

# **US Army Reserve Chaplain Candidate Guidebook**

**Headquarters  
Department of the Army  
Office of the Chief of Chaplains  
Reserve Components Integration  
1 October 2015**

# ***SUMMARY of CHANGE***

## Chaplain Candidate Guidebook

This annual revision, dated 1 October 2015

- Adds guidelines for Confidential Communications (para 1-15)
- Changes the chaplain candidate life cycle to allow completion of CHBOLC following the first semester of qualifying graduate studies and restricts practicums to candidates who have completed CHBOLC (para 2-9)
- Adds information concerning advance standing in graduate degrees and credits that do not count toward a qualifying professional degree (paras 7-4, 5)
- Changes CIMT waiver for prior service candidates who may have completed another BOLC (para. 2-10)
- CH (MAJ) Steve Blackwell has taken over many of the functions MSG Henderson provided

# Chaplain Candidate Guidebook

**Summary.** The Chaplain Candidate Guidebook serves as the handbook for the USAR Chaplain Candidate Program (CCP) 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.

**Applicability.** This Guidebook is intended for use by all chaplain candidates (CC), RSC chaplain candidate career managers, and chaplain candidate supervisors.

**Proponent.** The proponent for this document is the DACH-RCI Chaplain Candidate 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 are invited to send comments and suggested improvements directly to the Chaplain Candidate Manager, DACH-RCZ-C, 2700 Army Pentagon, Washington, DC 20310-2700

**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 Manager, the supervisory chaplain ensures chaplain candidates are conforming to the provisions of this Guidebook and exercises supervisory responsibility over chaplain candidates.

# Chaplain Candidate Manager

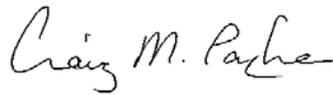
Welcome to the United States Army Reserve Chaplain Candidate Program. This program is the Army Chief of Chaplains premier program to recruit and train prospective chaplains to serve the men and women of the United States Army. The chaplaincy is a unique calling. It is a challenging ministry requiring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

My office, the Army Chaplain Center & School, as well as many installation chaplains, hospital chaplains, and Regional Support Command chaplains are ready to be part of your ongoing education. The Candidate Program has proven invaluable in training strong and resilient future chaplains to serve our Soldiers.

For over 30 years, the Chaplain Candidate Program has provided the Regular Army and the Army Reserve 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. It is designed to answer many of your questions and maximize your and our 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.



Craig Pache  
Chaplain (LTC) USA  
Chaplain Candidate Manager

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# Chaplain Candidate Guidebook

The Chaplain Candidate Program (CCP) 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 CCP, you have a maximum of six years to complete your seminary degree and obtain Ecclesiastical Endorsement for chaplaincy from your faith group. In accordance with Army Regulation (AR) 165-1,7-3d, you must maintain full-time student status while a member of the CCP, since completing seminary 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 begins when you initiate an application with a Chaplain Recruiter, and ends when the Army's Human Resources Command (HRC), Reserve Appointments Branch generates your appointment order. Prior to reaching HRC, the Chief of Chaplains Office will review your packet for completeness and qualification. It will then be presented to a board of chaplain officers, which will make its recommendation to the Chief of Chaplains. HRC and the Chaplain Recruiting Branch (CRB) are notified of each CC selected. Once supporting documents are verified, HRC will generate an Oath of Office (Department of the Army (DA) Form 71) and an Appointment 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 don't know an officer, contact your chaplain recruiter who will be glad to assist you. Once you've executed the Oath, return the DA Form 71 to your recruiter, who will forward it through the CRB to HRC Reserve Appointment Branch. HRC will send you an Appointment Order, assigning you to the USAR Control Group, Individual Ready Reserve (IRR). 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. Once you receive your Appointment Order, your Regional Support Command (RSC) or Mission Support Command (MSC) Chaplain Candidate Manager will prepare your unit assignment.

*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 are sworn in, you are given a document stating that 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.

Toward no other profession in society does the nation express its obligation more fully. Yet 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 have recognized that 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, 51<sup>st</sup> 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 chaplain candidates starts when you receive orders assigning you to either the IRR or the Selected Reserve (SelRes), and ends when you accession as a chaplain or are separated from the CCP. The purpose of the Life Cycle Model is to: 1. Expose you to the Army and military ministry, 2. Teach you skills necessary to function effectively as a staff officer, 3. Place you with seasoned chaplains who can mentor and teach you how to provide religious support, and 4. 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 CCP for a minimum of one year before reappointing as a Regular Army or Army Reserve chaplain.*

**1-4. AKO Account.** It's mandatory that all service members in the Army set up an Army Knowledge On-line (AKO) account. AKO provides a wealth of information about the Army and current events, as well as links to all of your military personnel and medical records. You must set up your own AKO account upon receipt of your assignment orders. Go to <http://www.hrc.army.mil> and follow the directions. One question that will be asked is your PEBD (Pay Entry Base Date), which can be found on your orders. When asked for your unit and address, use the address on your most recent assignment orders. You must set up your AKO within 14 days of assignment to a unit.

*NOTE: After you have set up your military email account, email the CCM with your new email and introduce yourself. The Candidate Manager will reply with follow-on information about the Chaplain Candidate Program. It is important to check your military email several times a week.*

**1-5. Contacting the Chaplain Candidate Manager.** The best method of communication with the Chaplain Candidate Team is email. Emails to chaplains should be addressed to "Sir" or "CH \_\_". To ensure a prompt reply, always address your email with the correct name and rank of the person to whom you're 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, therefore we expect your emails to be professional in style and content, as are all means of communication in the military. *Emails from civilian accounts will not be accepted by this office due to security and firewalls put in place by DOD for security.* 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 name
- 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 please)
- The issue you wish to discuss

Direct emails as follows:

[craig.m.pache.mil@mail.mil](mailto:craig.m.pache.mil@mail.mil) (703-695-0299) for questions about the Chaplain Candidate Life-Cycle Model, promotions, personal issues with school (seminary/theological education), tuition assistance, endorsements, or practicums. Supervisory chaplains should also email this address with their questions.

[steve.blackwell.mil@mail.mil](mailto:steve.blackwell.mil@mail.mil) (703-695-0314) for questions about *training* orders, travel to and from CH-BOLC, pay issues, TRiPS Risk Assessments and course dates.

[usarmy.pentagon.hqda-occh.mbx.chaplain-candidate-manage@mail.mil](mailto:usarmy.pentagon.hqda-occh.mbx.chaplain-candidate-manage@mail.mil) to send all applications for CHBOLC and practicums.

**1-6. Chaplain Candidate Branch Insignia.** Chaplain candidates are part of the Chaplain Branch, with an Area of Concentration (AOC) of 56X. Candidates 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. Candidates are not authorized to wear the regimental crest.

The ASU must be worn for formal occasions. The Army uniform regulation (AR 670-1) can be found online at <http://www.apd.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://thor.aafes.com/ics/default.asp?loc=department.asp~dept\\_id=11999](https://thor.aafes.com/ics/default.asp?loc=department.asp~dept_id=11999). The number for Clothing Sales at Fort Jackson, SC is 803-787-5248.



**1-7. Wear of Military Uniforms.** The Army is a uniformed service. Soldiers are expected 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, which can be found in AR 670-1. Nothing may be worn on the uniform that is not authorized in the regulations, including religious symbols.

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

a. ACU. All chaplain candidates (*including ROTC Candidates*) wear their unit of assignment patch on the left shoulder. For example, a chaplain candidate assigned to the 99<sup>th</sup> RSC, wears the checkered patch of the 99<sup>th</sup>, the 200<sup>th</sup> MP Command candidate wears the MP Command patch. Unit patches are obtained at your unit of assignment.

b. Dress Uniform. The black beret and service cap with visor, or “saucer cap” as it is sometimes called, are both authorized for wear with the ASU. When the dress blue ASU is worn for evening functions (after retreat), commanders may direct that no headgear be worn. The beret is the primary headgear worn with the ASU, unless the commander directs otherwise.

**1-8. ROTC Educational Delay Chaplain Candidates.** Educationally delayed ROTC cadets take their oath upon commissioning through the ROTC program. If they have not been selected for the Chaplain Candidate program prior to that date, they will be branch unassigned until they take the oath again for appointment to the Chaplain Branch as a chaplain candidate. No additional oath is required if they are “boarded” for the CCP prior to their graduation. ROTC CCs must be certain to provide the Candidate Manager with a copy of their DA Form 71, their DD591, and their ROTC contract. The CCM is responsible to ensure ROTC Ed-Delay CCs complete their educational requirements and other and contractual commitments. If you are an ROTC CC, the RSC Chaplain Candidate Manager will assign you to a unit with a supervisory chaplain. If you don’t receive an order within 90 days of accessioning into the CCP, contact the CCM. If you graduate from ROTC with an ADSO (Active Duty Service Obligation) you must obtain your PWE after seminary and apply to be a Regular Army Chaplain (see para 7-1 & 7-3 for more information).

**1-9. 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, you must be entered into the Defense Enrollment Eligibility Reporting System (DEERS). A DEERS record is established within two weeks of receiving your official appointment to the CCP.

CAC cards can be obtained at most Federal facilities. To locate the site nearest you, go to: <https://www.dmdc.osd.mil/rs1>

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’re 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.

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

**1-10. Change of Contact Information.** Your Home of Record (HOR) is where you are attending seminary or theological 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 Ft. 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:

- <http://www.hrc.army.mil/>
- Click on the **My Records** button on the right side of the screen
- Log in with your CAC
- Click on **Reserve Record** at top
- Update center section called **Contact Information**. Click **Edit**, put in new information, then click **Verify**

**1-11. Retirement Points.** Candidates who are assigned to commands or units are members of the Selected Reserve, 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), which is 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 CH-BOLC, practicums, and annual training (AT) are worth one point each, while inactive duty days (IDTs), which are your monthly Battle Training Assembly weekends are worth two points for each day. You’re also awarded 15 points per year just for being in the Army Reserve.

Additional retirement points are offered for the Self Improvement Reading (SIR) program by the Chaplain Center and School (USACHCS) at Fort Jackson, SC. There is an extensive list of approved books on military doctrine, military history, homiletics, pastoral care, theology, ethics, leadership and more. Read a book, write a 1-2 page report, send it in to the POC at USACHCS, and earn one retirement point for each four (4) hour book read and written on. Information and enrollment: [usachcs.registrar@us.army.mil](mailto:usachcs.registrar@us.army.mil). A list of SIR books is found as a document on the CC Milbook website

To ensure you are on track for a “good” retirement year, periodically check your Reserve Record. To the upper left, in the navigation section, 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 chaplain candidates 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 RSC Chaplain Candidate Manager.

**1-12. Administrative Corrections.** To correct your Date of Rank (DOR), PEBD, citizenship, marital status and/or family member status, email your request for correction, along with supporting documentation, to your RSC 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 your record is corrected, HRC will send you an email confirming that the correction is completed.

**1-13. Reasons for Separation from the Army.**

**a. Withdrawal from Seminary.** IAW AR 135-175, Separation of Officers, chaplain candidates who withdraw from the seminary in which they are enrolled prior to completing the course of instruction and fail to enroll in another accredited seminary within one year of withdrawal will be involuntarily discharged. You should immediately discuss any interruption in your seminary studies with the Chaplain Candidate Manager.

**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 (AR 135-175, 4-4b).

**c. Loss of Ecclesiastical Approval.** Chaplain candidates are required to possess a valid Ecclesiastical Approval from their religious organization's endorsing agent upon accessioning and throughout their tenure in the Candidate Program. If your endorsing agent withdraws your Ecclesiastical Approval Letter, you are no longer authorized to function as a chaplain candidate and will be discharged from the CCP, unless you are able to secure an Ecclesiastical Approval from another religious organization within 30 days, subject to the approval of the Chief of Chaplains (AR 140-10).

**d. Medical Separation.** 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 will assist you with procedures for obtaining a military medical evaluation.

**e. Separations Due to Twice Non-Selection for Promotion.** CPTs twice considered and passed over for promotion will be separated from the service.

**f. Failure to Complete Military Education Requirements.** IAW AR 135-175, officers upon initial entry into the US military must complete their basic course (CH-BOLC) within 36 months of commissioning. All commissioned officers must complete their basic course in order to be promoted to the rank of CPT. Chaplain candidates and prior service officers will complete CH-BOLC as their initial basic officer course. Any officer at the rank of CPT or MAJ is subject to discharge from the USAR CCP according to AR 135-155 (Promotion of Commissioned Officers) and AR135-175 (Separation of Officers) for not meeting the military education requirements for the appointed rank.

**g. Failure to Apply for Assignment to the Chaplain Branch.** IAW AR 135-175, chaplain candidates have a maximum of six years to complete educational and ecclesiastical requirements to reappoint as chaplains in the RA or the USAR. Chaplain candidates 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 graduation from seminary or 6 years total, whichever comes first.

**h. Failure to be Selected as “Best Qualified” in a Chief of Chaplains’ Accessions Board.** A Chaplain Candidate voted "fully qualified but not best qualified" must wait one year before submitting their application for reconsideration. If voted "fully qualified but not best qualified" a second time, the Chaplain Candidate will be honorably discharged from the Chaplain Candidate Program.

**i. Failure to Complete Eligibility Requirements for Appointment.** Officers appointed under special programs (such as the CCP), 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 seminary enrollment. If you drop out of seminary, 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 47<sup>th</sup> birthday (unless there is a regional or state exception requirement). Candidates will be removed from the CCP the month following their 47<sup>th</sup> birthday, unless their chaplain accession packet is already approved for the next chaplain accession board.

**1-14. Change of Ecclesiastical Approval (EA).** Chaplain candidates wishing to change religious affiliation must send a detailed request to the Chaplain Candidate Manager, with subject line: Request Change of Ecclesiastical Approval. They must also notify their current and intended future endorser of the request and obtain an Ecclesiastical Approval from the new endorser. It should be understood that the request is subject to the approval of the Chief of Chaplains in all cases.

**1-15. Confidential Communications.** Confidential communication is communication to a chaplain, chaplain assistant, 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 3<sup>rd</sup> party. It is a communication that is 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.

## **SECTION 2**

### **Chaplain Basic Officer Leadership Course (CH-BOLC)**

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

**2-2. Military Education (MilEd).** Military Education is a process whereby your capabilities and critical thinking continue to be improved as you advance in rank. The basic course, CH-BOLC, is approximately 12 weeks long and is usually offered three times a year – winter, summer, and fall. The Life Cycle Model calls for chaplain candidates to complete CH-BOLC as soon as possible following their first year of seminary (approx 18 semester hours). If necessary, CHBOLC can be completed in two parts. Chaplain Initial Military Training (CIMT), or CIMT with Phase 1 can be completed in one iteration. Phases 2 and 3 must be completed the following calendar year. Requests to complete CHBOLC in two parts must be made in writing, to the Chaplain Candidate Manager. All phases of CHBOLC must be completed within 36 months of commissioning. Completion of CHBOLC is a prerequisite for participation in all practicums offered by the CCP. No phases of CH-BOLC are offered on-line or by correspondence.

Candidates may attend CH-BOLC in the winter or fall if their seminary studies will allow it. CCs must remain in the CCP at least one year before re-appointing as a chaplain. To obtain CH-BOLC course dates, go to the Army Training Requirements & Resource System (ATRRS) webpage.

ATRRS web address: <https://www.atrrs.army.mil/atrrscc/search.aspx?newsearch=true>. ATRRS page opens up. Enter course number **5-16-C20** 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 (Example 1 below). Click on **Course Number**. Dates pop up (Example 2)

Example

Class Schedule									
FY: 2009		School: 805D		Course: 5-16-C20		Phase:		Course Length: 3 Weeks 4.0 Days	
Course Title: CHAPLAIN INITIAL MILITARY TRAINING									
Class Maximum: 100 Class Optimum: 88 Class Minimum: 25									
Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	City	State	Zip
001	<a href="#">View</a>	04 Jan 2009	05 Jan 2009	30 Jan 2009	80	Resident	FORT JACKSON	SC	29207
002	<a href="#">View</a>	31 May 2009	01 Jun 2009	26 Jun 2009	100	Resident	FT JACKSON	SC	29207
003	<a href="#">View</a>	13 Sep 2009	14 Sep 2009	09 Oct 2009	58	Resident	FT JACKSON	SC	29207
Classes that have been nonconducted or cancelled or rescheduled have been excluded									

**2-3. CH-BOLC Registration.** Register for CH-BOLC by submitting a Request for Orders (RFO) packet, found on the Chaplain Candidate MilBook Home Page: <https://www.milsuite.mil/book/groups/us-army-chaplain-candidate-program?view=documents>, to the chaplain candidate email address: [usarmy.pentagon.hqda-occh.mbx.chaplain-candidate-manager@mail.mil](mailto:usarmy.pentagon.hqda-occh.mbx.chaplain-candidate-manager@mail.mil) Documents to be submitted in the RFO packet include DA Form 4187 and DA Form 705 (APFT score sheet).

*NOTE: There is no need to call or email us to confirm that we have your documents. Approximately 30 days prior to the start date of your course, you will receive email notification that you either have a seat in the course or have to register for a future class. Your orders will be sent to your military email 2-4 weeks prior to your report date.*

**2-4. Guidelines for Attending CH-BOLC.** It's your responsibility to complete the Travel Risk Planning System (TRiPS) risk assessment at <https://safety.army.mil/>, as well as the information requested for travel in the RFO packet. While answering questions on the TRiPS website, please insert CH (MAJ) Steve Blackwell as the TRiPS "supervisor." Rental cars are **NOT** authorized for schools or practicums.

If you live within 500 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 Carlson Wagonlit Travel to check the cost of the flight that will be reimbursed if you elect to drive.

If you do not live within 500 miles, plan for air travel and contact Carlson Wagonlit Travel. 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.

*NOTE: It is good to make your plane reservations 30 days ahead of your report date. Once you receive your orders, fax or email a copy to Carlson Travel for processing and issuance of your electronic ticket. ALWAYS contact Carlson Travel a few days prior to departure to confirm that your orders were received and ticket released.*

*Carlson Travel: Call the number for the region you’ll be traveling from.*

- 1<sup>st</sup> MSC: (787)-273-6140
- 9<sup>th</sup> MSC: (808)-848-1941
- 63<sup>rd</sup> RSC: 1-800-828-8712
- 81<sup>st</sup> RSC: (404)-752-7455
- 88<sup>th</sup> RSC: (608)-388-2370
- 99<sup>th</sup> RSC: (609)-723-5534

**2-5. Army Physical Fitness Test (APFT).** 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.

A diagnostic APFT is administered during the CIMT phase of CH-BOLC to establish a base-line of how physically fit you are for the Army Program. A final APFT for record will be administered near the end of Phase 3. A passing score is necessary for graduation from CH-BOLC. Chaplain Candidates are not required to take an APFT FOR RECORD at their unit prior to completing Phase 3 of CH-BOLC. Chaplain Candidates should not be “flagged” for APFT failure prior to completion of CHBOLC. They should participate fully in their unit’s physical training program and take diagnostic APFTs as required by their unit, regardless of their attendance of CHBOLC.

Army Field Manual 7-22 gives regulatory guidance on administering and taking the Army Physical Fitness Test.

*NOTE: You must submit a diagnostic APFT along with form 4187 in order to enroll in any phase of CH-BOLC. It’s never too early to begin work on your physical fitness! We highly recommend that you begin a regular routine of exercise within 90 days of attending CH-BOLC.*

**2-6. Army Height and Weight Standards.** Chaplain Candidates 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. Prior to arrival at CH-BOLC, you must have your unit certify that you are within Army height and weight standards. On arrival at CH-BOLC, you will be measured and weighed. Should you fail to meet height and weight standards, you may be sent home. If you are border-line, you may be put in a special training program to assist you to meet height and weight prior to graduation. Chaplain candidates who do not meet the Army standards, will NOT graduate from CH-BOLC. Army Regulation 600-9 governs Army Height and Weight Standards.

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

**2-7. Temporary Profiles.** Chaplain Candidates with temporary profiles that prohibit 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 sent to or enrolled in courses unless their attending physician provides written documentation stating they can perform all course physical requirements. These include the APFT, marching, and field training exercises.

**b.** Soldiers will not be allowed to attend courses during the recovery period that follows the end date of a temporary profile (AR350-10).

**c.** Pregnancy. IAW AR 350-10, pregnant Soldiers will be placed on a temporary profile and may not attend any phase of CH-BOLC 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.

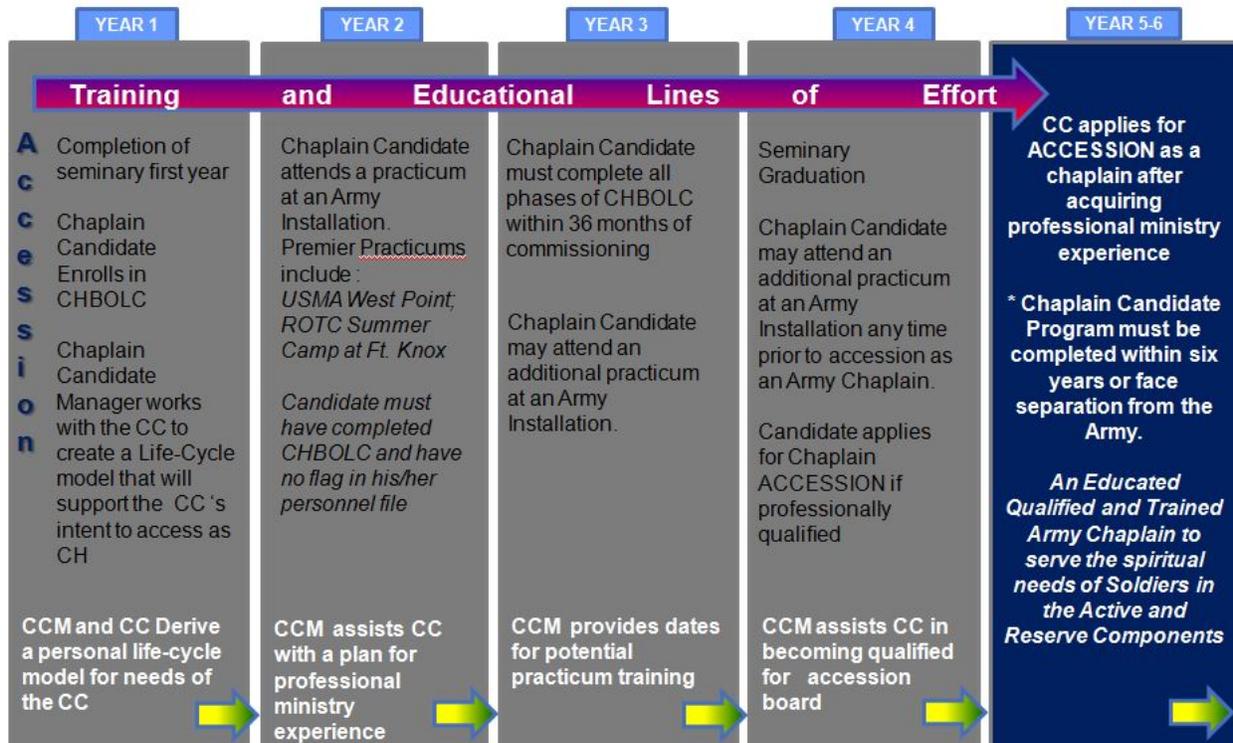
**2-8. Orders for School.** You should submit your Request for Orders (RFO) packet within 90 days of the class start date. RFOs should not be submitted later than 45 days prior to the school start date. You may receive travel orders as early as **30 days** prior to the class start date or as late as three days before the class start date in special situations. Priority in filling seats for CH-BOLC in the winter and fall classes goes to USAR chaplains, then chaplain candidates. Chaplain candidates have priority for seats in the summer class, considering their commitment to seminary studies during the academic year.

**2-9. CH-BOLC Life Cycle Model.** The 3-6 year Life-Cycle model allows for chaplain candidates entering seminary to attend CHBOLC the summer following their first year of seminary. 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 Battle Assembly weekends as a “drilling reservist” in the Selected Reserve. Following your completion of CHBOLC, contact the CCM to schedule a practicum in an institutional or field environment. This will provide military ministry skill sets that will assist in your development as a chaplain.

**Remember, you must complete CH-BOLC within 36 months of your commissioning.** You may request another practicum following graduation, if additional post-graduate ministry work experience is required by your denomination before endorsement for chaplaincy. Candidates are eligible to complete multiple practicums up until their accession as a chaplain. The purpose of the Life Cycle Model is to build mentally, physically, and spiritually resilient chaplains, who possess the training and skill sets to provide professional ministry to RA and USAR Soldiers.

Chaplain candidates will remain in the CCP for a minimum of one year before accessioning as a chaplain.

# USAR Chaplain Candidate Life-Cycle Model



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

**2-11. CH-BOLC Requirements.** USACHCS provides a Student Handbook for chaplains and chaplain candidates attending the course. To access the handbook and other valuable information, visit the USACHCS website: <http://www.usachcs.army.mil>, and log on to the UMM Blackboard using your AKO password. Click on the tab labeled **Institutional Training** and navigate your cursor to the left over the **Chaplain Officer Basic Course** link. This page gives you access to school codes (used for completing RFOs) as well as Purpose, Scope and Prerequisites. Click on the link called **Chaplain Basic Officer Leadership Course** on the left for a breakdown of lessons taught at CH-BOLC.

a. Prior to arrival at the course, you will receive a Welcome Letter with a packing list of required items for the class.

b. Lodging and most meals will be provided at no cost to you at Ft. Jackson, SC. For meals not available at the Dining Facility (DFAC), you will receive a per diem allowance.

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

d. Family members may *visit* you on off-duty weekends, but are *not authorized* to reside in your government quarters. Exceptions are rare, but may be made on a case-by-case basis and require the approval of the Director of Training at the Chaplain School. Submit your request by email to the Registrar at [usachcs.registrar@us.army.mil](mailto:usachcs.registrar@us.army.mil).

**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-](mailto:dfas-)

[intraveladvances@dfas.mil](mailto: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. Any advances will be taken out of your paycheck.

## **2-13. Uniforms.**

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

**b. Physical Fitness Uniform (PFU).** You are required to have at least 2 sets of the Physical Fitness Uniform, also available for purchase at any MCSS.

**c. Uniform Assistance.** If you need financial support to purchase uniforms at CH-BOLC, you may apply for a Military Star Card at the Military Clothing Sales Store. It provides up to \$500 in 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 ACUs, two pairs of boots, and three sets of the Physical Fitness Uniform. 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 the CH-BOLC program.

**2-14. Travel Pay Voucher (DD Form 1351-2).** 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. TPU Soldiers may submit travel vouchers through their local unit. If you are not assigned to a unit, send your completed, signed travel voucher with orders and receipts to DFAS at <http://www.dfas.mil/militarymembers/travelpay/travelvoucherdirect.html>

**2-15. CH-BOLC Credits.** Many accredited institutions offer seminary course credit for the completion of CH-BOLC. However, credit given for CH-BOLC cannot be applied against the 72 semester hour requirement for appointment to the chaplaincy. Consult your school registrar for more information.

## **SECTION 3**

### **USAR Chaplain Candidate Program Benefits**

**3-1. Tuition Assistance (TA).** TA is available to many Army Reserve chaplain candidates in the amount of \$250/credit hour, not to exceed \$4,500/year. 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 a chaplain. ROTC Scholarship cadets are not entitled to TA, since they already have incurred an Active Duty Service Obligation (ADSO) after accessioning as a chaplain. Non-scholarship cadets planning to accession as USAR chaplains may take advantage of the TA.

To qualify for TA, you must be enrolled as a full-time seminary student and have received appointment orders into the Army Reserve Chaplain Candidate Program. To apply, visit the [www.goarmyed.com](http://www.goarmyed.com) web site and complete the online registration. Discuss TA requirements and obligations with your RSC Chaplain Candidate Manager or an RSC 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 CCP 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 Servicemembers Group Life Insurance (SGLI) and Tricare medical and dental coverage for you and your family at very nominal cost.

**a. TRICARE Reserve Select (TRS).** A premium-based health plan that qualified National Guard and Army Reserve members may purchase. TRS, which 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 that 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 <http://tricare.mil/mybenefit> or <http://tricare.mil/tricareu/PublicCourses.aspx>

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

North: [www.healthnetfederalservices.com](http://www.healthnetfederalservices.com)

South: [www.humana-military.com](http://www.humana-military.com)

West: [www.triwest.com](http://www.triwest.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 Army 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 CH-BOLC or through the unit clerk 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, 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](http://www.dfas.mil/militarymembers.html)

## SECTION 4

### USAR Practicum Program

**4-1. Practicum Defined.** Chaplain candidates are authorized practicums to train under the supervision of a Senior Chaplain (SrCh) at a military installation or a combat training facility. This training is offered to supplement the professional ministry requirements of denominational endorsers and as an opportunity for pastoral ministry experience in a military environment. Prerequisite for attending a practicum is completion of CH-BOLC.

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 new cadet summer camp for United States Military Academy West Point and Cadet Command’s Cadet Summer Training at Fort

Knox, Kentucky. Chaplain candidates should complete one of these two practicums before applying for other practicums.

**4-2. RFO Packet.** The RFO packet for practicums is the same as the RFO packet for CH-BOLC. Complete the RFO packet and submit it for orders processing by scanning and emailing the forms to: [usarmy.pentagon.hqda-occh.mbx.chaplain-candidate-manage@mail.mil](mailto:usarmy.pentagon.hqda-occh.mbx.chaplain-candidate-manage@mail.mil) Ensure you place the dates that you are available to attend a practicum on your request. The CCM does not provide dates for practicums, except for required missions in the summer 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 Chaplain Candidate Manager.

**4-3. Quarters and Mess.** When orders state “USE OF GOVT QUARTERS AND MESS IS DIRECTED; OTHER WISE 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 \$12 a day cost of meals at a DFAC. *As an officer, you will likely be required to pay for your meals at the DFAC (e.g. \$2.45 breakfast, \$4.55 lunch, \$4.55 dinner), but 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>.

**b.** 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.

**c. 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 make arrangements to stay at one of these. Lodging Success can be contacted at 866-363-5771. If no contracted hotels exist in your area, you may select any hotel, but remember, you’ll only be reimbursed only up to the maximum rate for the area in which you are staying.*

**d. 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 that “Government Quarters are Directed.”

**4-5. Length of Practicums.** Practicums are generally not less than 14 days and not more than 37 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 chaplain candidates.

**a.** Chaplain candidates are not chaplains. You are addressed by your rank. You wear CCP branch insignia on the ACU, ASU (Class A), and ASU (Class B) uniforms. You are at no time authorized to wear chaplain insignia (Buddhist, Christian, Hindu, Islamic, or Jewish) or the Chaplain Corps Regimental Crest on any uniform.

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

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

**d.** Chaplain candidates 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 seminary 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 full-time military status.

**e.** Chaplain candidates 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.** Chaplain candidates should be granted liberal Re-Scheduled Training (RST) and excused absence when seminary requirements conflict with scheduled training. RSTs require that you arrange with your unit to make up scheduled Battle Training Assemblies (BTA).

**g.** Chaplain candidates living more than 50 miles from an Army Reserve unit (TPU) *may* request release to transfer to an Army National Guard unit or reserve unit of any uniformed service that is within 50 miles of their residence.

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

## **5-2. Chaplain Candidate Responsibilities.**

**a.** Chaplain Candidates 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, working with the USACHCS Critical Tasks List and the Pastoral Work Experience worksheet (DACH-1), 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.** Chaplain candidates will attend Battle Training Assemblies (BTAs), unit Annual Training (AT), and/or practicums (if studies permit).

**c.** Chaplain candidates will complete CH-BOLC within 36 months of commissioning and keep their supervisory chaplain informed as to projected class dates.

**d.** Chaplain candidates will ensure all personal contact information is kept up to date on the HRC website.

e. Chaplain candidates will report any discrepancy in pay on Leave and Earnings Statements or Travel Vouchers to their unit clerk.

f. Chaplain candidates will take the APFT and height/weight with their unit or assigned agency. The APFT will be diagnostic only prior to completion of CH-BOLC, after which APFTs will be administered for record.

g. Chaplain candidates are not to fire a weapon. Your training is preparation for your role as a chaplain.

h. Chaplain candidates are to be evaluated with a Service School Academic Evaluation Report (AER), or DA FORM 1059, and not an Officer Evaluation Report (OER), or DA Form 67-9. Candidates are not in an authorized position in a unit and are in an educationally delayed status. An annual AER will be written for each candidate with (typically) their supervisory chaplain the rater and their commander the reviewer. Each candidate must ensure their unit administrator uploads this document into their IPERMS record. Supervisory chaplains may obtain a sample AER from the CCM.

i. Chaplain candidates will not serve as the rater, senior rater or reviewer for OER's or NCOER's.

## 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:

- <http://www.hrc.army.mil/>
- Click on **My Record** (on the right side)
- Enter your AKO login and password
- Click on **Reserve Record**
- 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. In other words, if you are already a 1LT or CPT, you begin the CCP 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, we will review the files of all those eligible for promotion. Unless you've been flagged (as a result of a failed APFT or other adverse 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 your supervisory chaplain or the CCM.

Another reason why candidates are not promoted to 1LT automatically 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.

Consideration for promotion to CPT is conducted by the Captain Chaplain Certification Review (CCCR) Board, held by DACH-RCI, after you have two years TIG as a 1LT. The CCCR is held annually in September for chaplain candidates. As a chaplain candidate, although you may be selected for promotion, you will not receive a CPT promotion order, or pin on the rank of CPT until you are assigned

as a chaplain to an authorized chaplain position. It is important that you have a current official Army (DA) photo and your OMPF is up to date for the CCCR Board. Your OMPF should contain the following:

- Appointment Letter and Oath of Office (DA Form 71)
- All OERs and AERs from your unit, CH-BOLC, and Practicums
- All Awards
- CH-BOLC completion certificate
- Seminary graduation certificate (if seminary is complete) and transcript(s)

Chaplain candidates will be approved for promotion if they do not have any adverse information in their records, have at least two years time in grade as a 1LT, have served in the USAR for at least two years, and have graduated from CH-BOLC.

## SECTION 7

### Post Seminary

**7-1. Regular Army PWE.** Chaplain candidates 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. You may remain in the candidate program while acquiring your PWE if your religious organization requires it. You’ll need a letter from your endorsing agent to the CCM to remain in the program. If you exceed the six year limit for the CCP, without a letter requesting extension, you will be discharged and must reapply for appointment in the RA or USAR.

**7-2. USAR PWE.** Currently, when you’ve 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 continued 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 in and of itself *does not* count toward the active duty PWE requirement.

**7-3. Change of AOC from 56X to 56A.** Once you’ve met your academic and PWE requirements, and received endorsement to a component of the Army, you must work with a chaplain recruiter to complete an accession packet for consideration by the Chaplain Accessions Board.

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

**b. Physical.** Chaplain candidates applying for appointment as an Regular Army or Army Reserve Chaplain 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 Chaplain Candidates applying for re-appointment as USAR Chaplains may submit a valid PHA for their PE requirement. A chaplain recruiter or your reserve unit 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 past or previous injuries.

**c. Security Clearance.** Secret security clearances are valid for 10 years. If you've been notified that your security clearance has expired, go to the E-Quip Website and input the information to update your clearance. You are responsible for alerting the security manager at your unit upon completion of the online security checklist.

**7-4. Requirements for RA Chaplaincy.** Chaplain candidates wishing to apply for Regular Army are encouraged to begin the reappointment process as early as possible. 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 ministry experience (PME) after completing your graduate degree. This experience consists of two years of fulltime (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 Practicum, CHBOLC attendance or prior service as a Chaplain Assistant. Applicants for RA must have officiated at least one funeral and one wedding.

**e.** Be endorsed by a faith group listed by the Armed Forces Chaplains Board.

**f.** Have not more than 16 years of enlisted, active federal service (AFS), though some waivers are allowed. Check with CCM for a possible waiver.

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

**a.** Be less than 40 years of age at commissioning. For an age waiver, you must be less than 47 at the time of commissioning, 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.

Have a graduate level degree of at least 72 hours, half of which (36 hours) must be in religion/theology or related studies.

**d.** Be endorsed by a faith group listed by the Armed Forces Chaplains Board.

**7-6. Chaplain Recruiter Contact.** About six months before your anticipated seminary graduation, you should be contacted by 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:

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

**7-7. Removal from the Chaplain Candidate Program.** AR 135-100 states that chaplain candidates who have been ordained and been graduated from a theological institution for over three years may be removed from the program. The CCM is currently discharging individuals who have completed the requirements of the CCP, but have not reappointed as chaplains. Chaplain candidates removed from the program have the option to reapply for the Army chaplaincy as long as they otherwise qualify.

## SECTION 8 Enclosures

(See attached)

Enclosure 1

### Quick Reference Guide for the Top 16 Frequently Asked Questions from Chaplain Candidates

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

***Through e-mail: For CH (MAJ) Blackwell at [steve.blackwell.mil@mail.mil](mailto:steve.blackwell.mil@mail.mil) and for CH Pache at [craig.m.pache.mil@mail.mil](mailto:craig.m.pache.mil@mail.mil) (para 1-5).***

2. Can chaplain candidates be enrolled in online seminary courses while at the Chaplain Basic Officer Leadership Course (CHBOLC)?

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

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

***No. Chaplain candidates are preparing to be chaplains and are not to train with weapons of any kind. (para 5-2 g).***

4. Can chaplain candidates have a rental car during a Practicum?

***By exception only. The installation chaplain's office will provide transportation if needed.***

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

***TA is available to chaplain candidates in the amount of \$250/credit hour, to a maximum of \$4,500/year. Currently, there is a maximum total benefit of 45 credit hours (para 3-1). It carries with it a service obligation in the Army Reserve.***

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

***[www.goarmyed.com](http://www.goarmyed.com)***

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

***Detailed instructions can be found in paragraph 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.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 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 (para 3-2 a).***

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 can be found in paragraph 1-9 of this Guidebook.***

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

***Chaplain candidates are required to have at least two sets of the Army Combat Uniform (ACU) 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) (para 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, including travel time. When officers report for fewer than 90 days, their one-time initial clothing allowance is \$400 (para 1-7).***

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

***Detailed instructions can be found in chapter two of this Guidebook.***

13. How do I enroll in a Practicum?

***The Request For Orders (RFO) packet for a practicum is the same as the RFO packet for CH-BOLC (see para 2-3). The chaplain candidate must complete the packet and submit for orders processing by scanning and emailing the forms to: [usarmy.pentagon.hqda-occh.mbx.chaplain-candidate-manage@mail.mil](mailto:usarmy.pentagon.hqda-occh.mbx.chaplain-candidate-manage@mail.mil). Ensure you place the dates that you are available to attend a practicum on your request (para 4-2).***

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

***Detailed instructions can be found in paragraph 2-5 of this Guidebook.***

15. When are chaplain candidates to take their first Army Physical Fitness Test (APFT)?

***Chaplain candidates who have not completed Initial Military Training are not to take a record APFT until after they take the “record” APFT during Phase 3 of CHBOLC (para 2-5). Passing a diagnostic APFT is required for approval to attend any phase of CHBOLC and any practicum.***

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

***Yes, as long as you have completed your first year of seminary. Completing all of CHBOLC at one time is preferred. Request for exception must be made in writing to the Chaplain Candidate Manager.***

**(Sample) REQUEST FOR TDY TRAVEL ADVANCE**

Instructions: Please complete all personal data and mark the appropriate blocks. Before an advance can be paid, your orders must read: Travel advance is authorized and traveler does not have a government charge card. If this statement is not in the orders, you must attach a signed statement from the order approving official that the traveler does not have a government sponsored charge card. (DFAS-IN Regulation 37-1, paragraph 100602). Submit this request, one copy of your orders, any amendments, and the signed memo (if applicable) to your servicing DFAS Travel Office. If you are traveling on *Invitational Travel Orders*, you are authorized a travel advance. The amount of the advance must be *approved* by the orders approving official and included on the invitational order. The advance will be limited to the authorized amount. IAW DOD FMR Vol. 9, Chapter 5 par 0504, personnel who are not eligible for a government travel card may obtain travel advances only via EFT.

**PLEASE PRINT**NAME: 1LT Justin Case GRADE/RANK: O-1/2LT SSN# 000-00-0000DAYTIME NUMBER (000) 000-0000 FAX NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_ AKO \_\_\_\_\_MAILING ADDRESS ABC ST CITY Anywhere STATE IL ZIP CODE 00000SUPERVISOR/UA NAME: CH (LTC) Craig Pache PHONE NUMBER (703) 695-0299

- Are you going TDY to a Lodging Success area? If so, did you call the LSP number 1-800-GOARMY1? If a room was not available, enter your LSP non-availability control number # N/A. (If not applicable, go to #2).
- If TDY **is not** to a LSP location, contact your servicing government travel office (CTO) for lodging arrangements.
- What will you be paying for lodging per night (not including taxes)? \$51 How many nights will you require lodging? give # Will you have multiple TDY points? If yes, how many nights will you stay at each area? List the TDY points and the nightly cost of lodging at each TDY point. (1) Location N/A # of nights N/A Lodging Cost \_\_\_\_\_ (2) Location N/A # of nights N/A Lodging Cost N/A (continue in remarks).
- Are you going TDY to a military installation? If yes and a room is not available through the billeting office, enter your non-availability control number N/A (unless you are going to be Off-Post, then you need this #) \_\_\_\_\_.
- Will meals be provided for you at no cost? YES \_\_\_\_\_ NO X. Will you be required to pay the surcharge rate for meals at a government dining facility? YES \_\_\_\_\_ NO X.
- Is a rental car authorized on your orders? YES \_\_\_\_\_ NO X DAILY RATE: \$ \_\_\_\_\_ You are required to make the arrangements through a government travel office (CTO).  
(Taking your own car?)
- Will you be driving your privately owned vehicle (POV) to the TDY point? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, you may be limited to the cost of round-trip airfare with constructed cab fare unless the orders authorize "POV as more advantageous".
- Will you be required to pay for a registration/conference fee? If so, how much? \$ N/A Will any meals be included in the cost of the registration/conference fee? If yes, how many? N/A.
- Will you be taking leave before, during or after your TDY? If yes, what dates will you be on leave? N/A

**ADDITIONALREMARKS:****EFT INFORMATION:** (print clearly)

ENTER YOUR 9 DIGIT BANK ROUTING NUMBER \_\_\_\_\_

ENTER YOUR CHECKING OR SAVINGS ACCOUNT NUMBER \_\_\_\_\_

SELECT ONE: \_\_\_\_\_SAVINGS ACCOUNT \_\_\_\_\_CHECKING ACCOUNT

SIGNATURE AND DATE OF REQUEST \_\_\_\_\_

**PRIVACY ACT STATEMENT:** AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397. **PRINCIPAL PURPOSE(S):** Used for reviewing, and determining the amount of an authorized travel advance. SSN is used to maintain a numerical identification system for individual requests. **ROUTINE USE:** To substantiate a request for advance payment for official travel. **DISCLOSURE:** Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed. **SUBMISSION OF TRAVEL VOUCHER IS REQUIRED WITHIN FIVE DAYS AFTER COMPLETION OF TRAVEL.**

**REQUEST FOR TDY TRAVEL ADVANCE**

Instructions: Please complete all personal data and mark the appropriate blocks. Before an advance can be paid, your orders must read: Travel advance is authorized and traveler does not have a government charge card. If this statement is not in the orders, you must attach a signed statement from the order approving official that the traveler does not have a government sponsored charge card. (DFAS-IN Regulation 37-1, paragraph 100602). Submit this request, one copy of your orders, any amendments, and the signed memo (if applicable) to your servicing DFAS Travel Office. If you are traveling on *Invitational Travel Orders*, you are authorized a travel advance. The amount of the advance must be *approved* by the orders approving official and included on the invitational order. The advance will be limited to the authorized amount. IAW DOD FMR Vol. 9, Chapter 5 par 0504, personnel who are not eligible for a government travel card may obtain travel advances only via EFT.

**PLEASE PRINT**

NAME: \_\_\_\_\_ GRADE/RANK: \_\_\_\_\_ SSN# \_\_\_\_\_

DAYTIME NUMBER (\_\_\_\_) \_\_\_\_\_ FAX NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SUPERVISOR/UA'S NAME \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

1. Are you going TDY to a Lodging Success area? If so, did you call the LSP number 1-800-GOARMY1? If a room was not available, enter your LSP non-availability control number # \_\_\_\_\_. (If not applicable, go to #2).

2. If TDY **is not** to a LSP location, contact your servicing government travel office (CTO) for lodging arrangements.

3. What will you be paying for lodging per night (not including taxes)? \$ \_\_\_\_\_ How many nights will you require lodging? \_\_\_\_\_ Will you have multiple TDY points? If yes, how many nights will you stay at each area? List the TDY points and the nightly cost of lodging at each TDY point. (1) Location \_\_\_\_\_ # of nights \_\_\_\_\_ Lodging Cost \_\_\_\_\_ (2) Location \_\_\_\_\_ # of nights \_\_\_\_\_ Lodging Cost \$ \_\_\_\_\_ (continue in remarks).

4. Are you going TDY to a military installation? If yes and a room is not available through the billeting office, enter your non-availability control number \_\_\_\_\_.

5. Will meals be provided for you at no cost? YES \_\_\_\_ NO \_\_\_\_\_. Will you be required to pay the surcharge rate for meals at a government dining facility? YES \_\_\_\_ NO \_\_\_\_.

6. Is a rental car authorized on your orders? YES \_\_\_\_ NO \_\_\_\_ DAILY RATE: \$ \_\_\_\_\_ You are required to make the arrangements through a government travel office (CTO).

7. Will you be driving your privately owned vehicle (POV) to the TDY point? YES \_\_\_\_ NO \_\_\_\_\_. If yes, you may be limited to the cost of round-trip airfare with constructed cab fare unless the orders authorize "POV as more advantageous".

8. Will you be required to pay for a registration/conference fee? If so, how much? \$ \_\_\_\_\_ Will any meals be included in the cost of the registration/conference fee? If yes, how many? \_\_\_\_\_.

9. Will you be taking leave before, during or after your TDY? If yes, what dates will you be on leave? \_\_\_\_\_

**ADDITIONALREMARKS:****DIRECT DEPOSIT IS THE ONLY METHOD OF PAYMENT FOR ADVANCES (DOD FMR VOL 9)****EFT INFORMATION:** (print clearly)

ENTER YOUR 9 DIGIT BANK ROUTING NUMBER \_\_\_\_\_

ENTER YOUR CHECKING OR SAVINGS ACCOUNT NUMBER \_\_\_\_\_

SELECT ONE: \_\_\_\_\_ SAVINGS ACCOUNT \_\_\_\_\_ CHECKING ACCOUNT

SIGNATURE AND DATE OF REQUEST \_\_\_\_\_

**PRIVACY ACT STATEMENT:** AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397. **PRINCIPAL PURPOSE(S):** Used for reviewing, and determining the amount of an authorized travel advance. SSN is used to maintain a numerical identification system for individual requests. **ROUTINE USE:** To substantiate a quest for advance payment for official travel. **DISCLOSURE:** Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed. **SUBMISSION OF TRAVEL VOUCHER IS REQUIRED WITHIN FIVE DAYS AFTER COMPLETION OF TRAVEL.**

### 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
<b>Theology/ Religious Philosophy</b>	6-12	1.  2.  3.  4.	Systematic, Practical, Doctrines, Thematic, Philosophy of Religion, Epistemology, Sacraments, Moral, Commandments, Mishneh, Talmudic, Ceremonial, Ritual
<b>Religious Ethics</b>	0-3	1.	Introductions, Surveys, Thematic, Social Issues, Religious Law, Cultural, Mussar, Medical, Moral Philosophy
<b>General Religion:</b> 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
<b>World Religions</b>	0-3	1.	Practices, Cross-Culture, Social Process, World, Religion in World Affairs, Comparative Religious Studies
<b>Practice of Religion</b> With at least one course in Verbal Communications	6-12	1.  2.  3.  4.	Preaching, Homiletics Public Speaking, Communication, Foundational, Pastoral Ministry/Care, Missions, Evangelism, Discipleship, Marriage & Family, Counseling, Teaching, Leadership, Apologetics, Community Formation
<b>Foundational Writings</b>	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.

# Acronyms

1LT	First Lieutenant
2LT	Second Lieutenant
AC	Active Component
ACU	Army Combat Uniform
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
APFT	Army Physical Fitness Test
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
CCCR	Captain Chaplain Certification Review
CCM	Chaplain Candidate Manager
CCP	Chaplain Candidate Program
CH	Chaplain
CH-BOLC	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
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
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
RSC	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

# Contact Information

## CHAPLAIN CANDIDATE MANAGER

Chaplain (LTC) Craig Pache  
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[craig.m.pache.mil@mail.mil](mailto:craig.m.pache.mil@mail.mil)

## OCAR/USACHCS Integrator

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## PROMOTIONS & ASSIGNMENTS ADMINISTRATOR

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End