

MILPERSMAN 1331-040

NAVY CHAPLAIN CORPS (CHC) OFFICER CAREER STATUS

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|---------------------------|-----------------|---|-------------------|--|
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| References | (a) SECNAVINST 1730.7E (b) OPNAVINST 1120.9A (c) DoD Instruction 1304.28 of 11 June 2004 (d) SECNAVINST 1920.6C (e) CHNAVPERS memo 1212 Ser N13/470 of 30 Oct 18 (NOTAL) (f) SECNAVINST 1730.7E (g) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures |
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1. **Purpose.** This article governs the procedures for chaplains to inform the Navy of their intent to serve beyond their initial 3 years of active duty (AD), and request approval for continued service.

2. **Background.** Per reference (a), chaplains serve under two authorities:

a. Religious Organizations (RO). ROs provide an initial 3-year endorsement which allows for a review of their chaplains' service after 3 years to decide whether or not they will serve indefinitely.

b. Department of the Navy (DON). The Chief of Chaplains, under the role of Director of Religious Ministry for the DON, certifies chaplains and, by means of a career status board, decides whether or not to allow them to serve indefinitely.

3. **Chaplain Corps (CHC) Officer Career Status Board**

a. A CHC officer career status board must be held annually.

b. Navy Personnel Command (NAVPERSCOM), Chaplain Corps Officer Branch (PERS-4414) must inform those chaplains, whose names will appear before the annual board, of the:

(1) Convening date of the board and

(2) Specific due dates for submitting packages to the board.

c. Failure of a chaplain to apply or be selected by the CHC officer career status board may subject the officer to involuntary release from AD per references (b) through (e) and [MILPERSMAN 1920-250](#).

4. **Determining CHC Officer Career Status Board Eligibility.**

Chaplains must serve a minimum of 2 years following entry on AD to be eligible for the CHC officer career status board. Chaplains will be assigned to the first board that convenes after their second calendar year on AD, calculated from the current active duty date gained.

5. **Responsibilities**

a. **Chaplains.** Chaplains must:

(1) Obtain a signed [DD 2088](#) Statement of Ecclesiastical Endorsement from the their endorsing agent, requesting endorsement for extended AD (indefinite) ([DD 2088](#), block 3i(4)),

(2) Request a written recommendation from their current commanding officer (CO) concerning their potential for continued service within the Department of the Navy,

(3) Request a written recommendation from their supervisory chaplain,

(4) Request a written recommendation from their senior supervisory chaplain,

(5) Contact PERS-4414 for guidance if they do not have a supervisory or senior supervisory chaplain and

(6) Forward the indefinite DD 2088 and a cover letter of intent to Bureau of Naval Personnel (BUPERS) CHC Officer Community Manager (BUPERS-316) in time to ensure arrival prior to the convening of the CHC officer career status board.

b. **COs**

(1) Must make a specific recommendation concerning the continued service of chaplain(s) assigned to their command. COs must not base their recommendations on their own personal religious beliefs or lack thereof. Further guidance for assessing the chaplain's professional comportment is in reference (a). The recommendation, written on command letterhead, must specifically state whether, in the CO's opinion, the chaplain:

(a) Has effectively adapted to military life,

(b) Has demonstrated pay grade appropriate skills as a staff member and or as a supervisor and

(c) Should continue to serve based on professional performance and character.

(2) Must submit their written recommendations to BUPERS-316 at least 30 days prior to the convening of the CHC officer career status board.

c. **Supervisory and Senior Supervisory Chaplains**

(1) Must provide specific recommendations concerning a chaplain's continued service. They must not base their recommendations on their own personal religious beliefs. Further guidance for assessing the chaplain's professional comportment is contained in reference (a). The recommendations must specifically state whether the chaplain:

(a) Has made a good faith effort to balance the tenets of the chaplain's RO with the requirements of the military and

(b) Should continue to serve based on professional performance and character.

(2) Must submit written recommendations to BUPERS-316 at least 30 days prior to the convening of the assigned career status board.

d. **BUPERS-316**. If BUPERS-316 does not receive a chaplain's indefinite [DD 2088](#) and recommendations from the CO, the supervisory chaplain or the senior supervisory chaplain, then BUPERS-316 must begin the administrative separation process, under [MILPERSMAN 1920-250](#), for loss of professional qualifications. BUPERS-316:

(1) Will review a chaplain's record upon receipt of all required documents for the career status board.

(2) Must provide the chaplain with any adverse information contained in the CO's or supervisory or senior supervisory chaplain's recommendation at least 14 days prior to the convening of the board. The chaplain may respond to this adverse information by providing a letter to the board.

6. **Recommendation for Continued Service or Separation**

a. **Continued Service**. Recommendations for continued service must be accompanied by a career status screening code entry "51S", by PERS-4414, in the Service member's electronic service record (ESR) per reference (g).

b. **Separation**

(1) Recommendations for separation due to withdrawal of ecclesiastical endorsement must be processed per reference (d) and [MILPERSMAN 1920-250](#).

(2) Recommendations for separation due to misconduct must be processed per reference (d).

(3) Recommendations against continued service in the CHC due to failure to meet professional standards per references (b), (c) and (f) must be referred to a probationary officer continuation and redesignation board per reference (e). The chaplain's ESR must not be marked with the career status screening code.