

US Army Reserve Chaplain Candidate Supervisor Guidebook

**Headquarters
Department of the Army
Office of the Chief of Chaplains
Reserve Components Integration
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Chaplain Candidate Supervisor Handbook

Summary. This Handbook provides guidance for chaplains who supervise USAR Chaplain Candidates (CCs) when on a practicum or a Battle Assembly. The Chaplain Candidate Program (CCP) is essential to the readiness and future of the Corps, as it provides a ready supply of chaplains for the Active and Reserve Components. The strength of the CCP lies in training, mentorship, and supervision of CCs by seasoned battalion or brigade chaplains. It takes careful planning for supervisors to manage the multiple schedules of their chaplain CCs, who are full-time students, officers in training, and Army Reserve Soldiers.

This Guidebook provides guidance for chaplains who supervise USAR CCs during a practicum or a Battle Training Assembly (BA). The direction and focus provided reflects the current philosophy and policies of the Reserve Components Integration Directorate at the Chief of Chaplains Office.

NOTE. The term “Supervisory Chaplain” used throughout the Handbook is a general term and applies to a Chaplain Supervisor at a USAR unit, or to an active duty Installation Chaplain who may delegate day-to-day supervision to a Battalion Chaplain or a Group Chaplain but maintains overall supervision for the CC.

Applicability. This Guidebook is intended for use by all chaplain candidate supervisors, Readiness Division (RD) Chaplain Candidate Managers (CCM), and CCs .

Proponent. The proponent for this document is the DACH-RCI CCM, Office of the Chief of Chaplains (OCCH). The Chief of Chaplains has the authority to amend any provision of this Guidebook, consistent with governing laws and regulations. The Chief of Chaplains may delegate this authority to the Director, DACH-RCI.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to the Chaplain Candidate Manager, DACH-RCZ-C, 2700 Army Pentagon, Washington DC 20310-2700. Email: usarmy.pentagon.hqda-occh.mbx.chaplain-candidate-manager@mail.mil

Supervisory Chaplain Guidance. The unit supervisory chaplain will have responsibility for chaplain candidate supervision, coordination, and facilitation within the Selected Reserve (AR 165-1, 7-8). In collaboration with the DACH-RCI CCM, the supervisory chaplain ensures CCs are conforming to the provisions of the Chaplain Candidate Guidebook and exercises supervisory responsibility over CCs.

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Section 1

General Information

The USAR Chaplain Candidate program (CCP) is a Department of the Army recruiting and training program for prospective Chaplains to fill projected demands in the active and reserve components. Some key elements of the program are as follows:

1.1. Chaplain Candidate Branch Insignia

Chaplain Candidates (CCs) are part of the Chaplain Branch, with an Area of Concentration (AOC) of 56X. CCs are to wear the 2x2 chaplain candidate patch above their name tape on the Army Combat Uniform (ACU), and the CC brass insignia on the lapels of the Army Service Uniform (ASU) and on the left pocket of the Class B shirt. Branch color for the ASU sleeves, shoulder straps, and service hat is Chaplain Branch black. CCs are not authorized to wear the regimental crest until they graduate from CHBOLC.

1-2. Title

CCs are addressed by their rank and will sign all official documents accordingly.

1-3. Length of Program

The Chaplain Candidate Program (CCP) is designed for an individual to be appointed to the program and reappoint as a chaplain within three to five years, with a six year maximum (see CC Life-Cycle enclosed). Individuals may be granted additional time in the CCP, through a written request to the Chaplain Candidate Manager (CCM) and coordination with their Supervising Chaplain (SC). An extension in length of time for an individual's program may be approved to complete additional Pastoral Work Experience (PWE) required by seminaries or to fulfill requirements made by an individual's specific endorsing agent.

1-4. Civilian Education

Requirement of the CCP is CCs are enrolled as full-time seminary student; (based on their graduate school determination of full-time status), completing each academic year without a break in studies.

a. CCs must be enrolled in an approved graduate level degree (72 semester hours or 180 quarter hours) as defined by DODI 1304.28. The Army's priority is to encourage CCs to complete their seminary requirements in an expeditious manner. The primary focus of a CC is graduating with a qualifying chaplaincy degree as methodically and systematically as possible. Concurrently, the individual should be working to meet the specific requirements of their endorsing agency to acquire an ecclesiastical endorsement before being reappointed as a chaplain. Army training is secondary to education and specific faith group requirements. CCs will work with the SC and CCM to design a proper life-cycle model that is appropriate for the CC (see life-cycle model in appendix). Policy states CCs must remain in the program for at least one year before reappointing as a chaplain.

b. A break in full-time student status requires approval from the CCM. Once approved, a break cannot exceed one year and will only be authorized once during the period served as a CC. If a CC takes an unauthorized break in full time studies, the CCM may institute separation action for failure to comply with the obligations of the CCP (AR 135-175 and AR 140-10).

1-5. Post Seminary Time

CCs are authorized up to two years in the CCP following seminary, but not to exceed six years total. Justification for remaining in the CCP beyond graduation would be for the purpose of completing requirements for ordination, completing requirements for faith group endorsement, or when seminary programs are of unusual length. In all these situations, the CCM at OCCH is the approving authority. If the goal of a CC is to access onto Active Duty (AD), policy is for a CC to apply for accessioning in the Chaplain Corps and serve in the USAR, while they complete the required actions for endorsement to accession to AD. (If more than one year is required to accession to active duty)

1-6. CIMT/CHBOLC

All Army Officers (CCs included) must complete Chaplain BOLC (CHBOLC) within 36 months of appointment. It is usually advisable to complete all phases of CHBOLC at one time, but may be broken up at the needs of the CC.

1-7. Army Height and Weight Standards

Once assigned to a unit, CCs MUST meet the Army height and weight standards prior to CHBOLC. Failure to meet the Army height and weight standards will result in enrollment in the Army Body Composition Program and a personnel flag placed in the file.

1-8. APFT

a. Diagnostic APFT: Upon assignment, CCs are required to take a diagnostic APFT semi-annually with the assigned unit.

b. APFT for Record: CCs will be administered their first APFT for record prior to the completion of CHBOLC.

c. It is imperative you ensure your CCs are able to pass the APFT and meet Army Height/Weight requirements prior to starting CHBOLC.

1-9. Experience

a. CCs come to you, the SC, with an accredited bachelor's degree (it may or may not be in Theology or Bible). Depending on where they are in the CCP, CCs may come with very little graduate seminary work up to a complete seminary degree. Some may come with several years of pastoral experience while others may come with no pastoral experience at all. Again, some have met all the requirements for the chaplaincy and are in the process of putting together their accession packet.

b. Officers who are reappointed into the CCP from a basic branch or other special branch retain their rank and time-in-grade (TIG). It should not be assumed CCs with higher ranks possess more schooling or ministry experience than fellow CCs.

Section 2

Roles and Responsibilities

2-1. Roles and Responsibilities of the Supervisory Chaplain

a. The SC is responsible for securing the Annual Training Schedule for the unit of assignment and ensuring that the CC has a copy. Referencing the Unit Training Schedule, the SC and the CC will generate a training schedule for the CC to coincide with the Unit Training Schedule, the CCs seminary schedule and other obligations the Candidate may incur in order to complete their academic requirements. This will be done on an annual basis to ensure the CC fulfills the requirement of a good retirement year by membership and training. The training schedule will reflect the accomplishment of a good retirement year by: fulfilling the training year completing 12 BAs, completing BAs and Unit Annual Training, a combination of BAs combining Unit Annual Training and/or other military education.

b. For preparing a training plan with CC, refer to the training matrix in the appendix and utilize the USACHCS METL for 1LT Chaplains. Additionally, the USACHCS METL can be used to develop an annual training schedule that assigns CCs specific tasks that will foster growth and readiness as a chaplain.

c. The SC must: track each CC's progress in seminary, follow each CC's military education, and retain copies of the After Action Reports submitted by the CC to compare against the proposed training schedule. The SC should schedule telephonic meetings with the CC quarterly and regularly, by telephone

d. The SC, in connection with the Officer or NCO identified within the drilling unit, must ensure that the CC is providing and performing Religious Support within the parameters of their seminary and endorsing agency. Commanders and Soldiers must continue to be advised CCs are not Chaplains and are therefore limited in the Religious Support they can provide to a unit.

e. After observation and consult, a SC may determine a CC has the skills to lead chapel service, Bible study or perform sacraments within the guidelines of their denomination. The SC will inform the unit of the religious support the CC may provide.

f. The SC must submit one AER per year. The Academic Evaluation Report (DA 1059) is to be uploaded into CCs record through the Army Evaluation Entry System and addresses the training and progress made by the CC. Enclosure 11 instructs on the proper procedure for DA 1059 to be completed.

g. The SC must ensure the CC receives the Unit support they need concerning matters of finance, travel, time away for CHBOLC and Practicums, and basic equipment issue.

i. The SC is a resource for the CC in the area of confidentiality and privileged communication.

ii. Confidential communication is communication to a chaplain, religious support specialist, chaplain candidate or other religious support staff given as a formal act of religion or as a matter of conscience, not intended to be shared with a 3rd party. It is a communication made in confidence to the person acting as spiritual advisor. Chaplain candidates, along with those listed above, must maintain confidential communications in

their role as religious support staff within the unit ministry team. Candidates must remain aware of their training limitations while working with Soldiers and Soldier Families, and should not seek out counseling situations requiring confidentiality. Similarly, Supervisory Chaplains must remain attentive to training chaplain candidates the parameters and implications of confidential communications. When faced with potentially confidential situations, chaplain candidates should seek the support and involvement of a chaplain.

2-2. Roles and Responsibilities of the Chaplain Candidate

a. The CC will communicate regularly with their SC. When possible, a face-to face or a video-conference should be conducted to review the CCs progress and to evaluate and modify the training schedule.

b. A CC is expected to maintain height and weight within the limits set in AR 600-20.

c. If functioning at a BA apart from the SC, the CC will submit an After Action Report (limited to one page) following each BA to the SC. The AAR comments on training, interaction with Soldiers, meetings and briefings attended (or as participant), Religious Support activities and services rendered to BA participants.

d. The CC is required to contact and advise the SC when there is a potential misunderstanding with Soldiers and/or the Commander concerning the type and amount of Religious Support that the Candidate can provide. CCs must inform their SC, and the Officer or NCO onsite, delineating the boundaries by which their activities within the Unit Training Assembly are governed by their endorsing agency or seminary.

e. CCs are strictly governed in their ability to counsel and hear privileged communication (see enclosures 7-9). In addition to the Guidelines set forth in the enclosure, CCs are expected to notify the Soldier, Soldier's Family and the Supervisory Chaplain when the CC suspects that the shared communication meets the Chief of Chaplains criteria.

Section 3

Battle Assemblies / Annual Training

3-1. Battle Assemblies

a. Attendance - CCs will perform Battle Assemblies, and Annual Training. Their training is to be a preparation for the role they will have as a chaplain.

b. RSTs - CCs should be granted liberal Re-Scheduled Training (RSTs) and excused absences when seminary requirements conflict with scheduled training. RSTs require the CC arrange with their SC and unit to make up scheduled Battle Assemblies (BA). RSTs are not to be utilized for routine study needs.

3-2. Supervisory Requirements During Battle Assemblies and Annual Training

a. CCs will be supervised by a chaplain (56A) when serving in a unit and will not be assigned as to a chaplain (56A) position, or be the primary religious support provider.

Supervisory chaplains assess the level of military skills and pastoral experience of each candidate, and assigns appropriate duties.

b. CCs may perform, under the supervision of a chaplain, religious duties for which they are properly credentialed or otherwise approved by their respective faith groups or organizations.

c. CCs will not under any circumstances perform a military duty that by law (10 USC § 3547 and DODI 1304.28 para 6.7) or regulation (AR 165-1) may only be performed by a chaplain (e.g. conduct a chaplain's interview with an applicant for conscientious objector status, perform a military memorial service, conduct a military funeral or a military wedding).

d. CCs will not train with nor fire military weapons.

e. CCs will not serve as the rater, senior rater or reviewer for OER's or NCOER's. CCs have a maximum of 6 years to complete their educational and ecclesiastical requirements while in the CCP.

3-3. Indirect Supervision Agreement

a. Indirect Supervision of a CC may be necessary when the Candidate is assigned to a unit where there is no assigned Unit Chaplain or the Unit Chaplain has been deployed. The RD Chaplains Office will assign a Supervisory Chaplain who is to supervise the Candidate at a distance (or reassign the CC to another unit with a SC). This requires the Battalion or Group Chaplain to ensure: that there is an officer or NCO at the drilling unit with "eyes- on" the Candidate, the publishing of a training Schedule for the Candidate, if practical in-person scheduled meetings with the Candidate each quarter, and monthly telephonic or video meetings between the Supervisory Chaplain and the assigned candidate. The Chaplain Candidate is required to submit an After Action Report each month to the Supervisory Chaplain, detailing the training objectives and accomplishments. The criteria and training objectives will be detailed in a Distant Supervision Agreement (enclosure 6). This Agreement, in addition to the Candidate /Supervisory Chaplain Covenant, is to be on file with the RD Chaplains Office.

b. It is strongly recommended as an integral part of this agreement, the SC arrange for a member of the unit of assignment to be present and act as an onsite advisor to the CC. This individual can be an Officer or NCO who is familiar with the training schedule and cycles of the unit and is willing to act as a resource for the Chaplain Candidate. Additionally, the assigned Officer or NCO should also be willing to work with the Supervisory Chaplain to ensure that the Candidate is training to the standards of the unit and adhering to the training schedule set forth by the Supervisory Chaplain.

c. Chaplain Candidate Responsibilities: The CC has the responsibility to adhere to the proposed training schedule as best as he/she is able. Issues with training, supervisory chaplain and unit assignments need to be discussed with the CCM and resolved with assistance from the RD Chaplains Office.

3-4. Rating of Chaplain Candidates

a. As CCs are in an educational delay status, they will receive Academic Evaluation Reports (AER) DA FORM 1059. CCs are not evaluated using the Officer Evaluation Record (OER). An AER will be provided at the completion of CHBOLC, for the completion of a practicum and yearly by the SC. AERs given at the end of Practicums and by the Supervisory Chaplain and to be uploaded to EES in the CCs file by the unit.

b. An example of a DA Form 1059 can be found in the Enclosures.

3-5. Issues of Confidentiality and Privileged Communication

CCs are endorsed by their endorsing agent, and covered under the guidance of AR 165-1 or the Chief of Chaplains Policy concerning issues of confidentiality and privileged communication. Persons assisting chaplains, including religious affairs specialists, chaplain candidates and chapel office staff, are bound by the same constraints of confidence and privilege as chaplains. However, every effort will be made to ensure that persons seeking to exercise a sacrament or receive religious advice or counseling disclose confidential information only to chaplains. (AR 165-1, 16-2, 2. h. (2))

Section 4 - Practicums

Upon completion of CHBOLC, CCs are encouraged to participate in a practicum. A list of available practicums are sent to CCs in the second quarter of the fiscal year.

4-1. Training Length

The normal practicum training length is 30-45 days. It may be limited to 30 days due to budget constraints and extended on a case-by-case basis in the 4th quarter of the fiscal year, if funds are available in the budget and each CC requesting a practicum is provided a fair opportunity to apply and/or be assigned a practicum.

4-2. Training Sites

Currently there are two Premier Practicum sites: US Army Cadet Command, Ft. Knox, KY, and US Military Academy, West Point, NY. The CCM works to secure other practicum opportunities. Practicums are not guaranteed and orders are subject to available funds each FY.

4-3. Funding Source

Practicums are funded by the Army Reserve and orders are generated through the Office of the Chief of Chaplains. While on orders CCs will receive salary, per diem, and travel reimbursement. The installation provides supervisory personnel and transportation on the training site (when the CC does not have a POV). Rental cars may be authorized. When there are two CCs on the same practicum at the same time, the CC Manager encourages the CC with a POV to share transportation with one who may be without a vehicle.

4-4. Orders

After a CC registers for a practicum with two or three choices of dates and location, the CCM selects the site and submits the Request for Orders. CCs receive their approved orders via their iPERMS account.

Important: CCs must check the orders in regard to quarters and mess. If the order reads “Gov Quarters and Mess Directed,” no per diem is authorized. Before a CC begins buying meals at restaurants and staying in a hotel off post, ensure the orders authorize it. If the orders are not correct regarding quarters and mess, promptly contact the CCM.

4-5. In-Process and Out-Process Requirements

CCs are assigned to the subordinate unit to which the Supervisory Chaplain is assigned. The CC must sign in and out of that unit. As part of the in/out-processing, CCs will report to the Finance Office at the installation where assigned to process pay claims. If the training site does not have a Finance Office, pay will be processed as outlined in their training orders. Training orders specifically state the particular pay office to be utilized.

4-6. Training Site Status

CCs are trained under AR 140-1 (Army Reserves Mission, Organization & Training) chapter 5 as a Reserve component Training Installation, and AR 623-1 (Academic Evaluation Reporting System) for evaluation rules. For the purposes of CC training, the Supervisory Chaplain is a School Commandant.

4-7. Height/Weight and APFT

CCs are expected to meet the Army height/weight standards and pass a record APFT within 12 months of the start date of the practicum whenever they participate in a practicum. Submission of a DA 705 and a DA 5500/5501 is required with the practicum application. If a CC does not pass height and weight screening or an APFT at the practicum site, if required by the site, the CC risks being sent home early.

4-8. Supervision

a. Examine the Experience - A CC is not a Chaplain; neither is a CC a “Chaplain in training.” A CC is an officer in training (theologically and militarily) to become a Chaplain. He/she may already have significant military experience (from prior service) and/or pastoral experience (from serving in a church) or very little of both (coming from civilian life and having little or no theological training and pastoral experience). On this basis, a SC will need to determine the skills and experience of each CC.

b. Ministry Guidance - CCs may perform chaplain duties and provide Religious Support to the degree that they have received training at CHBOLC and have been licensed/ordained by their particular faith group. Again, the training and experience of the CC will determine how much Religious Support he/she can provide.

c. Direct and Indirect Supervision - A CC with little military experience and little pastoral experience should be placed alongside another Chaplain (shadowing a Chaplain). When it is not possible, a CC must still have supervision (what could be termed “in-direct” supervision) where the CC communicates with the Supervisory Chaplain by phone and/or face-to-face at least twice a week while on a practicum. A written After Action Report by the CC would also be a good supervision tool.

d. Specific Ministry - When CCs have training and experience and have been licensed/ordained by their faith group, they may perform most all chaplain duties, i.e. leading chapel services (to include the sacraments and marriage vows) and counseling

(individual and marriage). It is always best for the Supervisory Chaplain to sit in on a counseling session and observe the counseling skills of the CC. The CC may have just completed Counseling 101 in seminary and have little or no experience in actual counseling.

e. **Serving Alone** - A CC, having some military experience (from CHBOLC or prior service) and some pastoral experience (from civilian life), may serve alone in a company or battalion while on the practicum. This arrangement, described as "Indirect Supervision" in #3 above, should involve communicating with the Supervisory Chaplain by phone and/or face-to-face at least twice a week.

4-9. Evaluation

a. As CCs are in an educational delay status, they will receive Academic Evaluation Reports (AER) on DA FORM 1059. CCs are not evaluated using the Officer Evaluation Record (OER). An AER will be provided at the completion of practicums. AERs given at the end of Practicums are to be placed in the CC's file by the CC's unit of assignment.

b. Unsatisfactory performance of a practicum must be recorded by the Supervisory Chaplain as a Referred Academic Evaluation Report. Individuals receiving a Referred Report are afforded due-process and the procedure for issuing a Referred AER is found in enclosure attached. Referred AERs are annotated in block #9 of the form 1059. This is the only time block #9 is used.

c. CCs, who meet the ministry aspects of a practicum but fail the height/weight standard (or the Tape Test) and/or the APFT, will be considered as completing the practicum. They will receive a DA Form 1059 with item 1 J c marked "marginally achieved course standards." Item 14 will also be marked with the note "Soldier met ministry requirements but failed to meet body fat composition standards IAW AR 600-9 during the training (or "failed to meet APFT standards IAW AR 350-1 during the training" whichever is appropriate).

d. An example of DA Form 1059 is in the Enclosures

4-10. Miscellaneous

a. **Leave and Time Off** – Leave is authorized for practicums over 30 days. They train for the full duration (30-45 days) and Finance pays them for earned leave days. The SC has the authority to make a policy exception when an emergency occurs. A "special pass" up to four days would be appropriate for an "immediate family" emergency situation. The SC has the authority to make that decision.

b. **Training Holidays** – Training holidays are not authorized for CCs. The SC has the authority to make a policy exception if the CC is training with a unit receiving the training holiday.

c. **Moonlighting** – Moonlighting at civilian employment is not authorized. CCs are to be fully engaged in observing and supporting the full range of Religious Support while on the practicum.

d. **Civilian Employment** – Returning to one's church to "conduct a funeral, wedding, or visit a critically ill member" is not authorized. The CC is responsible for securing a substitute pastor.

e. Seminary Studies – Driving back and forth to an educational institution (including seminary) to attend classes is not authorized. Sometimes CCs receive seminary credit for Military Practicums. Supplemental reading or papers written to analyze or summarize the practicum for seminary credit is authorized during the duty day.

f. Deficiencies – Carefully document unacceptable tendencies (refusal to wear the proper uniform, show military courtesies, be a team player, etc.) in the Academic Evaluation Report (AER).

g. Training Curtailment – Curtailments for emergencies will be routinely approved. The SC makes the call and informs the CCM, who, can follow-up and amend orders if necessary. Curtailments for personal convenience (e.g. “I changed my mind”) are not authorized and will not be approved.

Section 5. Promotions

a. 1LT: Promotion to 1LT is an automatic administrative action unless the CCs record is flagged or is missing documents. The required documents for promotion to 1LT are the Appointment Order Memo and completed DA 71. These documents must be in the CCs iPERMS file. Time in Grade (TIG) requirement is 18 months.

b. CCs will not be promoted to CPT while in the CCP. Prior service CPTs may be promoted to MAJ if they have completed a Captains Career Course in another branch.

Section 6 - Rating of Chaplain Candidates

As CCs are in an educational delay status, they will receive Academic Evaluation Reports (AER) DA FORM 1059. CCs are not evaluated using the Officer Evaluation Record (OER). An AER is provided at the completion of CHBOLC, for the completion of a practicum, and for completion on one year of military duty.

An AER example is located in the Enclosures

Section 7 - Supervisor's Checklist for CHBOLC Students

7-1. Introduction. This checklist will assist supervisory chaplains who are responsible for Army Reserve and Army National Guard Chaplains and CCs attending Chaplain Basic Officer Leader Course (CHBOLC).

We trust the supervisor checklist will assist you in preparing CCs for training at the United States Army Chaplain Center and School (USACHCS). Careful and complete preparation before arrival at Fort Jackson will reduce the number and severity of issues, and ensure a meaningful and productive training opportunity.

7-2. CHBOLC Course Phase Summaries.

a. Chaplain Initial Military Training (CIMT - 28 days) introduces students to the customs and courtesies of the military, provides clothing, medical, dental and financial

in-processing, develops drill and ceremony skills, and tests Army Warrior Task proficiency.

b. In CIMT, students will assess their physical fitness and develop a training regime to meet Army Physical Fitness Test (APFT) standards. Students also begin Sacred Communication Training (field and chapel worship leading) and develop personal and group confidence through field exercises (Land Navigation, Confidence Course, Foot Marches, NBC Chamber, Ropes Course).

CIMT also introduces students to the values and ethics of the chaplaincy to include: Army Values, Pluralism, Professional Ethics, and Legal issues in the military.

b. Phase One (14 days) begins a transition to chaplain skills training and general staff officer expectations. Students take courses in the role of the staff officer, ethical problem solving, Just War theory, Homeland Security, mission planning and BN chaplain staff roles and responsibilities.

Students plan and conduct a Prayer breakfast for the entire school community, present military briefings, and review cultural, ethnic and gender issues related to military ministry.

c. Phase Two (24 days) expands on chaplain training skills to include emphasis on counseling techniques and methodologies (Solution-Focused, Crisis, Referrals, Suicide Prevention/ACE, Sexual Assault, Resiliency Training), and how to plan for Religious Support in theater and at home station.

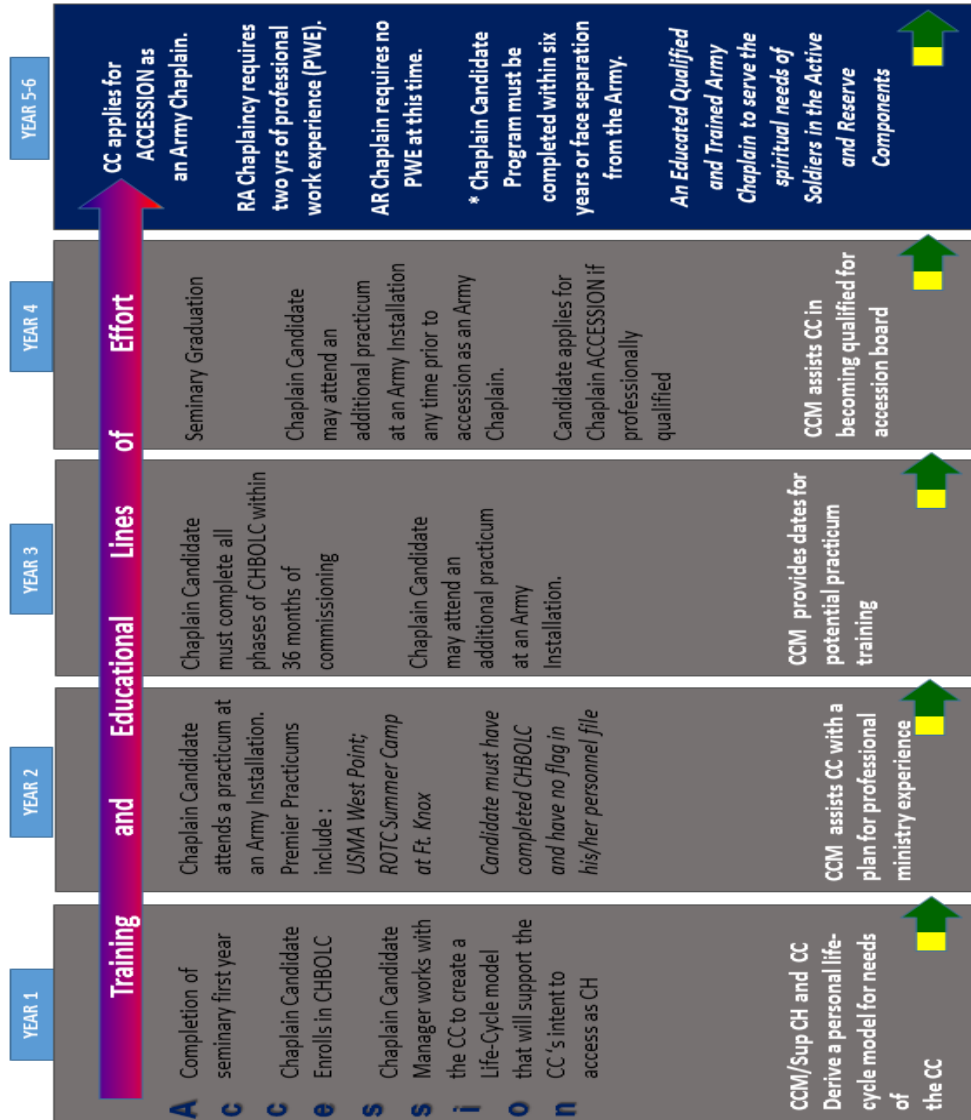
Students travel to Charleston and Parris Island on a staff ride, are introduced to military ceremonies (Ramp, Memorial Ceremony/Service), receive Strong Bonds PREP training, and continue honing their skills in sacred communications.

d. Phase Three (23 days) is the final phase of CHBOLC that is focused on integrating the skills learned in the first three phases and preparing students to graduate and assume the duties of a Battalion Chaplain. A 4-day Capstone exercise is conducted at the beginning of the phase, along with a Counseling Practicum. Students also receive training in the following Strong Bonds Curricula: Family Wellness, PICK, and LINKS.

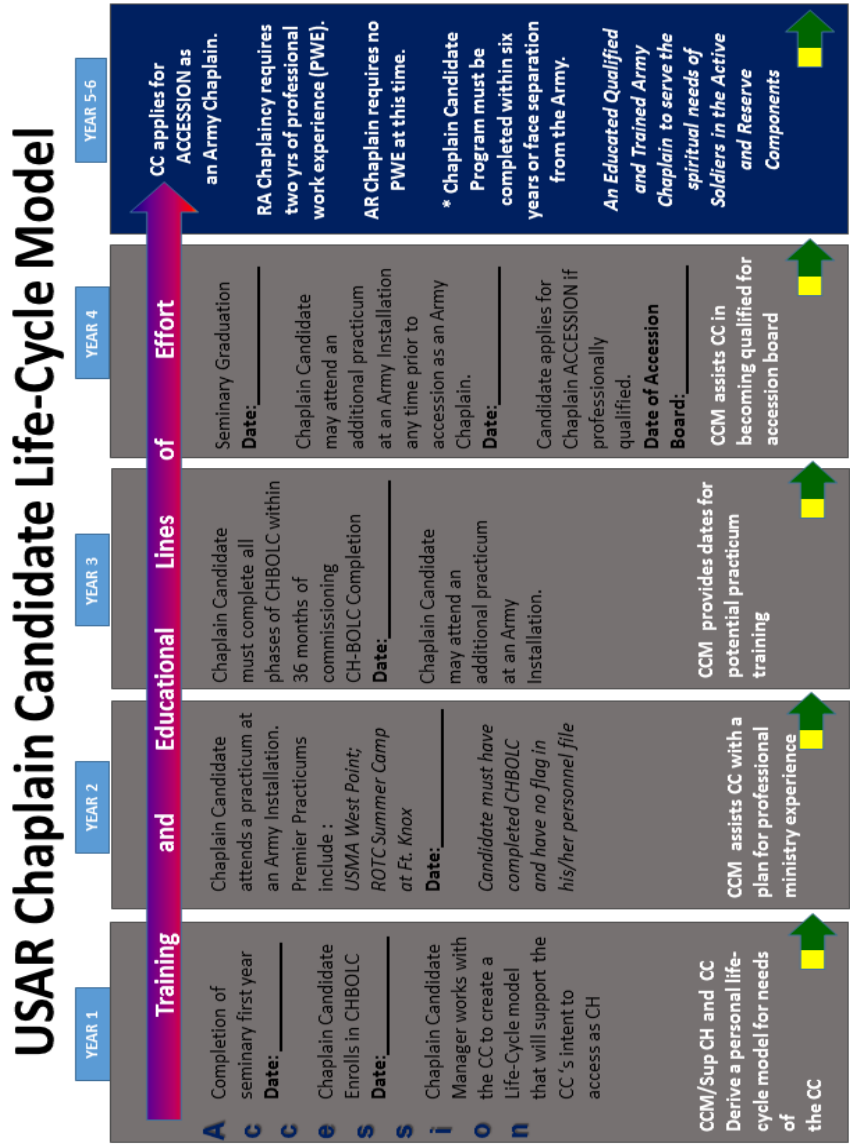
e. Conclusion of CHBOLC is marked with out-processing, issuing of chaplain's kits, and a formal graduation ceremony.

Enclosure 1. Chaplain Candidate Life-Cycle Model

USAR Chaplain Candidate Life-Cycle Model



Enclosure 2. Fillable Chaplain Candidate Life-Cycle Model



Enclosure 3. Academic Evaluation Report Example

HQDA#: _____		SERVICE SCHOOL ACADEMIC EVALUATION REPORT			<i>See Privacy Act Statement in AR 623-3.</i>	
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.						
PART I - ADMINISTRATIVE DATA						
a. NAME (Last, First, Middle Initial)		b. DOD ID No.	c. RANK	d. BRANCH	e. SPECIALTY/PMOSC	
f. COURSE TITLE		g. NAME AND LOCATION OF SCHOOL				
CHAPLAIN CANDIDATE PROGRAM		UNIT LOCATION				
h. DURATION OF COURSE		i. COMPONENT	j. NO. OF ENCLOSURES	k. RATED STUDENT'S EMAIL ADDRESS (.gov or .mil)		
FROM (YYYYMMDD) THRU (YYYYMMDD)		USAR <input checked="" type="checkbox"/>				
I. REASON FOR SUBMISSION						
<input type="checkbox"/> COURSE COMPLETION		<input checked="" type="checkbox"/> INTERIM REPORT		<input type="checkbox"/> AHRG DIRECTED		<input type="checkbox"/> DID NOT GRADUATE
MILITARY EDUCATION LEVEL: _____		<input type="checkbox"/> PHASE COMPLETION / PHASE # _____ OF _____		<input type="checkbox"/> RELEASED EARLY (NO FAULT OF STUDENT)		
PART II - ACADEMIC ACHIEVEMENT (ACADEMIC RATER)						
a. DOES SOLDIER FULLY SUPPORT SHARP, EO, AND EEO:			b. APFT PASS / FAIL / PROFILE: <input checked="" type="checkbox"/>		DATE: _____	
<input type="checkbox"/> Yes <input type="checkbox"/> No (comments are required)			c. HEIGHT: _____ WEIGHT: _____		WITHIN STANDARD?	
d. OVERALL GRADE POINT AVERAGE: _____ of _____			Comments required below, for "Failed" APFT, or "Profile" when it precludes performance of duty, and "No" for Army Weight Standards. Reset Item b. APFT / PASS / FAIL / PROFILE			
e1. ASI/SQI AWARDED:			I. COMMENTS:			
SKILL IDENTIFIER: _____			Candidate has Completed CHBOLC: Yes: No: Date: MM YYYY.			
e2. CODE:			Part II - Developmental (Include Candidate's goals. May be performed quarterly, then incorporated into Annual AER. This is open and candid mentoring.)			
f. CHARACTER/ACCOUNTABILITY:			Character (EO, LDRSHIP, etc)			
FAR EXCEEDED STANDARDS			EXCEEDED STANDARDS	MET STANDARDS	DID NOT MEET STANDARDS	NOT EVALUATED
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. PRESENCE/COMPREHENSIVE FITNESS:			Intellect (Civilian Grad School GPA, etc)			
FAR EXCEEDED STANDARDS			EXCEEDED STANDARDS	MET STANDARDS	DID NOT MEET STANDARDS	NOT EVALUATED
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. INTELLECT/CRITICAL THINKING & PROBLEM SOLVING:			Military bearing (Include diagnostic/record APFT score. Accomplishments Sustains and Improvements)			
FAR EXCEEDED STANDARDS			EXCEEDED STANDARDS	MET STANDARDS	DID NOT MEET STANDARDS	NOT EVALUATED
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. LEADS/COMMUNICATION & ENGAGEMENT:						
FAR EXCEEDED STANDARDS			EXCEEDED STANDARDS	MET STANDARDS	DID NOT MEET STANDARDS	NOT EVALUATED
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. DEVELOPS/COLLABORATION:						
FAR EXCEEDED STANDARDS			EXCEEDED STANDARDS	MET STANDARDS	DID NOT MEET STANDARDS	NOT EVALUATED
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. ACHIEVES/LIFE LONG LEARNER:			m. SPECIAL PROJECT(S) OR PAPER(S):			
FAR EXCEEDED STANDARDS			EXCEEDED STANDARDS	MET STANDARDS	DID NOT MEET STANDARDS	NOT EVALUATED
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			1) _____			
			2) _____			
			3) _____			
PART III - OVERALL ACADEMIC ACHIEVEMENT (REVIEWING OFFICIAL)						
a. Select one box representing Rated Student's overall academic achievement. Rated Student's class standing is # _____ of _____ (Class Standing use is limited to top 40%)			b. COMMENTS:			
<input type="checkbox"/> Commandant's List (limited to 20%)			Part III - Annual Evaluation (Brief narrative paragraph using info from Part 1, as one might see in OER rater or senior rater comments)			
<input type="checkbox"/> Superior Academic Achievement (21% to 40%)			Potential to Serve as a Chaplain:			
<input type="checkbox"/> Achieved Course Standards			Select One: Above Average/ Average/			
<input type="checkbox"/> Failed to Achieve Course Standards			Below Average (Should be supported w/counseling statements)			
c. RATED STUDENT HAS DEMONSTRATED APTITUDE FOR THE FOLLOWING ASSIGNMENT(S):						
1) _____ 2) _____ 3) _____						

HQDA#: [REDACTED]

PART IV - AUTHENTICATION

a1. NAME OF ACADEMIC RATER (<i>Last, First, Middle Initial</i>) SUPERVISING CHAPLAIN OF CC		a2. DOD ID No.	a3. ACADEMIC RATER'S SIGNATURE	a4. DATE (YYYYMMDD)
a5. RANK <input type="checkbox"/>	PMOSC/BRANCH <input type="checkbox"/>	TITLE	a6. ACADEMIC RATER'S EMAIL ADDRESS (<i>.gov or .mil</i>)	
b1. NAME OF REVIEWING OFFICIAL (<i>Last, First, Middle Initial</i>) NEXT HIGHER CHAPLAIN IN TECHNICAL CHAIN		b2. DOD ID No.	b3. REVIEWING OFFICIAL'S SIGNATURE	b4. DATE (YYYYMMDD)
b5. RANK <input type="checkbox"/>	PMOSC/BRANCH <input type="checkbox"/>	TITLE	b6. REVIEWING OFFICIAL'S EMAIL ADDRESS (<i>.gov or .mil</i>)	
c1. THIS IS A REFERRED REPORT, DO YOU WISH TO MAKE COMMENTS? <input type="checkbox"/> Referred <input type="checkbox"/> Yes, comments are attached. <input type="checkbox"/> No		d1. RATED STUDENT'S SIGNATURE		d2. DATE (YYYYMMDD)

c2. RATED STUDENT'S COMMENTS (*Referred Report Only*)

Enclosure 4. Civilian Academic Course Requirements

FOR USE WITH 72 HOUR GRADUATE DEGREES, DETERMINING A 36 HOUR "CORE" FOR
 QUALIFICATION IAW DOD INSTRUCTIONS 1304.28, 6.1.4

AS OF: MARCH 2014

AREA	HOURS (MIN-MAX)	CORE COURSES	EXAMPLES
Theology/ Religious Philosophy	6-12	1. 2. 3. 4.	Systematic, Practical, Doctrines, Thematic, Philosophy of Religion, Epistemology, Sacraments, Moral, Commandments, Mishneh, Talmudic, Ceremonial, Ritual
Religious Ethics	0-3	1.	Introductions, Surveys, Thematic, Social Issues, Religious Law, Cultural, Mussar, Medical, Moral Philosophy
General Religion: With at least one course in Religious History	6-9	1. 2. 3.	Religious / Faith Group / Denominational Histories, Religious Movements, Ecclesiology, Vocational, Formational, Education, Faith Development
World Religions	0-3	1.	Practices, Cross- Culture, Social Process, World, Religion in World Affairs, Comparative Religious Studies
Practice of Religion	6-12	1. 2.	Preaching, Homiletics Public

With at least one course in Verbal Communications		3. 4.	Speaking, Communication, Foundational, Pastoral Ministry/Care, Missions, Evangelism, Discipleship, Marriage & Family, Counseling, Teaching, Leadership, Apologetics, Community Formation
Foundational Writings	6-12	1. 2. 3. 4.	Ancient Languages, Religious Expositions, Surveys, Canon, Koranic, Fiqh, Hadith, Torah, Chumash, Exegesis, Biblical, Denominational, Standards, Foundational, Founder's Writings, Hermeneutics, Critical, Backgrounds, Archeology

NOTE: The "min-max" hours in each category are provided to allow flexibility in the evaluation. Each applicant must have at least the minimum number of hours to meet the requirement, but no more than the maximum allowed for each area.

Enclosure 5. Chaplain Candidate Supervisor Checklists.

Assure your Chaplain/Candidate student has the following:

- An email from ATTRS confirming registration in each phase of CHBOLC requested
- An active AKO and mail.mil account (should be verified and checked weekly)
- Valid Military ID (CAC Card)
- Government credit card for travel
- Valid DTS account - If your state or command does online travel through DTS
- Laptop computer (printer recommended)
- CAC reader (some states or commands will issue these to M-day/TPU personnel)
- CAC reader software and installed certificates (see your S6/DOIM)
- A working account with the USACHCS UMM/Blackboard (see student handbook)
- All original documentation as described in the student handbook
- Sufficient credit and cash for TDY
- Proper military haircut
- Has submitted a Student Information Sheet and Lab Registration Form
- Is prepared physically (Historically, between 60%-90% of the class will fail the initial APFT)
- Is prepared emotionally (Prior service personnel need to be receptive and accept cadre guidance)
- Is prepared mentally (Students should not come expecting a “gentlemen’s course” nor should they attempt to take online seminary courses while attending CHBOLC)
- Is prepared spiritually (Some students come thinking this is an “Army Seminary” and are surprised when they do not study the Bible all day. Prepare them to work with other faith groups.)

Assist your student in this way:

- Check to be sure his/her rank and Pay Entry Basic Date (PEBD) are accurate (see your Readiness NCO /S1/G1)
- If Prior service enlisted, that he/she is coded for pay as prior service O1E/O2E/O3E (needs over 1460 points of enlisted service for this status)
- Check IPERMS for current records, awards, etc.
- Review his/her initial officer clothing allowance allocation (if applicable)
- Ensure that all concurrent phases of CHBOLC are on one order. Tours less than 31 days have limited benefits and cause problems in pay processing, Tri-care Benefits, etc.
- Check on pay processing for your student during tour (should be every two weeks if on orders >31 days and Travel Voucher processing (about every 30 days)
- Make a courtesy phone call to your student every two weeks while at USACHCS
- Check on their families to ensure they are doing okay while their student is away
- Pray that he/she will be successful and grow during the experience.

Enclosure 6. Indirect Supervision Agreement:

References:

Army Regulation 165-1, Chaplain Activities in the United States Army, 25 March 2004

Army Regulation 135-91 Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 14 March 2016

Army Regulation 140-1, Mission, Organization, and Training, 20 January 2004

Army Regulation 140-10, Assignments, Attachments, Details, and Transfers, 15 August 2005

Army Regulation 623-3, Evaluation Reporting System, 4 November 2015

Chaplain Candidate Handbook, 1 July 2019

DISTANT SUPERVISION AGREEMENT

PURPOSE: The purpose of this Distant Supervision Agreement is to outline the expectations, parameters and lanes of responsibility for a CC and a Supervisory Chaplain when supervising, drilling and training at a distance. This is defined as a Unit assignment, for a CC, in which the Supervisory Chaplain is not present at the unit on a routine basis.

It is strongly recommended as an integral part of this agreement, that the Supervisory Chaplain arrange for a member of the unit of assignment to be present and act as an onsite advisor to the CC. This individual can be an Officer or NCO who is familiar with the training schedule and cycles of the unit and is willing to act as a resource for the CC. Additionally, the assigned Officer or NCO should also be willing to work with the Supervisory Chaplain to ensure that the Candidate is training to the standards of the unit and adhering to the training schedule set forth by the Supervisory Chaplain.

DISTANT SUPERVISION CHECKLIST

- Supplied Candidate with Unit Training Schedule _____
- Initial Phone conversation to establish training goals _____
- Confirm Onsite Officer/NCO _____
- Collaborate on schedule for good retirement year _____
- Propose Training for Chaplain Specific Tasks _____
- Schedule of meetings _____
- Tracking Method for Seminary/Military Ed. _____
- Schedule for DA 1059 _____
- Issues of Confidentiality and Privileged Comms. _____

Chaplain Candidate:

- Initial Phone conversation to establish training goals _____
- Confirm onsite Officer/NCO _____
- Collaborate with Supervisor on Training Schedule _____
- Completion of Chaplain Specific Tasks AAR _____
- Confirm meetings with Supervisory Chaplain _____
- Maintain HT/WT _____
- Diagnostic APFT _____
- Guidelines for Religious Support _____
- Issues of Confidentiality and Privileged Comms. _____

Enclosure 7. DACH-RCI Suggested Quarterly Training Matrix

Following you will find a suggested Training Matrix. The purpose of this matrix is to propose a framework of instruction for the CCs you are supervising. It is not meant to be the training schedule for your Candidate but rather a guide suggesting some of the areas of instruction which you may want to cover in the year you are working with your Candidate. Obviously, other topics will arise and should be addressed. Additionally, we understand that this is an ambitious program if you are supervising from a distance, and realize that it will need to be modified.

FIRST QUARTER:

In processing: DEERS, ID card, TRICARE, Life Cycle Career Model Special Staff Roles
Chains of Command: Technical and Command Chains
Review AR 165-1 Religious Support Operations
Review AR 165-1 Theology of Religious Support to Soldiers
Sermons preached

SECOND QUARTER:

Review of AR 165-1
Rites, Sacraments and Ordinances

Conduct a Military Memorial Ceremony Review of AR 165-1
Non-combatant status, confidentiality policy

Review of AR 165-1
Religious Support Training: Spiritual Fitness, Suicide Awareness Training

THIRD QUARTER:

Review AR 165-1
Development of the UMT: working with Religious Support Specialists

Review of AR 165-1
Professional Support to the Commander and Staff

Review of AR 165-1
Religious Education: Strong Bonds, Moral Leadership Training

FOURTH QUARTER:

Review AR 165-1 Chapel Services
Review AR 165-1 Chaplain as Principal military religious advisor

AR 165-1 Pastoral Care, Care to the Caregiver, religious support to combat stress casualties

Enclosure 8. Individual Critical Task List

Follow the link below for the Individual Critical Task List supported and published by USACHCS.

<https://rdl.train.army.mil/catalog/go/100.ATSC/7C8FBE80-D3AA-4EA2-AA57-DCFDCB89D5E7-1525721767322>

Enclosure 9. Acronyms

1LT	First Lieutenant	DACH	Department of the Army Chaplain
2LT	Second Lieutenant	DEERS	Defense Enrollment Eligibility Reporting System
AC	Active Component	DFAC	Dining Facility
ACU	Army Combat Uniform	DFAS	Defense, Finance and Accounting Service
AD	Active Duty	DOB	Date of Birth
ADOS	Active Duty for Operational Support	DOD	Department Of Defense
ADSO	Active Duty Service Obligation	DOR	Date of Rank
ADT	Active Duty for Training	DTS	Defense Travel System
AER	Academic Evaluation Report	EA	Ecclesiastical Approval
AFS	Active Federal Service	EFT	Electronic Funds Transfer
AGR	Active Guard & Reserve	FEHB	Federal Employee Health Benefits (Program)
AHRC	Army Human Resources Command	FM	Field Manual
AKO	Army Knowledge On-Line	FTR	Federal Travel Regulation
AOC	Area Of Concentration	FY	Fiscal Year
APL	Army Promotion List	HOR	Home of Record
APFT	Army Physical Fitness Test	HRC	Human Resources Command
APFU	Physical Fitness Uniform	IAW	In Accordance With
AR	Army Regulation	IDT	Inactive Duty Training
ASU	Army Service Uniform	IRR	Individual Ready Reserve
AT	Annual Training	ITO	Invitational Travel Order
ATRRS	Army Training Requirements & Resource System	JTR	Joint Travel Regulation
BA	Battle Training Assembly	LES	Leave and Earnings Statement
CC	Chaplain Candidate	LSP	Lodging Success Program
CAC	Common Access Card	LTC	Lieutenant Colonel
CCCR	Captain Chaplain Certification Review	MAJ	Major
CCM	Chaplain Candidate Manager	MCSS	Military Clothing Sales Store
CCP	Chaplain Candidate Program	MP	Military Police
CH	Chaplain	MRD	Mandatory Removal Date
CHBOLC	Chaplain Basic Officer Leadership Course	MSC	Mission Support Command
CIMT	Chaplain Initial Military Training	OCCH	Office Chief of Chaplains
CPE	Clinical Pastoral Education	OER	Officer Evaluation Report
CPT	Captain	OMPF	Official Military Personnel File
CRB	Chaplain Recruiting Branch	PEBD	Pay Entry Base Date
CRT	Chaplain Recruiting Team	POC	Point of Contact
CSF	Comprehensive Soldier Fitness	POV	Privately Owned Vehicle
CTO	Commercial Travel Office	PWE	Professional Work Experience
DA	Department of the Army	REFRAD	Release From Active Duty

Acronyms, cont'd

RA	Regular Army
RC	Reserve Component
RCI	Reserve Components Integration Directorate
RFO	Request for Orders
RO	Religious Organization
ROTC	Reserve Officer Training Corps
RD	Regional Support Command
RST	Rescheduled Training
RYE	Retirement Year Ending
SelRes	Selected Reserve
SF	Standard Form
SIR	Self Improvement Reading
SrCH	Senior Chaplain
SSN	Social Security Number
TA	Tuition Assistance
TC	Training Circular
TDY	Temporary Duty
TIG	Time in Grade
TPU	Troop Program Unit
TRiPS	Travel Risk Planning System
TRS	Tricare Reserve Select
UA	Unit Administrator
UIC	Unit Identification Code
USACHCS	United States Army Chaplain Center & School
UTA	Unit Training Assembly

Enclosure 10. Chaplain Candidate Program Contact Information

DACH-RCI CHAPLAIN CANDIDATE MANAGER

CH (LTC) Scott Hagen
703-695-0299
scott.t.hagen.mil@mail.mil

End