

Personnel

DACH-1 Guidebook

**Office of the Chief of Chaplains
Directorate of Human Resources
& Ecclesiastical Relations
24 June 2013**

UNCLASSIFIED

Personnel

DACH-1 GUIDEBOOK

Summary. The DACH-1 Guidebook serves as the basis for Army Chaplaincy personnel functions. It provides a general summary of legal, regulatory, policy information, guidance, and procedures for most branch personnel actions and activities. **Official information, guidance, and procedures are provided by the various documents listed in [Appendix A](#).**

Applicability. This guidebook applies to all Regular Army chaplains serving on Active Duty.

Proponent. The proponent for this document is the **Department of the Army, Chaplains, Personnel & Ecclesiastical Relations Directorate (DACH-PEZ)**, Office of the Chief of Chaplains (OCCH). The Chief of Chaplains has the authority to approve exceptions or waivers to this guidebook that are consistent with controlling law and regulations. The Chief of Chaplains may delegate this approval authority to a division chief within the proponent directorate.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to the Personnel Actions Officer, DACH-PEZ-C, 2700 Army Pentagon, Room 1D143A, Washington, DC 20310-2700

Senior Chaplain (SrCH) Guidance. As determined by the Chief of Chaplains, the garrison/joint base or area SrCH will have responsibility for chaplain personnel functions coordination and facilitation. Regarding chaplain assignments, the SrCH will make recommendations to each Chaplain Personnel Manager (CPM) who has chaplains assigned to the garrison/joint base. The Director of Human Resources and Ecclesiastical Relations has responsibility for resolving all SrCH and Chaplain Personnel Manager assignment disagreements. The SrCH will ensure that incoming chaplains are assigned IAW DACH-1 generated assignment instruction. In collaboration with the affected commands, the SrCH will make reassignment and chaplain cross-leveling recommendations thru the appropriate CPM to DACH-PEZ for approval. Regarding Chaplaincy personnel actions, the SrCH will recommend approval/disapproval for chaplain actions submitted thru the appropriate command chaplain to DACH. In the event of a SrCH deployment, responsibility for chaplain personnel functions will fall to the SrCH designated by the Chief of Chaplains. At locations where there are other chaplains of equal rank to the SrCH, then local Memoranda of Agreement, approved by the Chief of Chaplains, will provide the framework for specific chaplain personnel management issues.

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Chapter 1

Personnel Actions (DACH-PEZ-C)

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Introduction to Personnel Actions

1-1. Categories of Personnel Actions

- a. Section II: Loss & Retention Actions
- b. Section III: Elimination & Miscellaneous Separations
- c. Section IV: Special Administrative Actions
- d. Section V: Memoranda

1-2. Approving Authority. As Branch Chief, the Chief of Chaplains (CCH) serves as the approving authority for all chaplain voluntary separations. Although the local PSC can provide general information on voluntary separation actions, it cannot forward requests to higher headquarters for approval. Chaplains who submit voluntary separation requests thru command channels and respective local Personnel Services Companies (PSC) will experience significant delays due to improper routing.

1-3. Routing of Personnel Actions Requests

a. Except for special circumstances, chaplain personnel actions are normally routed THRU the unit commander, Senior Chaplain (SrCH), and the Command's Chaplain Personnel Manager (CPM) to the Office of the Chief of Chaplains (OCCH), Directorate of Human Resources and Ecclesiastical Relations (DACH-PEZ). 'Unit commander' refers to that person who usually serves as the chaplain's rater or senior rater and commands the unit to which the chaplain is assigned, i.e. battalion commander for a chaplain in a battalion, brigade commander for a brigade chaplain, United States Army Garrison (USAG) commander for a USAG chaplain, etc. The unit commander, SrCH, and CPM indicate action recommendation by either initialing through the applicable THRU addressee line and writing "recommend approval or disapproval" or attaching a separate memorandum recommending approval or disapproval.

b. **Actions Requiring Department of the Army (DA) Approval.** Personnel actions that require approval by the Deputy Chief of Staff, Personnel, G-1 (DCS G1) or the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA) are the following: (1) Military Service Obligation (MSO) Waiver, (2) Statutory Active Duty Service Obligation Waiver; (3) Mandatory Retirement/Release Date (MRD) Deferment, (4) Retiree Recall to Active Duty; and (5) Inter-service Transfer. All requests that require approval from either the DCS G-1 or ASA (M&RA) must include written endorsements from THRU line addressees.

1-4. Service Obligations

a. **Military Service Obligation (MSO).** Individuals entering military service are obligated to complete a total of 8 years of active duty (AD) or reserve component service in either enlisted or officer status (10 USC 651). Those chaplains who resign from active duty prior to completion of MSO must accept an indefinite appointment in the USAR/ARNG in order to fulfill their service commitment. The act of taking the Reserve officer's oath by an Active Army officer is sufficient to terminate the officer's Regular Army (RA) status by operation of law. CCH is the approval authority for MSO waivers.

b. **Active Duty Service Obligation (ADSO).** ADSOs assist the Army in effectively managing its personnel resources in accomplishing assigned missions. Generally, an officer will incur an ADSO as a result of such activities as a permanent change of station (PCS) or the completion of a formal education or training program (including tuition assistance and transfer of GI Bill education benefits to a family member). As a rule, officers must fulfill all ADSOs prior to separation from AD. **CCH policy requires an initial three year ADSO for chaplains accessioning unto AD.** The CCH is the approval authority for initial ADSO waivers. Statutory service obligations will not be waived except for the convenience of the Government or personal hardship. AR 350-100, Officer Active Duty Obligations, specifies the following service periods for specific actions/activities:

(1) Lifecycle Unit: Generally three years. (HQDA will announce duration of each unit lifecycle before the lifecycle begins)

(2) PCS: CONUS - 1 year, OCONUS – length of overseas assignment orders. The ADSO is computed from the arrival date and for overseas tours, extends the length of the prescribed tour.

(3) Military Schooling: Officers attending a military course of instruction that lasts 60 days or more and results in an academic evaluation report, incur an ADSO three times the length of schooling, computed in days. For Career Course students, the military schooling ADSO ends and the PCS ADSO begins on the date of arrival at the new duty station. Chaplains who do not wish to incur a schooling/PCS ADSO must submit a resignation request within 30 days of notification of selection for Career Course Attendance. In addition, Chaplains incur a two year ADSO for completion of either the Resident Command General Staff College or Senior Service College (SSC) course (resident or distance education).

(4) Advanced Civil Schooling (ACS): ADSO equal to three times the length of schooling, computed in days (AR 621-108). Although Branch cannot waive a schooling-generated ADSO, the three year utilization tour may be less due to the needs of the Army. DA is the approval authority for school-generated ADSOs.

1-5. Administrative Status: Active Duty List (ADL) and Reserve Active-Status List (RASL):

a. Reserve Component chaplains accessed to AD receive a Regular Army (RA) commission and are placed on the ADL effective the date they enter AD. Once on the ADL as RA Officers, they are governed by the boards, policies, regulations, and laws regulating AD service and considered for promotion by AD boards according to AD regulations.

b. Reserve Component chaplains who are “called up” (mobilized through a Presidential Selective Reserve Call-up) for a specific period of time (less than three years), remain on the RASL. Although serving on AD, they continue to be governed by the boards, policies, regulations, and laws regulating reserve component service and are considered for promotion by RC promotion boards according to the RC regulations.

c. Chaplains directly accessioned to AD receive a RA commission.

1-6. Active Federal Service and Active Federal Commissioned Service

a. Active Federal Service (AFS) is enlisted, warrant, and commissioned service completed in an AD status.

b. Active Federal Commissioned Service (AFCS) is commissioned officer and commissioned warrant officer (CW2, 3, 4 & 5) service completed in an AD status.

Section II

Loss & Retention Actions

Part IIA

Introduction

1-7. General Information

a. Loss & Retention Actions:

- (1) Resignation
- (2) Retirement – MRD Deferment - Retiree Recall
- (3) Elimination
- (4) Miscellaneous Separations

b. Types of Administrative Discharge/Character of Service. When an officer’s tour of AD is terminated due to discharge or retirement, his/her period of service will be characterized as “Honorable,” “General” (“Under Honorable Conditions”), “Under Other Than Honorable,” or “Dishonorable”, depending on the circumstances. Characterization of service normally reflects the officer’s pattern of behavior and duty performance rather than an isolated incident. However, there are circumstances in which conduct reflected by a single incident may provide the basis of characterization of service.

c. CCH is the approving authority for all chaplain voluntary separations.

Part IIB

Resignations

1-8. General Information

a. Any officer on AD for more than 90 calendar days may tender a resignation request for separation from military service. Under normal circumstances, most resignation requests are approved provided all Service Remaining Requirements (SRRs) are met prior to separation. An officer who has not fulfilled his/her MSO must request a Reserve Component (RC) commission IOT complete SRRs. Since a resignation request results in separation from service, an officer who desires to continue service must request a reserve commission IOT serve as a RC chaplain.

b. Eligibility. IAW AR 600-8-24, *Officer Transfer and Discharges*, Rapid Action Revision (RAR) 27 April 2012, resignation requests may be disapproved for the following reasons:

- (1) Officer is under investigation or charges.
- (2) Officer is awaiting result of trial.
- (3) Officer is being considered for involuntary separation (Department of the Army Active Duty Board (DAADB) or elimination.)
- (4) Officer is absent without leave (AWOL)
- (5) Officer is under control of civil authorities.
- (6) Officer is mentally incompetent.
- (7) Officer is in default with respect to public property or funds.
- (8) Officer has not fulfilled an ADSO specified in AR 350-100.
- (9) Unit Stop-Loss
- (10) National Emergency
- (11) Needs of the Army

c. Separation Pay. Eligibility for and payment of separation pay is governed by Department of Defense (DOD) Instruction 1332.29 and DOD Military Pay and Allowances Entitlements Manual (DODPM). See DODPM, Part 4, Chapter 4, Section B, for determination of entitlements to non-disability separation pay. DACH-1 does not provide guidance/information on finance issues. Address questions regarding retirement pay and involuntary separation pay to the local finance office or retirement services office.

d. Recoupment. Individuals who participate in certain advanced education programs and fail to complete their educational requirements or military service obligations are subject to the Recoupment provisions of AR 37-104-4, chapter 31.

e. Timeline.

(1) Unless waived, resignation requests must adhere to the 6-12 month window outlined in AR 600-8-24 (NET 12 months or NLT 6 months from the desired separation date). Resignation requests requiring a submission waiver must include written endorsements from THRU line addressees that identify any religious support issues that could result due to assignment 'under lap'.

(2) Chaplains who request resignation in lieu of PCS instructions must do so within **30 days of receipt of the PCS alert**.

f. Counseling. Officers who submit an unqualified resignation request with less than 10 years of AFCS must receive separation counseling by a senior chaplain (O6) as outlined in AR 600-8-24, Para. 1-13. Summarized in memorandum format and attached to the resignation request, the counseling must address the following:

- (1) Advice concerning the opportunities available in a military career.
- (2) A discussion of the officer's previously achieved investment in the Army.
- (3) A determination as to the satisfaction of all applicable service obligations, as computed by HRC.
- (4) A determination that the officer is not under investigation or charges, awaiting results of trial, or being considered for administrative elimination.
- (5) A determination that the officer is not AWOL, in the confinement of civil authorities, suffering from a mental disease or defect, or in default in respect to public property or public funds.
- (6) Advice encouraging the officer to accept an appointment in the USAR.

1-9. Unqualified Resignation Request Procedures

a. A voluntary resignation packet consists of:

- (1) Memorandum of Resignation signed by the requestor. ([See Appendix B-1](#)).
- (2) Memorandum of Counseling by a Colonel.
- (3) Memoranda of Endorsements (if resignation requires a waiver of submission time or service obligation).
- (4) Memorandum for Record of the Reserve Component Briefing ([See Appendix B-16](#)).
- (5) Memorandum for regarding victim of sexual assault for Administrative Separation ([See Appendix B-17](#)).
- (6) The packet is routed THRU the Unit Commander, SrCH, and Command Chaplain; TO: Office of the Chief of Chaplains (OCCH) ATTN: DACH-PEZ-C.

b. If approved by the CCH, the packet is forwarded to HRC for processing by the Separations Branch. Once processed, HRC will send a release message to the local PSC who in turn will generate separation orders for the requesting chaplain. The DACH-PEZ-C will notify the SrCH and CPM of the approval of the approval.

c. If a resignation request requires DA waiver approval, the DACH-PEZ-C will forward the packet, with CCH endorsement, to the ASA (M&RA). If approved by the ASA (M&RA), the resignation is then sent to HRC for processing and generation of separation message.

d. Chaplains who request a Reserve commission (USAR or ARNG) following separation from AD must submit a new DD Form 2088 (Ecclesiastical Endorsement) to OCCH (ATTN: DACH-PEZ-SA).

e. Chaplains who submit Unqualified Resignations in lieu of PCS instructions must separate from service NLT the first day of the seventh month following the date of PCS notification ([See Appendix B-2](#))

Part IIC Retirements

1-10. General Information

a. A commissioned officer, in the rank of MAJ and below may retire in the highest rank served satisfactorily on AD for 6 or more months unless entitled by law to a higher grade (Title 10, United States Code, Section 1370(a) (2). Ten of the 20 years of AFS must be AFCS in order for the individual to retire as an officer.

b. A commissioned officer must serve on AD 3 years in grade to retire voluntarily in the rank of LTC, COL, BG, or MG. An exception to the three-year time in grade requirement is in cases of mandatory retirement due to age, in which cases the officer will retire in the current grade at the MRD.

c. When an action is initiated against a commissioned officer with a view to trying such officer by court-martial, the Secretary of the Army may delay that officer's retirement (without prejudice) until the action is completed (10 USA 639).

d. An RA officer placed on the retired list continues to be an officer of the U.S. Army.

e. RC commissioned officers are eligible for a Non-Regular Retirement (commonly referred to as a "reserve retirement") when they have completed 20 or more "good, qualifying" years (50 points) of reserve service. Ten of the 20 years of the reserve service must be commissioned service in order for the individual to retire as an officer. Reserve service does include time served on active duty on either the RASL or the ADL as a Reserve Component Commissioned Officer, i.e. Other Than Regular Army (OTRA).

f. A RC commissioned officer, whether on the ADL or in a mobilized status, who desires a Non-Regular Retirement must first be released from active duty before applying for retirement. His/her retirement will then be processed through Reserve Component administrative channels.

1-11. Voluntary Retirement

a. An officer can submit a request for Voluntary Retirement when he/she has completed 19 or more years of AFS and able to complete all service obligations by the requested retirement date.

b. Officers may submit voluntary retirement requests up to 12 months before the requested retirement date and not later than 9 months prior to the projected start date of transition leave. Retirement requests that require waiver requests must have attached supporting written endorsements from THRU line addressees.

c. Withdrawal of Retirement Request. Chaplains may request the withdrawal or change of the effective date of approved retirement requests only for promotion, compassionate reasons, or for the convenience of the Army. Officer requesting withdrawal or change in retirement date must submit a request memorandum THRU the unit commander, SrCH, and CPM to OCCH, ATTN: DACH-PEZ-C. **NOTE: Retirement applications in lieu of PCS are final.**

1-12. Voluntary Retirement Procedures

a. Chaplain prepares memorandum ([See Appendix B-7](#)) and requests a completed DA Form 7301-R "Officer Service Computation for Retirement" (or electronic equivalent) from the local PSC/AG office.

b. Complete Memorandum for regarding victim of sexual assault for Administrative Separation ([See Appendix B-17](#)).

c. Retirement request with attached DA Form 7301-R and sexual assault statement is routed THRU Unit Commander, SrCH, Command Chaplain FOR OCCH, ATTN: DACH-PEZ-C. Requesting chaplains should supply the local PSC with a copy of the retirement request IOT facilitate eventual retirement orders.

d. Upon CCH approval, the retirement request is forwarded to HRC (Retirement Section) for processing. Chaplains who submit voluntary retirement requests THRU unit S1 to HRC will experience a significant delay in request processing. HRC will not process the voluntary retirement request but instead forward the packet to the CCH for approval. Once a voluntary retirement request is approved by the CCH and forwarded to HRC for processing, the DACH-PEZ-C will forward the retirement control number to the chaplain. The chaplain takes the control number to the local PSC, who will generate retirement orders for the requesting chaplain. The DACH-PEZ-C will also notify the SrCH and CPM of the approval of the retirement.

1-13. Voluntary Retirement in Lieu of Permanent Change of Station (PCS)

a. A chaplain may request retirement in lieu of PCS provided he/she has at least 19 years 6 months AFS at the time of PCS alert. Chaplains must submit the retirement in lieu of PCS within 30 days of date of official Change of Station notification (verbal or written). ([See Appendix B-8](#)).

b. A PCS alert is official when an officer receives a firm “when and where” notification from DACH-1, CPM, SrCH, Technical Supervisor or Unit Commander during an interview, telephone call, or written or electronic correspondence.

c. Voluntary retirement dates for “In Lieu of PCS” requests must occur NLT the first day of the seventh month from the date of PCS alert or the 1st day of the month after the officer attains 20 years AFS, whichever is later.

d. Retirements in lieu of PCS are final.

1-14. Retirement Certificates

a. Contact the Chaplain Personnel Administration Technician, DACH-PEZ-TA (DSN 260-8770) NLT four months prior to retirement date IOT request CCH retirement and spouse appreciation certificates and pin. The CCH will sign certificates 90 days prior to actual retirement date.

b. Required certificate information:

- (1) Full Name of Chaplain and Spouse
- (2) Mailing Address / Unit Address
- (3) Name and mailing address of Certificate Presenter
- (4) Citation (short paragraph to be transposed onto the Spouse Certificate)
- (5) Presentation date.

c. **Spouse Certificate Citation Examples see [Appendix B-9](#).**

Part IID

Mandatory Removal/Retirement Date (MRD)

1-15. General Information

a. MRD is the date an officer must separate from AD due to being two-time non-select (2XNS) for promotion to MAJ or LTC or as a result of reaching maximum age or years of service set by public law.

b. Maximum Age. Unless retired or separated earlier, each RA commissioned officer must retire NLT the first day of the month following the month which he or she attains 62 years of age.

c. Maximum Service. An Army officer who holds the regular grade of LTC must retire the first day of the month following the month he or she completes 28 years of AFCS. Chaplains in the grade of COL may serve until the first day of the month following the month in which he or she completes 30 years of AFCS. The key event dictating the mandatory retirement of an RA MAJ is 2XNS for LTC. Selectively continued MAJs within six years of qualifying for retirement will be continued on active duty until eligible for retirement (20 years AFS) under the provisions of USC Title 10, section 3911 (unless sooner discharged under other provisions of law or regulation). Based upon the needs of the Army, selectively continued MAJs **may** be allowed to serve until the first day of the month following the month in which they complete 20 years AFCS.

d. MRD with Less Than 20 Years AFS. An officer who receives an original appointment as a chaplain is not subject to completing 20 years of AFS before age 62, according to Title 10 USC 532 (d). A chaplain who reaches age 62 with less than 20 years of AFS will receive a retirement based on the years of AFS calculated at 2.5 times the years of creditable service (Title 10, USC 1409, Chapter 71).

1-16. MRD Notification and Mandatory Retirement Procedures.

a. HRC will forward chaplain mandatory retirement notifications to the chaplain per AR 600-8-24 for action and courtesy copy DACH-PEZ-TA. The chaplain has a 30-day suspense to forward the Acknowledgment Memorandum thru DACH-PEZ-C to HRC for processing. The chaplain will indicate on the Acknowledgment Memorandum her/his retirement preference (Voluntary or Mandatory/Involuntary).

b. Voluntary versus Mandatory/Involuntary Retirement. Differences between Voluntary and Involuntary Retirement include the following:

- (1) The retiree’s DD 214 will reflect the separation program designator (SPD) code as Voluntary or Involuntary.
- (2) Voluntary retirement provides the retiree greater control over the retirement process, for example, taking leave.

(a) Involuntary Retirement or no action: HRC will release a Process Reclassification Control Number (PRCN) 45 days prior to the MRD to the service member’s transition service center to generate retirement orders. The period of

time between the receipt of an Involuntary PRCN and separation might be inadequate for completing all retirement tasks and resolving issues.

(b) Voluntary Retirement: Upon notification of Mandatory Retirement the chaplain could submit a Voluntary Retirement Request and select the MRD as the effective retirement date. A Voluntary Retirement would provide more time and increased control over the retirement process versus Involuntary Retirement that must be completed within a 45 days.

1-17. MRD Deferment

The CCH will consider all MRD deferment requests case-by-case based on the needs of the Army and exceptional situations. If endorsed by the CCH, deferment requests are forwarded to the ASA (M&RA) for approval and processing. A chaplain with approved MRD deferment continues with no administrative change in active service status and thus remains eligible for consideration for promotion, reassignment, schooling, etc.

1-18. MRD Deferment Procedures

a. MRD deferment request memoranda are routed THRU the Commander, SrCH, and the CPM TO OCCH, ATTN: DACH-PEZ-C ([See Appendix B-11](#)). The deferment request packet must include written endorsements from THRU line addressees.

b. Once received at OCCH, the DACH-PEZ-C will submit the deferment request to the CCH for endorsement consideration. If endorsed, the DACH-PEZ-C will forward the request packet THRU the DCS, G1 to the ASA (M&RA). The ASA (M&RA) will forward the packet to the Office of General Council (OGC) for legal review. After the legal review, the ASA (M&RA) will attach an approval/disapproval memorandum and return the request packet to OCCH, ATTN: DACH-PEZ-C. If disapproved, the DACH-PEZ-C will notify the requesting chaplain and technical supervisor. If approved, the DACH-PEZ-C will notify the chaplain and technical supervisor and forward the packet to HRC for processing and change of MRD.

Part IIE

Recall to Active Duty (AD)

1-19. General Information

a. The CCH will consider all recall to AD requests on a case-by-case basis and utilize them as needed to address critical branch personnel needs. A retired chaplain recalled to AD is not eligible for promotion, schooling, etc. The ASA (M&RA) is the final approval authority for retiree recall or recall extension requests.

b. Branch needs and chaplain availability determine the duration of recall orders. Normally, recall orders will not be less than one year or more than three years. There is no statutory law limiting the maximum age a chaplain may serve in a recall status

1-20. Recall to AD Procedures

a. Immediate Recall: The chaplain first submits a request for voluntary retirement IAW Paragraph 1 -12 above. Upon receipt of retirement orders, the chaplain submits a request for Immediate Recall to AD, routing it THRU the Commander, the SrCH, and the CPM FOR OCCH: ATTN: DACH-PEZ-C ([See Appendix B-12](#)). The recall request packet must contain a request memorandum, DA Form 160-R "Application for Active Duty", PCS/TCS Form, retirement orders, retirement physical, Volunteer Waiver Selection (VWS) Form (obtained from DACH-PEZ-C), and written endorsements from the unit commander and technical supervisory chain (SrCH, CPM). In addition, a requesting chaplain's endorsing agent must submit a new DD Form 2088 (Ecclesiastical Endorsement) to OCCH for request packet inclusion. Once received at OCCH, the DACH-PEZ-C will submit the recall request to the CCH for endorsement consideration. If endorsed, the DACH-PEZ-C will forward the request packet THRU the HRC RetMOB for processing through DAMP-A to the DCS, G1 to the ASA (M&RA) for approval and recall orders. **NOTE:** HRC, Reserve Component will issue recall orders – NOT branch. Garrison/joint base cannot issue orders to 'cross-level' a chaplain serving in a recall status. The ASA (M&RA) is the sole approving authority for changes to a recalled chaplain's assignment or service location.

b. Recall (from retired list): Applicant submits a request for recall to AD ([See Appendix B-13](#)) to the OCCH, ATTN: DACH-PEZ-C. The request must include as attachments the following: DD Form 214 (Certificate of Release or Discharge from Active Duty), retirement orders, medical form (If the retirement physical occurred within two years – submit a DA Form 7349; if over two years – DD Form 2807-1 and DD Form 2808), DD Form 2088 (Ecclesiastical Endorsement), PCS/TCS Form, DA Form 160-R, Volunteer Waiver Selection (VWS) Form (obtained from DACH-PEZ-C), SF86 and fingerprints (if retired for longer than two years). The sequence of events for request approval is the same as outlined above for immediate recall.

c. Recall Extension: The chaplain submits a memorandum of request for extension of recall to active duty, routing it THRU the Commander, SrCH, and CPM TO OCCH, ATTN: DACH-PEZ-C ([See Appendix B-14](#)). If endorsed by the CCH, the request is then forwarded to HRC RetMOB for processing through DAMP-A to the DCS, G1. The sequence of events and required documents are the same as those identified for immediate recall to active duty.

Section III Elimination & Miscellaneous Separations

Part IIIA. Elimination

1-21. General Information

a. As officers, chaplains are permitted to serve in the Army because of the special trust and confidence the President and nation have placed in their patriotism, valor, fidelity, and competence. A chaplain is expected at all times to display responsibility commensurate to this special trust and confidence and to act with the highest integrity.

b. When officers show ineffective tendencies, they are given another chance (when practicable) under another commander. If proven ineffective in a different work environment, an officer's duties and deficiencies are systematically recorded with defects noted by supervisors. Because generalities and vague impressions cannot serve as the basis for elimination proceedings, supervisors must document in precise language the reasons for an officer's elimination.

c. The Commanding General, HRC, General Office Show Cause Authority (GOSCA), DCS, G-1, CCH, or Secretary of the Army may initiate chaplain elimination action. AR 600-8-24, Paragraph 4-2 outlines the reasons for elimination to include the loss of a security clearance (DODD 5200.2-R, AR 380-67).

d. AR 600-8-24, Chapter 4 outlines the sequence of events for elimination processing for both non-probationary officers (RA commissioned officers with more than 5 years of AFCS) and probationary officers (RA commissioned officers with less than 5 years of AFCS). Essentially, processing a probationary officer's recommendation for elimination does not require referral to a Board of Inquiry or a Board of Review unless the officer elects such action or if an Other Than Honorable Discharge is recommended by the GOSCA.

e. Once approved for involuntary separation by the Secretary of the Army, an officer separated for misconduct, moral or professional dereliction or in the interest of national security must separate from service no later than 14 calendar days after receiving written notification. If separated for substandard performance of duty, the officer must leave AD not later than the 30th calendar day after receipt of notification.

1-22. Elimination Procedures

a. HRC has oversight over all officer elimination actions. When the Secretary of the Army or designees approve elimination, HRC will forward separation instructions to the appropriate PSC/MPD.

b. An officer identified for elimination may:

- (1) Tender a resignation in lieu of elimination (**If all Service Obligations are met**).
- (2) Request a discharge in lieu of elimination. (**If all Service Obligations are not met**)
- (3) If eligible, apply for retirement in lieu of elimination.

c. Elimination procedures are fully outlined in AR 600-8-24, chapter 4. ([See Appendices B-3, 4, 5, 6](#))

Part IIIB Miscellaneous Separations

1-23. Loss of Professional Qualifications due to Loss of Ecclesiastical Endorsement

a. Chaplains are required to possess a valid Ecclesiastical Endorsement (DD Form 2088) from an authorized Religious Organization (RO) for military service whether on AD on in a Reserve Component. If a RO endorsing agent withdraws a chaplain's ecclesiastical endorsement, then the officer immediately loses her/his professional status and must cease from all religious activities, i.e. performance of rites, ceremonies, pastoral counseling, etc.

b. A withdrawal of endorsement is official when the chaplain's RO endorsing agent notifies OCCH in writing that the ecclesiastical endorsement is withdrawn.

c. IAW DOD Directive 1304.28 and AR 600-8-24, Paragraph 5-5, a chaplain who loses his/her endorsement has the following four options:

- (1) Seek a new ecclesiastical endorsement (Chief of Chaplains must approve new endorsement).
- (2) Retire, if eligible.
- (3) Submit an Unqualified Resignation (without follow-on reserve service).

- (4) Request a branch transfer.

1-24. Loss of Ecclesiastical Endorsement Procedures

a. Once an RO endorsing agent informs DACH-PEZ of a loss of endorsement, DACH-PEZ-C will prepare a Loss of Ecclesiastical Endorsement (LOE) notification packet for the Director of Human Resources and Ecclesiastical Relations signature for dissemination to the identified chaplain and his/her Commander and SrCH. The packet will include the following four documents:

- (1) Command "Notification of LOE" memorandum.
- (2) Chaplain "LOE" memorandum (document will provide the identified chaplain with action timeline and course (of action information).
- (3) "Receipt of Notification of LOE" memorandum by which the chaplain acknowledges the notification of LOE.
- (4) "Course of Action in Response to LOE" by which the chaplain notifies the CCH of which one of the four options selected as a result of his/her LOE.

b. Timeline: the chaplain has 10 days to complete, sign and return the "Receipt of Notification of LOE" to DACH-PEZ-C via fax or scan/email. Within 30 days of official notification of LOE, the chaplain must fax or scan/email the completed "Course of Action in Response to LOE" to DACH-PEZ-C. Failure to submit the identified actions within the allotted time could result in immediate separation proceedings. Suspense timelines:

- (1) Ecclesiastical Endorsement: 90 days to submit a new DD Form 2088 to OCCH, ATTN: DACH-PEZ-SA.
- (2) Retirement: 30 days to submit voluntary retirement request to OCCH, ATTN: DACH-PEZ-C. Retirement date NLT the 1st day of the seventh month following the LOE notification date.
- (3) Resignation: 30 days to submit voluntary resignation request to OCCH, ATTN: DACH-PEZ-C. Separation date NLT the 1st day of the fourth month following the LOE notification date.
- (4) Branch Transfer: 90 days to submit branch transfer request (see AR 614-100, chapter 4 for request routing). If the branch transfer request is denied, the chaplain must either submit a voluntary resignation or undergo involuntary separation from the Army.

1-25. Medical Discharge or Retirement.

a. It is imperative that SrCHs, Hospital Chaplains, and CPMs report to DACH-PEZ-C the status of any chaplain involved in a medical review board, assigned to a Warrior Transition Unit (WTU), or facing medical discharge/retirement.

b. Once assigned to a WTU, chaplains are no longer under technical supervision and will perform those officer duties and responsibilities assigned by the company commander.

1-26. Separation Due to Twice Non-Selection (2XNS) for Promotion by an HQDA Centralized Board

a. Promotion boards make recommendations to the President of the United States. The President has delegated authority to the Secretary of Defense to approve or disapprove promotion board reports. Promotions to the grade of MAJ and above must be confirmed by the Senate (10 USC 624 [c]). When promotion board results are announced, commanders will promptly inform each eligible officer, both selected and non-selected, of the results and review the records of those on the list to ensure that favorable personnel action is not precluded under AR 600-8-2.

b. An officer on the ADL who is 2XNS for promotion to the rank of CPT, MAJ, or LTC is subject to one of the following:

- (1) Discharge or release from AD according to AR 600-8-24, 5-9. Unless selectively continued, 2XNS officers must separate NLT the 1st day of the 7th calendar month following approval of the promotion board's report unless earlier release is voluntarily requested.
- (2) Retired under any provision of law, if eligible, NLT the first day of the seventh month following the date of approved promotion board results.
- (3) Retained on AD if within two years of retirement eligibility.
- (4) Selectively Continued (SELCON) under the provisions of AR 600-8-29, 1-14.

1-27. Selective Continuation (SELCON)

a. When authorized by DA and requested by the CCH, a DA centralized promotion board will conduct a SELCON Board for those chaplains 2XNS for promotion to MAJ or LTC. A SELCON board must recommend the officer for continuation and the Secretary of the Army (SA) must approve the recommendation before an officer can continue on AD once 2XNS for MAJ or LTC. Officers may not apply for selective continuation. A chaplain who is selectively continued on active duty continues with no administrative change in active service status and is thus eligible for consideration

for promotion, reassignment, schooling, etc. Chaplains with remaining ADSOs are continued on active duty until fulfillment of all service obligations (USC Title 10, section 632c (1), unless the SA or CCH determines that completion of such ADSO is not in the best interest of the Army.

b. MAJ Promotion Board. **When authorized**, chaplain CPTs with less than 14 years of AFS are selectively continued for three years; those with more than 14 years of AFS, to retirement eligibility (20 years of AFS).

c. LTC Promotion Board. A SELCON Board for chaplain MAJs occurs in conjunction with every LTC promotion board. Those MAJs with less than 14 years of AFS are selectively continued for three years, and those with more than 14 years to a maximum of 20 years of AFCS (branch policy).

1-28. SELCON Procedures. When **authorized**, HRC will forward (and courtesy copy the DACH-PEZ-C) SELCON memoranda to eligible chaplains following 2XNS for MAJ or LTC. Chaplains offered SELCON, must complete, sign and return the “Acknowledgment of Selective Continuation on Active Duty” memorandum to the DACH-PEZ-C via fax or scan/email within 30 days. The DACH-PEZ-C will forward the completed Acknowledgement Memorandum to HRC for processing and change of MRD.

Section IV Special Administrative Actions

Part IVA Change of Ecclesiastical Endorsement

1-29. General Information

a. **NOTE: Each chaplain is responsible for maintaining a valid DD Form 2088 on file with the OCCH.**

b. IAW AR 165-1, Army Chaplain Corps Activities, Paragraph 8-9, the CCH is the approving authority for all chaplain ecclesiastical endorsements (AD and RC). Chaplains seeking a change in ecclesiastical endorsement must submit a packet IAW the procedures outlined below for CCH approval consideration. To avoid a LOE situation, requesting chaplains must coordinate their action with the current and prospective endorsing agents. Once approved by the CCH, the new DD Form 2088 is filed at OCCH and the old DD Form 2088 returned by mail to the previous endorsing agent.

1-30. Change of Ecclesiastical Endorsement Procedures

a. The chaplain submits a Request for Change in Ecclesiastical Endorsement memorandum to OCCH, ([See Appendix B-15](#)) after coordinating the action with the current and prospective endorsing agents.

b. The prospective endorsing agent submits a new DD Form 2088 to OCCH, ATTN: DACH-PEZ-SA, 2700 Army Pentagon, Room 1D143A, Washington, DC 20310-2700.

c. Once reviewed and verified, OCCH processes the request and notifies the chaplain of CCH decision. If disapproved, the requesting chaplain is subject to Loss of Ecclesiastical proceedings (Section 1-23) if current Endorser withdraws endorsement. In resolving special issues or concerns associated with a requested change in endorsement, the CCH may utilize a Special Senior Advisory Group for action recommendation. The DACH-PEZ will notify the requesting chaplain of the CCH’s decision. If approved, the chaplain must contact the Career Management Officer to have new endorser reflected in section IV of ORB.

Part IVB Branch Specific Training and Professional Military Education (PME)

1-31. Physical Fitness Requirement for PME

Chaplains who attend PME (Chaplain Captain Career Course, ILE, BCFAQC, and SSC) must successfully complete the APFT and meet standards of height and weight. The respective school will dismiss a chaplain who fails to meet the physical fitness standards. Dismissal from a PME school results in receiving an Academic Evaluation Report (DA Form 1059) that describes performance as “failure to meet course standards”. For enrollment in PME, chaplains will submit a memorandum stating that they acknowledge the physical fitness requirements and consequences as outlined in Army Directive 2012-20. ([See Appendix B-18](#)) Chaplains may not attend PME with a temporary physical profile except in two conditions: (1) pregnancy; (2) a documented deployment-related injury. Permanent profiles are permissible. Supervisory/senior chaplains must ensure that chaplains are aware of the physical fitness requirements for attending PME as well as the consequences of failing to meet such requirements as outlined in Army Directive 2012-20.

1-32. Chaplain Captain Career Course (C4)

DACH-PEZ-C generates a school reservation for chaplains who are assigned to attend C4. See Section 2-13 below for the C4 assignment process. Chaplains who are under a flag or adverse action will not receive a reservation for C4. As stated above in Paragraph 1-31, chaplains assigned to attend C4 will submit a memorandum stating that they are aware of the physical fitness requirements and consequences as outlined in Army Directive 2012-20. ([See Appendix B-18](#)) Accordingly, since active duty C4 students are in PCS status, those who fail to meet physical fitness standards will be dismissed from the course and will PCS to an assignment subject to the needs of the Army.

1-32. Clinical Pastoral Education (CPE)

The first opportunity for CPE occurs when a chaplain serves a minimum of 18 months on Active Duty. At that point, his/her file will go before an annual CCH Captain Grade CPE advisory board. If not selected, chaplains will have another opportunity for ministry in this area when their files are considered by the ACS board (CPT- P/MAJ). According to Army regulations chaplains selected for and complete CPE training incur a three-year Active Duty Service Obligation (ADSO) and utilization tour. The Chaplain Assignments Officer (DACH- PEZ-A), in consultation with the MEDCOM CPM, assigns chaplains to utilization tours at the Chaplain Assignment Consultation Meeting that occurs approximately six months prior to completion of CPE (see Paragraph 2-14).

1-33. Advanced Civil Schooling (ACS) Program

a. The Director of Officer Personnel Management (OPMD), HRC determines educational training requirements for commissioned officers based on Army Educational Requirements System validated positions (Ethics, Homiletics, World Religions, Resource Management, and Family Life). Officers selected for ACS must comply with AR 600-9 (Army Weight Control Program). Students attending civilian schools are assigned to the U.S. Army Student Detachment, U.S. Army Training and Doctrine Command (TRADOC), Fort Jackson, SC 29207, with duty at the respective school.

b. Minimum academic requirements. Completed baccalaureate or Master's degree with a minimum cumulative grade point average (GPA) of 2.5. Whether or not required for school admission, HRC stipulates that all applicant packets contain a current (within 5 years) Graduate Record Examination (GRE) and the Graduate Management Admission Test (GMAT) (Resource Management only) results score card. The required minimum scores are:

(1) For those students who took the GRE prior to 1 Aug 2011, minimum GRE score of 500, 500 and 4.0. GRE scores must be a minimum of 500, 500 and 4.0. GRE scores below the criteria must be accompanied by a waiver request with justification from the officer's Career Division or Functional Area Manager. **The minimum waiverable GRE score is 350 and 2.0.** Advanced Education Programs Branch will not approve any officer who scores less than 350 or 2.0, even if the applicant has been accepted into school.

(2) For those candidates who took the GRE after 1 Aug 2011 (following the restructure of scoring of the GRE), minimum GRE scores must be a minimum of 153 (Verbal Reasoning), 144 (Quantitative Reasoning) and 4.0.

(3) Minimum GMAT score of 500 (for management related degrees only, e.g. Comptrollers, Acquisition Management, and MBA). GMAT score below the criteria must be accompanied by a waiver request with justification from the officer's Career Division or Functional Area Manager. **The minimum waiverable GMAT score is 350.**

(4) Chaplains requesting a waiver of minimum GRE/GMAT scores or cumulative GPA must include a command endorsement. Applicants may request a waiver for either GPA or GRE/GMAT score, but not both.

c. Active Duty Service Agreement (ADSO). The ADSO agreement will state that the officer agrees to complete the educational program, and on completion of education will serve on active duty for a period equal to three times the length of schooling. Officers who participate in a fully funded educational program will reimburse the United States for the costs of the advanced education if they voluntarily or involuntarily fail to complete the required service obligation. Assignment of chaplains to utilization tours following completion of ACS is made by the Chaplain Assignments Officer (DACH-PEZ-A) in consultation with the TRADOC CPM (see Paragraph 2-14).

d. Eligibility. Once selected for promotion to MAJ, a chaplain's file will appear before the annual CCH ACS advisory board for two consecutive years. See Paragraph 4-10 for board eligibility requirements. Although having a GRE score sheet on file is no longer a requirement for CCH ACS advisory board consideration, the board Order of Merit List (OML) will reflect board members' careful evaluation of all chaplain records to include academic transcripts and valid GRE test scores. A current GRE (within five years) is required for HRC approval of ACS applications.

e. Slating procedures. The DACH-PEZ-C slates Army G-1 allocated ACS slots according to the board's OML. Beginning at the top of the list, the DACH-PEZ-C contacts each individual in order and offers all available schooling opportunities until the discipline quotas are filled.

f. Deferments. Chaplains unable to begin schooling during the fiscal year following the ACS advisory board due to operational issues or minimum TOS requirements, etc. are eligible for branch deferments.

g. The Chaplain Assignments Officer (DACH- PEZ-A), in consultation with the TRADOC CPM, assigns

chaplains to utilization tours at the Chaplain Assignment Consultation Meeting that occurs approximately six months prior to completion of ACS (see Paragraph 2-14).

1-34. Intermediate Level Education Common Curriculum (ILE-CC)

a. Overview. ILE-CC is mandatory for all Army Officers. Army Competitive Category Operations Career Field officers normally attend the resident one year ILE course at Fort Leavenworth IOT complete the required Advanced Operations and Warfighting Course (AOWC). All other Competitive Category Officers normally complete resident ILE-CC at a 14 week satellite course (Fort Lee, Fort Gordon, Fort Belvoir, and Redstone Arsenal). The Deputy Chief of Staff, G-3 annually allocates the branch Course Locations and Ft Leavenworth ILE slots. Chaplains who complete

AOWC while attending the Command and General Staff College (CGSC) at Ft Leavenworth will normally receive requisite staff or operational follow-on assignment s.

b. Resident & Non-resident ILE. As Special Staff Officers, chaplains may complete ILE through resident or non-resident courses. Chaplains unable to attend resident ILE-CC must complete the course in either the ‘M’ or ‘S’ non-resident format. Because the two versions ‘mirror’ each other, students may switch at phase breaks.

(1) ‘M’ - (TASS Battalion): This 13 month option consists of the following three phases: Phase I [two weeks of Active Duty for Training (ADT) in the summer]; Phase II [Inactive Duty Training (ID T) from October through May in evening or weekend formats]; and Phase III (two weeks of ADT the following summer). Enrollment is through locally controlled Army Training Requirements Resourcing System (ATRRS).

(2) ‘S’ - Web based Distributed Learning (DL). Chaplains seeking to enroll in ILE-CC (DL) must:

(a) Download course enrollment forms from the Department of Distance Education website,

<https://cgsc2.leavenworth.army.mil/DDE/enrollinstructions.asp>

(b) Contact DACH-PEZ-C for branch permission. Each course phase is a self-contained block of instruction containing one or more examinations graded on-line. Several modules require submission of written products that are graded based on established objective criteria.

c. Resident ILE Slating Procedures. As Special Branch Officers, chaplains are boarded by DA for ILE IAW Army G-3 guidance. Beginning in the year selected for MAJ, chaplains are considered twice for ILE by the DA Command Services College (CSC) Board. Once approved by DA, the DACH-PEZ-C notifies chaplains IAW CCH guidance for resident Ft Leavenworth CGSC summer and winter classes. **Note:** Chaplains attending Ft Leavenworth ILE are ineligible for ACS program participation.

d. Satellite ILE/ILE-Course Location (CL). To complete ILE-CC thru a Satellite ILE-CL, a chaplain whose file has already gone before a CSC board, submits a request/acknowledgement of physical fitness memorandum THRU the commander, SrCH, and the CPM FOR DACH-PEZ-C. If endorsed by the command and technical chain, the CPM forwards the request to the DACH-PEZ-C. ([See Appendix B-18](#)) The DACH-PEZ-C will first slate the available CL quotas by current ILE OML, by DOR, and then by operational needs. Once the course reservation is entered into ATRRS, Student Operations, CGSOC will forward the slated officer enrollment/general information materials. Chaplains attending ILE-CL must obtain institutional travel orders (DD Form 1610) from their post training section. Chaplains attending ILE-CL in command allocated slots must notify the DACH-PEZ-C as to school date and location.

e. Time on Station (TOS). Attendance eligibility requirements for ACS or resident ILE at Ft Leavenworth is 12 months TOS in CONUS or 24 months TOS in OCONUS (except for Korea). For example, a chaplain selected for ACS or Ft Leavenworth ILE with only eight months TOS by the beginning of the school year must be deferred until the following academic year.

e. Military Education Level (MEL). Officers are awarded MEL CSC upon successful completion of ILE-CC and the Brigade Chaplain Functional Area Qualification Course.

f. Funding. Per Army G-3 guidance, officers attending ILE-CL and the Brigade Chaplains Course will receive institutional training travel orders (DD Form 1610) with TTDY Military Training Specific Allotment (MTSA) account funding.

1-35. Branch Functional Courses

a. Brigade Chaplain Functional Area Qualification Course (BCFAQC). As a requirement for earning Military Education Level Command Service College (MEL CSC), chaplains must successfully complete Intermediate Level Education (ILE) and the Branch specialized BCFAQC. As a professional military education requirement, course TDY funding comes from the attendee's installation MTSA account instead of local unit. The DACH-PEZ-C, in coordination with USACHCS and the CPMs, will slate eligible officers for the three iterations offered per academic year; spring, summer, and fall. Upon completion of ILE Common Core, the officer's ORB will reflect ILE-CC (MEL CSC of 50 percent). Upon completion of the BCFAQC, the officer's ORB will reflect MEL CSC 100 percent. On a case-by-case basis, Branch may award course constructive credit to officers due to extenuating circumstances. Note:

Completion of the Advanced Operations Warfighting Course (AOWC) at Ft Leavenworth does not fulfill this Branch functional area course requirement. To attend the BCFAQC, a chaplain submits a request/acknowledgement of physical fitness requirements memorandum THRU the first CH LTC in his/her technical chain and the CPM FOR DACH-PEZ-C. ([See Appendix B-18.](#))

b. Chaplain LTC Course. Usually scheduled during APR of each year at USACHCS, the two week LTC course is unit funded. The DACH-PEZ-C will slate the course and make student reservations in ATRRS.

c. Chaplain COL Course. All chaplains selected for promotion to COL are required to attend the Colonel Chaplains Course. The DACH-PEZ-C will slate the two week, unit funded TDY course and enter the selected chaplains in ATRRS.

d. USACHCS is responsible for billeting and the dissemination of information for all branch functional courses.

1-36. Senior Service College (SSC)

a. Selection. The DA Special Staff SSC board selects chaplains for resident SSC (US Army War College/National Defense University), MEL 1 producing Fellowships and provides an OML for slating the US Army War College Distance Education Program (USAWCDEP).

b. Resident Quotas. The branch annually receives two student quotas at the US Army War College and every third year, one student quota at the National Defense University, and two MEL-1 producing fellowships.

Part IVC

Inter-service Transfers of Army Commissioned Officers on the Active Duty List (ADL)

1-37. General Information

a. Department of Defense Directive 1300.4, *Inter-Service Transfer of Commissioned Officers*, 15 NOV 96, and AR 614-120, *Inter-service Transfer of Army Commissioned Officers on the Active Duty List*, 1 FEB 98, provide transfer guidelines.

b. Officers who seek an inter-service transfer must obtain approval from both the losing and gaining services. In addition, an officer will not be released from the Army until all service obligations are completed. Finally, officers transferring from one service to another retain both rank and time in grade.

1-38. Inter-service Transfer Procedures. The chaplain prepares the inter-service transfer request memorandum IAW AR 614-120, Paragraph 2-2 and submits it THRU his/her Commander, SrCH, and CPM (with required written endorsements) to OCCH, ATTN: DACH-PEZ-C. If the CCH concurs with the request, then the DACH-PEZ-C will forward the packet, with endorsement THRU DCS, G1 to ASA (M&RA). If approved by the ASA (M&RA), the request packet is forwarded to the gaining service for staffing and approval.

Part IVD

Appeals

1-39. Promotion Boards

a. AR 600-8-29, *Officer Promotions*, 25 FEB 05, describes the policies, responsibilities, principles of support, and standards of service governing officer promotions within the military personnel system. This regulation details the process of special selection boards (Chapter 7) and promotion review boards (Chapter 8).

b. Special selection boards (SSBs) are governed by the same instructions provided to the boards that considered or should have considered an officer for promotion. Inquiries concerning these boards should be addressed to Commander, Army Human Resources Command, ATTN: AHRC-PDV-PS, 1600 Spearhead Division Ave. Dept #472, Fort Knox, Kentucky 40122. AR 600-8-29, *Officer Promotions*, 25 FEB 05, Chapter 7 outlines case consideration criteria and guidelines for SSB promotion reconsideration requests. The officer coordinates directly with HRC as Chaplain Branch has no responsibility or authority in the SSB process.

1-40. Date of Rank (DOR)

a. AR 601-100, *Appointment of Commissioned and Warrant Officers in the Regular Army*, 7 Jun 2002, and DA Pamphlet 165-17, *Chaplain Personnel Management*, 11 May 1998, address accession DOR determination.

b. Chaplains who seek DOR adjudication must forward their request memorandum with supporting documentation to OCCH, ATTN: DACH-PEZ-C. Once received, the DACH-PEZ-C will provide a cover memorandum and forward the request to HRC for adjudication.

1-41. Officer Evaluation Report

a. AR 623-3, *Evaluation Reporting System*, 15 MAY 2006, Chapter 6 provides evaluation redress criteria and procedures for officers who seek to appeal an evaluation report or promotion board result. Officers requesting an appeal must submit their packet IAW the above regulation to OCCH: ATTN: DACH-PEZ-C.

b. DACH-PEZ-C will provide a branch cover memorandum and forward the packet to Officer Promotions at HRC. The review board will send the appeal determination directly to the requesting chaplain.

Section V

Personnel Actions Memorandum Formats

1-42. General Information.

a. AR 25-50, *Preparing and Managing Correspondence*, 3 JUN 2002, proscribes DA policies, procedures, and standard formats for preparing and processing Army correspondence. Please consult AR 25-50 for information on the proper formatting of “MEMORANDUM THRU” addresses, office symbols, continuation pages, signature blocks, etc. when preparing official correspondence.

b. Italicized words in the memorandum formats indicate where the preparer must insert information applicable to his/her own personal situation (office symbol, date, addressee information, unit, signature block, etc.)

1-43. Memorandum Formats (See Appendix B)

[B-1 Request for Unqualified Resignation](#)

[B-2 Request for Unqualified Resignation in lieu of PCS Instructions](#)

[B-3 Request for Resignation in Lieu of Elimination Proceedings \(substandard performance, moral, interest of national security, misconduct, or professional dereliction\)](#)

[B-4 Request for Resignation in Lieu of Elimination Proceedings \(substandard performance\)](#)

[B-5 Request for Discharge in Lieu of Elimination \(RA Officer - Substandard Performance RA Officers with Service Obligation\)](#)

[B-6 Request for Discharge in Lieu of Elimination Proceedings \(RA Officer with service obligation – substandard performance, moral, interest of national security, misconduct, or professional dereliction\)](#)

[B-7 Request for Voluntary Retirement](#)

[B-8 Request for Voluntary Retirement in Lieu of PCS](#)

[B-9 Spouse Certificate Citation Examples](#)

[B-10 Pre-Retirement Information for Mandatory Retirements](#)

[B-11 Request for Deferment of MRD for Maximum Age](#)

[B-12 Request for Immediate Recall to Active Duty Upon Retirement](#)

[B-13 Request for Recall to Active Duty \(Break in Service\)](#)

[B-14 Request for Extension of Recall to Active Duty](#)

[B-15 Request for Change in Ecclesiastical Endorsement](#)

[B-16 Reserve Component Briefing](#)

[B-17 Victim of Sexual Assault Statement for Administrative Separation](#)

[B-18 Acknowledgement of Physical Fitness Requirements for PME](#)

Chapter 2 Assignments (DACH-PEZ-A)

Section I Introduction to Assignments

2-1. Purpose. The purpose of this chapter is to outline the procedures and guidelines for assigning U.S. Army Chaplains, First Lieutenant through Colonel, based on CCH's guidance IAW DODI 1315.18, Army Regulations, DA Pamphlets and this guidebook.

2-2. Chief of Chaplains Authority for the Chaplain Personnel Assignment System. The CCH is approving authority for all chaplain assignments. Only the CCH may assign or reassign U.S. Army Chaplains. Individual units do not "requisition" individual chaplains against authorizations as a part of the Army's Officer Personnel Management (OPM) process. The CCH assigns and manages chaplain personnel through Army Commands (AC), selected Army Service Component Commands (ASCCs), and selected Direct Reporting Unit (DRU) command chaplains and their respective chaplain personnel manager.

2-3. Guiding Principles of the Assignment Process. (Content forthcoming)

2-4. Officer Assignment Preferences. Every chaplain is responsible for completing an online Chaplain Assignment Preference Sheet (CHAPS) (<https://www.us.army.mil/suite/page/665081>) prior to each summer and winter Chaplain Assignment Consultation Meeting. Contact your Chaplain Personnel Manager (CPM) if you have questions about assignment opportunities.

Section II Special Assignments

2-5. Senior Staff Level

a. All AC/ASCC/DRU senior staff level assignments (formerly Corps and MACOM) are endorsed by the CCH and coordinated prior to the scheduled PER Conference. Senior chaplains will forward recommendations through their CPMs to the Branch personnel assignment officer (DACH-PEZ-A) NLT 60 days prior to the conference.

b. DACH-PEZ-A will prepare a recommendation list for the Personnel Director (DACH-PEZ) to present to the CCH for approval.

c. Changes to any AC/ASCC/DRU senior staff level assignments during the tour must be requested thru DACH-PEZ-A for the CCH concurrence.

2-6. Division Chaplain Assignments. Division Chaplain assignments are made by the CCH in coordination with the DACH-PEZ after receiving recommendations from selected members of the Board of Directors. Assignments are announced after all coordination, communication, and collaboration (C3) with gaining Commanders is complete.

2-7. Assignment of Chaplain Colonels

a. DACH-PEZ receives preferences from each Chaplain Colonel and presents a slate of assignments to the CCH for endorsement and approval.

b. Chaplain Colonel assignment notifications are made throughout the year via email.

c. Each respective Chaplain Colonel coordinates their report date directly with their replacement Chaplain Colonel. After coordination, communication, and collaboration (C3) is complete with the gaining and losing Chaplain Colonels and their Commands, the report date is sent for final approval by the DACH-1 Director before the RFO is cut.

Section III Assignment Overview

2-8. Assignment Process

a. Timing: Chaplain assignments are currently made semi-annually at the Summer (June) and Winter (January) DACH Personnel Assignment Consultation Meetings. Winter assignments are slated at the preceding Summer (June) meeting, and summer assignments are slated at the preceding Winter (January) meeting.

b. Prior to each meeting, CPMs collect chaplain assignment preferences as well as supervisory and senior staff input, garrison needs, and current Force Structure data. CPMs bring this information to the meetings and arrive prepared to provide a complete lay-down on Army Command, denominational, and individual needs/preferences.

c. Assignments are made by rank beginning with LTCs mandatory fills and those returning from OCONUS, and then those backfilling vacancies for each rank according to priority. There is no preference or guarantee of any assignment given for completing a hardship tour.

d. Priorities of fill are determined by CCH and are based on the needs of the Army. Each chaplain's submitted preferences, along with supervisory assessments, are reviewed by the CCH's Chaplain Personnel Team (18 members) in order to place the right chaplain in the right assignment. Additional factors considered are assignment history, combat rotations, sourced units for deployment, professional development, plus the requirement to balance CONUS and OCONUS assignments. Chaplains selected for resident ILE at Ft Leavenworth and ACS will be announced and slated for respective assignment.

e. The Officer Record Brief (ORB) and the Chaplain Assignment Preference Sheet (CHAPS) (<https://www.us.army.mil/suite/page/665081>) are the major tools used for consideration and dialogue regarding projected reassignments. It is imperative for each chaplain to ensure his/her ORB is current to include an up -to-date DA photo prior to each PER Conference. Attention to the following sections on the ORB assist in the right chaplain being assigned to the right job: SECTION I: Assignment Information (Overseas/Deployment/Combat Duty and Skills, ASIs); SECTION VI: Military Education; SECTION X: Remarks (EFMP?); SECTION IX: Assignment Information (history of assignments to support combat duty in SECTION I or completion of AERS utilization).

f. The CCH selects one Chaplain (Colonel) to attend each Assignment Consultation Meeting to serve as an Observer. The Observer provides daily process feedback to meeting participants, and a final AAR of the entire process to the CCH at the conclusion of the meeting.

g. An assignment notification timeline is provided at the end of the conference. CPMs follow the timeline in making assignment notifications first to command chaplains, respective SrCHs, then the individual chaplains.

2-9. Assignment Notification Process

a. All CPMs depart the personnel consultation meetings with specific guidelines concerning assignment notifications and will adhere to the established timeline for both assignment notification and RFO coordination.

b. Assignment notifications are made first to command chaplains, followed by SrCHs (supervisory), and finally the individual chaplain.

c. CPMs notify the SrCH of all inbound and outbound chaplains pertaining to their Area of Operations (AO). The SrCH personally notifies individual chaplains identified to PCS within their AO (notification will be made by 0-5 or above). The SrCH then confirms to their respective CPM via email the date that the assignment notification was made.

2-10. Retirement in Lieu of PCS

a. Retirement eligible chaplains may request retirement in lieu of PCS if he or she has at least 19 years and 6 months AFS and have received a firm PCS alert. However, the retirement request must be submitted within 30 calendar days of PCS alert (when possible all notifications will be face to face).

b. Documentation of the assignment notification date is critical. CPMs will insure that garrison/joint base personnel contacts confirm the date of all PCS notifications.

c. Once the retirement is approved, the PCS orders will be revoked.

d. See Paragraph 1-13 for details concerning Voluntary Retirement in Lieu of PCS.

2-11. Request for Orders (RFO) Process

a. CPMs coordinate ALL RFOs for all slated PCS moves. The losing command's CPM initiates contact with the gaining command's CPM after gathering pertinent information such as DEROS and leave needs. Gaining and losing commands' CPMs coordinate mutually agreeable report dates insuring equitability for any period of under lap.

b. Once a report date is agreed upon between CPMs, the losing command's CPM requests an RFO from DACH-PEZ-A by uploading the RFO template onto the DACH-1 Request for Orders AKO webpage. A new RFO template

request is submitted for each individual chaplain and for each personnel action (e., amendment, diversion, revocation, etc.).

c. Upon receipt of proper RFO request, DACH-PEZ-SC generates the RFO (turn-around time – usually one day). d. RFOs for school attendees (Career Course and Advanced Civilian Schooling) are normally processed at the

same time based on the school start date.

e. Any requests for changes to published RFOs must be resubmitted by the losing CPM through the new RFO template uploaded onto the DACH-1 Request for Orders AKO webpage.

2-12. Assignment of Newly Accessioned Chaplains

a. The DACH-1 Accessions Officer (DACH-PEZ-N) provides DACH-PEZ-A with the names of chaplains who are approved for accessioning onto active duty following each accessions board.

b. DACH-PEZ-A receives fill priorities from FORSCOM and other Command CPMs with deploying units prior to accessions conference calls.

c. DACH-PEZ-A conducts an accessions conference call with the FORSCOM CPMs and other Command CPMs with deploying units to distribute newly accessioned chaplains to meet the needs of the Army and the Chaplain Corps.

2-13. Assignment to/from the Chaplain Captain Career Course (C4)

a. Chaplains are slated for attendance at C4 during the semiannual DACH Personnel Consultation Meetings. Attendance for the Summer C4 is slated at the January meeting and attendance for the Winter C4 is slated at the June meeting.

b. Follow on assignments for chaplains scheduled for C4 attendance are slated at the assignment consultation meeting immediately preceding their arrival at the course. Assignment notifications for C4 attendees are made by the TRADOC CPM within 45 days of the course's start date.

c. Physical Fitness Failure. C4 students must meet the physical fitness standards for attendance of PME as outlined in Army Directive 2012-20. USACHCS will dismiss students who fail to meet the physical fitness standards and such students will receive an assignment subject to the needs of the Army.

2-14. Diversity and Assignment of Critically Short Faith Group Chaplains

a. Roman Catholic Chaplains are identified as a critically short faith group.

b. To insure optimum utilization of critically short faith group chaplains, assignments of Roman Catholic Chaplains are coordinated with the CCH through DACH-PEZ-V and announced at the semi-annual PER assignment consultation meetings.

2-15. Army Educational Requirements System/Family Life/CPE Utilization Assignments

a. DACH-PEZ-A prepares the assignments slate for utilization tours following chaplain attendance at ACS and CPE in coordination with HQ IMA CPM.

b. Announcement of utilization assignments is made at the semi-annual PER conferences.

Section IV

Special Considerations

2-16. High School Senior Stabilization Requests

a. Chaplains requesting High School Senior Stabilization must submit requests (using the digital DA form 4187)

through chaplain channels, through their CPM, to DACH-PEZ-A.

b. The guidelines and time frames for submission of requests and documentation are detailed in MILPER MESSAGE NUMBER: 03-158, issued 1 May 2003.

c. Due to Army needs, some requests may not be approved.

2-17. Exceptional Family Member Program (EFMP) Issues

a. All Soldiers processing for assignment outside the Continental US (OCONUS) who elect dependent travel must have Family members medically and educationally screened and if required, enrolled in the EFMP. This process must be initiated within 30 days of receipt of assignment instructions. Deferment for Soldiers enrolled in the EFMP is granted when Family travel decisions from the gaining command are not finalized. To preclude

delays, screening should take place as soon as possible.

b. EFMP issues sometimes result in a change of pinpoint assignment in order to enable the family to proceed to the OCONUS location. In some instances, the OCONUS location will not be able to facilitate any assignment of the family. In these instances, an “all others” tour may be required of the chaplain.

c. EFMP Enrollment is done through the Soldiers servicing Medical Treatment Facility (MTF). The military sponsor and the attending medical and/or educational specialist complete the appropriate enrollment forms; DD Form 2792 for medical and/or a DD Form 2792-1 for educational needs. The completed forms are forwarded to the controlling regional medical command EFMP team for review and input into the EFMP database. Exceptional Family Member (EFM) enrollment must be updated at least every three years or as the EFMs condition changes, whichever occurs first; the educational EFMP data updated yearly.

d. Once a Family member no longer requires treatment for special needs, the sponsoring Soldier can request disenrollment. The disenrollment process mirrors the enrollment process and the final decision rests with the attending physician, NOT the Soldier. Disenrollment from the EFMP is not related to DEERS eligibility and does not affect DEERS enrollment.

d. Soldiers who attempt to avoid EFMP enrollment may receive, at a minimum, a general officer letter of reprimand. Avoiding enrollment includes knowingly and willfully failing or refusing to enroll in the program, disregarding the three year anniversary, or providing false information.

2-18. Short Tour Assignments

a. Chaplains are considered for short tours based on the needs of the Army. Volunteers will be considered first.

b. The goal is to be equitable in assigning chaplains to short tours, and to preclude multiple short tours. Volunteers will be considered first followed by chaplains who have not recently returned from an OCONUS assignment. Chaplains returning from combat tours will be considered for dependent restricted tours when the number of volunteers to do not match the required fills. Those not having a previous OCONUS assignment will be considered prior to those with previous OCONUS assignments.

2-19. Consecutive Overseas Tours (COT) and Foreign Service Tour Extensions (FSTE)

a. Chaplains in OCONUS assignments can request Consecutive Overseas Tours (COTs) and Foreign Service Tour Extensions (FSTEs) through appropriate chaplain channels.

b. COT and FSTE requests must come through CPMs to DACH-PEZ-A, the approving authority, using the electronic DA form 4187 and DA form 4187-1.

c. Requests must have the command chaplain’s recommendation for approval/disapproval. SrCHs will ensure that the correct command chaplain is included in the THRU line to DACH-PEZ-A.

2-20. Compassionate Reassignments

a. Submission:

(1) Requests for compassionate reassignments are submitted through technical channels to DACH-PEZ-A for processing **IAW Army guidelines outlined in Chapter 6 of AR 614-100.**

(2) The submitting command’s CPM must review the packet for completeness and insure that the included documentation supports the request.

(3) The command chaplain must make a recommendation of approval/disapproval based on the supporting documentation.

b. Processing:

(1) DACH-PEZ-A reviews the packet for completeness and recommendations, and prepares an analysis of assignment possibilities.

(2) The CCH (or his designee) reviews the compassionate reassignment request and recommendations and grants approval/disapproval.

(3) DACH-PEZ-A notifies the submitting Command of the CCH’s approval or disapproval.

Section V
Assignments Consultation Checklist for Chaplain Personnel Managers

2-21. Assignments Consultation Checklist

X	TO DO
	Analyze and confirm Force Structure and Authorized positions Verify Upcoming Force Structure/PMAD issues for Command and Garrison/joint bases.
	Solicit and finalize all extensions, FSTE's, COTs NLT 45 days prior to conference
	Determine Projected Vacancies Obtain Garrison/joint base projected needs, vacancies, and priorities
	Prepare Assignment Needs and Preferences Notes Plan and conduct Personnel Meetings or Garrison/joint base visits Obtain Supervisory Chaplain Input Conduct Interviews Review Online Assignment Preference forms
	Prepare Spreadsheet for Consultation Meetings
	Include name, rank, current, preferences, supervisory notes, DEROS, schooling needs, promotion status (promotable, in zone, non-select, etc), and space for backfill, report dates, notes.
	Receive Command Chaplain Guidance prior to PER Consultation Attendance
	Attend Personnel Conference Fall and Spring
	Follow Assignment Notification Timeline provided at PER Consultation Command Chaplain Notification SrCH Notification Chaplain Notification (*****Obtain date of notification)
	Coordinate Request For Orders (RFO) Obtain availability dates for losing chaplains (DEROS, leave, etc) Notify gaining Command CPM of earliest report date Obtain concurrence of report date by email from gaining Command Losing CPM uploads RFO template to their respective command folder in AKO.

Chapter 3
Accessions (DACH-PEZ-N)

Section I
General Information

3-1. Recruiting Clergy for the Chaplaincy. Every chaplain is a “recruiter” for the Total Army Chaplaincy: Active, National Guard, and Reserves. Chaplains are encouraged to “tell the story” to members of the clergy when attending denominational meetings or when visiting their seminaries. Interested clergy should be directed to the nearest US Army Recruiting Command (USAREC) Chaplain Recruiting Team

(CRT) for official information (education and pastoral experience requirements, denominational/faith group endorsement, age limitations, etc.) and assistance in completing application/accessions packets. Recruiter information can be reached at www.goarmy.com/chaplain. Those interested in National Guard chaplaincy should contact their State Guard chaplain or call the National Guard Bureau Chaplain at 703-607-1102 or at <http://www.1800goguard.com/clergy/faq.php>.

Section II

Accessioning to the Army Chaplaincy

3-2. Process.

a. DD2088. An interested clergy contacts his/her endorser and request that a DA2088 – Ecclesiastical Endorsement be submitted to the Endorsement Officer at the Office of the Chief of Chaplains (DACH-PEZ-N). If applying for the Chaplain Candidate (CC) program, the applicant will request a Letter of Approval from their faith group.

b. Interview. Each individual applying for appointment as a chaplain is required to be interviewed by a senior chaplain. For active duty, this interview is arranged by the Accessions Officer with a Regular Army (RA) O-6 chaplain nearest the applicant's home of record. For RA applicants, interview coordination begins when the DD2088 is received at OCCH. For Reserves and Chaplain Candidates, this interview is arranged by the chaplain recruiter with the nearest O-5 or O-6 Reserve chaplain. Senior Chaplains are required to review transcripts, waiver requests, professional work experience, English language and American culture comprehension, examine sacred communication via A/V and written manuscript, appearance, and prior military service. Applicants must bring to the interview or send prior to the appointment upon request by the Senior Chaplain: transcripts, sacred

communication DVD and manuscript, chronological professional work experience worksheet, academic evaluation worksheet (if necessary), waiver request/s (if necessary), multi-paragraph letter, and essay.

c. Chaplains who take a Reserve commission must serve at least one (1) year from date of commission before commissioning as RA Chaplains; however, they may apply 90 days prior to their one-year mark.

d. Chaplain Candidates must serve one (1) year from date of commission before commissioning as RA, USAR or ARNG Chaplains; however, they may apply up to 90 days prior to their one-year mark.

e. Reserve Chaplains and National Guard Chaplains applying for Regular Army Chaplaincy. RC and NG Chaplains may contact USAREC Chaplain Recruiting Team to assist them with submitting their application for Accessions.

f. Packet Review. All application packets are forwarded to the Accession Officer (DACH-PEZ-N) to be reviewed for accuracy. Any deficiencies noted must be corrected by the recruiting team prior to the packet being boarded. Qualifying graduate degree of no less than 72 hours must be a degree of theological or related studies as specified in DoDI 1304.28. Credits for CHBOLC, life experience, Doctorate of Ministry courses, and undergraduate credits will not be counted toward the minimum standard of 72 graduate credits.

g. Accessions Board. There are eight Accessions Advisory Boards held each year. The Board is composed of five senior chaplains who recommend applications to the Chief of Chaplains (CCH) for best qualified applicants. Guidance to the Board is provided by the annual Accession Board MOI as signed by the CCH.

h. CCH Approval. The CCH officially approves the recommendations of the Board when all minutes and memoranda are signed. The applicants are to be notified within 48 hours of approval of their selection. Those applicants found fully qualified but not best qualified may re-board at the next board. If found fully qualified but not best qualified two times, applicants must wait one year before re-applying. Those applicants found not fully qualified must wait one year before re-applying.

i. Packet Processing. The individual packets are then distributed to the proper component for processing. The CC packets are processed by the DACH-RCI Chaplain Candidate Career Manager. The USAR packets are processed by the DACH-RCI USAR Personnel Officer. The ARNG packets are processed by the NGB, Chaplain Personnel Officer. AD packets are processed by the Accessions Specialist (AS). Processing for all applications involves confirmation that each name is properly listed on an approved Army Scroll and orders have been requested for a commission according to the proper component and rank.

j. Orders. For newly accessioned AD personnel, two sets of orders must be requested and issued to the new chaplain:

(1) Regular Army (RA) appointment orders. The applicant must have these orders the first day of active duty in order to take the Oath of Office as a RA officer.

(2) Assignment orders. These orders will be used to arrange for transportation of Household Goods

(HHG), travel, and contact information for their new assignment.

k. Oath of Office. For CC and RC chaplains, the Oath of Office may be executed upon receipt. For AD chaplains, the Oath may be administered NET 30 days before report date and NLT the first day of active duty as listed on the individual's assignment orders. Early commissioning is authorized if no other reserve obligations are outstanding. Early reporting to the first duty station is **not** authorized unless specified in the orders.

3-3. Waivers. Individuals applying for the chaplaincy must meet all the regulatory requirements for age, physical fitness, and moral character. The CCH has limited authority to grant waivers for certain areas based on the needs of the Chaplaincy and Army. Consult the current FY Chief of Chaplains Accessions Policy for waiver guidelines.

Section III Recruiting Incentive Programs

3-4. Introduction to Accessioning Incentive Programs. The CCH has established incentive programs to encourage the recruitment of qualified clergy for active duty in the Army Chaplaincy. These accessioning programs are reviewed, updated and goals established each new fiscal year.

3-5. General Program Guidelines

a. The SrCH must initiate all incentive program claims. SrCHs are not required to request a claim on individuals they do not desire, nor must they request a claim just because an individual wants to be assigned at a certain garrison/joint base.

b. Incentive program claims must be initiated and approved prior to an accessioning board selecting an individual for active duty.

c. To validate a claim, the SrCH or CRT must submit an Incentive Request Memorandum and present valid evidence of "doing the work" to recruit an individual. The memorandum must be submitted to DACH-PEZ-N. The Director, DACH-PEZ, is the final approving authority for all accessioning incentive program claims. ([See Appendix B-19- Accessioning Incentives Request Form](#)).

d. Incentives will be "payable" to a garrison/joint base only after the individual has completed CH-BOLC.

3-6. Incentive Program Descriptions

a. Finders-Keepers (FK):

(1) A Finders-Keepers (FK) is any qualified **civilian** clergy who is discovered, cultivated and influenced to apply for Active Duty Chaplaincy by any chaplain on a garrison/joint base. The program can also include a seminarian who is not currently a Chaplain Candidate, but who will apply for that program with the intention of applying for active duty when eligible. If the individual applies and is selected for Active Duty, the garrison/joint base responsible for recruiting him/her will have first call ("finders-keepers") for his/her assignment.

(2) **Reserve component chaplains and chaplain candidates are not eligible for the FK program.**

(3) The claiming SrCH or a subordinate chaplain must have made the initial contact with the applicant. Conducting an accessioning interview by the garrison/joint base staff chaplain does not qualify as an initial contact.

(4) Garrison/joint bases are not to be filled above 100% of authorization. If a FK places the garrison/joint base above 100%, DACH Assignments Officer will coordinate with the CPM in order to make the assignment based on the needs of the Army.

b. Replace Yourself (RY):

(1) Every chaplain is encouraged to work with his/her endorsing body, university/seminary, home church/association/conference/diocese or any other viable organization to identify, recruit, encourage and shepherd a qualified **civilian** clergy into the Active Duty Chaplaincy.

(2) **Reserve component chaplains and chaplain candidates are not eligible for the RY program.**

(3) For any person accessioned through these efforts, the garrison/joint base of assignment of the chaplain "recruiter" will be guaranteed a chaplain fill. The accessioned chaplain may be assigned to any CONUS location.

c. Buddy System

(1) If an individual desiring to enter the Active Duty Chaplaincy will identify and recruit another clergy associate for the Active Duty Chaplaincy, both will be guaranteed assignment to the same garrison/joint base during their initial tours.

(2) One of the applicants may be a reservist. Chaplain recruits from under-represented or low-density faith groups will be considered for this program on a case-by-case basis.

(3) If a SrCH is the “recruiter” and that garrison/joint base is not selected as the assignment of choice then the “recruiter” garrison/joint base will be guaranteed a “fill” for their efforts.

(4) Garrison/joint bases eligible for consideration under this program will normally be limited to where FORSCOM and TRADOC units are located. Other garrison/joint bases will be considered on a case-by-case basis. d. Aloha, Edelweiss and ROK

(1) A limited number of **reserve chaplain and civilian** applicants with extensive ministry experience for the Active Duty Chaplaincy may pre-select Hawaii (Aloha), Germany (Edelweiss) or ROK as their first duty assignment. The guarantee under this program is for first assignment only. Chaplain Candidates are not eligible.

(2) This program is for use by Chaplain Recruiters and chaplains **assigned** to Hawaii, Korea, and Europe for new accessions on a first-come-first-serve basis.

(3) Chaplain recruits from under-represented or low-density faith groups will be considered for this program on a case-by-case basis.

Section IV Date of Rank

3-7. Date of Rank Upon Entry to Active Duty.

All newly accessioned chaplains will be commissioned as a Regular Army officer on active duty with a grade and date of rank (DOR) based on the guidelines in DODD 1312.2, AR 135-100, AR 165-1, AR 601-100, AR 165-1, and DA Pam 165-17. Constructive credit is used to adjust the DOR. The purpose of constructive credit is to provide grade and DOR comparability among chaplains and other commissioned officers. The reason for constructive credit is that chaplains begin commissioned service *after* obtaining the education, training, or experience required for appointment a commissioned officer in a professional field. All orders will authorize one of the following:

a. If a chaplain has a prior date of rank as MAJ, then the chaplain is ordered to AD as a Major and retains the USAR/ARNG date of rank.

b. If a chaplain has a prior date of rank as CPT, the chaplain is ordered to AD as a CPT and retains the USAR/ARNG date of rank.

c. If a chaplain has a prior date of rank as 1LT with more than 6 months time in grade, then the chaplain is ordered to AD in the rank of CPT with date of rank equal to entry on to active duty.

d. If a chaplain is a 2LT (CC), civilian, or enlisted at the time of accessioning, then the chaplain will enter AD as a 1LT with 18 months TIG.

e. If a chaplain is a civilian and has 7 years of full-time, vocational and professional ministry experience **after** completing the qualifying graduate degree, then the chaplain is appointed in the grade of CPT upon placement on active duty, with a date of rank equal to entry on to active duty.

3-8. Adjudication of Date of Rank: Captains. Every chaplain accessed to active duty as a Captain must request an adjudication of his/her date of rank through the administrative in-processing center or Personnel Service Center at the first duty station. The chaplain must be able to provide documentation of prior active and/or reserve commissioned service. The local administration office forwards the documents and request for adjudication to the Army Human Resources Command, ATTN: AHRC-MSP-D, for proper adjudication of active duty date of rank.

Chapter 4 Career Management

Section I Career Status

Part IA

General Information

4-1. Entry on Active Duty (EAD) and Service Obligations (SO)

- a. EAD. Defined as the date a chaplain selected for active duty enters military service on active duty.
- b. Service Obligation: Chaplains entering active duty have a branch required three-year Active Duty Service Obligation (ADSO) and a regulatory eight year Military Service Obligation (MSO).

Part IB

Regular Army (RA)

4-2. Regular Army Integration

- a. RA integration is automatic for all chaplains who entered Active Duty after May 2005.
- b. DA Form 71: Chaplains are required to submit a DA Form 71, "Oath of Office – Military Personnel" to DACH-HR-CM at the time of their accession onto active duty. The DA Form 71 is procured locally via unit PAC/Adjutant, or PSC.

Section II Boards

4-3. Categories of Chaplain Board

- a. DA Centralized Boards: Promotion (COL, LTC, MAJ) and school boards for Senior Service College and Intermediate Level Education.
- b. DACH Advisory Boards: ACS, CPE, CPE Supervisor-in-Training (SIT), Family Life SIT, and Accessions.
- c. Boards List: There are **currently** 19 Chaplain Boards
 - (1) 6 Accessions Boards
 - (2) 3 Promotion (COL, LTC, MAJ) Boards
 - (3) 1 Major SELCON Board
 - (4) 3 Captain Promotion Reviews
 - (5) 2 Centralized Schools (SSC, ILE) Selection Boards
 - (6) 4 School Advisory Boards (1 Captain CPE, 1 ACS, 1 Family Life SIT, 1 CPE SIT)

4-4. Important Components of My Board File

- a. A "Board Zone Soldier" upon receipt of the board announcement will receive timely service if the Soldier follows the correct process outlined below. NOTE: Officers in consideration for promotion will receive an email announcement approximately 90-120 days before the board convenes. However, My Board File (MBF) will not be available for review until 60 days before the board convenes, and it will close for any changes four days before the board convenes.
 - b. Start early and review the OMPF online at <https://iperms.army.mil>.
 - (1) Focus on updating the Performance Folder:
 - (a) Does it contain all evaluations (OER)?
 - (b) Does it contain all Service School Academic Evaluation Reports (DA Form 1059)?
 - (c) Does it contain all Award certificates/orders, military training certificates, and civilian education transcripts?
 - (2) Gather any missing items identified above and:
 - (a) Ensure each document is readable and contains the complete SSN
 - (b) Please remember iPERMS is not authorized to update the ORB. In order to correct data on the ORB, contact a records proponent/servicing MPD/S1 or Career Manager.
 - (c) Once updated, send ORB changes and any Letters to the President of the Board to the Promotion Board Office (contact information is contained in board notification email).
 - (3) Take all documents to the S1/MPD/servicing Military HR office. Upon receipt of documents they will:
 - (a) Assist with all evaluations and 1059s by submitting them to the HRC Evaluations Branch per their local SOP. These documents will not be web uploaded via iPERMS -- they **must first** go through the Evaluations Branch for review.
 - (b) Verify all other authorized documents (awards, military training certificates, civilian education transcripts) and web-upload them via iPERMS. The processor will identify the batch of documents being submitted as "BOARD DOCUMENTS" to ensure priority processing. They will get a batch number for tracking purposes upon completion of the web upload. NOTE: Obtain the tracking number assigned to the

batch for future reference or assistance. This number verifies the documents are in the “electronic inbox” at Army Soldier Records Branch (ASRB) for processing and is the only way to identify the batch.

(4) Wait. Do not resubmit anything. Allow two-three days for documents to process and appear in the OMPF. Once documents appear in the OMPF via iPERMS, allow up to five working days for “My Board File” (MBF) to reflect updated documents. NOTE: The performance (P) folder of the OMPF in iPERMS directly feeds the My Board File. The MBF is not the OMPF.

(5) Review. Once the file is updated, review the documents to ensure information is displayed correctly, there are no duplicates. If a document is a duplicate, inverted, or incorrectly filed in the OMPF, proceed in the following manner:

(a) For evaluation reports and 1059s submit a request to: usarmy.knox.hrc.mbx.tagd-eval-appeals@mail.mil.

Title your email BOARD, (identify the board MAJ, LTC, etc.), include the complete SSN, and briefly and clearly explain the problem.

(b) All other documents submit request to: hrc.ipermsboardsupport@conus.army.mil.

Title the email “BOARD”, (identify the board MAJ, LTC, etc.). Briefly and clearly explain the problem and include the complete SSN. Be advised that correctly filed documents will not be removed. Do not use this email address to add documents.

4-5. Chaplain CPT CPE Eligibility Criteria

a. Approximately 14 CPT/6 MAJ slots are allocated each year, but may vary according to operational need.

b. The CH (CPT) CPE Selection Board will occur each year. Each Chaplain Captain will receive ‘one board look’ based upon the following criteria:

(1) Ability to begin CPE Training in the summer of the following Fiscal Year. Those chaplains unavailable due to PCS or Stop Loss orders will be deferred one year.

(2) Have enough time remaining as a CPT to complete the one year of training and utilization prior to primary zone consideration for MAJ.

(3) Have at a minimum, 18 months of Time in Service (TIS) as an active duty chaplain.

(4) Less than 14 years (168 months) Active Federal Service (AFS) when the board meets.

(5) Branch qualified by completing Chaplain Basic Officer Leader

Course. c. CH MAJs are considered for CPE in the ACS board.

d. DACH-PEZ-C will notify each chaplain selected according to the board Order of Merit List (OML).

4-6. Chaplain ACS Eligibility Criteria

Each Chaplain will receive ‘two board looks’ based upon the following criteria:

a. As of the convene date, be in the grade of Captain (P) or Major. Chaplains selected for promotion by the most recent Chaplain Major Promotion Selection Board will be automatically boarded, except those who received schooling in CPE as a Captain. To be eligible, a Chaplain MAJ or CPT-P must:

b. Have less than 14 years (168 months) of Active Federal Service (AFS) as of the start date of the school program. (See AR 621-1, para. 3-1d (2) for details.) Chaplains with AFS in excess of 14 years, but whose MRD allows the completion of the ADSO, may submit a waiver for time in service. KEN: recommend leaving “as of 30 September of the school year” because this is more accurate to screen in TOPMIS. In TOPMIS AFS and AFCS is computed to the end of the Fiscal Year, i.e. 30 Sep; SCOTT

c. Be a graduate of the Chaplain Captain Career Course.

d. Have a current SECRET clearance.

e. Have completed an undergraduate degree from an accredited college with at least a 2.50

GPA. f. Have not participated in CPE program as a Captain.

g. Have not accepted ILE in residence.

h. Have not already been twice considered for ACS.

j. GRE requirement: The GRE/GMAT is no longer used as a selection criterion for the ACS Board. However, in order to participate in the ACS program, chaplains who are selected for the ACS program (World Religions, Ethics, Resource Management, and Family Life) must include a current (within the last five years) GRE or GMAT in their ACS application which is forwarded thru DACH-PEZ-C to HRC. (See para 1-32 b for minimum score requirements.

k. NOTE. Chaplains who participated in the CPE program as Captains are not eligible for ACS (no two schools that require utilization tours). CPE SIT and Family Life SIT positions are not considered as ACS. Chaplains who have completed CPE or Family Life utilizations may also be considered for the SIT positions.

Chaplains who have graduated from ILE distance learning, as well as those enrolled in a satellite ILE program at the convene date will not be considered. If selected for both ACS and resident ILE at Ft Leavenworth, a chaplain must choose one or the other due to conflicting assignment utilization requirements. Chaplains participating in ACS have a three year ADSO for a utilization tour, and chaplains completing the Advanced Operational Warfighting Course (AOWC) at Ft Leavenworth will receive an operational assignment at Brigade, Division, or Corps following graduation with a two year ADSO.

4-7. SSC Eligibility Criteria

Since the SSC eligibility criteria varies from year to year, see the MILPER Message for eligibility requirements.

4-8. ILE Eligibility Criteria

Since the ILE eligibility criteria varies from year to year, see the MILPER Message for eligibility requirements.

4-9. Preparing A File for Promotion or Selection: The Selection Board Process from the DA Secretariat

The Department of the Army Secretariat convenes approximately 80 selection boards for promotions, command assignments, professional development and schools for officers, warrant officers, and non-commissioned officers each year. Promotion is not an entitlement. Promotion must be earned. It's important that raters and senior raters/leadership/commanders/NCO support channels at all levels assist junior officers and NCOs in preparing promotion files. Understanding what it takes to prepare for the board in the most positive and professional manner is extremely important. Below are several items that will help in preparing for a board.

a. The number of boards held each year is located on the HRC website. The below also refers to MILPER messages, My Board File, the importance of dialogue with assignment officers, S1's and unit administrators, the oath given to recorders and board members to execute boards, file composition, what board members look for when going through the file review process, the voting word picture, and the overall board process.

b. As stated earlier, there are approximately 80 selection boards convened throughout the fiscal year. Board schedules are posted on the HRC website. This will give the convene dates of all boards in the current fiscal year, as well as the previous fiscal year.

c. Before each board convenes, a MILPER message is released to the field giving detailed guidance to the targeted audience for that particular board. The MILPER message gives key administrative information such as zones of consideration, suspense's for evaluations, and when My Board File opens and closes. Once My Board File opens, go to the HRC website, log into the portal using a CAC, if available, or the AKO user ID and password. Once inside the portal, review My Board File. This is the time to exercise due diligence and thoroughly review the official military personnel file or (OMPF) for currency and accuracy.

d. The My Board File portal contains the official DA photo, performance history (OERS/AERS), education and training, commendatory documents, and the record brief if the Soldier is either Active Component or Active Guard Reserve or (AGR). Verify and validate all documents in My Board File to ensure it will be competitive with peers and for presentation to the board. Remember, My Board File is made of documents that are in the official military personnel file (OMPF) in IPERMS.

(1) When validating the board file start a dialogue with your S-1 or unit administrator and Career Manager to ensure the official military personnel file is up to date. Provide the S1 or unit administrator with any documents missing from the OMPF so they can scan them into IPERMS.

(2) In My Board File, there are three radio dials. One indicates "I have not viewed my documents," another indicates "I certify the information in My Board File is correct and complete to the best of my knowledge," and the final indicates "I have reviewed the information in My Board File and I will take action and submit the following corrections/changes to my file. After this review, please choose one of the radio dials and save. If documents are not reviewed, the default will show the DA Secretariat that the file has not been reviewed. Board members will be able to see whether or not the file was reviewed. Reviewing the board file is an investment for success in the military career.

e. On the convening date of the board, an oath is given to all board members and board recorders. The board members and recorders swear to keep board deliberations close hold, but more importantly it holds all board members to the highest Army standards and values in conducting a fair voting process. The memorandum of

instruction (MOI) issued by the Secretary of the Army provides the board members with their official guidance, along with Title X law, Department of Defense instructions, and Army Regulations on how to execute the boards.

f. When board members start reviewing files and casting votes, they view all the documents that were found in My Board File using the Army Selection Board System (ASBS). ASBS is the tool used by the Army for selection boards since 2004 that presents each soldier's file in the same format facilitating an effective and efficient assessment and voting phase of the board. ASBS has the ability to present unclassified and classified documentation utilizing NIPR and SIPR networks at the same voting station. While some small boards only review 50 files, others review 5,000. ASBS makes it possible to do so consistently and fairly.

(1) The first item a board member will see is the official DA photo. It is important for each soldier to have a current official DA photo within 5 years. The DA photo is an introduction to the board. Have a battle buddy or supervisor check the uniform prior to the photo to ensure wear of the uniform is proper and all badges, awards, and other devices are properly displayed. A properly worn and displayed uniform indicates military bearing and fitness. Ask an experienced leader or mentor to check the DA photo in DAPMIS before accepting it.

(2) The second item board members see are any letters to the president of the board. Remember, letters to the president are not to be self serving, but informative of what the file is missing.

(3) The third item board members see is the ORB. This document is very important as it gives the board member a resume or snapshot of service and assists the board members in navigating through the file. This document must be up to date and be accompanied by supporting documentation in the file.

g. In the OPMF, the first items seen are the evaluations, to include academic evaluation reports from professional development schools. These are the most important documents in the file as they assess both quality and performance and potential to serve at the next higher grade or in a particular position of leadership like command. Board members may look at thousands of files. The most powerful and effective way to show performance and potential is to have quantifiable and enumerated verbiage within the narratives or bullet comments. After board members look at evaluations, they move to the commendatory file where they review awards and decorations. The

documents in this file provide the source documents that validate the accuracy of the DA photo and the ERB, ORB, or 2-1. Pay attention to detail to ensure that the DA photo, record brief, and commendatory file are synchronized. It sends a strong message to the board if they are not. The final area of the OPMF is the training and education file. This area shows all transcripts from military and civilian training and education completed. Again, it should synchronize with the ORB.

h. If there are any disciplinary documents, such as general officer memoranda of reprimand or UCMJ - Article 15s, they will be viewed by the board. These documents will appear at the beginning of the OPMF before the evaluations. Board members must review all disciplinary documents. If they fail to do so, ASBS will prompt them to review the documents before moving further into voting. The system acts as a fail-safe and reminds board members to look at these documents before casting a vote. Board members are given the charter to identify and recommend soldiers to "show cause" for retention. This means if a board member reviews a file containing adverse information, he or she may vote the file "show cause." A referral to show cause means the soldier must clearly explain why he or she should remain in the Army. They will also be considered as non-select.

i. While board members are voting, they compare each file to a set standard. Files are not compared to other files in the population. The set standard is a word picture that has been adopted by the board prior to the start of reviewing and voting files. The word picture template correlates to a numerical score of 1-6 +/- . Board members assess each file by the word picture and cast the corresponding numerical vote. The sum of all board member votes determines a candidate's place on the order of merit list (OML).

j. The overall board process is very rigorous for board members and very labor intensive for recorders. Board members may look at thousands of files throughout a board. They must establish and refine an individual voting philosophy very quickly so they may review all files and vote each file with equitable care and consideration. Board recorders are responsible for maintaining the sanctity and integrity of the board process, and ensuring all boards are conducted to the highest standard, and are in accordance with Title X, Department of Defense Instructions, and the MOI signed by the Secretary of the Army. There are three "must remember" items for chaplains going before boards and leadership at all levels:

(1) First, chaplains know and understand promotion is not an entitlement, it must be earned. Stay involved maintaining an accurate OPMF. Exercise due diligence in getting missing documents into the OPMF and take the time to review My Board File when it becomes available.

(2) Second, leadership - raters and senior raters, commanders and senior chaplains are charged with teaching,

coaching, mentoring and assisting chaplains preparing for promotion and other selection boards.

4-10. Official Military Personnel File (OMPF) On-line

In order to view the OMPF, go to <https://iperms.hrc.army.mil/rms/>.

4-11. Chaplain Captain Promotion Review

- a. Three Review Boards per FY (Oct, Feb, and Jul) are conducted by the Chaplain Branch.
- b. Criteria for selection: each officer must be Fully Qualified as stated in Title 10 USC 624 (a) (3).
- c. The results of the review are submitted through the DCS G-1 and the Secretary of the Army to Office of the Secretary of Defense for approval.

Section III

Officer Record Brief

4-12. Officer Record Brief (ORB) DA PAM 640-1

- a. What it is: The ORB is a one page Army form (DA Form 4037) designed to provide a summary of your qualifications and career history.
- b. How it is used:
 - (1) The ORB is used by your Personnel and Career Manager at HQDA to determine assignments and an officer's experience and qualifications.
 - (2) DA Selection Boards use the ORB to gain an initial impression of an officer's career history.
- c. Duty Titles (Section IX-Assignment Information):
 - (1) The Duty Title should be specific and match OER duty titles.
 - (2) Duty Title Examples: Battalion Chaplain, Brigade Chaplain, Squadron Chaplain, Chaplain – Resource Manager, BSB Chaplain, Plans and Operations Chaplain, etc.
 - (3) Transition Duty Titles: The transition duty titles of “Incoming Personnel”, “Known Loss”, and “Reassignable Overstrength” should be updated immediately following transition to a new unit.
 - (4) Incorrect Duty Titles: Descriptive terms, such as Airborne Chaplain, Infantry Chaplain, Artillery Battalion Chaplain, Combat Chaplain, will not be added to the duty title. The Career Manager will change incorrect Duty Titles with each scrub without consulting the chaplain.
 - (5) Files cannot go before a board with a non-specific duty title. If the chaplain does not update his or her ORB, the Career Manager will change the Duty Title to read “Chaplain” in order for the file to be seen by the board.
- d. Physicals (Section IV-Personal/Family Data):
 - (1) Physicals are noted in this area in the Pulhes/Date box. It will list the date of the last physical exam and physical profile. Physicals should be within the last five years.
 - (2) Example: 111111/20120228
- e. Military Education Level (MEL) (Section VI-Military Education):
 - (1) Chaplains should ensure that their most recent Military School is noted in this area.
 - (2) Example: CSC GRAD
- f. Civilian Education Level (CEL) (Section VII-Civilian Education):
 - (1) Chaplains should ensure that their civilian education is noted in this area.
 - (2) Example: TX, SWESTRN BAPT THEO SEM MDV 1982
 - (3) **NOTE: Non-accredited Institutions cannot be placed on the ORB because no code will be available from HRC Data Base.**
- g. Awards and Decorations (Section VIII-Awards and Decorations):
 - (1) Awards and Decorations worn in the Official Photo should match those noted in this section of the ORB.
 - (2) Chaplains should update the ORB and photo whenever an award is received.
 - (3) All awards must have the Permanent Order # placed on the certificate. Pre 1991 awards should have a separate orders document.
 - (4) HRC will not place DA Form 638, “Recommendation for Award”, in the Performance Folder of the OMPF.
 - (5) A certificate with no orders number will not be placed in the OMPF.
 - (6) Badges are documented in the OMPF with orders awarding the badge.
 - (7) Some photos have personnel wearing badges such as Airborne, Air Assault, etc., with no documentation in their files.
- h. Photo (Section X-Remarks):

(1) The date and month of the last Official Photo received on file is listed in this section. Photos should be updated at a minimum every 5 years.

(2) Recommend a new photo after each new award of a badge or decoration.

(3) Example: DATE LAST PHOTO 201202

i. Review and update your ORB each year and before each board. Remember, this provides a snapshot of your career. Take care of it!

Chapter 5 Systems Coordination (DACH-PEZ-S)

Section I: Chaplaincy Strength Management

5-1. Budgeted End Strength. Prior to the start of each Fiscal Year, and throughout the year, the Army G-1 publishes the annual Personnel Management Authorization Document (PMAD), containing the Chaplain Officer Authorizations, historically known as the “Budgeted End Strength” (BES). The BES is based on a fill-rate that combines the number of funded chaplain authorizations plus the requirements for Training, Holds, and Schools (THS).

5-2. Strength Allocation Documents. The Army G-1 Plans and Resources Directorate normally produces the PMAD annually. G-1 also produces periodic Updated Authorization Documents (UADs) which provide snapshots of authorization changes between PMAD issuances. The Army Authorizations Document System (TAADS), produced by the Army G-3 and the US Army Force Management Support Agency (USAFMSA), documents force structure requirements and authorizations. When the PMAD or UAD is joined with the TAADS, the resulting document is the TAADS-PMAD or TAADS-UAD Crosswalk, which shows all chaplain positions that are Required, Authorized, and Resourced.

5-3. Allocations and Assignments.

a. The DACH Personnel Systems Coordinator ensures chaplains are only assigned to PMAD/UAD resourced positions.

b. During each assignment cycle the CCH assigns a limited number of chaplains to critical positions that do not have PMAD/UAD resourcing. These Directed Military Overstrength (DMO) assignments must have prior approval from the CCH. DMO assignments are kept to a minimum for two reasons. First, every DMO assignment creates a vacancy in another authorized Chaplain position. Secondly, the Director of the Army Staff (DAS) regulates Army- wide DMO assignments.

Section II: Accessions Plan

5-4. General Information

In order to manage the branch to fulfill its mission, the CCH must access onto the Active Duty List (ADL) a sufficient number of chaplains to meet religious support requirements and to offset projected losses. The Accessions Plan estimates the number of chaplains needed for ADL accessions and generates the USAREC recruiting mission goals.

Section III: Promotion Plan

5-5. General Information The Promotion Plan is part of the annual 5-Year Chaplain Branch Strength Management Plan approved by the CCH each fiscal year. Chaplains are promoted under the Army’s centralized Officer Promotion system. This plan is regulated by statute (Title 10, USC), AR 600-8-29 and policies established by the Secretary of the Army (SA) and Army G-1 Officer Selection Board Support SOP.

5-6. Promotion Requirements Promotion requirements for each grade are a derivative of projected losses, BES changes, accessions for that grade and promotion requirements of the next higher grade.

5-7. Promotion Zones

a. Chaplain Promotion Zones are based on promotion requirements, time in service (TIS), time in grade (TIG), the Defense Officer Personnel Management Act (DOPMA) opportunity rate, and the date of rank for

qualified chaplains. The Chaplaincy does not have officer year groups and will not use year groupings for promotion zones.

b. Normally, chaplains are considered for promotion one time below the zone before their primary zone considerations. However, unanticipated changes in the factors listed above may necessitate a chaplain being considered more than one consideration below the zone, or no below the zone consideration.

c. Chaplain Promotion Zones are subject to change without notice.

5-8. Promotion Board Membership. Chaplain Promotion Selection Boards are convened by HQDA Secretariat. In accordance with G-1 policy, board membership consists of the Chief of Chaplains (CCH) or Deputy Chief of Chaplains (DCCH) as Board President, two chaplain members and three officers of other branches.

Appendix A References

Title 10, United States Code

AR 165-1

Chaplain Activities in the United States Army

AR 350-100

Officer Active Duty Service Obligations

AR 600-8-2

Flags

AR 600-8-11

Reassignment

AR 600-8-24

Officer Transfers and Discharges

AR 600-8-29

Officer Promotions

AR 600-8-104

Military Personnel Information Management/Records

AR 614-6

Permanent Change of Station Policy

AR 614-30

Overseas Service

AR 614-100

Officer Assignments Policies, Details, and Transfers

AR 614-110

Assignments of Airborne Officers and Processing Volunteers for Training

AR 614-120

Inter-service Transfer of Army Commissioned Officers on the Active Duty List

AR 621-1

Training of Military Personnel at Civilian Institutions

AR 621-108

Military Personnel Requirement for Civilian Education

AR 623-1

OER Reporting System

AR 640-30

Photographs for Military Personnel Files

DA Pam 165-17

Chaplain Personnel Management

DA PAM 640-1
Officer's Guide to the Officer Record Brief

Websites

Human Resources Command: <https://www.hrc.army.mil>

Official Department of the Army Publications and Forms: <http://www.army.mil/usapa/>

Appendix B

APPENDIX B-1. REQUEST FOR UNQUALIFIED RESIGNATION

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

UNIT COMMANDER

SrCH

COMMAND CHAPLAIN

FOR OFFICE OF THE CHIEF OF CHAPLAINS, ATTN: DACH-PEZ-C, 2700 ARMY PENTAGON, ROOM 1D143A, WASHINGTON, DC 20310-2700

SUBJECT: Unqualified Resignation

1. I, (*name, grade, branch, SSN*), tender my unqualified resignation from active duty Army under AR 600-8-24, to be effective (*date*) or as soon as practicable thereafter.

2. I am not under a suspension of favorable personnel action, under investigations, pending charges, or being considered for elimination.

3. I (*have/ have not*) fulfilled my active duty service obligations as specified in AR 350-100.

4. I desire to tender my resignation because (*reason(s)*).

5. I understand that if my release from active duty is accepted, that my character of service will be characterized as Honorable or Under Honorable Conditions as determined by Headquarters, Department of the Army.

6. Present duty station (*address*) (*assignment and/or attachment, if any*).

7. I (*do/do not*) desire separation overseas. (*Applicable only if currently serving oversea.*)

8. I understand that if I have not completed my statutory 8-year Military Service Obligation (MSO), I am required to accept appointment in the U.S. Army Reserve and that I will be transferred to the IRR to complete that obligation. Further, I understand that if I am required to accept appointment in the U.S. Army Reserve to complete my MSO or am requesting appointment in the U.S Army Reserve, that my REFRAD pursuant to my unqualified resignation from the Regular Army shall constitute my acceptance of the Reserve appointment. If I am required to accept or have requested appointment in the U.S. army Reserve, and do not desire this appointment, I must request withdrawal of my resignation prior to my REFRAD IAW AR 600-8-24 and remain on active duty. I also understand that I must provide the Office of the Chief of Chaplains a new Ecclesiastical Endorsement (DD Form 2088) if I have a MSO or request appointment in the Reserve Component as a chaplain.

9. {I desire to be appointed as a commissioned officer in the U.S. Army Reserve upon my REFRAD} or {I have fulfilled my MSO and do not desire appointment in the U.S. army Reserve} (as applicable).

As of the date of this application, I have (*number of days*) days of accrued leave. I (*do/do not*) plan to take transition leave. (*If taking leave, include the following statement*). Considering both leave days and out-processing requirements, I intend my last duty day to be (*date*).

10. I understand that if I am requesting or required to accept a Reserve appointment and the appointment has not been approved by the appropriate authority within 10 days of my REFRAD date, the effective date of my release will be adjusted by Army Human Resources Command in 30 day increments until the appointment is approved. I further understand that if my REFRAD date needs to be adjusted, that the Army Human Resources Command will notify me of such by memorandum and that I am responsible for coordinating my adjusted REFRAD date with my transition center.

11. I understand that if I participated in certain advanced education programs (including, but not limited to Tuition Assistance, Degree Completion Program, and Cooperative Degree Program) I may be required to reimburse the United States Government as stated in written agreement made by me with the United States Government under law and regulations.

12. I understand that my release from active duty is resignation is voluntary and I am not entitled to separation pay.

13. My mailing address immediately after the date of separation will be {your address}.

14. For further information, I may be contacted at {work phone, cell phone and work email}.

SIGNATURE BLOCK

B-2. Request for Unqualified Resignation in Lieu of PCS Instructions

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

UNIT COMMANDER
SRCH
COMMAND CHAPLAIN

FOR OFFICE OF THE CHIEF OF CHAPLAINS, ATTN: DACH-PEZ-C, 2700 ARMY PENTAGON, ROOM 1D143A, WASHINGTON, DC 20310-2700

SUBJECT: Unqualified Resignation in Lieu of PCS Instructions

1. I, (*name, grade, branch, SSN*), tender my unqualified resignation in lieu of PCS instructions from active duty under AR 600-8-24, effective (*requested separation date*). (**Note: Separation date cannot exceed six months from the date of PCS Notification**).

2. I am not under a suspension of favorable personnel action, under investigations, pending charges, or being considered for elimination.

3. I (*have/have not*) fulfilled my active duty service obligations as specified in AR 350-100.

4. I understand that if my release from active duty is accepted, that my character of service will be characterized as Honorable or Under Honorable Conditions as determined by Headquarters, Department of the Army.

5. My present duty station (*address*) (*assignment and/or attachment, if any*).

6. I (*do/do not*) desire separation overseas. (*Applicable only if currently serving in an overseas area.*)

7. I understand that if I have not completed my statutory 8-year Military Service Obligation (MSO), I am required to accept appointment in the U.S. Army Reserve and that I will be transferred to the IRR to complete that obligation. Further, I understand that if I am required to accept appointment in the U.S. Army Reserve to complete my MSO or am requesting appointment in the U.S. Army Reserve, that my REFRAD pursuant to my unqualified resignation

from the Regular Army shall constitute my acceptance of the Reserve appointment. If I am required to accept or have requested appointment in the U.S. Army Reserve, and do not desire this appointment, I must request withdrawal of my resignation prior to my REFRAD IAW AR 600-8-24 and remain on active duty. I also understand that I must provide the Office of the Chief of Chaplains a new Ecclesiastical Endorsement (DD Form 2088) if I have a MSO or request appointment in the Reserve Component as a chaplain.

8. {I desire to be appointed as a commissioned officer in the U.S. Army Reserve upon my REFRAD} or {I have fulfilled my MSO and do not desire appointment in the U.S. Army Reserve} (as applicable).

As of the date of this application, I have (*number of days*) days of accrued leave. I (*do/do not*) plan to take transition leave. (*If taking leave, include the following statement*). Considering both leave days and out-processing requirements, I intend my last duty day to be (*date*).

9. I understand that if I am requesting or required to accept a Reserve appointment and the appointment has not been approved by the appropriate authority within 10 days of my REFRAD date, the effective date of my release will be adjusted by Army Human Resources Command in 30 day increments until the appointment is approved. I

further understand that if my REFRAD date needs to be adjusted, that the Army Human Resources Command will notify me of such by memorandum and that I am responsible for coordinating my adjusted REFRAD date with my transition center.

10. I understand that if I participated in certain advanced education programs (including, but not limited to Tuition Assistance, Degree Completion Program, and Cooperative Degree Program) I may be required to reimburse the United States Government as stated in written agreement made by me with the United States Government under law and regulations.

11. I understand that my release from active duty is resignation is voluntary and I am not entitled to separation pay.

12. My mailing address immediately after the date of separation will be {your address}.

13. For further information, I may be contacted at {work phone, cell phone and work email}.

SIGNATURE BLOCK

B-3. REQUEST FOR RESIGNATION IN LIEU OF ELIMINATION PROCEEDINGS (SUBSTANDARD PERFORMANCE, MORAL, INTEREST OF NATIONAL SECURITY, MISCONDUCT, OR PROFESSIONAL DERELICTION)

(Letterhead)

Office symbol

(Date)

MEMORANDUM THRU (Channels-see Paragraph 3-4)

FOR COMMANDER, HUMAN RESOURCES COMMAND, 1600 SPEARHEAD DIVISION AVENUE,
FORT KNOX, KY 40122-5202

SUBJECT: Resignation in lieu of Elimination Proceedings

1. I, (**Name, grade, branch, SSN**), having been informed that I am being considered for elimination, do voluntarily tender my resignation from the Army under the provision of AR 600-8-24, in lieu of further elimination proceedings.

2. I have been advised that prior to submitting this request for discharge I may, at my option, consult with and be represented by legally qualified counsel who may be a member of The Judge Advocate General's Corp or civilian counsel retained by me. Include one of the following statements:

a. I have elected not to exercise this right.

b. I been fully advised and counseled in this matter by (**name**) (**a member of the Judge Advocate General's Corp**) or **civilian counsel** on (**date**) at (**place**): **I fully understand the implications of this voluntary action.**

3. (**Use whichever of the following statement is appropriate, depending on whether the officer submits the resignation before or after appearing before a Board submits the resignation before or after appearing before a Board of inquiry:**)

a. I elect to waive any right I have either to appear before a board of officers with legally qualified counsel who may be a member of the Judge Advocate General's Corp or civilian counsel retained by me, or to submit matters in explanation, rebuttal or defense concerning the allegations in my case, or (**for probationary officers who have been notified by the GOSCA that they will receive an Honorable or General Under Honorable Conditions Discharge if their elimination is approved**) I elect to waive any right I have to present matters in explanation, rebuttal, or defense concerning the allegations in my case.

b. I have appeared before a Board of Inquiry (**with legally qualified counsel**) (**if appropriate**), and that board having recommended elimination, I elect to waive any further consideration of my case any appellate or review agency.

4. If this resignation is accepted, I understand that I will be furnished an Honorable, General or Under Other Than Honorable Condition Discharge, as determined by HQDA. I understand that I may not specify an effective date for resignation.

a. (**For a probationary officer, who has been recommended for elimination, the characterization of service will not be less than that specified in the GOSCA's notification letter to the officer. For example: If the GOSCA recommended a General Discharge, paragraph 4 should read, "I also understand that I may be furnished an Honorable or General Discharge as determined by HQDA."**) I understand I may not specify an effective date for resignation.

b. (**The same principle applies for all officers, regardless of years of service, who appear before a field Board of Inquiry and subsequent request separation in lieu of further elimination processing. Mention of a**

Office Symbol

Subject:

discharge certificate of a less favorable character than that recommended by the Board of Inquiry will be omitted from paragraph 4 of the letter requesting separation.)

5. I further understand that if this resignation is accepted Under Other Than Honorable conditions, I will not be entitled to compensation for unused accrued leave and that I may be barred from all rights, based on the period of service from which I will be separated under any laws administered by the Department of Veterans Affairs, except War Risk, US Government (Converted), National Service Life Insurance, Service-Member's Group Life Insurance policies I may hold. **(If an Other Than Honorable Discharge is not listed in paragraph 4, omit paragraph 5.)** I understand that I may specify an effective date for this resignation.

6. My present duty station is **(address) (assignment/and or attachment, if any.)**

7. **I (do/do not** desire separation overseas **(If currently serving in an overseas area.)**

8. My mailing address after separation will be **(address.)**

9. **I** understand that if **I** participated in certain advanced education programs, **I** may be required to reimburse the United States Government as stated in written agreement made by me with the United States Government under law and regulations.

10. **I** understand my discharge is voluntary and that **I** am not entitled to separation pay.

(Signature Block)

B-4. REQUEST FOR RESIGNATION IN LIEU OF ELIMINATION PROCEEDINGS (SUBSTANDARD PERFORMANCE)

(Letterhead)

Office symbol

(Date)

MEMORANDUM THRU (Channels-see Paragraph 3-4)

FOR COMMANDER, HUMAN RESOURCES COMMAND, 1600 SPEARHEAD DIVISION AVENUE,
FORT KNOX, KY 40122-5202

SUBJECT: Resignation in lieu of Elimination Proceedings

1. I, **(Name, grade, branch, SSN)**, having been informed that I am being considered for elimination, do request discharge from the Army under the provisions of AR 600-8-24, in lieu of further elimination proceedings.

a. I have been advised that prior to submitting this request for discharge I may, at my option, consult with and be represented by legally qualified counsel who may be a member of The Judge Advocate General's Corp or civilian counsel retained by me. *(Include one of the following statements):*

b. I have elected not to exercise this right.

c. I have elected not to exercise this right (or) I have been fully advised and counseling in this matter by (name) (a member of the Judge Advocate General's Corps) (or civilian counsel) on (date) at (place). I fully understand the implications of this voluntary action.

2. **(Use whichever of the following statement is appropriate, depending on whether the officer submits the resignation before or after appearing before a Board of inquiry :)**

a. I elect to waive any right I have either to appear before a board of officers with legally qualified counsel who may be a member of the Judge Advocate General's Corp or civilian counsel retain by me, or to submit matters in explanation, rebuttal or defense concerning the allegations in my case, or **(in the case of a probationary officers who consequently has no right to appear before a Board of Inquiry.)** I elect to waive any right I have to submit matters in explanation, rebuttal, or defense concerning the allegations in my case.

b. **I have appeared before a Board of Inquiry (with legally qualified counsel) (if appropriate)**, and that board having recommended elimination, I elect to waive any further consideration of my case any appellate or review agency.

3. If this resignation is accepted, I understand that I will be furnished an Honorable, General Discharge, and I understand that I may not specify an effective date for this resignation.

4. My present duty station is (address) (assignment).

5. I (do/do not) desire separation overseas. (If currently serving in an overseas area.)

6. My mailing address after separation will be (address).

7. I understand that if I participated in certain advanced education programs, I may be required to reimburse the United States Government as stated in written agreement made by me with the United States Government under law and regulations.

8. **I understand my discharge is voluntary and that I am not entitled to separation pay.**

(Signature Block)

-

B-5. REQUEST FOR DISCHARGE IN LIEU OF ELIMINATION (RA OFFICERS – SUBSTANDARD PERFORMANCE – RA OFFICERS WITH SERVICE OBLIGATION)

(Letterhead)

Office symbol

(Date)

MEMORANDUM THRU (Chain of Command)

FOR COMMANDER, HUMAN RESOURCES COMMAND, 1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 40122-5202

SUBJECT: Discharge in Lieu of Elimination Proceedings

1. I, **(Name, grade, branch, SSN)**, having been informed that I am being considered for elimination, do request discharge from the Army under the provisions of AR 600-8-24, in lieu of further elimination proceedings.

2. I have been advised that prior to submitting this resignation I may, at my option, consult with, and be represented by legally qualified counsel who may be a member of The Judge Advocate General's Corps or civilian counsel retained by me. **(Include one of the statements in b below.)**

a. I have elected not to exercise this right

b. I have been fully advised and counseled in this matter by **(name) (a member of The Judge Advocate General's Corps) (or civilian counsel)** on **(date)** at **(place)**. I fully understand the implications of this voluntary action.

3. **(Use whichever of the following statement is appropriate, depending on whether the officer submits the resignation before or after appearing before a Board of Inquiry :)**

a. I elect to waive any right I have either to appear before a board of officers with legally qualified counsel who may be a member of the Judge Advocate General's Corp or civilian counsel retain by me, or to submit matters in explanation, rebuttal or defense concerning the allegations in my case, or **(in the case of a probationary officers (see AR 600-8-24), who consequently has no right to appear before a Board of Inquiry.)** I elect to waive any right I have to present matters in explanation, rebuttal, or defense concerning the allegations in my case.

b. I have appeared before a Board of Inquiry **(with legally qualified counsel) (if appropriate)**, and that board having recommended elimination, I elect to waive any further consideration of my case any appellate or review agency.

4. If this resignation is accepted, I understand that I will be furnished an Honorable Discharge Certificate, and I understand that I may not specify an effective date for this resignation.

5. My present duty station is **(address) (assignment) (assignment)**.

6. I **(do/do not)** desire separation overseas **(If currently serving in an overseas area.)**

7. My mailing address after separation will be **(address)**.

8. I understand that is I participated in certain advanced education programs, I may be required to reimburse the United States Government as stated in written agreement made by me with the United States Government under law and regulations.

9. I understand my discharge is voluntary and that I am not entitled to separation pay.

(Signature Block)

B-6. REQUEST FOR DISCHARGE IN LIEU OF ELIMINATION PROCEEDINGS (SUBSTANDARD PERFORMANCE, MORAL, INTEREST OF NATIONAL SECURITY, MISCONDUCT, OR PROFESSIONAL DERELICTION – RA OFFICERS WITH SERVICE OBLIGATION)

(Letterhead)

Office symbol

(Date)

MEMORANDUM THRU (Channels-see Paragraph 3-4)

FOR COMMANDER, HUMAN RESOURCES COMMAND, 1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 40122-5202

SUBJECT: Discharge in lieu of Elimination Proceedings

1. I, (**Name, grade, branch, SSN**), having been informed that I am being considered for elimination, do request discharge from the army under the provisions of AR 600-8-24, in lieu of further elimination proceedings.

2. I have been advised that prior to submitting this request for discharge I may, at my option, consult with and be represented by legally qualified counsel who may be a member of The Judge Advocate General's Corp or civilian counsel retained by me. Include one of the following statements:

a. I have elected not to exercise this right.

b. I been fully advised and counseled in this matter by (**name**) (**a member of the Judge Advocate General's Corp**) or **civilian counsel** on (**date**) at (**place**): **I fully understand the implications of this voluntary action.**

3. (**Use whichever of the following statement is appropriate, depending on whether the officer submits the resignation before or after appearing before a Board submits the resignation before or after appearing before a Board of inquiry:**)

a. I understand that I have a right to appear before a board of Inquiry with legally qualified counsel who may be a member of the Judge Advocate General's Corp or civilian counsel retained by me, or to present matters in explanation, rebuttal or defense concerning the allegations in my case. I hereby voluntarily waive consideration of my case by a Board of Inquiry contingent upon receiving a characterization of service no less favorable than (Honorable) (General), Under Honorable Conditions). Statement on my behalf (are (are not) submitted with this request. (Encl (s) numbered.)

b. I have appeared before a Board of Inquiry (with legally qualified counsel) (if appropriate), and that board having recommended elimination, I hereby elect to waive any further consideration of my case by an appellate or review agency.

4. If this request for discharge is accepted, I understand that I will be furnished an Honorable, General Discharge or Under Other Than Honorable Condition Discharge, as determined by HQDA. (For officer who appear before a field of Inquiry and subsequently request discharge in lieu of further elimination processing, mention of a discharge certificate of less favorable character than that recommended by the Board of Inquiry will be omitted from paragraph 4 of this letter requesting separation.) I understand that I may not specify an effective date for this discharge. (**For a probationary officer, who has been recommended for elimination, the characterization of service will not be less than that specified in the GOSCA's notification letter to the officer. For example: If the GOSCA recommended a General Discharge, paragraph 4 should read, "I also understand that I may be furnished an Honorable Discharge as determine by HQDA."**) I understand I may not specify an effective date for this discharge.

5. I further understand that if this resignation is accepted Under Other Than Honorable conditions, I will not be entitled to compensation for unused accrued leave and that I may be barred from all rights, based on the period of service from which I will be separated under any laws administered by the Department of Veterans Affairs, except

War Risk, US Government (Converted), National Service Life Insurance, Service-Member's Group Life Insurance policies I may hold. **(If an Other Than Honorable Discharge is not listed in paragraph 4, omit paragraph 5.)**

6. My present duty station is **(address) (assignment/and or attachment, if any.)**

7. **I (do/do not** desire separation overseas **(If currently serving in an overseas area.)**

8. My mailing address after separation will be **(address.)**

9. **I** understand that if **I** participated in certain advanced education programs, **I** may be required to reimburse the United States Government as stated in written agreement made by me with the United States Government under law and regulations.

10. **I** understand my discharge is voluntary and that **I** am not entitled to separation pay.

(Signature Block)

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B-7. REQUEST FOR VOLUNTARY RETIREMENT

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

UNIT COMMANDER
SRCH
COMMAND CHAPLAIN

FOR OFFICE OF THE CHIEF OF CHAPLAINS, ATTN: DACH-PEZ-C, 2700 ARMY PENTAGON, ROOM 1D143A, WASHINGTON, DC 20310-2700

SUBJECT: Voluntary Retirement

1. Under the provisions of law cited in AR 600-8-24, I request that I be released from active duty and assignment on *(last day of the month which retirement would otherwise be effective)* and placed on the retired list on *(first day of the following month)* or as soon thereafter as practicable, and that I be transferred to the Retired Reserve immediately on retirement *(Regular Army officers omit last phrase)*. I will have completed over *(number)* years of active Federal service on the requested retirement date.

2. Assignment status: *(Enter organization and station to which currently assigned and duty station to which attached, if any.)*

3. Authorized place of retirement: *(Enter the authorized and directed transition point where required to be processed--AR 635-10. If applicable, identify the CONUS debarkation area.)*

4. Location of choice transition point: *(Members electing to be processed for retirement at a transition point other than one prescribed by AR 635-10, enter an appropriate transition point as provided by AR 635-10; otherwise enter "not applicable.")*

5. I have been counseled as specified by AR 635-10. I fully understand the provisions of AR 635-10 concerning entitlement to per diem, travel, and transportation allowances based on retirement at a location of choice transition point.

6. I have read AR 600-8-24. I am responsible for ensuring that a physical examination is completed not earlier than 4 months, nor later than 1 month prior to my approved retirement date or start date of transition leave, whichever is earlier (subject physical to be arranged through coordination with my unit of assignment). I am aware that the purpose of this examination is to ensure that my medical records reflect as accurately as possible my state of health on retirement and to protect my interests and those of the Government. I also understand that my retirement will take effect on the requested date and that I will not be held on active duty to complete this examination.

7. In accordance with title 10, United States Code, I understand that—

a. Enrollment in the Survivor Benefit Plan (SBP) is the only way that I may continue a portion of my retirement pay to my family at my death.

b. I must receive SBP counseling for myself and my spouse no less than 30 days before retirement.

c. I will be enrolled in full SBP coverage if I fail to elect otherwise in writing before my retirement.

d. I cannot elect less than full spouse SBP without my spouse's written agreement. I received a spousal concurrence for this purpose in conjunction with this application/letter. I realize there are other forms that must be completed during SBP counseling.

e. Failure to return the completed spousal concurrence statement to the proper officials prior to my retirement packet being sent to the Defense Finance Accounting Service will result in my being irrevocably and irreversibly enrolled in SBP at full cost.

8. Address on retirement: *(Enter a reliable forwarding address for mail).*

9. I am familiar with AR 600-8-24, and understand that if this application is accepted by the Secretary of the Army, it may not be withdrawn except for extreme compassionate reasons or for the definitely established convenience of the Government.

10. As of the date of this application, I have *(number)* days accrued leave. Considering both leave and PTDY, I intend my last duty day to be *(date)*. *(Note: If the retirement request date is less than 9 months from date of the last duty day, both the Commander and Technical Supervisor must attach written endorsements supporting a waive).*

11. I understand the provisions of AR 600-8-24 pertaining to determination of my retired grade. Considering those provisions and after a review of my records, I believe that I am entitled to retire in the grade of *(grade)*, I understand that final determination of my retired grade will be made by HQDA and that I will be informed if I am not entitled to retire in the grade I have specified in this paragraph.

12. This application is *(is not)* submitted in lieu of complying with PCS instructions.

13. I understand that if I participated in certain advanced education programs, I may be required to reimburse the U.S. Government as stated in written agreement made by me with the U.S. Government under law and regulation.

14. My current duty telephone numbers are as follows: DSN:(000-0000) Commercial:(000) 000-0000). My email address is *(address)*.

15. A fax machine is available at the following: DSN:(000-0000) Commercial:(000) 000-0000).

SIGNATURE BLOCK

B-8. REQUEST FOR VOLUNTARY RETIREMENT IN LIEU OF PCS

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

UNIT COMMANDER
SRCH
COMMAND CHAPLAIN

FOR OFFICE OF THE CHIEF OF CHAPLAINS, ATTN: DACH-PEZ-C, 2700 ARMY PENTAGON, ROOM 1D143A, WASHINGTON, DC 20310-2700

SUBJECT: Voluntary Retirement

1. Under the provisions of law cited in AR 600-8-24, I request that I be released from active duty and assignment on *(last day of the month which retirement would otherwise be effective)* and placed on the retired list on *(first day of the following month)* or as soon thereafter as practicable, and that I be transferred to the Retired Reserve immediately on retirement *(Regular Army officers omit last phrase)*. I will have completed over *(number)* years of active Federal service on the requested retirement date.

2. Assignment status: *(Enter organization and station to which currently assigned and duty station to which attached, if any.)*

3. Authorized place of retirement: *(Enter the authorized and directed transition point where required to be processed--AR 635-10, Para. 2-9. If applicable, identify the CONUS debarkation area.)*

4. Location of choice transition point: *(Members electing to be processed for retirement at a transition point other than one prescribed by AR 635-10, Para. 2-9, enter an appropriate transition point as provided by AR 635-10, Para. 2-10; otherwise enter "not applicable.")*

5. I have been counseled as specified by AR 635-10. I fully understand the provisions of AR 635-10 concerning entitlement to per diem, travel, and transportation allowances based on retirement at a location of choice transition point.

6. I have read AR 600-8-24. I am responsible for ensuring that a physical examination is completed not earlier than four months, nor later than one month prior to my approved retirement date or start date of transition leave, whichever is earlier (subject physical to be arranged through coordination with my unit of assignment). I am aware that the purpose of this examination is to ensure that my medical records reflect as accurately as possible my state of health on retirement and to protect my interests and those of the Government. I also understand that my retirement will take effect on the requested date and that I will not be held on active duty to complete this examination.

7. In accordance with title 10, United States Code, I understand that—

a. Enrollment in the Survivor Benefit Plan (SBP) is the only way that I may continue a portion of my retirement pay to my family at my death.

b. I must receive SBP counseling for myself and my spouse no less than 30 days before retirement.

c. I will be enrolled in full SBP coverage if I fail to elect otherwise in writing before my retirement.

d. I cannot elect less than full spouse SBP without my spouse's written agreement. I received a spousal concurrence for this purpose in conjunction with this application/letter. I realize there are other forms that must be completed during SBP counseling.

e. Failure to return the completed spousal concurrence statement to the proper officials prior to my retirement packet being sent to the Defense Finance Accounting Service will result in my being irrevocably and irreversibly enrolled in SBP at full cost.

8. Address on retirement: *(Enter a reliable forwarding address for mail).*

9. I am familiar with AR 600-8-24 and understand that if this application is accepted by the Secretary of the Army, it may not be withdrawn except for extreme compassionate reasons or for the definitely established convenience of the Government.

10. As of the date of this application, I have *(number)* days of accrued leave. Considering both leave and PTDY, I intend my last duty day to be *(date)*. *(Note: If the retirement request date is less than 9 months from date of the last duty day, both the Commander and Technical Supervisor must attach written endorsements supporting a waiver.)*

11. I understand the provisions of AR 600-8-24 pertaining to determination of my retired grade. Considering those provisions and after a review of my records, I believe that I am entitled to retire in the grade of *(grade)*, I understand that final determination of my retired grade will be made by HQDA and that I will be informed if I am not entitled to retire in the grade I have specified in this paragraph.

12. I understand that his request for retirement is final and cannot be withdrawn because it is made in lieu of PCS instructions.

13. I understand that if I participated in certain advanced education programs, I may be required to reimburse the U.S. Government as stated in written agreement made by me with the U.S. Government under law and regulation.

14. My current duty telephone numbers are as follows: DSN:(000-0000) Commercial:(000) 000-0000). My email address is *(address)*.

15. A fax machine is available at the following: DSN:(000-0000) Commercial:(000) 000-0000).

SIGNATURE BLOCK

B-9. SPOUSE CERTIFICATE CITATION EXAMPLES

SPOUSE CERTIFICATE CITATION EXAMPLES

This certificate is presented to Mr./Mrs. _____ in grateful appreciation of over 20 years of faithful and devoted support to the United States Army Chaplaincy. Your unselfish support and understanding greatly assisted your spouse's lasting contribution to the United States Army Chaplain Corps and the Nation. Your unfailing trust and faith motivated you to a level of commitment, which brings great credit upon you, your family and the Army Chaplain Corps.

or

Mr./Mrs. _____ has demonstrated the finest attributes of volunteer leadership and service to the worldwide military community throughout his/her spouse's military career, from _____ until _____. His/her cheerfulness, love, faith in God and concern for his/her spouse has been a great source of inspiration to the Chapel and an important encouragement to his/her spouse's ministry. _____ achievements reflect distinct credit upon him/her, the Army Family and the United States of America.

or

Mr./Ms. _____ is commended for his/her untiring support and many contributions to the Army and Chaplaincy during his/her spouse's years of service and ministry. His/her presence in and efforts on behalf of chapel and community programs has provided encouragement and comfort to soldiers and families of every rank and station. She has placed His/her own stamp on His/her work, helping to strengthen the spiritual life of all by inspiring faith and hope in Almighty God. The Chaplain Corps thanks His/her and wishes his/her every blessing in the years ahead. Pro Deo et Patria!

or

Your dedicated support of the United States Military Chaplaincy for the past 30 years is surely unsurpassed. You have not only been a mainstay for your spouse's ministry, but you have also made a valuable contribution through the years as an example of his/her chaplain's spouses. Your outstanding Christian character serves as a model to military spouses throughout the USAR/ARNG. Your unfailing trust in the Lord Jesus Christ motivated you to a level of commitment which brings great credit upon yourself, your husband, your family, and the Army Chaplain Corps.

B-10. PRE-RETIREMENT INFORMATION FOR MANDATORY RETIREMENT

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

UNIT

COMMANDER

SRCH

COMMAND CHAPLAIN

FOR OFFICE OF THE CHIEF OF CHAPLAINS, ATTN: DACH-PEZ-C, 2700 ARMY PENTAGON, ROOM 1D143A, WASHINGTON, DC 20310-2700

SUBJECT: Pre-Retirement Information

1. The following information is submitted in accordance with AR 600-8-24:

- a. Address on retirement: *(enter a reliable forwarding address for mail).*
- b. Authorized place of retirement: *(Enter the authorized and directed transfer activity where required to be processed--AR 635-10. If applicable, identify the CONUS debarkation area.)*
- c. Location of choice transfer activity: *(Members electing to be processed for retirement at a transfer activity other than one prescribed by AR 635-10, enter an appropriate transfer activity as provided by AR 635-10; otherwise enter "not applicable.")*

2. I have been counseled as specified by AR 635-10. I fully understand the provisions of AR 635-10 concerning entitlement to per diem, travel, and transportation allowances based on retirement at a location of choice transfer activity.

3. I have read AR 600-8-24. I am responsible for ensuring that a physical examination is completed not earlier than 4 months, nor later than 1 month prior to my approved retirement date or start date of transition leave, whichever is earlier (subject physical to be arranged through coordination with my unit of assignment). I am aware that the purpose of this examination is to ensure that my medical records reflect as accurately as possible my state of health on retirement and to protect my interests and those of the Government. I also understand that my retirement will take effect on the requested date and that I will not be held on active duty to complete this examination.

4. In accordance with title 10, United States Code, I understand that—

- a. Enrollment in the Survivor Benefit Plan (SBP) is the only way that I may continue a portion of my retirement pay to my family at my death.
- b. I must receive SBP counseling for myself and my spouse no less than 30 days before retirement.
- c. I will be enrolled in full SBP coverage if I fail to elect otherwise in writing before my retirement.
- d. I cannot elect less than full spouse SBP without my spouse's written agreement. I received a spousal

concurrence for this purpose in conjunction with this application/letter. I realize there are other forms that must be completed during SBP counseling.

e. Failure to return the completed spousal concurrence statement to the proper officials prior to my retirement packet being sent to the Defense Finance Accounting Service will result in my being irrevocably and irreversibly enrolled in SBP at full cost.

5. I anticipate my last duty day (prior to start of terminal leave) to be _____.

6. My retirement ceremony will be on _____.

7. My current duty telephone numbers are as follows: DSN:(000-0000) Commercial:(000) 000-0000). My email address is (*address*).

8. A fax machine is available at the following: DSN:(000-0000) Commercial:(000) 000-0000).

SIGNATURE BLOCK

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B-11. REQUEST FOR DEFERMENT [or...EXTENSION OF DEFERMENT] OF MANDATORY RETIREMENT/RELEASE DATE DUE TO MAXIMUM AGE

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

*UNIT COMMANDER
SRCH
COMMAND CHAPLAIN*

FOR OFFICE OF THE CHIEF OF CHAPLAINS, ATTN: DACH-PEZ-C, 2700 ARMY PENTAGON, ROOM 1D143A, WASHINGTON, DC 20310-2700

SUBJECT: Request for Deferment [or...Extension of Deferment] of Mandatory Removal Date (MRD)

1. I request that my MRD of *(date)* due to maximum age be deferred until *(date)*. [or...I request that my MRD date that was deferred to *(date)* be extended until *(date)*.]

2. I desire an MRD deferment [or...extension of my current MRD deferment] because *(state reason)*.

3. Documentation supporting my request to remain in an active duty status from my commander, supervisory chaplain, and ecclesiastical endorsing agent is attached. *Memorandum from commander should comment on the duty performance of the chaplain and that he is physically fit to continue in service. Memorandum from supervisory chaplain should document the chaplain's commitment to military ministry and the need for the chaplain's continued service. Letter from endorsing agency will state that chaplain will continued to be endorsed to remain on active duty.*

4. I understand that if my request is approved:

a. I will incur an active duty service obligation for the period of the extension.

b. I will be released from active duty upon completion of this extension unless further extended or retained under provisions of law or regulation.

5. I may be contacted at *(phone, fax, and email)*.

SIGNATURE BLOCK

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B-12. REQUEST FOR IMMEDIATE RECALL TO ACTIVE DUTY UPON RETIREMENT

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM
THRU

UNIT
COMMANDER
SRCH
COMMAND
CHAPLAIN

FOR OFFICE OF THE CHIEF OF CHAPLAINS, ATTN: DACH-PEZ-C, 2700 ARMY PENTAGON,
ROOM
1D143A, WASHINGTON, DC 20310-
2700

SUBJECT: Request for Immediate Recall to Active Duty Upon Retirement

1. Under the provisions of 10 U.S.C., Section 688, I request a recall to active duty immediately upon my retirement on *(date)*. I request recall from *(beginning date)* to *(end date)*. I desire to serve as *(duty position and location)*.
2. I desire recall [*or...extension of recall*] to active duty because *(state reason)*.
3. Documentation supporting my request to remain in an active duty status from my commander, supervisory chaplain, and ecclesiastical endorsing agent is attached. *Memorandum from commander should comment on the duty performance of the chaplain and that he is physically fit to continue in service. Memorandum from supervisory chaplain should document the chaplain's commitment to military ministry and the need for the chaplain's continued service. DD Form 2088 from endorsing agency will state that chaplain is endorsed to remain on active duty.*
4. I understand if my request is approved:
 - a. I will incur an active duty service obligation for the period of the extension.
 - b. I will be released from active duty upon completion of this recall unless further recalled or retained under provisions of law or regulation.
5. I may be contacted at *(phone, fax, and email)*.

SIGNATURE BLOCK

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B-13. REQUEST FOR RECALL TO ACTIVE DUTY (Break in Service)

Date

Applicant Name/Position

Office of the Chief of Chaplains
ATTN: DACH-PEZ
2700 Army Pentagon, Room 1D143A
Washington, DC 20310-2700

Dear Chaplain (XXXX - *Director of Human Resources & Ecclesiastical Relations*),

Under the provisions of 10 U.S.C., Section 688, I request a recall from retired status to active duty. I request recall from (*beginning date*) to (*end date*) and desire to serve as (*duty position and location*).

I desire recall [*or...extension of recall*] to active duty because (*state reason*). Documentation supporting my request is attached to this letter. *Documentation must include the following: DD Form 214 (Certificate of Release or Discharge from Active Duty), Retirement Orders, DD Form 2807-1 (Report of Medical History), and DD Form 2808 (Report of Medical Examination). Applicants can either include a DD Form 2088 (Ecclesiastical Endorsement) or request the endorsing agency sends it directly to DACH-PEZ.*

I understand if my request is approved that I will incur an active duty service obligation for the period of my recall to active duty. I also understand that I will be released from active duty upon completion of this recall unless extended or retained under provisions of law or regulation.

I may be contacted at (*phone, fax, and email*).

Sincerely,

SIGNATURE BLOCK

B-14. REQUEST FOR EXTENSION OF RECALL TO ACTIVE DUTY

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU

UNIT COMMANDER
SRCH
COMMAND CHAPLAIN

FOR OFFICE OF THE CHIEF OF CHAPLAINS, ATTN: DACH-PEZ-C, 2700 ARMY PENTAGON, ROOM 1D143A, WASHINGTON, DC 20310-2700

SUBJECT: Request for Extension of Recall to Active Duty

1. Under the provisions of 10 U.S.C., Section 688, I request an extension from *(date)* to *(date)* of my current recall to active duty that expires on *(date)*. I desire to serve as the *(state position and location)*.
2. I desire extension of recall to active duty because *(state reason)*.
3. Documentation supporting my request to remain in an active duty status from my commander, supervisory chaplain, and ecclesiastical endorsing agent is attached. *Documentation must include the following: DD Form 214 (Certificate of Release or Discharge from Active Duty), Retirement Orders, Original Recall Orders, and DA Form 160-R, "Application for Active Duty." Applicants can either include a DD Form 2088 (Ecclesiastical Endorsement) or request the endorsing agency send it directly to DACH-PEZ-C. Please Note: Memorandum from commander should comment on the duty performance of the chaplain and that he is physically fit to continue in service. Memorandum from supervisory chaplain should document the chaplain's commitment to military ministry and the need for the chaplain's continued service. DD Form 2088 from endorsing agency will state that chaplain is endorsed to remain on active duty.*
4. I understand if my request is approved:
 - a. I will incur an active duty service obligation for the period of the extension.
 - b. I will be released from active duty upon completion of this recall unless further recalled or retained under provisions of law or regulation.
5. I may be contacted at *(phone, fax, and email)*.

SIGNATURE BLOCK

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APPENDIX B-15. REQUEST FOR CHANGE IN ECCLESIASTICAL ENDORSEMENT

HEADING

Office Symbol

Date

MEMORANDUM FOR OFFICE OF THE CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, ROOM 1D143A, WASHINGTON, DC 20310-2700

SUBJECT: Request for Change in Ecclesiastical Endorsement

1. I request Chief of Chaplain approval for a change in ecclesiastical endorsement from _____ to _____ effective _____.

2. I verify that I have informed my endorsing agent of this requested action and my current religious organization does not have a religious, moral, or legal issue that would preclude my change in ecclesiastical endorsement. _____ (*Initial Here*)

3. My signature below authorizes the Chief of Chaplains or his representative to speak with both my current and prospective endorsing agencies about any issue(s) having bearing on my endorsement. I verify that I am not now, nor have I ever been, under religious censure, discipline, or the threat thereof, for any religious, moral, legal, or any other cause that would or could be reason for removal of my endorsement and/or credentials. Furthermore, I verify that I have made full and complete disclosure of my reasons for a change in ecclesiastical endorsement to both my current and prospective ecclesiastical endorsers.

4. Contact Information. Phone: _____, Email: _____

Signature Block

Office of the Chief of Chaplains

Current Endorsing Agent Coordination: Yes No

Advisory Group Recommendation: N/A Approve Disapprove Date: _____

Change in Ecclesiastical Endorsement Request: Approved Disapproved

Signature: _____ **Date:** _____

APPENDIX B-16. RESERVE COMPONENT BRIEF

HEADING

Office Symbol

Date

MEMORANDUM FOR RECORD

SUBJECT: Reserve Component Briefing

1. The following officer received an Initial Reserve Component Briefing:

NAME (LAST, FIRST MI) RANK SSN ETS DATE MOS DATE

2. The following topics were covered during this briefing:

_____ (*Officer Initial Here*)

MOS Requirements

Further Service in a Reserve Component

Potential Stabilization and Eligibility

Potential Bonus and Eligibility Requirements

MSO Reduction and Eligibility Requirements

Additional topics (TRICARE, OES, Retirement, Drill and AT, Pay, etc.)

3. The officer was also informed of the requirements for a follow-up counseling upon Resignation Approval.

4. POC this memorandum is (*your name here*) at (*your phone number here*) or (*your email address here*).

Signature Block

APPENDIX B-17. VICTIM OF SEXUAL ASSAULT STATEMENT FOR ADMINISTRATIVE SEPARATION

LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR Commander, U.S. Army Human Resources Command, Officer Separations, (AHRC-OPL-R), 200 Stovall Street, Alexandria, VA 22332-0478

SUBJECT: Victim of Sexual Assault Statement for Administrative Separation

1. DOD Instruction 645.02 and AR 600-20, Chapter 8, Sexual Assault Prevention and Response Program Procedures require Soldiers being administratively separated to sign a statement answering the following questions:

a. Did you file an unrestricted report of a sexual assault in which you were a victim within the past 24 months?

Please circle and initial:

YES

NO

b. If the answer to (a above) is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or your reporting of the sexual assault?

Please circle and initial:

YES

NO

2. The point of contact for this action is the undersigned at (**Phone Number**) and (**E-mail Address**).

Signature Block

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B-18. Acknowledgement Memorandum of Physical Fitness Requirements for PME

LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM THRU THE FIRST LTC CHAPLAIN IN TECHNICAL CHAIN
CHAPLAIN PERSONNEL MANAGER

FOR Office of the Chief of Chaplains, ATTN: DACH-PEZ-C, 2700 Army Pentagon. Room 10143A Washington, D.C. 20310-2700

SUBJECT: Acknowledgement of Physical Fitness Requirement for Professional Military Education (PME) [Brigade Chaplain Functional Area Qualification Course (BCFAQC)/Chaplain Captains Career Course/Intermediate Level Education/Senior Service College]

1. I request/have a reservation for the Course [Insert Course – Brigade Chaplain Functional Area Qualification Course, Chaplain Captains Career Course, Chaplain Captain Career Course-Reserve Component, Intermediate Level Education/Senior Service College], Class [year]-[class number] being held at [location] during the dates xx-xx xxx xxxx.
2. Physical Fitness Standards. I have read Army Directive 2012-20 and understand that in order to attend Professional Military Education (PME) I must successfully complete The Army Physical Fitness Test and meet height/weight standards. I acknowledge that failure to meet both of these physical fitness standards will result in dismissal from the course and receiving an Academic Evaluation Report (DA Form 1059) that describes performance as “Failure to Achieve Course Standards”. If I am in TDY status, I will return to home station. If I am in TDY Enroute status, I will proceed to my next duty assignment. If I am in PCS status, I will receive an assignment subject to the needs of the Army. If dismissed I may not enroll in PME for a period of six months. I also understand that I may not attend PME while on a physical profile with the exception of pregnancy or a documented deployment-related injury, and that I must complete physical fitness standards when my recovery period ends.
3. Point of Contact for this memorandum is the undersigned at xxx-xxx-xxxx; or by email at xxxxxxxxxx@xxxxxxxxx.mil.

SIGNATURE BLOCK

**B-19. ACCESSIONING INCENTIVES REQUEST
(Finders-Keepers, Replace Yourself, Buddy System & “Aloha, Edelweiss & ROK”)**

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR OFFICE OF THE CHIEF OF CHAPLAINS, ATTN: DACH-PEZ-N, 2700 ARMY PENTAGON, ROOM 1D143A, WASHINGTON, DC 20310-2700

SUBJECT: Recruiting Incentive Program

1. Request the following individual be processed for the (*Finders-Keepers, Replace Yourself, Buddy System & “Aloha, Edelweiss & ROK”*) incentive program.

Individual being claimed:

SSN:

Address:

Email:

Telephone numbers (work and home):

Claiming garrison/joint base:

SrCH:

Chaplain (or recruiter) who initiated the contact:

Verification history (dates, names, recruitment actions - must be specific; use additional pages as necessary):

2. POC this action is (*name, phone number, email address*).

SIGNATURE BLOCK

Upon verification, the DACH-1 Director will mail a confirmation of this claim to the claiming garrison/joint base. EACH APPLICANT MUST BE ACCESSED TO ACTIVE DUTY IN ORDER TO BE ASSIGNED TO THE CLAIMING GARRISON/JOINT BASE. A copy of the applicant’s confirmation will be included in the accessioning packet when the individual applies for active duty.

OCCH Internal verification data:

Date:

Individuals:

Verification notes:

Appendix C

DACH-1 Staff Contact Information

DACH-PEZ is the office symbol for the Department of the Army, Chaplains, Human Resources and Ecclesiastical Relations Directorate. The office symbol for each individual within the directorate is provided in the table below. Whenever possible, documents should be addressed to the specific intended recipient. Documents will be addressed to:

Office of the Chief of Chaplains, ATTN: enter applicable office symbol
 2700 Army Pentagon, Room 1D143A
 Washington, DC 20310-2700

Telephone DSN is 260-xxxx.
 FAX DSN 260-8774 (Commercial 571-256-xxxx)

<u>POSITION</u>	<u>OFFICE SYMBOL</u>	<u>TELEPHONE</u>
Director	DACH-PEZ	571-256-8760
Personnel Actions Officer	DACH-PEZ-C	571-256-8764
Personnel Administration Tech	DACH-PEZ-TA	571-256-8770
Assignments Officer	DACH-PEZ-A	571-256-8763
Assignments & System Specialist	DACH-PEZ-SC	571-256-8766
Accessions Officer	DACH-PEZ-N	571-256-8768
Accessions Specialist	DACH-PEZ-SB	571-256-8767
Career Management Officer	DACH-PEZ-M	571-256-8959
Records Management Clerk	DACH-PEZ-TB	571-256-8765
Systems Coordinator	DACH-PEZ-S	571-256-8761
Human Resource Specialist	DACH-PEZ-SA	571-256-8769
Vocation & Retention Officer	DACH-PEZ-V	571-256-8762