

COCINST 1110.1H
N097
08 May 07

CHIEF OF CHAPLAINS INSTRUCTION 1110.1H

From: Chief of Naval Operations (N097)

Subj: CHAPLAIN APPOINTMENT AND RETENTION ELIGIBILITY
ADVISORY GROUP

Ref: (a) OPNAVINST 1120.9
(b) DODI 1304.28 of 11 June 2004
(c) 10 U.S.C. 630

Encl: (1) CARE Information Sheet

1. Purpose. To establish the Chaplain Appointment and Retention Eligibility (CARE) Advisory Group and define its membership, responsibilities, and procedures. The CARE Advisory Group is composed primarily of senior Navy chaplains. In order to ensure diversity, other senior Navy or Marine Corps officers may also be included in the group. The CARE Advisory Group plays an essential role in discerning the fitness and potential of applicants for successful service as chaplains in the Sea Services.

a. Military chaplaincy is, by definition, a specialized ministry that provides religious ministration and accommodation in a pluralistic institutional environment. Navy chaplains provide religious ministry to the Navy, Marine Corps, Coast Guard and Merchant Marines and must meet all qualifications for worldwide assignment in units and activities of these sea services.

b. Due to the nature of naval chaplaincy, all potential chaplains must meet a series of minimum qualifications. Per references (a) and (b) they must be fully-qualified Religious Ministry Professionals (RMP) in accordance with the requirements of their Religious Organization (RO) as well as meet the minimum qualifications required for Navy officers. These are the baseline requirements for consideration and do not necessarily describe the best-qualified applicant for duty as a Navy chaplain.

c. Navy chaplains must meet the unique institutional expectations of the chaplaincy, including service as an RMP and

as moral and ethical advisor to the command. Navy chaplains must also have the ability to serve in Sea Service commands and units in all operational settings. Navy chaplains must demonstrate competency and understanding in order to facilitate the First Amendment religious rights of all authorized personnel.

d. The CARE Advisory Group ensures that the full spectrum of professional prerequisites is considered for each Navy chaplain applicant. The CARE Advisory Group ensures that applicants who are proffered a commission to serve as a chaplain are the best qualified and not simply those who meet minimum requirements. This determination must be made by those with experience and adequate knowledge of what is required for successful service. The members of the Group must have available a full knowledge of each application package in order to make a holistic consideration of professional qualifications. Senior Navy chaplains are valuable role models and subject matter experts who are best able to comprehend the institutional requirements and challenges of providing religious ministry as a chaplain in a pluralistic environment. In addition, senior Navy chaplains understand commanders' requirements and expectations of members within their professional staffs. chaplains also understand the various aspects of chaplain Naval Officer Billet Code (NOBC) requirements that are necessary for professional development within the organization.

2. Cancellation. COCINST 1110.1G.

3. Background. Per reference (a), the Chief of Chaplains validates the professional qualifications of all applicants for appointment in the Chaplain Corps, the Chaplain Candidate Program Officer (CCPO) program, and transfers between active and inactive duty. This includes applicants for direct appointment to active or inactive duty, voluntary recall from the reserve component to the active component, service in the Selected Reserve, inter-service transfers, and superseding applications from CCPOs to active or reserve component duty. In addition, per reference (a), the Chief of Chaplains recertifies professional qualifications when there is a change to a chaplain's ecclesiastical endorsement. The CARE Advisory Group thoroughly reviews all of the aforementioned applications, validates the applicant's professional qualifications, and makes a recommendation to the Chief of Chaplains.

4. Membership

a. All CARE Advisory Groups shall be composed of at least five Navy or Marine Corps commissioned officers, on active duty, with a minimum rank of O-5. Three of the officers must be Navy chaplains, one of whom must hold the rank of O-6.

b. The Chief of Chaplains will designate a Chaplain Corps officer on the CARE Advisory Group to serve as chair.

c. N971T serves as the Briefer/Recorder and is a non-voting member of the CARE Advisory Group.

5. Responsibilities. A well-conducted interview directly supports student, recall, retention, and selection recommendation processes by facilitating direct observation of an applicant and permitting an experienced officer's appraisal of intangible personal qualities, motivation, and communication skills. The CARE Advisory Group shall thoroughly review each applicant's record. The task of CARE Advisory Group members is to recommend applicants who demonstrate good potential for quality service, or continued service, in the Chaplain Corps. All aspects of the applicant pertinent to chaplaincy will be considered, including but not limited to the applicant's military record and such characteristics as professional and academic qualifications, adaptability, discretion, emotional intelligence, physical fitness, and respect for others. The CARE Advisory Group will evaluate each applicant's background in full context of the criteria in references (a) and (b), including the following:

a. Ecclesiastical endorsement (or ecclesiastical approval for applicants for the CCPO program).

b. Academic credentials, as evidenced by graduate and undergraduate transcripts in view of the requirements for professional development and career progression.

c. Demonstrated professional ministry expertise relevant to the settings of military chaplaincy.

d. Demonstrated ability to manage multiple tasks and the potential to develop pastoral, religious ministry, and staff officer skills relevant to chaplaincy service.

e. Demonstrated verbal, written, and problem solving skills.

f. Demonstrated potential for further graduate studies, as evidenced by cumulative Grade Point Average in graduate level studies and Graduate Record Examination test scores. This criteria is in view of the requirements for professional development and career progression.

g. Demonstrated leadership and team working skills.

h. Demonstrated ability to constructively provide ministry and accommodation in a pluralistic environment.

i. Strong motivation to serve as a chaplain Corps Officer in the Navy, a positive attitude, and the ability to serve in Sea Service units in all operational settings.

j. Demonstrated ability or potential to excel in a military environment. This may be evidenced by prior military service, significant work experience, and/or challenging physical activities.

k. Observations of physical fitness and military bearing from the interview process.

l. Exemplary personal behavior and integrity. Relevant evidence includes letters of reference, observation during the interview process, and the absence of disqualifying adverse matters in the application. Adverse matters may include but are not limited to an admission to or conviction for an academic honor code violation, non-judicial punishment, misdemeanor or felony conviction in either civil or military court, a history of personal financial difficulties, or excessive numbers of traffic or other legal violations.

m. Professional reputation and comportment.

6. Individual Responsibilities

a. Chair. Call and chair CARE Advisory Group meetings as required and submit written reports to the Chief of Chaplains. These reports shall recommend or not recommend appointment or recall of applicants based on the needs of the Navy, current accessions plan, professional qualifications, and criteria listed in paragraph 5 above.

b. CARE Advisory Group Members. Members shall review applicant's academic record, interview appraisal sheet, personal

statement, and other relevant information including that listed in paragraph 5 above.

c. Briefer/Recorder

(1) Receive applications from CNRC and prepare an information sheet per enclosure (1).

(2) Ensure applicant records are complete and ready to brief. Distribute the complete application to all who will be serving on a particular CARE Advisory Group. Inform Chaplain Program Manager of any missing data.

(3) If applicable, determine entry grade credit per reference (a).

(4) Select group members, inform the chair of applications pending, and schedule advisory group meetings as directed.

(5) Deliver the briefing to the CARE Advisory Group.

(6) Record the vote and prepare and submit a written report of the CARE Advisory Group's recommendations for the senior member's signature. This report will be routed to the Chief of chaplains for approval or disapproval.

7. Procedure

a. Quorum. At least five members must be present to constitute a quorum. Recommendations shall be based on no less than a majority vote of the members present.

b. Closed Sessions. CARE Advisory Group meetings are closed. No member shall discuss deliberations or recommendations outside CARE Advisory Group meetings.

8. Action. N097 will forward to CHNAVPERS or COMNAVCRUITCOM acting for CHNAVPERS recommendations of the CARE Advisory Group regarding the professional qualifications of those applying, to determine whether applicants are otherwise qualified for commissioning as chaplains. No applicant shall be appointed as a Chaplain Corps officer without these determinations.

a. Recommendations shall be forwarded for the following: Chaplain Candidate Program Officer (CCPO) program, transfers between active and inactive duty, applications for direct appointment to active or inactive duty, voluntary recall from

the reserve component to the active component, service in the Selected Reserve, inter-service transfers, and superseding applications from CCPOs to active or reserve component duty.

b. The CARE Advisory Group recommends, and N097 recertifies, professional qualifications when there is a loss or transfer of ecclesiastical endorsements per reference (a). The appropriate recommendations are forwarded to CHNAVPERS.

c. The Chief of Chaplains reserves the right to amend a recommendation should additional or new material fact or credible information that casts doubt on an applicant's fitness be obtained after the submission of a recommendation but before action is taken.

9. This instruction provides internal Chaplain Corps guidance on CARE Advisory Groups. It is not intended to and does not create any rights or benefits, substantive or procedural, enforceable at law by any person. This instruction does not limit in any way the lawful prerogatives of the Department of the Navy or its officials.



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Chief of Navy Chaplains

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CARE INFORMATION SHEET

DATE _____

CARE RECRUITING INFORMATION

D4105A _____	D4105I _____	NRD _____
RECALL _____	S4105I _____	RFG _____
S4105A _____	1945 _____	AQD _____
INTERSERVICE TRANSFER _____		DOR _____

PERSONAL DATA

NAME _____ SPOUSE _____ FAMMEMBERS _____

ADDRESS _____

SSN _____ SEX _____ AGE _____ DOB _____ RACE _____

PREVIOUS SERVICE _____

ORDINATION DATE _____

ENDORSEMENT DATE _____

BUMED APPROVED _____

WAIVER NEEDED _____

EDUCATION

COLLEGE _____ MAJOR _____

GRADE AVERAGE _____ DEGREE _____ DATE _____

POSTGRADUATE _____ MAJOR _____

GRADE AVERAGE _____ DEGREE _____ DATE _____

PROFESSIONAL EXPERIENCE

DATE(S) _____ POSITION(S) _____

MILITARY EXPERIENCE

DATE(S) _____ BRANCH _____ RANK/RATE _____ DISCHARGE TYPE _____

CHAPLAIN INTERVIEW

OUTSTANDING	AVERAGE			UNSAT	APPRAISER

FITREP DATE % ACTIVITY

ADDITIONAL INFORMATION:

Enclosure (1)