

US Army Reserve Chaplain Candidate Guidebook

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

Summary. The Chaplain Candidate Guidebook serves as the handbook for the USAR Chaplain Candidate Program (CHCP) under the Department of the Army Chief of Chaplains, Reserve Components Integration Directorate (DACH-RCI). It provides a general summary of information about the Chaplain Candidate Program, as well as regulatory references, policy information, and procedures for chaplain candidate actions and activities. However, this guidebook does not supersede regulations, policy or direction given by authorized organizations.

Applicability. This Guidebook is for the use by all Chaplain Candidates (CCs), and chaplain candidate supervisors.

Proponent. The proponent for this document is the DACH-RCI Chaplain Candidate Program Manager (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 may send comments and suggested improvements directly to the Chaplain Candidate Program Manager at virginia.a.emery.mil@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 Chaplain Candidate Program Manager, the supervisory chaplain ensures CCs are conforming to the provisions of this Guidebook and exercises supervisory responsibility over CCs.

Chaplain Candidate Program Manager

Welcome to the United States Army Reserve Chaplain Candidate Program (CHCP). This program is the Army Chief of Chaplains premier program to recruit and train prospective chaplains to serve Soldiers, Families and Civilians of the United States Army. The chaplaincy is a unique calling. It is a challenging ministry requiring a holy balance of the sacred and the secular. Those of us charged with leading the CHCP will support and encourage you in every way possible.

The Office of the Chief of Chaplains – Reserve Components Integration (DACH-RCI), the Army Chaplain Center and School, as well as many installation chaplains, hospital chaplains, and Readiness Division chaplains are ready to be part of your ongoing education. The CHCP has proven invaluable in training strong and resilient future chaplains to serve our Soldiers.

For over 40 years, the CHCP has provided the Army with battle-ready men and women eager to share their faith, spirit, and commitment to Army Values with our Soldiers.

We look forward to working with you. Read this Guidebook carefully. This Guidebook will answer many of your questions and maximize your use of time. You are the future of the Army Chaplaincy and we are here to assist you in this most challenging and sacred calling.

Love God, love people, be competent and remain diligent, and you will succeed.

Pro Deo et Patria!

Virginia A. Emery
Chaplain (LTC) USA
Chaplain Candidate Program Manager

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Chaplain Candidate Guidebook

The Chaplain Candidate Program (CHCP) is a Department of the Army recruiting, training, and education program for prospective chaplains to fill projected vacancies in the Regular Army and the Army Reserve. As an officer in the CHCP, you have a maximum of six years to complete your Masters' degree and obtain Ecclesiastical Endorsement for chaplaincy from your Religious Organization (RO). In accordance with Army Regulation (AR) 165-1, 7-3d, you must maintain full-time student status while a member of the CHCP. Completing your degree remains your *top priority*. **It is a privilege to participate in the Chaplain Candidate Program and failure to adhere to program requirements can result in discharge from the Army.**

SECTION 1

General Information

1-1. Appointment Process. The appointment process to the CHCP began when you initiated your application with your Chaplain Recruiter. It will end when you receive your appointment order from the Human Resources Command (HRC), through the Office of the Chief of Chaplains (OCCH). OCCH notifies HRC and the Chaplain Recruiting Branch (CRB) of each CC selected. Once OCCH verifies supporting documents, HRC will generate an Oath of Office (Department of the Army (DA) Form 71) and an Appointment Offer Memorandum. This process often takes more than 90 days, so be patient. You can execute the Oath of Office before any current or retired military officer. If you do not know an officer, contact your chaplain recruiter who will be glad to assist you. Once you have executed the Oath, return the DA Form 71 to OCCH, who will forward it to HRC Reserve Appointment Branch. You will receive your Appointment Order assigning you to a unit and the effective date of your appointment and rank. This process may also take more than 90 days to complete. If you are currently serving in the military, be sure the date of your oath is the day after your release from active duty or the USAR. This will prevent a break in service.

NOTE: Any officer - active, reserve, or retired from any of the armed services (Army, Marines, Navy, Air Force, or Coast Guard) is authorized to administer the Oath.

1-2. The Meaning of Your Commission. The oath you take as an officer in the United States Army is a solemn commitment. It is absolute and permits no mental or moral reservations. When you swear your oath, you are given a document stating the President of the United States reposes special trust and confidence in your patriotism, valor, fidelity, and abilities. By these tokens, the nation becomes a party to the contract. The device worn, the insignia and the uniform identify you with the power of the United States. Serving honorably, you will be sustained by the nation, cared for through illness, and shielded through life if disabled in service.

Most Americans view this special status of the military officer with pride rather than envy. They agree with the principle that some unusual advantage should attend

exceptional and unremitting responsibility. The armed services recognize the military officer is a prerequisite of national security since the time of Valley Forge. That is why there is such extreme emphasis on the imperative of personal honor in the military officer. Not only the future of our arms, but the well-being of our people, depend upon a constant reaffirmation and strengthening of public faith in the virtue and trustworthiness of the body of officers. High character in the military officer is a safeguard of the character of the nation. Anything less than exemplary conduct is therefore unworthy of the commission.

NOTE: For more information on your commission, you can read The Army Officers Guide, 53rd edition, by Robert J. Dalessandro, or The Armed Forces Officer, 2007 edition (National Defense University)

1-3. Chaplain Candidate Life Cycle Model. The three to six year Life Cycle Model for CCs starts when you receive orders assigning you to the Selected Reserve (SELRES), and ends when you accession as a chaplain or are separated from the CHCP. The purpose of the Life Cycle Model is to:

- Expose you to the Army and military ministry
- Teach you skills necessary to function effectively as a staff officer
- Place you with seasoned chaplains who can mentor and teach you how to provide religious support
- Afford you opportunities to complete civilian and military education to qualify for appointment as an Army chaplain.

NOTE: DA policy requires each CC to remain in the CHCP for a minimum of one year before reappointing as a Regular Army or Army Reserve chaplain.

1-4. AKO Account: Your military email account will be determined at the time you receive your CAC (Common Access Card). See section 1-10 below for instructions on obtaining a CAC. You will be able to access your military email account on a computer connected to the Army system, or, on a personal computer with a CAC reader attached. You can access the email system from your personal computer at:

<https://web.mail.mil/owa>. Email the CCM with your new email and introduce yourself. It is important to check your military email several times a week.

1-5. Contacting the Chaplain Candidate Program Manager. The best method of communication with the Chaplain Candidate Team is email. Emails to chaplains should be addressed to "Sir," "Ma'am," or "Chaplain". To ensure a prompt reply, always address your email with the correct name and rank of the person to whom you are writing. You should also include your complete contact information in the email. Your military email is the only email used for sending and receiving official communications in the military. We expect your emails to be professional in style and content, as are all means of communication in the military. We take your phone calls, phone messages, and emails seriously. If you do not hear back from us in a timely manner, phone or email the same person on our team again. Sometimes we are out of the office on

temporary duty, on leave/vacation, or working on a special project that delays our response. When contacting our office by phone, if you are connected to voicemail, please speak slowly and include complete identifying information:

- First and last name, spelling out your last name if necessary
- Rank or, if not yet appointed, say that you are awaiting an appointment as a CC
- Phone number where you can be reached (repeat number slowly)
- The issue you wish to discuss

Direct emails as follows:

virginia.a.emery.mil@mail.mil for questions about the Chaplain Candidate Life-Cycle Model, promotions, personal issues with school (graduate school/theological education), tuition assistance, endorsements, or practicums. Supervisory chaplains should also email this address with their questions.

levi.h.marshall.mil@mail.mil for questions about course availability and enrollment for CHBOLC, and travel and orders for CHBOLC.

Contact the Readiness Division staff (see contacts at the end of the handbook) to discuss units of assignments and transfers, operational training.

Your first contact with questions should be your supervisory chaplain.

1-6. Chaplain Candidate Branch Insignia. CCs are part of the Chaplain Branch, with an Area of Concentration (AOC) of 56X. Candidates will wear the 2" x 2" chaplain candidate patch above their name tape on the Operational Camouflage Pattern Uniforms (OCPU), and the CC brass insignia on the lapels of the Army Service Uniform (ASU) and on the left pocket of the white Class B shirt. Branch color for the ASU sleeves, shoulder straps, and service hat is Chaplain Branch black. Candidates are authorized to wear the Chaplain Corps Regimental Crest upon completion of CHBOLC.

The ASU must be worn for formal occasions. The Army uniform regulation (AR 670-1 and DA PAM 670-1) can be found online at <https://armypubs.army.mil>. Your supervisory chaplain will also be glad to help you with proper wear of the uniform.

CC insignia can be purchased at Military Clothing Sales on most military installations or on-line at: <https://www.shopmyexchange.com/pdp/uniform/>



1-7. Wear of Military Uniforms. The Army is a uniformed service. The Army expects Soldiers to conform to regulations in wearing the uniform and in personal grooming. A neat and well-groomed appearance by all Soldiers is fundamental to Army discipline and contributes to the spirit of pride essential to an effective military force. You should take pride in your appearance at all times, in or out of uniform, on or off duty. Commanders are responsible to enforce uniform and appearance regulations, found in AR 670-1. You wear nothing on the uniform not authorized in the regulations, including religious symbols.

Non-prior service officers receive a one-time uniform allowance of \$400 toward purchase of their required uniform items. This allowance is paid during your time at CHBOLC. You will need to have two sets of Operational Camouflage Pattern Uniforms (OCPUs) with you when you report to CHBOLC. Officers first reporting for active duty of more than 90 consecutive days, including travel time, are paid \$600.

a. OCP. All CCs (*including ROTC Candidates*) wear their unit of assignment patch on the left shoulder. For example, a chaplain candidate assigned to the 99th RD, wears the checkered patch of the 99th RD, the 200th MP Command candidate wears the 200th MP Command patch. Unit patches are obtained at your unit of assignment.

b. ASU-Dress Uniform. When wearing the Army Service Uniform (ASU), the black beret is the primary headgear worn. However, the command may direct the wearing of the service cap with visor. When the dress blue ASU is worn for evening functions, commanders may direct that no headgear be worn.

1-8. Title and Signature Block.

a. Title. While CCs are part of the Chaplain Corps, they are not Chaplains (56As). As such, CCs are addressed by their rank. Ex: '2LT Griswold.'

b. Signature Block. CCs will sign all official military documents, to include emails accordingly.

Example: CLARK W. GRISWOLD
2LT, CH, USAR
Chaplain Candidate

Unit of Assignment
Street Address
City, ST, Zip Code

1-9. ROTC Educational Delay CCs. Educationally delayed (ED) ROTC cadets take their oath upon commissioning through the ROTC program. If they have not been selected for the CHCP prior to that date, they will be branch unassigned until they take the oath again for appointment to the Chaplain Branch as a CC. ROTC CCs must be certain they have uploaded into iPERMS their DA Form 71, their DD 591 and their ROTC contract. The CCM is responsible to assist ROTC Ed-Delay CCs in completing their educational requirements and other contractual commitments. If you are an ROTC CC, the RD Chaplain Candidate Manager will assign you to a unit with a supervisory chaplain. If you do not receive an order within 90 days of accessioning into the CHCP, contact the CCM.

All ED cadets boarded and accessed to the CHCP incur a Military Service Obligation (MSO) of eight years. You must serve at least four years in an active status (USAR, NG or Active Duty) and can, if you wish, serve the remaining time in the IRR to fulfill your MSO. That clock starts from your appointment into the CHCP.

When you complete the CHCP, you can apply to any component as a chaplain, once you fulfill the requirements (PWE, etc.).

If, for some reason, you are not selected as a chaplain in any component and have not fulfilled the four years in an active status, you will then be rebranched for the needs of the Army by HRC.

1-10. DOD Common Access Card (CAC) / Military ID. To receive a Common Access Card (CAC), which serves as both your identification card and access card to Department of Defense (DoD) computer systems, military installations and other military facilities, you must be entered into the Defense Enrollment Eligibility Reporting System (DEERS). A DEERS record is established generally within two weeks of receiving your official appointment to the CHCP.

CAC cards are obtained at many military and Federal facilities. To locate the site nearest you, go to: <https://www.dmdc.osd.mil/rsl>

When visiting a military base, bring a copy of your orders and picture identification. On arrival at the base, tell the gate guard that you are there to get a military ID. Show a copy of your orders and request directions to the ID Card Center.

The Common Access Card will give you access to Military Clothing Sales (uniform purchase), the Commissary (grocery), Exchange (small department type store), and sports and other recreational facilities.

The CAC card is necessary to access military installations, government computers and many government websites. You will need to have a CAC reader to access

government websites on a non-issued device. Purchase a reader commercially or request through your unit.

NOTE: Please allow at least two weeks from the time you receive your orders before applying for a CAC card. This allows time for processing your information into the Army database

1-11. Change of Contact Information. Your Home of Record (HOR) is where you currently reside, whether permanently or during your graduate school training. When you move, you are required to update personal contact information on the HRC website, to include emails as well as personal and work phone numbers. It is critical that this information is correct in the Army system. HRC Fort Knox personnel will always attempt to contact you at and send orders and other important documents to the address listed on the website. Instructions on how to correct the info in the HRC My Portal:

- <https://www.hrcapps.army.mil/portal>
- Click on the **Use Your CAC** button on the right side of the screen
- Log in with your CAC
- Click on **Reserve/Retiree/Veteran Record** at top
- Update center section called **Contact Information**. Click **Edit**, put in new information, then click **Verify**

1-12. Retirement Points. Candidates assigned to commands or units are members of the Selected Reserve, and are obligated to earn a “good” retirement year each year they are in the Candidate Program. A “good” retirement year is earned when you accumulate at least 50 retirement points each year between your Pay Entry Basic Date (PEBD) and your Retirement Year Ending date (RYE), the day before the one year anniversary of your PEBD. In the normal Life-Cycle Model, a good retirement year is not difficult to earn. Example: Active duty (AD) days, such as for CHBOLC, practicums, and annual training (ADT) are worth one point each, while inactive duty days (IDTs), which are your monthly Battle Training Assembly (BTA) weekends are worth two points for each day of satisfactory participation. You receive 15 points per year for being in the Army Reserve.

To ensure you are on track for a “good” retirement year, periodically check your Reserve Record. To the upper left, in the navigation section of the My Portal, click on **Retirement**. Your retirement points are listed and the number of “good years” is totaled. Please note that the “start date” of your retirement year is not the calendar year (1 Jan) or the fiscal year (1 Oct). It is the date you took your Oath of Office (exceptions are CCs with prior service), known as your Pay Entry Basic Date (PEBD). Adding to or correcting the Retirement Points Statement (with a DA Form 1380) can be done through your RD Chaplain Candidate Manager.

1-13. Administrative Corrections. To correct your Date of Rank (DOR), PEBD, citizenship, marital status and/or family member status, Contact your unit. If necessary, email your request for correction, along with supporting documentation, to your Readiness Division Chaplain Candidate Manager. Examples: Justification for a DOR

correction would be a promotion order; justification for PEBD change would be your DD214 for active duty, Enlistment Contract, or Oath of Office, etc.; marriage certificate or birth certificate would suffice for change of marital or family member status. When corrected, HRC will send you an email confirming that the correction is completed.

1-14. Reasons for Separation from the Army (Chaplain Candidates)

a. Withdrawal from Graduate School. CCs who withdraw from the graduate school in which they are enrolled prior to completing the course of instruction and fail to enroll in another accredited graduate school within one year of withdrawal will be involuntarily discharged. You should immediately discuss any interruption in your graduate school studies with the CCM.

b. Failure to Receive a Favorable Background Investigation/Security Check. Officers who do not receive a favorable background investigation and/or national agency check will be discharged.

c. Loss of Ecclesiastical Approval. CCs are required to possess a valid Ecclesiastical Approval from their Religious Organization's (RO) endorsing agent upon accessioning and throughout their tenure in the Candidate Program. If your endorsing agent withdraws your Ecclesiastical Approval Letter, or DD Form 2088, you are no longer authorized to function as a chaplain candidate and will be discharged from the CHCP, unless you are able to secure an Ecclesiastical Approval from another RO's endorsing agent within 30 days, subject to the approval of the Chief of Chaplains (AR 140-10). Contact the CCM if you have questions.

d. Medical Unfitness. In the event of an accident, injury, pregnancy or other medical condition which may affect your fitness for duty, it is imperative that you or your representative (if incapacitated) contact the CCM immediately. The CCM and RD CCM will assist you with procedures for obtaining a military medical evaluation.

g. Failure to Apply for Assignment to the Chaplain Branch. CCs have a maximum of six years to complete educational and ecclesiastical requirements to reappoint as chaplains in the RA or the USAR. CCs who do not reappoint within the time allotted will, by regulation, be separated from the program. The maximum allotted time in the program will not exceed 3 years after receiving a qualifying graduate degree and ordination or 6 years total, whichever comes first.

h. Failure to be Selected "Best Qualified" in a Chief of Chaplains Accessions Board.

(1) If you applied for Regular Army (RA) and voted "fully qualified" but not "best qualified" you may:

(a) Immediately reapply for the next RA Accessions board. If voted "fully qualified but not best qualified" a second time, they must wait 12 months to reapply to the Regular Army.

(b) Apply for the USAR Chaplaincy at the next scheduled Accessions board.

(c) Withdraw from the application process and be separated from the USAR.

(d) You will not be extended in the CHCP beyond six years due to failure to be selected.

(2) If you applied for the Army Reserve (AR) and voted "fully qualified" but not "best qualified" you may:

(a) Immediately reapply for the next USAR/ARNG Accessions board. If voted "fully qualified but not best qualified" a second time, they must wait 12 months to reapply.

(b) Withdraw from the application process, and be separated from the USAR.

(c) You will not be extended in the CHCP beyond six years due to failure to be selected.

i. Failure to Complete Eligibility Requirements for Appointment. Officers appointed under special programs (such as the CHCP), and subsequently fail to complete the requirements of the program, are subject to involuntary separation. For example, your eligibility for appointment is based on your full-time graduate school enrollment. If you drop out of graduate school, or drop below full-time status, you may be discharged. Also, under current accession policy, you only remain eligible for accession as a USAR chaplain until your 47th birthday (unless there is a regional or state exception requirement). Candidates will be removed from the CHCP the month following their 47th birthday, unless their chaplain accession packet is already approved for the next chaplain accession board.

j. Regulations covering the reasons for separation from the Chaplain Candidate program are chiefly found in AR 135-175 (Separation of Officers), AR 140-10 (Assignments, Attachments, Details, and Transfers), and AR 165-1 (Army Chaplain Corps Activities).

1-15. Change of Ecclesiastical Approval (EA). CCs wishing to change religious affiliation must send a detailed request to the Chaplain Candidate Program Manager, with subject line: Request Change of Ecclesiastical Approval. They must also notify their current and intended future ROs endorsing agent of the request and obtain an Ecclesiastical Approval from the new endorser.

1-16. Confidential Communications. Confidential communication is communication to a chaplain, religious affairs specialist/NCO, 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. CCs, 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, Families, and authorized Civilians and should not seek out counseling situations requiring confidentiality. Similarly, Supervisory Chaplains must remain attentive to training CCs the parameters and implications of confidential communications. When faced with potentially confidential situations, CCs should seek the support and involvement of a chaplain. More information regarding Confidential Communications can be found in AR 165-1, 16-2 (see especially 165-1, 16-2h (2))

SECTION 2

Chaplain Basic Officer Leadership Course (CHBOLC)

2-1. The US Army Chaplain Center and School (USACHCS) is located at 10100 Lee Road, Fort Jackson, SC. The school trains chaplains, CCs and religious affairs specialists to provide religious support to the Army. Completion of CHBOLC is a military educational requirement to remain in the Army and for promotion to CPT (AR 135-155) and must be completed within 36 months of commissioning. You are encouraged to attend and complete CHBOLC while a member of the CHCP.

2-2. Military Education (MilEd). Military Education is a process where your military capabilities and critical thinking continue to be improved as you advance in rank. The basic course, CHBOLC, is approximately 13 weeks long and is usually offered two times a year – winter and summer. A fall course may be offered. The Life Cycle Model calls for CCs to complete CHBOLC as soon as possible, usually following their first year of graduate school (approximately 18 semester hours). If necessary, CHBOLC can be completed in multiple parts. Chaplain Initial Military Training (CIMT), or CIMT with Phase 1 can be completed in one iteration. You must complete Phases 2 and 3 as soon as possible. Completion of CHBOLC is a prerequisite for participation in all practicums offered by the CHCP. No phases of CHBOLC are offered on-line or by correspondence.

Candidates may attend CHBOLC in the winter if their graduate school studies will allow it. To obtain CHBOLC course dates, go to the Army Training Requirements & Resource System (ATRRS) webpage.

ATRRS web address: <https://www.atrrs.army.mil/atrRDc/search.aspx?newsearch=true>. ATRRS page opens up. Enter course number and fiscal year (be sure to enter correct fiscal year; Army fiscal year starts 1 October). Click on **Search the ATRRS Course Catalog**. A box comes up with the upcoming school dates. Click on **Course Number** and a list of dates pop up. Course Numbers are: 5-16-C20 (CIMT) and 5-16-C25 phase 1, 2, or 3.

2-3. CHBOLC Registration. You must contact CH (MAJ) Levi Marshall, Assistant Personnel Manager for a registration form. **DO NOT ATTEMPT TO ENROLL THROUGH YOUR UNIT!**

NOTE: Please wait at least ten days before following up on the submission of your enrollment request. This will allow time to process your requested action.

2-4. Guidelines for Attending CHBOLC. If you live within 400 miles of Fort Jackson, we recommend you drive your own car (POV) to the course. The Army will reimburse your travel to Fort Jackson at the current rate established in Federal Travel Regulation (FTR) § 301-10.303, up to the cost of a government plane ticket (*your orders include this option*). In calculating the cost of what is deemed the “*lesser amount*” for the

military, contact the travel office to check the cost of the flight that will be reimbursed if you elect to drive.

If you do not live within 400 miles, plan for air travel and contact the travel office listed on your orders. There will be no cost to you for the travel service. Be sure to have the dates of travel in hand when making your plane reservations. If you live outside of a 400 mile radius from Fort Jackson and you wish to drive your POV, you may be authorized as a personal convenience. However, you will not receive additional travel days in your orders, and your reimbursement may be limited to the cost of a government contracted commercial air ticket.

NOTE: Make your plane reservations immediately after receiving your order. Contact the travel office using the phone number listed on your order

2-5. Army Combat Fitness Test (ACFT). Physical fitness is an essential part of military life. The key to Comprehensive Soldier Fitness (CSF) is living a balanced, healthy life style in the five areas of total fitness: physical, emotional, social, spiritual, and family relational.

CCs are not required to take a physical fitness test FOR RECORD at their unit prior to completing Phase 2 of CHBOLC. CCs should not be “flagged” for a physical fitness failure prior to completion of CHBOLC. They should participate fully in their unit’s physical training program and may take diagnostic physical fitness tests as required by their unit, regardless of their attendance of CHBOLC. Work with your SC to inform your unit of this requirement.

A diagnostic physical fitness test is administered during the CIMT phase of CHBOLC to establish a baseline of how physically fit you are for the Army Program. A final fitness test for record is administered near the end of Phase 2. A passing score is necessary for graduation from CHBOLC.

Army Regulation 600-9 (AR 600-9), The Army Body Composition Program gives regulatory guidance on administering and taking the body composition screening test (also known as the “Tape Test”) AR 600-9: http://www.apd.army.mil/pdffiles/r600_9.pdf

NOTE: It is never too early to begin work on your physical fitness! We highly recommend that you begin a safe, regular routine of physical fitness immediately upon your appointment. The Army Combat Fitness Test (ACFT) events are outlined in FM 7-22 Holistic Health and Fitness. FM 7-22 also contains a training guide.
https://armypubs.army.mil/epubs/DR_pubs/DR_a/ARN30964-FM_7-22-001-WEB-4.pdf

2-6. Army Height and Weight Standards. CCs must remain within Army height/weight/body fat standards at all times, even prior to completing CHBOLC. Failure to maintain standard may lead to a flagged personnel file and prevent positive personnel actions. On arrival at CHBOLC, you will be measured and weighed. Should you fail to meet height and weight standards, you may be sent home. If you are measured within 1% of the standard, you may be put in a special training program to assist you to meet height and weight prior to graduation. CCs who do not meet the

Army standards, will NOT graduate from CHBOLC. AR 600-9 governs Army Height and Weight Standards. It can be found at the link provided above in **2-5**.

NOTE: When you return to the Chaplain Center and School to complete the final two phases of CHBOLC, you will be given a height/weight test or tape test on arrival.

2-7. Profiles. CCs with temporary physical profiles prohibiting full participation in the completion of course requirements will be denied enrollment in CHBOLC.

a. Candidates with a temporary profile (except for non-performance deterring profiles) will not be able to attend CHBOLC.

b. Pregnancy. IAW AR 350-10, pregnant Soldiers will be placed on a temporary profile and may not attend CHBOLC until the profile is lifted. If a Soldier finds out she is pregnant while in training, the commandant will decide whether or not to retain the Soldier in training.

c. Soldiers with permanent profiles will be allowed to attend and complete CHBOLC, as long as their profile does not interfere with successful completion of the physical requirements of CHBOLC.

2-8. Orders for School. In general, you will receive travel orders NLT **30 days** prior to the class start date. If you have not received orders by that time, contact CH (MAJ) Marshall.

2-9. CHBOLC Life Cycle Model. The 3-6 year Life-Cycle model allows for CCs entering graduate school to attend CHBOLC the summer following their first year of graduate school. CIMT (first 3 weeks of CHBOLC) provides you with an introduction to the Army and an understanding of the role of the staff officer. This will be important to your successful participation in unit BA weekends. Following your completion of CHBOLC, the CCM will send out a list of practicums for your participation in an institutional or field environment. This will provide military ministry skill sets to assist in your development as a chaplain.

The purpose of the Life Cycle Model is to build mentally, physically, and spiritually resilient CCs, who possess the training and skill sets to provide professional ministry to RA and USAR Soldiers as a chaplain.

2-10. CHBOLC Waivers. USACHCS does not allow prior service CCs, who have completed an Army Basic Officer Leadership Course (BOLC) to request an exception to policy to waive the CIMT phase (30 days) of CHBOLC.

2-11. CHBOLC Requirements.

a. Prior to arrival at the course, USACHCS sends a Welcome Letter with a packing list of required items for the class.

b. Lodging and meals are provided at no cost to you at Ft. Jackson, SC.

c. To apply for Advance Travel Pay, see 2-12.

2-12. Travel Advance. If Advance Travel Pay is needed, complete the “Request for TDY Travel Advance” form. Ten days prior to your travel date (not before), email your Request for TDY Travel Advance Pay with a copy of your orders to Defense Finance and Accounting Service (DFAS) at: dfas-intraveladvances@dfas.mil. If you cannot email them, fax them to DFAS-Indianapolis at 317-510-7341. After 24 hrs, call DFAS – Indianapolis to confirm receipt of your fax. DFAS will calculate the amount of the advance (about 80% of the cost of lodging and meals) and then deposit the money into your bank account within 2-3 days of receipt of your request. Advances are deducted from your military paycheck. Advanced travel pay is not recommended.

2-13. Uniforms.

a. Duty Uniform. You are required to have at least two, preferably three, sets of the OCP and one Army Service Uniform (ASU). We recommend you have your OCPs prior to attending CHBOLC, but if this is not possible, uniforms can be purchased on arrival at the Ft. Jackson Military Clothing Sales Store (MCSS).

b. Army Physical Fitness Uniform (APFU). You are required to have at least two sets (shirts, shorts) of the APFU. This is also available for purchase at any MCSS.

c. Uniform Assistance. If you need financial support to purchase uniforms at CHBOLC, you may apply for a Military Star Card at the Military Clothing Sales Store. It provides revolving credit for military clothing purchases. You can use this card and a temporary P.I.N. number to purchase up to four sets of OCPs, two pairs of boots, and three sets of the APFU. You cannot receive cash back with this card, but it allows for some credit until you receive your first paycheck. We highly recommend that you pay off your Military Star Card balance after receiving your first full paycheck. Late Star Card payments are reported to your command and may result in negative professional counseling and even dismissal from CHBOLC and the CHCP.

2-14. Travel Pay Voucher (DD Form 1351-2). *YOU DO NOT USE DTS FOR TRAVEL TO CHBOLC.* At the end of your course and prior to graduation, you will complete a DD Form 1351-2 to receive reimbursement of your authorized travel expenses to and from the course. If you are in residence longer than 30 days, you may complete a voucher at the end of each 30 day period. A final travel voucher must be completed prior to graduation. Always keep your receipts for lodging and all means of travel. It is not necessary to keep food receipts. The best way to submit a travel voucher is to use “SmartVoucher” <https://smartvoucher.dfas.mil/voucher/>. This program will guide you through the process of creating and submitting your travel voucher.

2-15. CHBOLC Credits. Many accredited institutions offer graduate school course credit for the completion of CHBOLC. However, credit given for CHBOLC cannot be applied against the 72 semester hour requirement for appointment to the chaplaincy.

SECTION 3

USAR Chaplain Candidate Program Benefits

3-1. Tuition Assistance (TA). TA is available to many Army Reserve CCs in the amount of \$250/semester hour, not to exceed \$4,500/year. The maximum amount of semester hour credits eligible for TA is 39. If you qualify to receive and elect to take TA, you are obligated to serve in the Army Reserve (USAR) for four years after accessioning as an Army Reserve chaplain. ROTC Scholarship cadets are not entitled to TA, since they already have incurred an MSO after commissioning. Non-scholarship cadets planning to accession as USAR chaplains may take advantage of the TA.

To qualify for TA, you must be a Full-Time student and successfully complete CHBOLC. To apply, visit the www.goarmyed.com web site and complete the online registration. Discuss TA requirements and obligations with your RD Chaplain Candidate Manager or an RD Education Specialist before submitting your application. Current law requires pay back of TA should you apply for and accept appointment to any other component of the Army or a sister service prior to completion of your USAR service obligation or fail to complete the CHCP and re-appoint as a chaplain. Read the contract *carefully* before signing.

3-2. Health Insurance, Life Insurance and Pay. As a member of the Selected Reserve (SelRes), you will receive pay for each Battle Training Assembly and have the option to purchase Service Members Group Life Insurance (SGLI) and Tricare medical and dental coverage for you and your family at nominal cost.

a. TRICARE Reserve Select (TRS). Qualified National Guard and Army Reserve members may purchase this premium-based health plan. TRS charges a monthly premium, offers coverage similar to TRICARE Standard and Extra. To apply, log on to the portal at <https://www.dmdc.osd.mil/appj/trs/>, then select the type of coverage that you want to purchase (TRS Member-Only or TRS Member-and-Family). Certify you are not enrolled in the Federal Employee Health Benefits Program (FEHB) and select when you want coverage to begin. Print, sign, and fax DD Form 2896-1 to the number provided. For more information about TRICARE, go to <https://tricare.mil>

For a listing of local providers in the Tricare network, you can visit the website for your region:

West: Health Net, 844-866-9378, <https://www.tricare-west.com>

East: Humana Military, 800-444-4545, <https://www.tricare-east.com>

b. SGLI. Members of the Army Reserve assigned as a TPU Soldiers are eligible to purchase personal life insurance up to \$400,000 and family/spouse coverage up to \$100,000.

c. Military Pay. To receive military pay, you must set up Direct Deposit with your bank. This can be done online at the MyPay website or by completing SF Form 1199A (Direct Deposit Sign-Up Form) and presenting it to the Finance Office at Ft Jackson during in-processing for CHBOLC or through the unit administrator at your unit of assignment. The military pay statement, entitled "Leave and Earnings Statement" (LES), can be viewed on-line at "MyPay." Army pay is based on rank and years of service (See website below). If there is a discrepancy in your pay, first contact your unit administrator for assistance. If necessary, contact the DFAS office by calling 1- 888-332-7366: Press **1**, then **2**, wait a moment to be transferred to "Customer Service," and

then press **1** for DFAS-Indianapolis. Press **2** for “Fax Verification” or **5** to speak with a representative.

- The MyPay website: <https://mypay.dfas.mil/mypay.aspx>
- Army Pay Tables: www.dfas.mil/militarymembers.html

SECTION 4

USAR Practicum Program

4-1. Practicum Defined. Practicums are an opportunity for pastoral ministry experience in a military environment. CCs are authorized practicums to train under the supervision of a Senior Chaplain (SrCH) at a military installation or a training facility. Prerequisite for attending a practicum is completion of CHBOLC. All CCs applying for practicums must not be under suspension of favorable action (i.e. cannot be “flagged”), and have passed ACFT and height/weight screening within 12 months of their practicum start date. (The provisions of the paragraph are subject to current health protection conditions and guidance, and may be adjusted based on current conditions impacting the health and safety of the force.)

Practicums vary in type to include ministry at Army installations where candidates may provide battalion chaplain support for basic training Soldiers, preach in military chapels and experience Family Life ministry. They may also occur in military hospitals, military confinement facilities (MCF), or other training environments. Premier training opportunities occur each year at the cadet summer training camp for United States Military Academy West Point and Cadet Command’s Cadet Summer Training at Fort Knox, Kentucky. Other practicums may be available and change each year. CCs should complete at least one of these two premier practicums before applying for other practicums.

4-2. Registration: Registering for a practicum is completed via email. The two premiere practicum sites are at the U.S. Military Academy at West Point, NY and ROTC Basic and Advanced Camps at Fort Knox, KY. Exact dates and locations for all practicums will be coordinated directly with the CCM. Dates and locations will be sent to the field in the second quarter of the fiscal year.

4-3. Quarters and Mess. When orders state “USE OF GOVT QUARTERS AND MESS IS DIRECTED; OTHERWISE A STATEMENT OF NON-AVAILABILITY IS REQUIRED,” then you are advised to use military lodging/official quarters on post and use the military dining facility (DFAC) for meals. You are not required to do so, but DFAS will only pay you the government lodging rate for the post you are on and the normal \$10-12 a day cost of meals at a DFAC. *As an officer, you will may be required to pay for your meals at the DFAC. You will be reimbursed that amount automatically when you submit your travel voucher (DD form 1351-2) at the end of your practicum.*

4-4. Government Rates. Government lodging and meal rates for a particular military installation or city may differ. Daily rates for Per Diem and Lodging are explained below:

a. **Per Diem.** The government pays you a daily rate to cover lodging, meals, and miscellaneous expenses while in a travel status, called *per diem*, which means “per day.” Each city and state has a set per diem rate. Rates are updated annually. Current per diem rates can be viewed at:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

(1) If your actual lodging cost is less than the published lodging per diem rate, DFAS will reimburse you the actual cost, based on the hotel receipts you submit with your Travel Voucher.

b. **Lodging.** When lodging is NOT available on post, the lodging facility will give you a non-availability control number to put in block 18 of your Travel Voucher.

*NOTE: If there are **Lodging Success** hotels (hotels already contracted by the Army) in the area you are staying, you must arrange to stay at one of these facilities. If no contracted hotels exist in your area, you may select any hotel, but you will only be reimbursed only up to the maximum rate for the area where you are staying.*

c. **Changing Quarters.** If you are required to change quarters while on orders and are forced to move off post, get a “Statement of Non-Availability” from the lodging office. This will ensure that you are properly reimbursed, even if your orders state “Government Quarters are Directed.”

4-5. Length of Practicums. Practicums are generally not less than 14 days and not more than 45 days in length. Most practicums are 30 days.

SECTION 5

Selected Reserve Program

5-1. SELRES Defined. The Selected Reserve includes the members of the Active Guard & Reserve Program (AGR), the Individual Mobilization Augmentee (IMA) Program, and members of Troop Program Units (TPU), including CCs.

a. CCs are not chaplains. You are addressed by your rank. You wear the CHCP branch insignia on the OCP, ASU (Class A), and ASU (Class B) uniforms. You are at no time authorized to wear chaplain insignia (Buddhist, Christian, Hindu, Islamic, or Jewish) on the uniform. Chaplain Corps Regimental Crest may be worn once the CC has graduated from CHBOLC.

b. CCs cannot be assigned to fill chaplain authorized paragraph/line number positions on the unit manning roster.

c. CCs are not deployable because they are not yet branch qualified, but are officers on educational delay. In addition, CCs cannot work OCONUS in a Theater of Operations as a civilian and continue in the SELRES program.

d. CCs are not to be placed on Active Duty Operational Support (ADOS) orders for full-time military employment. The Chaplain Candidate Program is a training program, designed for full-time graduate school students to gain exposure to the military, while focusing their efforts principally on academic and ecclesiastical requirements for ordination. It is *not* a program of military employment. Candidates may not serve as AGRs or in any other permanent full-time military status.

e. CCs may participate in supervised practicums. A practicum may be considered as an alternative to attendance at your unit's Annual Training (AT) if your commander permits. Be certain you request excusal from your command, if you are attending a practicum in lieu of AT.

f. CCs should be granted Re-Scheduled Training (RST) and excused absence when graduate school requirements conflict with scheduled training. RSTs require that you arrange with your unit to make up scheduled Battle Training Assemblies (BTA). RSTs must be approved by the unit commander and supervising chaplain in advance of the absence. RSTs should be used sparingly and not as an excuse to miss BTA or show up late. Graduate school work should not be done during a BTA.

g. CCs living more than 50 miles from an Army Reserve unit *may* request release to transfer to an Army National Guard unit or reserve unit of any uniformed service within 50 miles of their residence. Individual units may provide Lodging-In-Kind or IDT Travel to defray the cost of travel over 50 miles and lodging for BTAs. Consult with your supervising chaplain.

NOTE: Those who accepted Army Reserve tuition assistance must pay it back if, at time of transfer to another component, they have not met their service obligation to the Army Reserve.

5-2. Chaplain Candidate Responsibilities.

a. CCs are expected to earn a "good retirement year," for each year they are in the program, earning a minimum of 50 retirement points each year. You and your supervisory chaplain will actively engage in training. Your supervisory chaplain, will assist you to develop or enhance skills in critical areas. These include but not limited to: planning and executing memorial ceremonies and services, Soldier and family counseling, Army briefing standards, moral leadership training, leading worship in the unit setting, and invocations and benedictions.

b. CCs will attend BTAs, unit Annual Training (AT), and/or practicums (as studies permit).

c. CCs will ensure all personal contact information is kept up to date on the HRC website and the unit S-1 and unit administrator.

d. CCs will report any discrepancy in pay on Leave and Earnings Statements or Travel Vouchers to their unit administrator.

e. CCs will take the physical fitness test and height/weight with their unit or assigned agency. The physical fitness test will be diagnostic only prior to completion of CHBOLC.

f. CCs are not to fire or handle weapons. Your training is preparing you to serve as a chaplain.

g. CCs are to be evaluated with a Service School Academic Evaluation Report (AER) (DA Form 1059), and not an Officer Evaluation Report (OER). Candidates are not in an authorized position in a unit and are in an educationally delayed status. An annual AER is completed for each candidate with his or her supervisory chaplain as the Rater and the Senior Chaplain the reviewer. Each candidate must ensure his or her unit administrator uploads this document into the Army Evaluation Entry System. A sample AER can be found in Enclosure 3.

i. CCs will not serve as the rater, senior rater or reviewer for OERs or NCOERs.

SECTION 6 PROMOTIONS

6-1. Chaplain Candidate Promotions. It is the responsibility of each chaplain candidate to manage his/her own career. Your Official Military Personnel File (OMPF) can be viewed and downloaded at the Human Resources Command (HRC). Follow these steps:

- <https://www.hrcapps.army.mil/portal>
- Click on the **Use Your CAC** button on the right side of the screen
- Log in with your CAC
- Click on **Reserve/Retiree/Veteran Record** at top
- As the screen opens, there is a Navigation section on the left side. Under Navigation, click on **Documents** and all your records are listed.

6-2. Prior Service. Officers with prior service, officers from another service, or officers from another branch of the Army carry their Date of Rank with them. If you are already a 1LT or CPT, you begin the CHCP with the same rank and the same time in grade (TIG) as you now hold or last held.

6-3. Promotion Cycles. Promotion from 2LT to 1LT occurs as early as 18 months TIG. Approximately 1 month prior to your 18 months in grade, HRC will review the files of all those eligible for promotion. Unless you have been flagged (suspension of favorable action), your promotion will be administrative (not requiring board selection). HRC requires several months to process these promotions, but date of rank is generally back dated to earliest date of eligibility. If you are not promoted to 1LT after 24 months TIG, contact the CCM. The usual reason for not receiving promotion orders is the lack of documentation in iPERMS (DA71 and appointment memo). Make sure you keep track of all the documents in your iPERMS file. <https://iperms.hrc.army.mil/rms>

Another reason why candidates are not promoted to 1LT is lack of a valid SECRET security clearance. Until your investigation or reinvestigation is complete and the security clearance is granted, you are not eligible for promotion.

CCs are not promoted from 1LT to Captain.

SECTION 7

After Seminary/Graduate school

7-1. Regular Army PWE. CCs desiring to apply for active duty chaplaincy in the Regular Army are required by the Army to have two years of “religious leadership experience.” The Chaplain Corps understands this experience as consisting of a full time, voluntary or paid, position of senior religious leadership within a local community of faith having primary responsibility for conducting religious rites, ceremonies, worship, and education. A PWE waiver is required if the work experience occurred prior to earning the qualifying graduate degree. Some denominations require this PWE before they will endorse you for *any* component of the Army. Consult your endorsing agent. However, if you exceed the six year limit, you will be discharged and may apply for appointment in the RA or USAR as a 56A from your civilian status.

7-2. USAR PWE. When you have completed your academic requirements, you may, if your religious organization allows, request appointment as a chaplain in the Army Reserve. USAR chaplaincy provides continued chaplain training, experience, and the opportunity for ministry to Army Soldiers and their families. It keeps you informed and updated on Army policy and current operations. The PWE requirement may be modified upon release of updated statutory and/or regulatory guidance. Note that time served as a chaplain in the USAR **does not** count toward the active duty PWE requirement.

7-3. Change of AOC from 56X to 56A. Once you have met your academic and endorser requirements, you must work with a chaplain recruiter to complete an accession packet for consideration by the Chaplain Accessions Board.

a. Requirement. CCs must serve at least one year in the Chaplain Candidate Program before accessioning as a chaplain.

b. Physical. CCs applying for appointment in the Regular Army are authorized to use Medical Treatment Facilities (MTF) or Reserve Component Medical TPU Physicals (DD2808, DD 2807-1 and DD 2807-2) IAW AR 40-501, Chapter 3 standards. USAR CCs applying for re-appointment as USAR Chaplains may submit a valid PHA for their PE requirement. A chaplain recruiter can assist in scheduling you for another physical at MEPS or an approved MTF. A pre-screening is required, and new medical documents may be required, for previous injuries.

c. Security Clearance. Secret security clearances are valid for 10 years. If you have been notified your security clearance has expired, consult with your unit security manager. You are responsible for alerting the security manager at your unit upon completion of the online security checklist.

7-4. Requirements for RA Chaplaincy. CCs wishing to apply for Regular Army are encouraged to begin the reappointment process as early as possible. Please be sure to consult with a Chaplain recruiter for the most up to date policies.

(www.goarmy.com/chaplain)

As of the date of this guidebook you must:

a. Be less than 42 years of age at commissioning. *Only critically short faith groups, as determined by the Chief of Chaplains, will be considered for age waivers.*

b. Have an undergraduate degree in any discipline and a graduate degree in religion/theology or related studies from an accredited institution.

c. Have a graduate level degree of at least 72 hours, half of which (36 hours) must be in religion/theology or related studies. The following will not be accepted as part of the 72 hour minimum requirement: advanced-standing undergraduate credits, undergraduate credits transferred to a graduate program, post-graduate credits for doctorate or other advanced degrees, credit for CHBOLC or life experience.

d. Have at least 2 years of professional work experience (PWE) after completing your graduate degree. This experience consists of two years of full time (40 hours/week) religious leadership within a local community of faith, having primary responsibility for conducting religious rites, ceremonies, worship and education. The following does not qualify as PME: prior service as an active duty military chaplain, prior service as a deployed or mobilized USAR/ARNG Chaplain, Chaplain Candidate Practicums, CHBOLC attendance, CPE or prior service as a Religious Affairs Specialist. Applicants for RA must have officiated at least one funeral and one wedding.

e. Be endorsed with a DD 2088 on file by a faith group listed by the Armed Forces Chaplains Board.

f. Have no more than 16 years of enlisted, active federal service (AFS), though some waivers are allowed. Check with your recruiter for a possible waiver.

7-5. Requirements for Army Reserve Chaplaincy. CCs wishing to apply for the Army Reserve are encouraged to begin the reappointment process as early as possible.

a. Be less than 42 years of age at commissioning. Age waivers, may be available if you are less than 47 at the time of consideration, with or without prior service.

Exceptions may be granted based on regional shortages.

b. Have a graduate level degree of at least 72 hours, half of which (36 hours) must be in religion/theology or related studies. The following will not be accepted as part of the 72 hour minimum requirement: advanced-standing undergraduate credits, undergraduate credits transferred to a graduate program, post-graduate credits for doctorate or other advanced degrees, credit for CHBOLC or life experience.

c. Be endorsed by an RO listed by the Armed Forces Chaplains Board.

7-6. Chaplain Recruiter Contact. Approximately six months before your anticipated graduate school graduation, contact a chaplain recruiter to complete a reappointment packet for the Army chaplaincy. Chaplain recruiters are tasked by the Chief of Chaplains to 1. Keep in regular communication with you for support and encouragement, 2. Assist you in completing the packet, and 3. Submit your

accessioning packet in a timely manner. If you do not hear from your Chaplain Recruiter, contact one of the Chaplain Recruiting Teams listed below:

U.S. ARMY CHAPLAIN RECRUITING TEAMS		
<u>Recruiting Team:</u>	<u>Phone Number</u>	<u>Area Covered</u>
Special Category CRT	(410) 730-0301	Nationwide: Roman Catholic, Orthodox, Jewish, Buddhist, Muslim, Hindu
North East CRT	(410) 730-8026	CT, DC, DE, MA, MD, ME, NH, NJ NY, PA, RI, VA, VT, WV, Europe
South East CRT	(770) 961-9403	NC, SC, GA, AL, MS, LA, FL TN, Puerto Rico
North Central CRT	(224) 538-3503	MN, WI, MI, IA, IL, SD, ND, IN, OH, KY, TN, WV
South Central CRT	(817) 633-3802	NE, KS, MO, AR, TX, OK, CO, AZ, NM, WY
West CRT	(818) 401-2758	CA, NV, UT, WY, MT, ID, OR, WA, HI, AK, Asia

7-7. Removal from the Chaplain Candidate Program. AR 135-175 states CCs who may be involuntarily discharged for the following reasons:

- On withdrawal of ecclesiastical endorsement.
- On withdrawal from the seminary in which he or she was enrolled prior to completing the course of instruction and failure to enroll in another recognized seminary within a period of 1 year.
- For failure to apply for assignment to the chaplain branch (via appointment or branch transfer, whichever is appropriate) within 3 years after graduation and ordination (eligibility for such assignment includes ecclesiastical endorsement). (NTE six years total in the program)

Please contact the Chaplain Candidate Manager for any questions regarding the separation, or withdrawal from the Chaplain Candidate Program.

Top 16 Frequently Asked Questions from CCs

1. What is the best way to get in touch with someone from the Chaplain Candidate Program Manager's office?

Through e-mail: For CH (LTC) Emery at Virginia.a.emery.mil@mail.mil Chaplain Candidate Manager and for CH (MAJ) Marshall at levi.h.marshall.mil@mail.mil School POC (sec 1-5).

2. Can CCs be enrolled in online graduate school courses while at the Chaplain Basic Officer Leadership Course (CHBOLC)?

No. The only purpose of CHBOLC students is to attend to their Army training.

3. Can CCs fire a weapon while training with their unit?

No. CCs are preparing to be chaplains and are not to train with weapons of any kind. (sec 5-2 g).

4. Can CCs have a rental car during a CHBOLC?

No, transportation to/from the Columbia airport is available through taxi or shuttle. All other required transportation is provided by CHBOLC. Expect to do a lot of walking!

5. How much money is provided and how many credits are covered by Tuition Assistance (TA)?

TA is available to CCs in the amount of \$250/credit hour, to a maximum of \$4,500/year. Currently, there is a maximum total benefit of 39 credit hours (sec 3-1). It carries with it a service obligation in the Army Reserve. You must have completed CHBOLC.

6. What is the website to enroll in Tuition Assistance?

www.goarmyed.com

7. How do I create an Army Knowledge Online (AKO) E-mail account?

Detailed instructions can be found in section 1-4 of this Guidebook.

8. How do I enroll in the TRICARE medical coverage plan?

To qualify, log on the portal at <https://www.tricare.mil/Plans/Enroll/TRS> then select the type of coverage that you want to purchase (TRS Member-Only or TRS Member-and-Family). Certify that you are not enrolled in the Federal Employees Health Benefit Program (FEHB), and select a date you want the coverage to begin. Print, sign, and fax DD Form 2896-1 to the # provided (Sec 3-2 a).

Quick Reference Guide, cont'd,

9. How do I enroll in the Defense Enrollment Eligibility Reporting System (DEERS) and get an identification card, called a Common Access Card (CAC)?

Detailed instructions are found in section 1-9 of this Guidebook.

10. How many uniforms should I buy and what kind?

CCs are required to have at least two sets of the Army Combat Uniforms (OCPs) and one set of the Army Service Uniform (ASU), also called the dress blue uniform. CCs are also required to own at least two sets of the Army Physical Fitness Uniform (APFU) (sec 2-13).

11. Will I be compensated for money spent on uniforms and, if so, how much?

Yes, officers are entitled to a one-time initial clothing allowance of \$600 when first reporting for active duty for more than 90 consecutive days. When officers report for 90 days or less, their one-time initial clothing allowance is \$400 (sec 1-7).

12. How do I enroll in CHBOLC? How soon can I do that?

Detailed instructions can be found in section two (2) of this Guidebook.

13. How do I request a Practicum?

Instructions can be found in Section four (4) of this Guidebook.

14. What are the Physical Training Standards for CHBOLC and for my unit?

Detailed information can be found in section 2-5 of this Guidebook.

15. When are CCs to take their first Army Combat Fitness Test (ACFT)?

CCs who have not completed Initial Military Training are not to take a record ACFT until after they take the "record" ACFT during Phase 3 of CHBOLC (sec 2-5).

16. Can I complete all of CHBOLC at one time instead of breaking it up into phases?

If your graduate school schedule allows for it, you may take the entire course at one time. If at all possible, attend CHBOLC all at once for maximum training benefit. See section 2-2.

Readiness Division Contacts (as of 01 January 2021):

CH (LTC) Sung Kim
63d Readiness Division
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(CA, NV, AZ, NM, TX, OK, AR)
Moffett Field, CA 94035
Office: (650) 526-9214
Cell: (650) 450-2602
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CH (LTC) Robert Farmer
81st Readiness Division
Deputy Command Chaplain
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CH (LTC) Vicente Cepeda
88th Readiness Division
Deputy Command Chaplain
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Cell: 608-320-1713
vicente.v.cepeda.mil@mail.mil

CH (LTC) Steve Blackwell
99th Readiness Division
Deputy Command Chaplain
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ASA Dix, New Jersey 08640
Office: 609-562-7448
Cell: 609-836-2862
steve.blackwell.mil@mail.mil

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 CH	e. SPECIALTY/PMOSC 56X
f. COURSE TITLE CHAPLAIN CANDIDATE PROGRAM			g. NAME AND LOCATION OF SCHOOL UNIT LOCATION		
h. DURATION OF COURSE FROM (YYYYMMDD) THRU (YYYYMMDD)		i. COMPONENT USAR	j. NO. OF ENCLOSURES	k. RATED STUDENT'S EMAIL ADDRESS (.gov or .mil)	
I. REASON FOR SUBMISSION					
<input type="checkbox"/> COURSE COMPLETION		<input checked="" type="checkbox"/> INTERIM REPORT		<input type="checkbox"/> AHRC DIRECTED	
MILITARY EDUCATION LEVEL: _____		<input type="checkbox"/> PHASE COMPLETION / PHASE # _____ OF _____		<input type="checkbox"/> DID NOT GRADUATE	
<input type="checkbox"/> RELEASED EARLY (NO FAULT OF STUDENT)					
PART II - ACADEMIC ACHIEVEMENT (ACADEMIC RATER)					
a. DOES SOLDIER FULLY SUPPORT SHARP, EO, AND EEO: <input type="checkbox"/> Yes <input type="checkbox"/> No (comments are required)			b. APFT PASS / FAIL / PROFILE: _____ DATE: _____		
d. OVERALL GRADE POINT AVERAGE: _____ of _____			c. HEIGHT: _____ WEIGHT: _____ WITHIN STANDARD? 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: Candidate has Completed CHBOLC: Yes: No: Date: MM YYYY. Part II - Developmental (Include Candidate's goals. May be performed quarterly, then incorporated into Annual AER. This is open and candid mentoring.) Character (EO, LDRSHIP, etc) Intellect (Civilian Grad School GPA, etc) Military bearing (Include diagnostic/record APFT score. Accomplishments Sustains and Improvements		
SKILL IDENTIFIER:					
e2. CODE:					
f. CHARACTER/ACCOUNTABILITY:					
g. PRESENCE/COMPREHENSIVE FITNESS:					
h. INTELLECT/CRITICAL THINKING & PROBLEM SOLVING:					
i. LEADS/COMMUNICATION & ENGAGEMENT:					
j. DEVELOPS/COLLABORATION:					
k. ACHIEVES/LIFE LONG LEARNER:					
m. SPECIAL PROJECT(S) OR PAPER(S): 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%) <input type="checkbox"/> Commandant's List (limited to 20%) <input type="checkbox"/> Superior Academic Achievement (21% to 40%) <input type="checkbox"/> Achieved Course Standards <input type="checkbox"/> Failed to Achieve Course Standards			b. COMMENTS: Part III - Annual Evaluation (Brief narrative paragraph using info from Part 1, as one might see in OER rater or senior rater comments) Potential to Serve as a Chaplain: Select One: Above Average/ Average/ Below Average (Should be supported w/counseling statements)		
c. RATED STUDENT HAS DEMONSTRATED APTITUDE FOR THE FOLLOWING ASSIGNMENT(S): 1) _____ 2) _____ 3) _____					

HQDA#: _____

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 ▼	PMOSC/BRANCH	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 ▼	PMOSC/BRANCH	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*)

Academic Evaluation Worksheet

FOR USE WITH 72 HOUR GRADUATE DEGREES, DETERMINING A 36 HOUR "CORE" FOR QUALIFICATION

IAW DOD INSTRUCTIONS 1304.28, 6.1.4

AS OF: NOV 07

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

<p style="text-align: center;">Practice of Religion</p> <p style="text-align: center;">With at least one course in Verbal Communications</p>	6-12	<ol style="list-style-type: none"> 1. 2. 3. 4. 	<p>Preaching, Homiletics, Public Speaking, Communication, Foundational, Pastoral Ministry/Care, Missions, Evangelism, Discipleship, Marriage & Family, Counseling, Teaching, Leadership, Apologetics, Community Formation</p>
<p style="text-align: center;">Foundational Writings</p>	6-12	<ol style="list-style-type: none"> 1. 2. 3. 4. 	<p>Ancient Languages, Religious Expositions, Surveys, Canon, Koranic, Fiqh, Hadith, Torah, Chumash, Exegesis, Biblical, Denominational, Standards, Foundational, Founder's Writings, Hermeneutics, Critical, Backgrounds, Archeology</p>

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.

Acronyms

1LT	First Lieutenant
2LT	Second Lieutenant
AC	Active Component
ACFT	Army Combat Fitness Test
AD	Active Duty
ADOS	Active Duty Operational Support
ADSO	Active Duty Service Obligation
ADT	Active Duty for Training
AER	Academic Evaluation Report
AFS	Active Federal Service
AGR	Active Guard & Reserve
AHRC	Army Human Resources Command
AKO	Army Knowledge On-Line
AOC	Area Of Concentration
APL	Army Promotion List
AR	Army Regulation
ASU	Army Service Uniform
AT	Annual Training
ATRRS	Army Training Requirements & Resource System
BTA	Battle Training Assembly
CC	Chaplain Candidate
CAC	Common Access Card
CCM	Chaplain Candidate Program Manager
CHCP	Chaplain Candidate Program
CH	Chaplain
CHBOLC	Chaplain Basic Officer Leadership Course
CIMT	Chaplain Initial Military Training
CPE	Clinical Pastoral Education
CPT	Captain
CRB	Chaplain Recruiting Branch
CRT	Chaplain Recruiting Team
CSF	Comprehensive Soldier Fitness
CTO	Commercial Travel Office
DA	Department of the Army
DACH	Department of the Army Chaplain
DD	Department of Defense
DEERS	Defense Enrollment Eligibility Reporting System
DFAC	Dining Facility

DFAS	Defense Finance and Accounting Service
DOB	Date of Birth
DOD	Department Of Defense
DOR	Date of Rank
DTS	Defense Travel System
EA	Ecclesiastical Approval
EFT	Electronic Funds Transfer
FEHB	Federal Employee Health Benefits (Program)
FM	Field Manual
FTR	Federal Travel Regulation
FY	Fiscal Year
HOR	Home of Record
HRC	Human Resources Command
IAW	In Accordance With
IDT	Inactive Duty Training
IPFU	Improved Physical Fitness Uniform
IRR	Individual Ready Reserve
ITO	Invitational Travel Order
JTR	Joint Travel Regulation
LES	Leave and Earnings Statement
LSP	Lodging Success Program
LTC	Lieutenant Colonel
MAJ	Major
MCSS	Military Clothing Sales Store
MP	Military Police
MRD	Mandatory Removal Date
MSC	Mission Support Command
OCCH	Office Chief of Chaplains
OER	Officer Evaluation Report
OMPF	Official Military Personnel File
OCPU	Operational Camouflage Pattern Uniform
PEBD	Pay Entry Base Date
PFU	Physical Fitness Uniform
POC	Point of Contact
POV	Privately Owned Vehicle
PWE	Professional Work Experience
REFRAD	Release From Active Duty
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
SrCH	Senior Chaplain
SSN	Social Security Number
TA	Tuition Assistance
TC	Training Circular
TDY	Temporary Duty
TIG	Time in Grade
TPU	Troop Program Unit
TRS	Tricare Reserve Select
UA	Unit Administrator
UIC	Unit Identification Code
USACHCS	United States Army Chaplain Center & School
UTA	Unit Training Assembly

Contact Information

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