

**Office of the Chief of Chaplains
Standard Operating Procedure (SOP)**

Chaplain Corps Activities

Personnel Branch SOP

**Headquarters
Department of the Army
Washington, DC
23 March 2026**

UNCLASSIFIED

SUMMARY

This update, dated 23 March 2026 —

- Clarifies guidelines on Consecutive Overseas Assignments
- Updates to the explanation of functions
- Adjusts retirement business rules

Chaplain Corps Activities
Personnel Branch SOP



DOUGLAS H. BALL
Chaplain (Colonel) USA
Chief, Personnel Branch

History. This publication is a new Department of the Army (DA) SOP.

Applicability. This SOP applies to the Regular Army unless otherwise stated.

Proponent and exception authority. The proponent of this SOP is the Chief of Chaplains. The proponent has the authority to approve exceptions or waivers to this SOP that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this SOP by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.pentagon.hqda-occh.list.dach-1@army.mil.

Distribution. This SOP is available in electronic media only and is intended only for the Regular Army.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Purpose • 1–1, page 1

References, forms, and explanation of abbreviations • 1–2, page 1

Associated publications • 1–3, page 1

Records management (recordkeeping) requirements • 1–4, page 1

Chapter 2

Explanation of Functions, page 1

Chief of Chaplains • 2–1, page 1

Chief, Personnel Branch • 2–2, page 1

Contents—Continued

Career Managers • 2–3, *page 1*
Distribution Chief & Senior Account Manager • 2–4, *page 1*
Future Readiness Officer • 2–5, *page 2*
Personnel Actions Officer • 2–6, *page 2*
Chaplain Account Manager • 2–7, *page 2*
Chaplains at all Army command levels • 2–8, *page 2*

Chapter 3

Operations, *page 2*

Battle Rhythm • 3–1, *page 2*
Training • 3–2, *page 2*
Knowledge Management • 3–3, *page 3*
Communication • 3–4, *page 3*

Chapter 4

Strength, Panels, and Boards, *page 3*

Five-year promotion plan • 4–1, *page 3*
Promotion zones of consideration • 4–2, *page 3*
Board membership • 4–3, *page 3*
Advisory panels • 4–4, *page 4*
Career Status Panel • 4–5, *page 4*
Accessions boards • 4–6, *page 4*
Fully qualified Captain certification • 4–7, *page 4*
Strength reports • 4–8, *page 5*

Chapter 5

Retirements and Separations, *page 5*

Integration with Human Resources Command • 5–1, *page 5*
Initiating a retirement or separation • 5–2, *page 5*
Retirement and separation guidelines • 5–3, *page 5*
Request templates • 5–4, *page 6*
Inter-Service Transfer • 5–5, *page 6*
Failure to be selected for promotion • 5–6, *page 6*

Chapter 6

Branch Functional and Military Education Courses, *page 6*

Roles and responsibilities • 6–1, *page 6*
Chaplain Captain Career Course • 6–2, *page 6*
Intermediate Level Education • 6–3, *page 6*
Operational Religious Support Leader Course • 6–4, *page 7*
Clinical Pastoral Education • 6–5, *page 7*
Family Life Supervisor in Training and CPE Certified Educator Candidate • 6–6, *page 7*
Advanced Civil Schooling • 6–7, *page 7*
Senior Service College • 6–8, *page 7*
School of Advanced Military Studies • 6–9, *page 7*
Military Personnel Exchange Program • 6–10, *page 8*
Approval to bear arms for training • 6–11, *page 8*
Granting specialty identifiers • 6–12, *page 8*

Contents—Continued

Chapter 7

Career Management, page 8

Managed population and control grade • 7–1, page 8

Slating philosophy • 7–2, page 8

Exceptional Family Member Program screening • 7–3, page 8

Managing year month availability • 7–4, page 8

Consecutive Overseas Tour • 7–5, page 9

Chapter 8

Distribution Cycle, page 9

The Army process • 8–1, page 9

Identifying officers for movement • 8–2, page 10

Unit validation of requirements or job openings • 8–3, page 10

Distribution Requirements List (DRL) conference • 8–4, page 10

Religious distribution • 8–5, page 10

Assignment preferencing and the marketplace • 8–6, page 11

Senior leader involvement and input • 8–7, page 11

Slate development and brief for decision • 8–8, page 11

Assignment notification and slate release • 8–9, page 11

Change of report date • 8–10, page 12

Assignment orders release • 8–11, page 12

After action review • 8–12, page 12

Chapter 9

Onboarding and Offboarding Personnel, page 12

Organizational requirements • 9–1, page 12

Human resources system access • 9–2, page 13

Introduction to critical counterparts and stakeholders • 9–3, page 13

Appendixes

A. References, page 14

B. Granting Specialty Identifiers, page 14

Table List

Table 8-1: Change of Report Date Criteria, page 12

Glossary

Chapter 1 Introduction

1–1. Purpose

This SOP provides information on the major functions and corresponding processes of the Office of the Chief of Chaplains Personnel Branch. It clarifies the routing of common personnel actions that deviate from normative Human Resource Command (HRC) processes. Items not addressed here can be found in relevant publications that have application for all RA Soldiers or Officers, regardless of branch. The Personnel Branch will be referenced in this SOP as DA, Chaplain Personnel (DACH PER).

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA database located at <https://armypubs.army.mil/abca/>.

1–3. Associated publications

Policy associated with this SOP is found in Army Regulation 165-1.

1–4. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2 Explanation of Functions

2–1. Chief of Chaplains

The Chief of Chaplains (CCH) approves all RA chaplain assignments, including release from active duty. CCH authorities and responsibilities over RA chaplain personnel matters generally mirrors that of the Human Resources Command (HRC) Commanding General's authorities and responsibilities over Active Component Category officers. Specific authorities are outlined in law, policy, and regulation.

2–2. Chief, Personnel Branch

The Branch Chief serves as the principal personnel advisor to the Chief of Chaplains and is responsible for assignments, career management, and professional development of all chaplains. The branch chief also ensures branch integration with OCCH Force Management in order to project manning impacts.

2–3. Career Managers

Career Managers, often referred to as assignment officers, serve as the face of the Personnel Branch to their managed populations and provide one-on-one support to each officer within their assigned grade plate. They conduct promotion and selection board scrubs, year month available (YMAV) scrubs, select Officers Identified to Move (OIM), validate the final list of OIMs, and participate in the Distribution Requirement List (DRL) conference. Career Managers also obtain assignment preferences, conduct manner of performance assessments and build a slate recommendation for each distribution cycle. Once the Chief of Chaplains approves the final slate, Career Managers ensure officers are linked to assignments, clear waivers and eligibility, and receive a draft assignment.

2–4. Distribution Chief and Senior Account Manager

This action officer plans, executes, and paces the Army Talent Alignment Process (ATAP) cycle within the branch and represents unit equities as relayed through Chaplain Account Managers in the field. Roles and responsibilities generally mirror HRC's Active Component Distribution Branch. Additional responsibilities include:

- a. Coordinate board membership for all CCH panels and chaplain board member nominations for HRC Promotion Selection Boards.
- b. Integrate chaplain account managers with DACH PER through communication and training.
- c. Manage chaplain authorizations and changes in the Personnel Management Authorization Document.

2-5. Future Readiness Officer

The Future Readiness Officer is the primary personnel planner, board recorder, and strength analyst for the Office of the Chief of Chaplains. A key function includes the branch's proponent representative for all DA Secretariate promotion and school selection boards. The Future Readiness Officer manages the strength reporting for all officers within the branch across the RA, National Guard, and the Army Reserves.

2-6. Personnel Actions Officer

The Personnel Actions Officer is responsible for the receipt and staffing of retirements, separations, retention, retiree recalls, loss or change of ecclesiastical endorsement, and waivers to policy, regulation, or law. This action officer is closely connected with counterparts at Human Resources Command and HQDA DCS, G1. Additionally, the Personnel Actions Officer coordinates staffing requirements for chaplains selected for branch functional courses and all military education level producing courses.

2-7. Chaplain Account Manager

All supervisory chaplains function as a chaplain account manager inasmuch as they coordinate with their S1/G1 to ensure downtrace job openings are created, advocate when necessary for individual assignments, and support routine personnel actions. Exercise of those functions will always use the technical chain when coordinating with DACH PER. However, when this SOP refers to Chaplain Account Managers, it generally refers to the chaplain executing these responsibilities at the ACOM, ASCC, or HQDA DRU level. They serve as the unit's direct advocate to DACH PER, freely engage with all its action officers, and are included on the Chaplain Account Manager distribution list. These individuals were historically referred to as CHARMS.

2-8. Chaplains at all Army command levels

Chaplains engaging on personnel matters will—

- a. Inform their technical chain (supervisory chaplain) when initiating personnel actions such as assignments, YMAV change, high school stabilization, separations, or schools. This enables effective advocacy through chaplain account manager engagement.
- b. Troubleshoot personnel matters at the unit S1/G1 level before requesting DACH PER support.

Chapter 3 Operations

3-1. Battle rhythm

DACH PER utilizes a structured internal and external battle rhythm. The team executes a weekly staff update in order to review upcoming TDY/leave, brief priority of effort by action officer, and receive critical guidance from the Chief, Personnel Branch. Additionally, each action officer meets one-on-one with the Chief, Personnel Branch on a weekly basis.

3-2. Training

- a. Internal training is executed once a month for all action officers within DACH PER. The Chief, Personnel Branch directs the topic of training and the trainer(s). Chaplain account managers are included when appropriate.
- b. Chaplain Account Manager training is hosted by DACH PER twice per year. The Distribution Chief & Senior Account Manager is the lead planner and is supported by all actions officers within the branch.

c. Installation-wide personnel training is provided by DACH PER for requesting installations across the Army. The installation's senior chaplain or their designee may submit a visit request using the guidelines outlined [here](#). TDY funding for these training opportunities is budgeted and funded by DACH PER.

d. Support to larger, broader training events may be requested as needed and can be routed to any action officer within DACH PER.

3-3. Knowledge management

a. The primary platforms for knowledge management in DACH PER are IPPS-A and SharePoint.

b. IPPS-A queries are run and exported daily to ensure current data is fed to dashboards.

c. DACH PER utilizes SharePoint for both file storage in folders and sub-folders and SharePoint lists that are updated by action officers for data that isn't accounted for in IPPS-A (i.e. DoD Endorser, Slating Tool, Utilizations, and Schools).

3-4. Communication

a. Career Managers communicate via email with their cohorts twice each month. These communication sends provide current information, answer frequently asked questions, and build rapport.

b. The other action officers within DACH PER communicate via email on an as needed basis.

c. DACH PER broadly disseminates information on chaplain personnel matters to the Chaplain Corps via the [OCCH Personnel Resources](#) Microsoft team. This resource replaces the legacy DACH 1 page in MilSuite.

Chapter 4

Strength, Panels, and Boards

4-1. Five year promotion plan

HQDA DCS, G-1 requires the Chaplain Corps to provide the Five-Year Promotion Plan annually as a part of the Total Army personnel planning process. The Five-Year Promotion Plan forecasts promotion projections and develops operating strength (faces) targets for the Chaplain Corps. The end state is to analyze force structure allowance (spaces) to determine the requisite operating strength (chaplains available to fill spaces in Modified Table of Organization and Equipment units and Table of Distribution and Allowances organizations), minus Transients, Trainees, Holders, or Students (TTHS) and on-hand strength (chaplains available for billet authorizations, including those in the TTHS account).

4-2. Promotion zones of consideration

a. A promotion zone is an eligibility category for the consideration of officers by a mandatory promotion board. The Chaplain Corps has consistent promotion zones of consideration, which provides predictability, aligns with the Army Talent Alignment Process, and facilitates promotion requirements and timing. The Chaplain Corps promotion zones of consideration achieve the following objectives:

(1) Predictable and repeatable promotion timelines that provide stability and a timeline to Chaplain Corps.

(2) Aligns with Army Talent Management System and support's Army's People First strategy.

(3) Supports the Army Talent Alignment Process by ensuring Soldier understanding of promotion timeline and PCS.

(4) Facilitates promotion selection boards (PSBs), selection panels, eligibility parameters, time in grade (TIG) requirements, and promotion timing.

4-3. Board membership

Individuals are nominated to participate as board members based on specific criteria set by DA Secretariate tasker memoranda and more general guidance established by HQDA DCS-G1. This guidance is also used in the selection of advisory panel members who serve on behalf of the Chief of Chaplains. All board or panel membership is coordinated by the Distribution Chief & Senior Account Manager.

4-4. Advisory panels

The Chief of Chaplains has regulatory authority to convene an Advisory Panel to make recommendations for assignments, continued service for RA chaplains (e.g., Career Status Panel), and Key Nominative Billets. An Advisory Panel will use the “fully qualified” and “best qualified” methods of selection to make recommendations to the Chief of Chaplains. The Chief of Chaplains also has regulatory authority to convene a special advisory board to review a Chaplain’s ecclesiastical endorsement request.

4-5. Career Status Panel

a. The Career Status Panel is an assessment tool for the Chief of Chaplains (CCH) to ensure that only RA chaplains who *consistently* maintain high standards of performance, efficiency, morality, and professionalism are permitted to serve. The Career Status Panel assesses whether a first-term RA Chaplain’s performance warrants an ecclesiastical endorsement for indefinite service. The CCH is the final approval authority for a Chaplain’s request for indefinite endorsement.

b. First-term chaplains receive a three-year provisional DD Form 2088 (Statement of Ecclesiastical Endorsement), and their Army Military Human Resource Record and application packet are reviewed by a Career Status Panel before three years of time in service to be recommended to the CCH for an ecclesiastical endorsement for indefinite service.

c. The Personnel Actions Officer identifies chaplains whose Army Military Human Resource Record will appear before the Career Status Panel based on their (1) entry on active duty date as a RA chaplain, and (2) before the expiration of their provisional DD Form 2088. Refer to Army Regulation 165-1, Army Chaplain Corps Activities, paragraph 8-5, for additional information.

4-6. Accessions boards

The Chaplain Corps conducts six (6) accession boards each fiscal year. The Accessions and Recruiting Directorate is responsible for collecting and packaging applications for the Army Chaplaincy and the Chaplain Candidate Program to appear before an accessions board. The accessions board is a fully qualified board that consists of the president of the board (typically a Colonel) and 4 board members (chaplain Lieutenant Colonels and sometimes Majors). The term “fully qualified” denotes an officer who has demonstrated integrity and is professionally and morally qualified to perform the duties expected of a chaplain in the Chaplain Corps.

4-7. Fully qualified Captain certification

a. The Future Readiness Officer runs a query in IPPS-A to identify 1LTs who meet time in grade (TIG) eligibility requirements for promotion to CPT. A 1LT must have at least 2 years TIG to be promoted from 1LT to CPT (10 USC 619). Chaplains are granted 18 months of constructive credit for prior service time; therefore, in most cases, Chaplains will reach 2 years TIG by the time they reach 6 months on active duty. Chaplains who have not adjudicated their DOR will not populate as having met the 2 years of TIG requirement.

b. Each quarter the Future Readiness Officer submits an alphabetized list of fully qualified 1LTs to the DCS, G-1, Director of Military Personnel Management (DMPM), and the Office of the Judge Advocate General (OTJAG) for a derogatory information screening. The Secretary of the Army (SA) is required to certify to the Department of Defense (DoD) and Congress that all officers nominated for appointment to higher grade meet the Standard of Exemplary Conduct. Congress mandates this screening for all officers recommended for promotion, to include administrative promotions.

c. Once the fully qualified list is returned from DMPM to the Future Readiness Officer, the Future Readiness Officer submits the list of fully qualified Chaplains to the Chief of Chaplains (CCH) for certification, certifying that all Chaplains are fully qualified for administrative promotion and are not pending adverse action. Once the CCH signs the fully qualified list of officers, it is resubmitted to DMPM for further staffing. The Future Readiness Officer creates an alphabetized scroll that is also submitted to DMPM. The scroll will be staffed through DMPM, HQDA DCS G1, SECARMY, SECDEF, and Congress before the signed scroll is returned to the Future Readiness Officer. Chaplains pending adverse action will be a scroll withhold pending the adjudication of their investigation.

d. Once DMPM receives the promotion scroll, the Future Readiness Officer assigns promotion dates the month subsequent to receipt of the promotion scroll. The Future Readiness Officer coordinates with Officer Promotions, Human Resource Command (HRC),, to publish promotion orders, which are based on seniority of DOR IAW AR 600-8-29, Officer Promotions.

4–8. Strength reports

The Future Readiness Officer submits monthly and quarterly reports at the end of each month to the Chief of Chaplains. The monthly strength report includes authorizations by rank, on-hand strength, operating strength, losses and separations, and religious demographics. The quarterly strength report includes the aforementioned data as well accessions data for the quarter, numbers and percentages of faith groups, racial and ethnic demographics, and 56M on-hand strength and operating strength.

Chapter 5 Retirements and Separations

5–1. Integration with Human Resources Command

The Personnel Actions Officer receives, prepares, and staffs all chaplain retirement and separation requests for decision by the Chief of Chaplains. If approved, all actions are forwarded via IPPS-A Personnel Action Request (PAR) to the Human Resources Command's retirements and separations division for processing.

5–2. Initiating a retirement or separation

Chaplains considering retirement or separation should ensure they are familiar with Army Regulation 600-8-24 and any other regulatory guidance that governs the type of request under consideration. This SOP only describes personnel processes, not regulatory requirements. In order to initiate the retirement or separation process, individuals begin by [initiating a personnel action](#). A conversation between the chaplain and their career manager will take place first in order to clarify the request, record the projected separation date, and determine if retention could be appropriately gained through a re-assignment action. Following this conversation, the career manager updates the officer's Year Month Available (YMAV) date and reason in IPPS-A. The Personnel Actions Officer handles all subsequent administrative staffing for the action, serving as the primary point of contact for the separating officer.

5–3. Retirement and separation guidelines

Chaplain retirement guidelines exist to balance the needs of the unit with the needs of the individual, and to nest the separations timeline within the Army's established assignment cycles. The following guidelines will be interpreted and implemented generously and flexibly to account for all the factors involved:

- a. All chaplains must discuss their separation date and get informal concur/non-concur from DACH PER as the first step in the workflow process. This is to ensure that the chaplain does not unnecessarily staff updated signatures, memos, and retirement calculations after completing the initial packet.
- b. CPT-MAJs will request retirement dates within two windows of time: 31MAR-30APR (to be replaced the previous January), or 30SEP-31OCT (to be replaced the previous July). This is to prevent gaps in coverage and align retirements with move cycles. This provides 90-120 days overlap to cover terminal leave and Permissive Temporary Duty (PTDY). Gaps caused by internships/career skills program is risk assumed by the commander.
- c. LTC-COLs will request retirement dates from SEP-JAN (to be replaced in the previous summer move cycle), since LTC and COL moves are generally executed in the summer move cycle. This prevents 8-9 month overlaps, mitigates COL shortages, and provides enough time for 90-120 days of overlap to cover terminal leave and PTDY. Gaps caused by internships/career skills program is risk assumed by the commander.
- d. DACH PER will work with 'hard stops' where a chaplain does not have a choice regarding retirement dates. Examples include a Mandatory Retirement Date or the need for a small divergence from the required time window to hit the next full year of service for pay purposes, etc. The goal is not to be hard-nosed, rather to ensure that organizational needs are met as the chaplain separates.
- e. If the chaplain and career manager are unable to negotiate a separation date within or very close to the prescribed windows, the career manager will inform the Chief, Personnel Branch and request a decision on whether or not to grant an exception to the business rule.

5-4. Request templates

a. Voluntary Retirement. This separation applies to individuals in a commissioned officer status whose retirement is optional. They may be submitted up to twenty four months prior to the requested separation date. The template can be downloaded [here](#).

b. Voluntary Retirement in Lieu of Permanent Change of Station. This separation may be utilized under a very specific (narrow) set of criteria in order to decline assignment orders.

c. Mandatory removal occurs no later than an officer's Mandatory Removal Date (MRD) and may result in retirement or separation. Regardless, neither are optional for the officer. The template can be downloaded [here](#). The Chief of Chaplains may request to extend a chaplain's service beyond the MRD based on the needs of the Army and exceptional situations. The Personnel Actions Officer will initiate any requests for MRD extension.

d. Unqualified Resignation. This separation from the Army occurs when the requesting officer has completed their eight (8) year Military Service Obligation, provided all Service remaining requirements have been met. The template can be downloaded [here](#).

e. Voluntary or involuntary Release From Active Duty (REFRAD). This separation from the Army occurs when the separating officer has a service obligation remaining. There are circumstances in which an officer voluntarily requests REFRAD and involuntarily when the Army initiates the separation.

f. When requesting withdrawal or change of separation date for a voluntary retirement that has already been submitted, utilize relevant request forms [here](#).

5-5. Inter-Service Transfer (IST)

Chaplains serving on active duty who wish to transfer to another Military Service (Navy or Air Force) should consult with the Personnel Actions Officer for initial guidance. Once a request packet is complete, the Chief of Chaplains makes a recommendation to the Assistant Secretary of the Army for Manpower and Reserve Affairs for final decision. Chaplains who request an IST should understand that the staffing and decision timeline is lengthy.

5-6. Failure to be selected for promotion

Chaplains on the Active Duty List who are non-select for promotion to the rank of Major or Lieutenant Colonel on their last look (ordinarily the fifth look) are subject to either release from active duty, retirement, or Selective Continuation (SELCON). Human Resources Command directly notifies the officer of their options and provides guidance for processing. Individuals responding to Human Resources Command regarding their non-selection should courtesy copy the Personnel Actions Officer on relevant email communication. This allows career managers to accurately communicate to the Distribution Chief & Sr. Account Manager whether or not a job opening will be required.

Chapter 6

Branch Functional and Military Education Courses

6-1. Roles and responsibilities

The personnel branch supports branch functional and military education courses only as it relates to facilitating assignment orders and/or enrollment in Army Training Requirements and Resources System (ATRRS) for those chaplains selected to attend. Additionally, the personnel branch is responsible for the facilitation of a selection panel when required by the Chief of Chaplains.

6-2. Chaplain Captain Career Course

The CPT Career Manager is responsible for managing the list of officers projected to attend future courses. Chaplains should request a specific career course seat by contacting their career manager, if not already projected to attend. The Personnel Actions Officer is responsible for ATRRS enrollment and production of draft assignment orders in IPPS-A for all attendees.

6-3. Intermediate Level Education (ILE)

All eligible officers will satisfy ILE requirements by completion of the Command and General Staff Officer Course (CGSOC). This provides important field grade professional development and is critical for promotion to the next rank. The Personnel Actions Officer is responsible for ATRRS enrollment and

production of draft assignment orders in IPPS-A for all attendees. Chaplains considering CGSOC options should familiarize themselves with the following course types:

a. Resident Course at Fort Leavenworth. The Chaplain Corps is allotted a limited number of seats each year by the Deputy Chief of Staff (DCS), G3. Attendance for this course is determined by a centralized board that selects which chaplains will be offered a seat in this 10-month course.

b. Distance Learning. Chaplains will request enrollment by contacting the Personnel Actions Officer. Seats are not limited for this course and it provides the most flexible option for attendees. Click [here](#) for the school request form. The same link is used for Phase II and Phase III enrollment requests.

6-4. Operational Religious Support Leader Course (ORSLC)

ORSLC is a two week course that focuses on broadening the field grade chaplain's understanding of Army organizations, operations and procedures. Course content emphasizes planning, preparing, executing, and assessing training for a Brigade Combat Team. Chaplains must successfully complete CGSOC and ORSLC in order to earn the Command Service College (CSC) Military Education Level (MEL). Chaplains will request enrollment by contacting the Personnel Actions Officer. Seats are limited and officers should proactively reserve seats in order to complete the course prior to consideration for promotion to LTC. Click [here](#) for the school request form.

6-5. Clinical Pastoral Education (CPE)

The Army publishes CPE opportunities annually to the Army via MILPER message. Details of the message include eligibility criteria, application process, and service obligation requirements. The Personnel Actions Officer is responsible for receipt of applications, packet QA/QC, notification of selection, coordination of pinpoint school assignments with the CPE Program Director, and production of draft assignment orders in IPPS-A for selected applicants. The Future Readiness Officer is responsible for the MILPER publication and administration of the Chief of Chaplains CPE advisory panel that meets to recommend applicants for selection. Graduates receive the Additional Skill Identifier 7R.

6-6. Family Life Supervisor in Training (SIT) and CPE Certified Educator Candidate (CEC)

Family Life SIT and CPE CEC are opportunities published via MILER message as needed, but generally not annually. The Personnel Actions Officer and Future Readiness Officer responsibilities mirror that of CPE in para 6-3.

6-7. Advanced Civil Schooling (ACS)

The ACS program educates selected chaplains toward an advanced degree in order to meet the educational requirements of certain chaplain billets. The Army publishes ACS opportunities annually via MILPER message and generally include Family Life, Ethics, Bioethics, World Religions, Homiletics, and Comptroller. Details of the message include eligibility criteria, application process, and service obligation requirements. Chaplains considering ACS should ensure familiarity with both the MILPER message and AR 621-1. The Personnel Actions Officer is responsible for the receipt of applications, packet QA/QC, notification of selection, packet coordination with HRC, and production of draft assignment orders.

6-8. Senior Service College (SSC)

SSC represents the highest military education level. For all SSC programs, the Chaplain Corps is allotted a limited number of seats each year by the DCS, G3. Chaplains are awarded seats based on a DA centralized board's OML and attend through one of the following programs:

a. Resident Education Program at Carlisle Barracks and the National Defense University.

b. Distant Education Program.

c. Fellowship Program. This program utilizes select public and private universities to grant the SSC MEL.

6-9. School of Advanced Military Studies (SAMS)

The SAMS educates select Armed Forces, Interagency and Allied members to become critical and creative thinkers, agile and adaptive leaders, and skilled practitioners in doctrine and operational art. Chaplains who are selected to attend will receive a strategic utilization tour within the USAREUR-AF or USARPAC HQs upon graduation from the course. The selection panel provides the CCH with a

recommendation of 3-5 individuals. This list of individuals is forwarded to SAMS NLT mid-August. SAMS will select one individual and notify DACH PER of their decision.

6–10. Military Personnel Exchange Program (MPEP)

Each chaplain-specific MPEP opportunity is established and managed below the HQDA-level. However, as with all chaplain assignments, the CCHs determines the chaplain assignment(s) against MPEP billets.

6–11. Approval to bear arms for training

Chaplains must receive Endorser and branch approval in order to attend military schools that require students to bear arms for training. The most common requests are for Ranger School and Sapper School. The packet must include a memorandum from the Endorser communicating approval and a completed DA Form 4187. Click [here](#) for the template form.

6–12. Granting specialty identifiers

Eligible chaplains receive an Area of Concentration (AOC), Skill Identifier (SI) or Additional Skill Identifier (ASI) in accordance with Appendix B. The chaplain-specific specialties addressed include 56D, 7E, 7K, 7R, 7S, and 1M. Requests culminate when the respective career manager updates the information in IPPSA. Note that 7F is automatically awarded in IPPSA upon completion of the Chaplain Resource Manager course.

Chapter 7

Career Management

7–1. Managed population and control grade

Career Managers manage a population of chaplains defined by their control grade (IPPS-A Data Title: Soldier Job Code Legacy Control Grade Rank). This control grade is manually updated by career managers and is not connected to the promotable status of a chaplain. When COL, LTC, or MAJ career managers have more job openings than officers available to move in a given cycle, they often look to the career manager at the lower grade for ideal officers to work one grade up. After agreeing to the list of chaplains to serve one grade up, the lower grade/losing career manager completes the process by notifying the chaplain(s) of their new control grade and changing their control grade in IPPS-A under the Person Profile section.

7–2. Slating philosophy

A slating philosophy provides general guidance within a flexible overarching framework for the sake of trust, fairness, and transparency. This includes an objective and defined approach to career development and talent management which balances the needs of the enterprise with the needs of the individual and stewards the future for both. These are not rigid rules and do not constrain the authority of the Chief of Chaplains pertaining to the assignment of Chaplains. Click [here](#) for the current slating philosophy and [here](#) for DACH PER values and priorities.

7–3. Exceptional Family Member Program screening

This is to establish, implement and maintain comprehensive support to the chaplains and their Family members with special needs. The program facilitates an all-inclusive approach in order to maintain the highest quality of life for special needs family members.

7–4. Managing year month availability

Career managers manage YMAVs continually; it is the most foundational data element that drives the assignment process. They will include the respective Chaplain Account Manager on YMAV update decisions when practical. Chaplains who wish to have their YMAV changed will request this from their career manager via email and should copy their technical supervisor to ensure flattened communication. Career managers will ensure proper YMAV reason codes are applied when updating the date and may add comments in order to provide details or context on the decision. Changes to YMAV in IPPS-A are reflected on a Soldier's STP the following day.

a. *YMAV date versus report date.* The YMAV date of an OIM does not indicate the report date of their backfill or their own report date. Rather, it indicates which move cycle they will move within. Once in a move cycle, officers receive a standard report date unless otherwise requested and also meet criteria laid out in Table 8-1.

b. *Retirement.* When a chaplain requests voluntary retirement, the respective career manager adjusts the chaplain's YMAV date and YMAV code after determining the requested separation date. The YMAV date is set to three (months) prior to the requested separation date and the reason code is set to O0T (Tentative Loss). For example, if a chaplain requests retirement on 1 January 2026, the YMAV date will be set to 1 October 2025 and the unit should expect a requisition to be created for the 26-01 move cycle and to receive a gain on the standard report date for all movers in that cycle.

c. *UQR or REFRAD.* When a chaplain requests an UQR or REFRAD, the YMAV date is set to the requested separation date. The Distribution Chief & Sr. Account Manager, in coordination with the Career Manager and Chaplain Account Manager, will determine whether an out of cycle job opening will be built. If not, the unit will ensure a job opening is built during the MER of the next available move cycle.

d. *Selection for School.* When an officer is selected to attend school (Career Course, ACS, CPE, etc), the Career Manager or Personnel Actions Officer updates the YMAV date and applies a reason code of O0S (slated for school).

e. *Utilization Tour.* For school selection that incurs an ADSO, the Personnel Actions Officer will update their YMAV date and apply a reason code of O0A (Available to Move) once they're arrived in their school assignment and annotate the details of their utilization in the YMAV comments field.

f. *One-time non-select for promotion.* Officers who are one-time non-select for promotion will receive an updated YMAV. The career manager will set the YMAV to eighteen (18) months after release of the promotion board results and apply a reason code of O0N (Non-Select for Promotion). Career managers may deviate from this rule based on anticipated SELCON, promotion, or other factors.

g. *Medical.* Chaplains who begin the process of medical separation will receive a YMAV reason code of O0M (Medical Hold). This both triggers a job opening build and signals to the career manager that the officer should not be moved. If the officer is ultimately retained by the Army, the reason code will be changed to O0A (Available to PCS) and move as soon as practical.

h. *Understanding market override codes.* IPPS-A logic places officers in a marketplace purely based on YMAV dates and codes. The career manager can override the logic and either add or remove an officer from a marketplace by using the Market Override Code in YMAV One Stop. Officers who are added to a marketplace via override code should receive either a MIN (Market Override In), M1C (out of a summer career course, into a winter MC), or M2C (out of a winter career course, into a summer MC) code. Career managers will utilize the code MOO to remove an officer from the marketplace. Override codes are ONLY used when the YMAV date and reason code cannot be updated. Otherwise, a career manager will remove the officer by changing their YMAV date outside the move cycle.

7-5. Consecutive Overseas Tour

Career managers are responsible for analyzing whether a back-to-back overseas assignment (PCA or PCS) qualifies for Consecutive Overseas Tour (COT) entitlements. COT assignments are regulated by AR 614-30, chapter 4 and MILPER 24-300. The most simplistic description of COT qualification is that the new assignment must be another *full length* tour. If unsure, the career manager should contact the OIM's current MPD for guidance. When the assignment meets COT requirements, the career manager will apply Special Instruction #43 to the Job Opening.

Chapter 8 Distribution Cycle

8-1. The Army process

The Army generally manages officer assignments and hiring through the ATAP. There are two ATAP distribution cycles per year, commonly referred to as the winter and summer move cycles. This process is decentralized and matches officers to jobs based on knowledge, skills, and behaviors. Career managers utilize the ATAP cycle and HRC systems of record to process chaplain assignments. A notable exception is that unit preferencing is not a factor in matching chaplains to assignments. As a result, units do not interview chaplains for assignments.

8–2. Identifying officers for movement

a. Each distribution cycle begins with identifying the chaplains that will move based on their YMAV. Individuals whose YMAV date falls into the upcoming six-month move cycle are commonly referred to as Officers Identified to Move (OIM).

b. Career Managers confirm an accurate cohort of movers by sending a confirmation email to the OIM population. Once sent, the Distribution Chief & Senior Account Manager sends a branch-wide email instructing non-OIMs to engage their Career Manager if they believe they should be moving.

c. Upon receipt, chaplains should notify their technical supervisor of their move status and execute an [EFMP self-assessment](#). This is also the ideal time for senior leaders to recommend YMAV changes to Chaplain Account Managers.

d. Career Managers make YMAV corrections based on feedback from either email or phone conversations rather than the IPPS-A PAR function.

e. Career managers maintain sole authority to adjust YMAV.

f. Individuals projected for an intra-post move or a position change within the same unit are considered a mover and should have a YMAV to reflect the move. Either type of move will result in a Permanent Change of Assignment (PCA) order in IPPS-A.

8–3. Unit validation of requirements or job openings

a. Units validate that job openings are created to backfill their projected losses. This is historically a thirty-day window known as [Mission Essential Requirements](#).

b. Supervisory chaplains work closely at this time with their unit S1/G1 to ensure job openings exist for their chaplain OIM.

c. Chaplain Account Managers leverage the technical chain down to the Distribution Management Sub-Level (brigade-level) during this window in order to ensure accuracy of validation and clarity on movers and job openings.

d. DACH PER facilitates a real-time common operating picture that depicts both the OIM and the job openings. This ensures synchronization between DACH PER, Chaplain Account Managers, and unit S1/G1 personnel.

e. YMAV adjustment continues to take place freely during this validation period.

f. The final list of job openings validated by units during this window is referred to as the Distribution Requirements List.

8–4. Distribution Requirements List (DRL) Conference

a. Career Managers, Chaplain Account Managers, and the Distribution Chief & Senior Account Manager collaborate to vote “Keep” or “Delete” on every job opening in the cycle. This conference is most critical when the inventory of chaplains identified to move is less than the inventory of projected vacancies.

b. The CCH is the final approver of planned vacancies.

c. Career managers will not make changes to the OIM population after the DRL conference.

d. Any subsequent changes to movers or job openings is considered an out of cycle move or YMAV change and must be coordinated and contain the following:

(1) Clearly stated details and reason

(2) Chaplain Account Manager concurrence/non-concurrence

(3) Career Manager concurrence/non-concurrence

(4) Distribution Chief & Senior Account Manager concurrence/non-concurrence

8–5. Religious distribution

a. The distribution of chaplains by religious background is coordinated and planned early, and preferably first, in the slating process.

b. DACH PER executes the Religious Distribution Sync in order to capture the number of chaplains needed by religious type at specific installations or geographic regions.

c. Garrison Chaplains submit requirements through their chaplain account manager (i.e. “Fort Benning requests an Episcopal chaplain next summer in order to support the Liturgical Service that was established several years ago.”)

d. Chaplain representatives of high demand low density religious organizations attend the synchronization meeting in order to methodically discuss each location and validate requirements with Career Managers.

e. The LTC Career Manager maintains overall responsibility for religious distribution and coordinates with all Career Managers for proper distribution by location.

8-6. Assignment preferencing and the marketplace

a. Career Managers consider a chaplain's assignment preference when providing a recommended assignment to the CCH.

b. Chaplains between the rank of 1LT and LTC utilize the marketplace to gain visibility on job openings in the corresponding move cycle.

c. Career Managers guide the cohort of movers on the preferred method of communicating their assignment preference back to the career managers.

d. Career Managers pre-screen EFMP movers for 5-10 potential assignment locations NLT two weeks following the DRL Conference.

e. The effective window for chaplains to preference assignments may be much shorter than the window allowed for Army competitive category officers.

f. Movers in the rank of COL do not utilize the marketplace and communicate assignment preference as directed by the Chief, Personnel Branch.

8-7. Senior leader involvement and input

a. Senior leaders in the field exercise both formal and informal contributions to the assignment process. Informal contribution regarding specific positions or chaplains is best received during the unit validation window.

b. Senior leaders provide formal input on the assignment slate during the Grassroots Refinement Sync. The following are important elements of the sync:

(1) Reviews the 1LT-LTC assignment slate recommended by Career Managers.

(2) Provides a formal venue for feedback from senior leaders at medium & large installations, Army Commands, and Army Service Component Commands.

(3) The primary purpose is to identify gaps, mismatches, timeline considerations, and emerging information.

(4) DACH PER makes supporting slate dashboards available to attendees at least two days prior to the sync.

8-8. Slate development and brief for decision

a. Slate development is an iterative process that begins at the conclusion of the DRL Conference and culminates with a series of decision briefs to the CCH.

b. The Distribution Chief builds the slating tool immediately following the DRL Conference and it serves as the system of record for Career Managers to slate OIMs. For each job opening, Career Managers indicate the Career Development Category for that position, the name of the recommended chaplain, and any additional notes.

c. Career managers utilize slating philosophy and feedback received from the religious distribution sync, assignment preferencing, and grassroots refinement sync in order to build the best overall slate. Once drafted, career managers proceed with slate briefs to the following individuals:

(1) Chief, Personnel Branch.

(2) Deputy Chief of Chaplains.

(3) Chief of Chaplains.

d. Once the CCHs approves the slate, assignment nomenclature changes from "recommended" to "approved."

8-9. Assignment notification and slate release

Career managers notify chaplains of their approved assignment via email once the entire slate has been approved by the CCH. Notification will include the incumbent's name in order to allow for initial coordination between the two chaplains.

8–10. Change of report date

- a. All assignments in a movement cycle receive identical report dates. This ensures equitable underlap across all units.
- b. Units are responsible for internally managing requirements that exist during periods of underlap.
- c. However, movers or supervisory chaplains may request a change of report date when valid reasons exist. Requests will be made through the OIM's technical chain to the Chaplain Account Manager. These requests will ensure coordination includes the gaining account manager, losing account manager, and career manager.
- d. When certain criteria are met, career managers may approve report date changes.

**Table 8–1
Change of Report Date Criteria**

Reason	Category	Report Date Change ¹	Additional Notes
Operational deployment	Operational	Yes ²	
CTC rotation	Operational	Maybe	Losing unit considerations, personal impacts must be favorable
Offset multiple movers in the same section	Gap mitigation	Yes	Applies only to large HQs (Div, Corps, etc) and USA-IRL instructors
Attend a one-time personal event (wedding, graduation, etc.)	Personal need ³	Yes	Career manager decides whether to adjust the report date <i>earlier</i> or <i>later</i> in order to accommodate
Family vacation	Personal need ³	No	
Post-PME Transition	Institutional	Yes	Allows for thirty-days transition leave between graduation & report date
Commander won't accept underlap	Gap mitigation	No	
High OPTEMPO, BSRT, small exercise	Gap Mitigation	No	

Note:

¹ Career managers will generally split the difference between the losing unit and the gaining unit when establishing an adjusted report date.

² Report date will be set to 30 days prior to Main Body flights, when possible. However, when deployment dates fall early in a movement cycle, the preferred COA is to vacate and fill the position a movement cycle earlier.

³ All PCS assignments authorize thirty-days early reporting. Most personal needs can be accommodated without a change of report date by either reporting to the new unit early and attending the event after arrival or simply reporting on schedule.

e. IPPS-A and the released slate will reflect the approved report date changes in order to ensure shared understanding between all coordinating parties.

8–11. Assignment orders release

Chaplains should only conduct preliminary planning and coordination prior to the receipt of official assignment orders. DACH PER releases assignment instructions in IPPS-A. Upon receipt of Member Elections, the mover coordinates all related move activities with their unit and local Military Personnel Division.

8–12. After action review

DACH PER collects cycle feedback from a cross section of participants that include select senior leaders, chaplain movers, and chaplain account managers. Feedback will be received back in written form but may also include a virtual discussion with participants.

Chapter 9

Onboarding and Offboarding Personnel

9–1. Organizational requirements

All personnel within DACH PER are HQDA Staff assigned to the Office of the Chief of Chaplains. Incoming personnel execute in-processing requirements through both OCCH staff and HRC.

Headquarters and Headquarters Company, U.S. Army ensure administrative compliance for medical and training requirements such as Periodic Health Assessments and the Army Fitness Test.

9–2. Human resources system access

System access is the first priority of in-processing. Any training that is required for access will be completed prior to PCS. The following is a list of key systems:

a. IPPS-A. All action officers, including chaplain account managers, rely heavily on elevated IPPS-A permissions and will complete HR Pro training prior to arrival. Instructions on which courses require completion can be found [here](#).

b. iPERMS. Critical for verification of source documents, personnel will complete iPERMS 101, Authorized Official, Scan Operator, and Record Manager training prior to arrival. Access details can be found [here](#).

c. HRC Resource Hub. Career Managers utilize this application for quick overview of evaluations, manner of performance, and assignment history. Access details can be found [here](#).

d. ASBS 2.0. Critical for promotion selection board preparation by the Future Readiness Officer and Career Managers. The Future Readiness Officer or Distribution Chief & Senior Account Manager grant system permissions and roles without the requirement of a DD Form 2875.

e. ETMS2. System of record for HQDA tasker staffing and primarily necessary for the Personnel Actions Officer and the Chief, Personnel Branch.

f. EFMP. Career Managers utilize a function within the EFMP website to screen individuals for assignment. The program manager at HRC grants system access and permissions. Details can be found [here](#).

g. Offboarding. System administrators will terminate all internal and external system access during out-processing. Additionally, the branch chief will ensure awards are complete and evaluations are either complete or ready for signature prior to the officer beginning leave.

9–3. Introduction to critical counterparts and stakeholders

a. Personnel branch action officers collaborate on a daily basis with human resource professionals within various offices located at the Pentagon and Human Resources Command.

b. Outgoing personnel will ensure that incoming personnel are properly introduced to these individuals. When both practical and critical, the transition process will include in-person introductions and handover. Typically this will be executed on TDY status prior to the PCS as overlap of assignments is not generally programmed for chaplain orders (see Table 8-1).

Appendix A References

Section I Required Publications

Unless otherwise stated, Department of the Army publications are available on the Army Publishing Directorate (APD) website at <https://armypubs.army.mil/>.

AR 165-1

Army Chaplain Corps Activities (Cited in para 1–3)

AR 600-8-24

Officer Transfers and Discharges (Cited in para 5–2)

AR 621-1

Advanced Education Programs and Requirements for Military Personnel (Cited in para 6-7)

Section II Prescribed Forms

This section contains no entries.

Appendix B Granting Specialty Identifiers

B-1. Purpose

This enclosure establishes processes and procedures for granting Chaplain Corps Specialties, specifically AOC 56D, SI 7E, SI 7K, SI 7R, SI 7S and ASI 1M. This enclosure is established to ensure Army requirements for Chaplain Corps Specialists are met as the Corps conducts a comprehensive update of the policy, processes and procedures involved in selecting, educating/certifying, utilizing and managing talent for the Chaplain Corps Specialties. The Dean of the Graduate School for Army Chaplain Corps Professional Development (GSACCPD) is responsible for periodically updating this enclosure on behalf of the Army Chief of Chaplain and Chaplain Corps Branch Chief.

B-2. References and Authorities

B-2a. References

- (1) Army Regulation 611-1, *Military Occupation Classification Structure Development and Implementation*, 20 December 2022.
- (2) Army Regulation 165-1, *Army Chaplain Corps Activities*, 5 February 2024.
- (3) DA Pamphlet 611-21, *Military Occupational Classification and Structure*, 12 December 2022.
- (4) TRADOC Regulation 350-70, *Army Learning Policy and Systems*, 10 July 2017.
- (5) TRADOC Pamphlet 350-70-14, *Training and Education Development in Support of the Institutional Domain*, 27 March 2015.

B-2b. Authorities

- (1) Army Chaplain Corps Specialties are identified by specific Areas of Concentration (AOC), Skill Identifiers (SI) and Additional Skill Identifiers (ASI). These identifiers play an important role in the personnel management of Chaplain Corps Specialists. They ensure assigned Chaplains and Religious

Affairs NCOs have the correct skill sets to serve in roles requiring specific qualifications. These identifiers also provide the Army and the Chaplain Corps with a means to quickly identify Chaplains with specific skills to fill critical shortages, as needed.

(2) All of the above identifiers are determined by Headquarters, Department of the Army (HQDA). The Office of the Chief of Chaplains (OCCH) is the proponent for all Chaplain Corps related to AOC, SI and ASIs. As proponent, OCCH defines and approves requirements for Chaplain Corps Specialties. OCCH delegates authority to the Chaplain Corps Branch Chief to coordinate, assignment, education, utilization and talent management for all the Chaplain Corps Specialties in the Total Army. The Branch Chief coordinates activities from the Religious Support Operations Center (RSOC).

(3) Each COMPO has authority for the selection, assignment for education and utilization, granting of Specialties, and Talent Management of specialists within that COMPO. Department of the Army – Personnel (DACH-PER) is responsible for these functions for COMPO 1. The Office of the Command Chaplain, National Guard Bureau (NGB) is responsible for these functions for COMPO 2. The Office of the Command Chaplain, US Army Reserve Command (USARC) Chaplain is responsible for these functions for COMPO 3.

(4) Graduate School for Army Chaplain Corps Professional Development provides management and synchronization for the education of Chaplain Specialties. GSACCPD directly manages certain courses that produce specialists, such as the Clinical Pastoral Education (CPE) and Family Life (FL) courses. GSACCPD, which may include ensuring accreditation and certifications required to fully certify specific Chaplain Specialties. The GSACCPD also provides synchronization for education and certification of certain other specialties, such as those that use the Army Advanced Civilian Schooling (ACS) Program. GSACCPD provides verification of completion of educational requirements, as identified in Army Requirements. As synchronizer of the Chaplain Corps Communities of Practice (CoP), the GSACCPD advises OCCH, the Branch Chief, the USA-IRL Director and Army COMPO leaders on the definition of specialty requirements, utilization and talent management of Chaplain Specialists across the Total Army.

B-3. Terms of Reference

(1) Accreditation. The formal authority to conduct (or continue to conduct) training and education. Formal accreditation certifies that an institution's administration, operations, and logistical support are adequate to support training to course standards. Accreditation certifies that all training and education follow approved academic processes and methods (TR 350-70).

(2) Additional Skill Identifier (ASI) [Enlisted]. A two-digit alpha-numeric or numeric-alpha code which identifies specialized skills that are closely related to and in addition to those required by the MOS.

(3) Area of Concentration (AOC) [Officers]. Identifies a requirement and an officer possessing a requisite area of expertise (subdivision) within a branch/FA. An officer may possess and serve in more than one AOC.

(4) Certification (TR 350-70) A formal written confirmation by a proponent organization or certifying agency that an individual or team can perform assigned critical tasks to prescribed standard. The team or individual must demonstrate its ability to perform the critical tasks to the prescribed standard before certification is issued. (TP 350-70-14)

(5) Communities of Practice (CoP). Each Chaplain Corps Specialty is regarded as a CoP. The CoP supports the Army, the Soldiers, Civilians and Family members of the Army and the Chaplain Corps by providing subject matter expertise in specialized areas of Religious Support, such as clinical and trauma care, family life counseling and ethics. Each CoP has a lead, either a Program Director in GSACCPD, or an OCCH designated lead in the field. The CoP leaders advise OCCH, Branch Chief and USACHS on the selection, education, utilization and talent management of Chaplain Specialists across the Corps. The GSACCPD program directors also manage the educational programs and learning sites for their specialty. The Dean of GSACCPD synchronizes the efforts of the CoP leaders and advises senior Chaplain Corps leadership on matters pertaining to specialty Religious Support in the Corps.

(6) Military Occupational Specialty (MOS) [Enlisted]. The grouping of duty positions requiring similar qualifications and the performance of closely related duties.

(7) Personnel Manager. The Army Chief of Chaplains is proponent for personnel management for all Army Chaplains. Each COMPO conducts career management for the Chaplains serving in that COMPO. The Department of the Army Chief of Chaplains – Personnel (DACH-PER) conducts personnel management functions for all COMPO 1 Chaplains. The Office of the Command Chaplain, National Guard Bureau (NGB) conducts personal functions for all COMPO 2 Chaplains. The Office of the Command Chaplain, US Army Reserve Command conducts personnel management for all COMPO 3 Chaplains. In general, the granting of Chaplain Specialties is conducted by the appropriate Personnel Manager.

(8) Skill Identifier (SI) [Officer]. A two-digit alpha-numeric or numeric-alpha code which identifies specialized skills that are closely related to and in addition to those required by the AOC.

B-4. AREA OF CONCENTRATION (AOC) 56D

4-1 Description of Specialties. The AOC 56D is used to identify Chaplain Corps Educational Specialists, representing two distinct disciplines, the Clinical Pastoral Educator and the Family Life Supervisor. These disciplines are mutually exclusive and are not interchangeable. 56D Chaplains are selected, certified, utilized and talent managed in these separate disciplines as described below.

4-1a. AOC 56D CPE (ACPE) Certified Educators (CE) are spiritual care and professional development educational specialists, who are certified to conduct Level I and Level II CPE in the Army, under the Army CPE accreditation. Certain other Army 56D CEs are also certified as members of the ACPE National Faculty, and are qualified to conduct certification of student educators, the Army CE Fellowship, 5G-CPE-7R/SIT. The Army CPE System is accredited by ACPE, the Standard for Spiritual Care and Education.

2-1b. AOC 56D Family Life Supervisors are American Association of Marriage and Family Therapy (AAMFT) accredited clinical supervisors. They provide required supervision during ACS Family Life Resident Courses as well as post graduate supervision toward licensure of Family Life Chaplains in utilization and post utilization. They also provide AAMFT required supervision of Supervisors in Training, to continue the internal requirement to generate supervisors for the Family Life Chaplain program.

2-2 Requirements

2-2a. AOC 56D CPE CEs. Chaplains must be selected for and complete the Certified Education Fellowship, 5G-CPE-7R/SIT, and maintain certification as a certified Educator in good standing with ACPE. In some cases, 56D Certified Educators must also be certified at member so the ACPE National Faculty. The 5G-CPE-7R/SIT is a 39-month fellowship which is designed to complete all ACPE and Army requirements for certification as an Army CE. Upon graduation from the Certified Education Fellowship, graduates may be granted the AOC 56D.

2-2b. AOC 56D Family Life Supervisors. Chaplains must be selected for and complete the Supervisor in Training (SIT) Fellowship. They must also meet AAMFT training, supervision and time requirements. This is an 18-month fellowship. Upon completion of these requirements the SIT may be granted AOC 56D.

2-3 Process for Granting.

2-3a. AOC 56D CPE CEs. Upon Graduation, the following actions are required.

(1) The Program Director of the School for Spiritual Care – Army CPE creates a Memorandum for Record (MFR) on behalf of graduates, annotating their completion of ACPE certified educator course. This memorandum is submitted to the appropriate COMPO specific personnel managers.

(2) The graduate submits a copy of their ACPE certificate to their COMPO specific personnel manager, validating that ACPE granted them status as a CE. All AOC 56D CEs must also maintain good standing

as CEs with ACPE, including conducting 3-year peer review and validating 50 hours of Continuing Education Credit, in accordance with ACPE certification rules.

(3) Upon receipt of the MFR and ACPE Certificate, the COMPO specific personnel manager grants each graduate AOC 56D, adds completion of the Certified Education Fellowship to the graduate's Soldier Record Brief (SRB) and ensures that the ACPE certificate is uploaded into the graduate's Official Military Personnel File (OMPF).

2-3b. AOC 56D Family Life Supervisors

(1) The Program Director of the School for Spiritual Counseling – Army FL creates a Memorandum for Record (MFR) on behalf of graduates, annotating their completion of the SIT fellowship and granting of status as an AAMFT Clinical Supervisor. This memorandum is submitted to the appropriate COMPO specific personnel managers.

(2) The graduate submits a copy of their AAMFT approved Supervisor certificate to their COMPO specific personnel manager, validating that AAMFT granted them status as a Clinical Supervisor. All AOC 56D FL Supervisors must also maintain good standing as Supervisors with AAMFT, including attending AAMFT Supervisor refresher course and annual dues.

(3) Upon receipt of the MFR and AAMFT Approved Supervisor Certificate, the COMPO specific personnel manager grants each graduate AOC 56D and ensures that the AAMFT Approved Supervisor certificate is uploaded into the graduate's OMPF.

2-4 Equivalency. The certification process for both CPE CEs and Family Life Supervisors are the same as the processes conducted in the civilian world by ACPE and AAMFT, respectively. AOC 56D may be granted with the ACPE/AAMFT certificate and a letter of recommendation from the appropriate GSACCPD Program Director (replacing the MFR above).

B-5. Skill Identifier (SI) 7E CH Education and Training (Ethics)

5-1 Description of Specialty. Identifies positions requiring special qualifications and training in the field of education for service as instructors or staff in chaplain subjects and moral leadership at Army service school, organized training facilities, or command professional development program.

5-2 Requirements. SI requires completion of the Advanced Chaplain Training Course, a Chaplain Education and Training Course, and 1 year of satisfactory experience in an identified position. For use with AOC 56A only.

5-3 Process for Granting

5-3a. Chaplains must be selected and meet all the requirements for Advanced Civilian Schooling (ACS). Chaplains receive acceptance in a graduate level program in an accredited school. The degree program will include an emphasis on ethics.

5-3b. Chaplains will successfully complete their academic program as defined by the requirements of their ACS program. (Some will do a Master's Degree program, others may choose a Master of Theology program)

5-3c. Chaplain will be assigned to an Army School and serve as an instructor. While assigned as an instructor Chaplains will complete the 80-hour course, Common Faculty Development – Instructor Course (CFD-IC), at their assignment.

5-3d. Following completion of all requirements, the Chaplain applicant applies for SI 7E by completing all documents below and submitting them to the Combined Army Center Command (CAC) Command Chaplain. The CAC Chaplain verifies completion of requirements and submits the materials to DACH-PER, who grant the SI 7E to the Applicant.

(1) Copy of CFD-IC certificate of completion.
5-4 Equivalency. No equivalency is granted for this Skill Identifier.

B-6 Skill Identifier (SI) 7E CH Education and Training (WR)

6-1 Description of Specialty. Identifies positions requiring special qualifications and training in the field of education for service as instructors or staff in chaplain subjects and moral leadership at Army service school, organized training facilities, or command professional development program.

6-2 Requirements. Identifies positions requiring special qualifications and training in the field of education for service as instructors or staff in chaplain subjects and moral leadership at Army service school, organized training facilities, or command professional development program.

6-3 Process for Granting

6-3a. Chaplains must be selected and meet all the requirements for Advanced Civilian Schooling (ACS). Chaplains receive acceptance in a graduate level program in an accredited school. The degree program will include an emphasis on ethics.

6-3b. Chaplains successfully complete their academic program as defined by the requirements of their ACS program. (Some will do a Master's Degree program others may choose a Master of Theology program)

6-3c. Chaplain will be assigned to an Army School and serve as an instructor.

6-3d. Chaplains will complete the 80-hour course, Common Faculty Development – Instructor Course (CFD-IC), at their assignment.

6-3e. Following completion of all requirements, the Chaplain applicant applies for SI 7E by completing all documents below and submitting them to the Combined Army Center Command (CAC) Command Chaplain. The CAC Chaplain verifies completion of requirements and submits the materials to DACH-PER, who grant the SI 7E to the Applicant.

(1) Copy of CFD-IC certificate of completion.

6-4 Equivalency. No equivalency is granted for this Skill Identifier.

B-7. Skill Identifier (SI) 7K Marriage and Family Ministries

7-1 Description of Specialty. Family Life Chaplains (SI 7K) provide spiritually informed, evidenced based, advanced counseling to Soldiers and Families and conduct counseling training for chaplains at assigned locations.

7-2 Training Requirement. Chaplains must be selected for and complete the Family Life Chaplain Qualification Course (FLCQC). Chaplains who do not attend the FLCQC but meet the education and licensure requirements below must complete the Family Life Chaplain Integration Course (FLIC) in order to receive SI 7K.

7-3 Education Requirement: Completion of a graduate degree from an accredited institution with a minimum of 48 semester hours in Marriage and Family Therapy or a related counseling field.

7-4 Licensure Requirement: Full state licensure (MFT, LPC, LCMHC or equivalent), Compo 2 and 3 applicants are exempt from licensure requirements, but should pursue licensure to increase competency and credibility.

7-5 Granting Process: Chaplains who meet the requirements above will submit the following documents to the Program Director for School of Spiritual Counseling (PDSSC):

- a. DA Form 1059-1 from FLCQC (For applicants who completed FLIC, submit FLIC certificate of completion and academic transcript showing degree completion).
- b. Clinical Supervisor reference letter
- c. Copy of current state license (Compo 2 and 3 exempt)
- d. The PDSSC will review each application. Once an application is approved, the PDSSC will forward documents to the DACH-PER Manager who will input SI 7K into the chaplain's STP.

7-6 Assignment to an SI 7K Authorization

a. Chaplains who are granted SI 7K may request a FLC/7K assignment through their Personnel Manager in coordination with the PDSSC (Compo 1 only). Personnel Managers assign Chaplains to appropriate 7K authorizations. An exception to policy from the Branch Chief is required to assign a non-7K Chaplain to a 7K authorization.

B-8. Skill Identifier (SI) 7R Specialist in Spiritual Care and instruction

8-1 Description of Specialty. Chaplain Clinicians (SI 7R) provide advanced trauma and Chaplain competencies in various ministry settings such as medical assignments, HHD CID Group, HHD CID Battalion and Military Police Internment Resettlement Battalions. Chaplain clinicians serve as specialists in spiritual care, especially in contexts where there is an especially vulnerable population served, e.g. medical care, corrections and detention operations. Army Chaplains clinicians are also able to provide specialty training on matters pertaining to spiritual care, clinical ministry function and trauma care for other Chaplains and organizations in their area.

8-2 Requirements

8-2a. Chaplains must be selected for and complete the CPE Resident Course (5G-CPE-7R) at an accredited Army CPE Center. The 5G-CPE-7R is a 52 week/1960-hour clinical residency that includes supervised clinical work with vulnerable client populations, professional development and post-graduate education.

8-2b. Skill Identifier 7R requires the completion of four units of ACPE accredited CPE (Army CPE Resident Course, Army Extended CPE, or civilian ACPE accredited CPE) and completion of either a doctoral degree in a field related to spiritual care or certification as a Board Certified Chaplain with a nationally recognized body such as NACC, NJCC, APC BCCi, or NAVAC. The Army CPE System is accredited by ACPE; The Standard for Spiritual Care and Education, Inc. 55 Ivan Allen Jr. Boulevard, Suite 835, Atlanta, GA 30308.

8-3 Chaplains who have not graduated from the CPE Resident Course before 2018, must use the following process to be granted the SI 7R.

8-3a. Process for Granting. Due to changes in the TRADOC POI, and processes and procedures in the Army CPE System, the following is the process for granting SI 7R:

(1) Chaplains initiate the process to receiving the SI 7R through their supervisory Chaplain. Submit the following documents to the Program Director (PD), School for Spiritual Care Army CPE (SSCa), at the Graduate School USA-IRL. Upon receipt of the required documents, the PD submits the completed documents to the appropriate COMPO Personnel Manager, with a recommendation to grant the SI 7R. The appropriate COMPO Personnel Manager grants the SI 7R, updating the Chaplain's record and adding the appreciate documents to the Chaplain's OMPF.

(2) Required Documents

(a) An official ACPE transcript with four units of ACPE CPE credit. (Note: the US Army CPE System is currently under contract with ACPE CPE. If the contracting agency changes the applicant will need to provide the same transcript from the current contracted agency) Transcripts can be acquired at www.acpe.edu.

(b) Certification with a nationally recognized board certifying chaplain organization or a doctoral degree in religion, theology, or related field of study.

(c) Certificate of completion of the Combat Medical Ministry Course. (For those who have civilian units of CPE).

(3) Assignment to an SI 7R Authorization

(a) COMPO 1 Chaplains who meet the minimum CPE unit requirement must be assigned to an SI 7R Authorization in an MTF, prior to beginning the process of granting SI 7R.

(b) COMPO 2 and COMPO 3 Chaplains who meet the minimum CPE unit requirement may be assigned to a 7R Authorization. This assignment can be in a non-medical (e.g. an MP Detention and Resettlement unit) organization.

(4) Utilization. Upon completion of the Chaplain granting process, the Chaplains also agree to remain in that SI 7R Authorization for a minimum of 1 additional year beyond being granted SI 7R.

B-9. Skill Identifier (SI) 7S Combat Medical Pastoral Care Specialist

9-1 Description of Specialty. Chaplains with SI 7S have received training sufficiently to familiarize them with specialized ministry in a battlefield healthcare environment as part of a healthcare team.

9-2 Requirements

9-2a. Completion of the Combat Medical Ministry Course (CMM), 5G-CMM-7S.

9-2b. One unit of CPE. The CPE unit may be with either civilian or military, and must be from a program accredited by ACPE, The Standard for Spiritual Care and Education.

9-3 Process for Granting. The SSCa-CPE habitually gathers paperwork necessary to grant SI 7S as part of enrollment in the CMM Course. If documentation is provided at the time of enrollment in CMM, students will be automatically granted SI 7S, with no additional requirements on their part. For those who were unable to submit documentation at the time of enrollment, use the following process to be requested for SI 7S.

9-3a. Chaplains requesting SI 7S submit the following documents to their COMPO Personnel Manager.

(1) A copy of their CMM graduation certificate.

(2) A copy of their ACPE transcript, which validates completion of at least one unit of CPE.

B-10. Additional Skill Identifier (ASI) 1M

10-1 Description of positions. Identifies positions requiring skills in trauma ministry, demobilization, debriefing and mass casualty, medical ethics for medical emergency events, grief and loss ministry.

10-2 Requirements. Enrollment in and completion of the Emergency Medical Ministry Course (EMM), 5G-F9/561-F9.

10-3 Process for Granting ASI: ASI 1M is granted upon completion of the EMM Course. The CMM EMM Course manager obtains current SRBs from each Religious Affairs Specialist enrolled in EMM. Upon completion of the course, the Course Manager submits all student SRBs and an MFR validating course completion for all enrolled Religious Affairs Specialists. Send documentation to the Personnel Records section at Fort Jackson.

Glossary of Terms

Accessions Board

Provides the CCH with a list of individual names recommended for appointment as officers in the Chaplain Corps.

Army Talent Alignment Process (ATAP) Cycle

The process by which the Army conducts officer moves. It begins with identifying officers to move and concludes with the officers arriving on orders to their new assignment.

Assignment Notification & Slate Release

Upon final slate approval by the CCHs, DACH PER will automatically notify each mover via email of their approved assignment, the incumbent, and a projected order release date in IPPS-A. Following the email, Chaplain Account Managers will have access to the slate via the Grassroots Refinement Sync dashboard.

Career Status Panel

An assessment tool for the Chief of Chaplains to ensure that only those chaplains who consistently maintain high standards of performance, efficiency, morality, and professionalism are permitted to continue service.

Chaplain Account Manager

Serves as the unit's advocate to DACH PER. The chaplain account managers freely engage with all action officers within the personnel branch and are included on the Chaplain Account Manager distribution list. Typically, the Deputy within chaplain sections at Army Commands, Army Service Component Commands, and HQDA Direct Reporting Units function as the Chaplain Account Manager (historically referred to as CHARMs).

Chaplain Account Manager Training

Held twice annually, this two-day event facilitates training on current issues and crosstalk/feedback between the field and DACH PER related to the current move cycle. DACH PER action officers provide blocks of instruction on niche functions that require amplification to the field.

Distribution Chief & Senior Account Manager

Modeled after HRC's Active Component Distribution Branch, this action officer plans, executes, and paces the ATAP cycle within DACH PER and represents unit equities as relayed through Chaplain Account Managers in the field.

Distribution Management Sub-Level

Strength management occurring at the Brigade echelon. This is most easily understood in context by replacing "DMSL" with "brigade."

Distribution Requirements List

The complete list of job openings that correspond to a distribution cycle and reflect the projected officer vacancies.

DRL Conference

A synchronization meeting between Career Managers, the Distribution Chief & Senior Account Manager, and select Chaplain Account Managers. All Job Openings (JO) are reviewed with a final decision of "Keep" or "Delete" made on all JOs prior to the conference conclusion.

Five Year Plan

Forecasts promotion projections and develops operating strength targets for the branch.

Grassroots Refinement Sync

The purpose of this sync is for Career Managers to receive feedback on the draft Assignment Slate from Chaplain Corps senior leaders at critical medium and large installations across the Army, prior to slate briefings to the DCCH and CCH.

Inter-Service Transfer (IST)

Chaplains may request an inter-service transfer from the Army to another Military Department. The Personnel Actions Officer provides requirements for this action.

Marketplace

The marketplace refers to a defined window of time when OIMs preference assignments in IPPS-A and Career Managers begin to build the initial slate.

Mission Essential Requirements

The window of time in which units validate the authorizations that require an assigned officer in the upcoming ATAP Cycle. Historically, this involved units building requisitions in legacy systems such as AIM 2.0. IPPS-A automatically builds Job Openings based on YMAV logic.

Officer Identified to Move (OIM)

An officer whose Year Month Available (YMAV) date falls within the upcoming six-month move cycle. Officers with a YMAV code that indicates separation from the Army (Tentative Loss - O0T, Elected to Retire or Resign - O0R, Medical Hold - O0M) are not referred to as OIM but are identified as requiring a chaplain replacement in the upcoming cycle.

OIM Email

Career Managers send the Officer Identified to Move (OIM) Email to their population of movers for any given distribution cycle. It is sent 30 days prior to the start of the Mission Essential Requirement window.

One-sided Market

A one-sided market refers to an officer's preferencing of assignments without the additional ability for units to preference officers in the same market. The Chaplain Corps utilizes only one-sided markets. While units may have the ability within AIM or IPPS-A to preference chaplain OIMs, Career Managers do not consider those preferences.

Orders Release

Assignment orders are considered "released" when an officer is linked to a Job Opening and the Career Manager submits the assignment to ACT in IPPS-A. The order may route through certain validation requirements such as EFMP; however, ultimately the Service Member will receive a notification to conduct Member Elections.

Out of Cycle Move / YMAV Change

Any YMAV change made after the close of a distribution cycle's Mission Essential Requirement window is considered an Out of Cycle Move/YMAV Change. These must be coordinated between the Chaplain Account Manager, Career Manager, and Distribution Chief & Senior Account Manager.

Religious Distribution Sync

A synchronization meeting between DACH PER and select senior representatives from High Demand Low Density (HDLD) faith groups. Its purpose is to effectively distribute chaplains by religious type. Additionally, the IMCOM Chaplain Account Manager provides religious distribution requests from Garrison Chaplains for their installation.

Slate Brief (CCH)

Provides a vacancy and assignment recommendation to the CCH for each validated job opening in a distribution cycle. Career managers provide recommendation rationale in writing and are prepared to discuss additional information or alternate recommendations as requested. The PER Chief submits the slate recommendation in accordance with front office guidelines.

Slate Brief (DCCH)

Reviews each assignment recommendation to the DCCH with minimal depth and detail in order to receive adjustments or guidance prior to final recommendation briefs to the Chief of Chaplains.

Slate Brief (PER Chief)

Each Career Manager briefs the initial slate of recommended assignments to the PER Chief. The purpose is to receive specific feedback & guidance, ensure alignment with slating philosophy, and set conditions for the Grassroots Refinement Sync.

Unqualified Resignation (UQR)

A separation from active duty without eligibility for retirement. Approval authorities for this request depends on whether or not the requesting officer has fulfilled applicable service obligations.

Voluntary Retirement

A separation when the individual is in a commissioned officer status whose retirement is optional. They may be submitted up to twenty-four months prior to the requested separation date.

Year Month Available (YMAV)

An officer's YMAV indicates both the year and month an officer will PCS, PCA or ETS from their current position and the date a replacement officer should arrive as their backfill. YMAV dates include a reason code, comments, and override codes.

YMAV Hygiene Email

A quarterly, automated email sent to every chaplain informing or reminding them of their current YMAV. Twice a year it should precede the OIM Email by thirty-days and clearly articulate that we are approaching the planning window for an ATAP Cycle.