience occur after obtaining the qualifying graduate degree. Applicants will list their experience on the Chronological Listing of Ministry Worksheet (CLMW). The following experience is not considered 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. CCH may grant a waiver for the “when” of the PWE but not the time itself—i.e., if an applicant has two or more years of PWE that occurred before receiving the qualifying graduate degree. 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 two years of qualifying ministry experience.

3. Director’s Pre-Read. CRB may request a “pre-read” from the Director, DACH-PEZ for PWE waivers. In the event that an applicant’s PWE appears marginal, CRB may request that the Director review the applicant’s CLMW. Based on the Director’s determination, the packet is forwarded to the CCH for waiver consideration or is returned to CRB without action.

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., honorably or general under honorable conditions). No waivers will be considered for applicants who did not separate under honorable conditions.

X. THE BOARD PROCESS:

1. Accessioning Boards meet six (6) times a year. The Career Manager is the Board Recorder (BR) and officially oversees the board proceedings.

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 board results to the CRB, NGB, and RCI via email. The Endorsement Manager releases board results to the Endorsers via e-mail.

5. The CRB has 24 hours from the release of results to call the RA applicants. After that period concludes, the AO makes an initial call to all “best qualified” RA applicants to

discuss the following: report date, contact information, family status, prior service training and deployments (if applicable), and special civilian skills (e.g., CPE).

6. RA applicants who have not yet received their qualifying graduate degree must submit a final transcript to the AO before orders will be sent.

7. Non-Select Applicants.

a. RA applicants. The CRB will contact all “fully qualified but not best qualified” RA applicants for further guidance. These applicants have three options: (1) apply for the USAR Chaplaincy at the next board, (2) elect to be re-boarded for RA at the next board (with no changes to the packet), or (3) withdraw from the accessioning process altogether. The CRB will send applicant’s answer to the AO via e-mail. Applicants may only be re-boarded once; if voted “fully qualified but not best qualified” the second time, they must wait one (1) year before trying again.

b. USAR and ARNG applicants. The CRB/NGB will contact all “fully qualified but not best qualified” USAR/ARNG applicants for further guidance. These applicants have two options: (1) elect to be re-boarded at the next USAR/ARNG board (with no changes to the packet) or (2) maintain their current status (e.g., as a civilian, as a Chaplain Candidate, etc). Applicants may only be re-boarded once; if voted “fully qualified but not best qualified” the second time, they must wait one (1) year before trying again.