

USAREC Regulation 601- 108

Personnel Procurement

Army Chaplain Recruiting Program

**Headquarters
United States Army
Recruiting Command
1307 3rd Avenue
Fort Knox, Kentucky 40121-2725
1 January 2015**

UNCLASSIFIED

SUMMARY of CHANGE

USAREC Regulation 601-108

Army Chaplain Recruiting Program

This major revision, dated 1 Jan 2015 contains the following changes:

- o Major changes in organization to align with processing of applicants.
- o Revision of policies and procedures to account for electronic processing.
- o Added duties of Officer In Charge.
- o Removal of duplication and excerpts from existing Army regulations and policies.
- o Ch 2 Processing changed to include the entire chaplain recruiting program.
- o 2-1 Application process updated and moved to para 2-9.
- o 2-1 Mission added.
- o 2-2 Medical processing updated and moved to para 2-11.
- o 2-2 Recruiter zones defined.
- o 2-3 Applicant interview updated to Senior Army Chaplain Interview and moved to para 2-12.
- o 2-3 Prospecting added.
- o 2-4 Board packet process and procedures updated and moved to para 2-13.
- o 2-4 School programs added.
- o 2-5 Waiver processing updated and moved to para 2-10.
- o 2-5 Scheduling appointments added.
- o 2-6 Selection and non-selection updated and moved to para 2-14.
- o 2-6 Operations management added.
- o 2-7 Situational Awareness Brief added.
- o 2-8 Mission planning added.
- o Ch 3 Future Chaplains updated and moved to para 2-15.
- o 3-1 Follow-up, contact and mentor program included in para 2-15.

- o 3-2 Referrals updated and moved to para 2-16.
- o 3-3 Loss management updated and moved to para 2-17.
- o Ch 4 Command and control removed, covered in separate regulations.
- o 4-5 Mission credit updated and moved to para 2-18.
- o Figure 2-12 Sample request for moral waiver removed
- o Figure 2-9 Application Process added.
- o Figure 2-10a Conviction Waiver Process added.
- o Figure 2-13 Board Packet Process added.
- o References updated

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* USAREC Regulation 601-108

Effective 1 Jan 2015


Personnel Procurement

Army Chaplain Recruiting Program

For the Commander:

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History. USAREC Reg 601-108. The Army Chaplain Recruiting Program prescribed the policies, procedures and responsibilities associated with the Chaplain Recruiting Program within the United States Army Recruiting Command.

Summary. This regulation prescribes eligibility criteria governing the appointment of persons with or without prior service into the Army Chaplain Corps, Regular Army and Army Reserve. It provides the policies and procedures to process applicants for direct appointments and student programs.

Applicability. This regulation applies to and is binding on all military and

civilian members of the US. Army Recruiting Command. Exceptions to non-statutory provisions may be made by Headquarters, U.S. Army Recruiting Command or Headquarters, Department of the Army. In cases of conflict between this regulation setting forth procedure for the recruiting of Army Chaplain applicants, this regulation will take precedence. Except as otherwise prohibited by law, Department of Defense, or Department of the Army, this regulation applies to U.S. Army Reserve personnel on active duty and to Army National Guard personnel performing recruiting duties within the U.S. Army Recruiting Command. This regulation applies to enlistments as well as appointments of commissioned and warrant officers.

Proponent and exception authority. The proponent of this regulation is the Health Services Directorate. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Army Management control process. This regulation contains management control provisions in accordance with AR

11-2, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Relation to USAREC Reg 10-1. This publication establishes policies and procedures regarding policies for Chaplain Corps commissioned personnel procurement programs assigned to USAREC and processing applications for direct commission accessions for all Chaplains for AD, AR and ARNG programs in accordance with current regulations, directives, and policies according to UR 10-1.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCHS-OP, 1307 3rd Ave, Fort Knox, KY 40121-2725

Distribution. This publication is available in electronic media only and is intended for command distribution level A, B, & C.

* This regulation supersedes USAREC Regulation 601-108, dated 15 April 2008

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Process **Glossary**

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes eligibility criteria governing the appointment of persons into the Regular Army (RA) and Army Reserve (AR) Chaplain Program with or without prior service (PS). It provides policies and procedures to process applicants for appointments and student programs.

1-2. References

Listed in appendix A: required and related publications; prescribed and referenced forms.

1-3. Explanation of Abbreviations and Terms

Glossary explains the abbreviations and special terms.

1-4. Responsibilities

a. The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, is responsible for all policies and procedures governing AR appointments and appointments of commissioned and warrant officers in the Regular Army (RA). Specific responsibilities of other agencies are specified when applicable.

b. The Office of the Chief of Chaplains (OCCH) has overall general staff responsibility for the policies and procedures related to and the eligibility criteria for the appointment of commissioned officers and assignment as Army chaplains IAW Army Regulation 165-1.

c. The Commander, U.S. Military Entrance Processing Command (MEPCOM), has the responsibility to process applicants for physical examinations (PEs) in accordance with Army Regulation 40-501.

d. The Commander, U.S. Army Recruiting Command (USAREC), has the responsibility of processing applicants for boarding to enter into RA or AR in accordance with Army G1 and OCCH guidance and applicable regulations.

e. The Headquarters, Medical Recruiting Brigade (MRB) provides command and control, as well as all staff support requirements, for Chaplain Recruiting.

f. The Chief, Chaplain Recruiting Branch (CRB), HQ MRB, is responsible for upholding all policies, procedures, and guidance related to processing all applicants for RA and AR chaplaincy in accordance with higher headquarters.

g. Chaplain Officer-in-charge (OIC) has the primary responsibility for planning and leading all applicant prospecting, processing and follow up activities of a Chaplain Recruiting Center consisting of officers, NCOs and/or DA civilians.

h. Chaplain Recruiting Center Leader (CL) is responsible for supporting the OIC with fulfilling their responsibility.

i. Chaplain recruiters, officers and NCOs, have the responsibility for prospecting, lead generation, determining eligibility, processing activities and personnel management of leads, prospects, and applicants for the RA and AR chaplaincy in accordance with guidance provided in this regulation and all other supporting regulations.

Chapter 2 Army Chaplain Recruiting Program

2-1. Mission

Chaplain recruiters are responsible for prospecting, determining eligibility, processing, and commissioning qualified clergy into the RA or AR in support of the Center's annual mission and overall needs of the Army.

2-2. Recruiting Zones

Recruiters are responsible for the development of COIs, VIPs, and partnerships with key personnel in graduate schools and Troop Program Units of the USAR.

2-3. Prospecting

Recruiters will prospect using all available lead sources to ensure total market penetration tracking accomplishments in the electronic record management system. Record all leads that become prospects in Recruiter Zone and moved to DCA upon agreement to apply for appointment.

2-4. School Program

OIC will categorize graduate schools into priorities based on mission, faith groups, past successes, and geographical location. Recruiters, under the direction of the OIC, will implement the Graduate School Recruiting Program documenting plans and accomplishments in the electronic school's folder.

2-5. Scheduling Appointments

Recruiters will enter all appointments in the electronic planner and ensure the lead is recorded in RZ.

2-6. Operations Management

OIC, IAW AR 600-20, will take full responsibility for all actions in the Center. The OIC/CL will conduct IPR with recruiters to monitor and, if necessary, redirect recruiting operations. They will continuously evaluate recruiters to determine skill gaps and provide precise training in those areas.

2-7. Situational Awareness Brief (SAB)

The CL will post and maintain the SAB, the area of operations map, and the OIC's Recruiting Operations Plan (ROP) in accordance with USAREC Manual 3-0, Recruiting Operations.

2-8. Mission Planning

OIC and CL set prospecting requirements and direct recruiters' prospecting efforts to support the CRB's mission. The CRB leadership will conduct a weekly IPR with center leadership to monitor and, if necessary, adjust their ROPs. Requests for any recruiting service support will be submitted to CRB Operations.

2-9. Application Process

Recruiters will:

- a. Direct prospects, who meet initial eligibility requirements, to contact their endorser as soon as possible and begin the ecclesiastical endorsement or approval process. Complete USAREC Form 601-108.2 documenting all full-time civilian professional work experience.
- b. In the pre-qualification phase, identify any moral, prior service, or waiver requirements IAW AR 135-100 and AR 601-100 and direct the applicant to inform their endorsing agent. The endorsing agent must complete the DD Form 2088 (Statement of Ecclesiastical Certification) or the ecclesiastical approval letter. They must include a written statement that affirms they are aware of the conduct waiver situation and are endorsing or approving the applicant regardless of the situation.
- c. Complete the person and AOC screens in DCA to begin the scrolling process.
- d. Complete medical prescreen to determine their medical eligibility IAW Army Regulation 40-501. If the applicant has potential medical disqualifications, the recruiter will do a medical pre-read through CRB Operations to the USAREC Surgeon or MEPS as required.
- e. Complete the LiveScan (LS) fingerprint submission IAW USAREC guidance.
 - (1) Have each applicant that agrees to process sign a completed DD Form 369 (DD 369).
 - (2) Submit fingerprints on all applicants who have agreed to process after the Center OIC/CL approves the request for LS.
 - (3) All self admitted charge(s) and all charge(s) that return from the LS results will be input into DCA with the disposition(s).
 - (4) Complete city, county and state police checks, DD 369s, where any charges occurred.
 - (5) Request court dockets/case summary, and complete USAREC Form 601-210.8 to verify court dockets/case summaries do not exist, at all locations where charge(s) exist or revealed, or locations returned on the RAP Sheet (all offenses).
 - (6) Scan a complete USAREC Form 601-210.6 into DCA from a correctional facility for all applicants who have been detained, committed, or confined in a law enforcement facility.
 - (7) Obtain any conduct charges or citations revealed within the endorser's or applicant's moral statement, police checks and court checks for each charge.
- f. Cease all further processing until the endorsement or approval is completed, and all waiver pre-reads are completed. If there are extenuating circumstances, the CL will contact the CRB for an exception to this policy.
- g. Complete all required forms for medical processing to schedule the applicant for a physical. Scan completed forms into DCA. Schedule physicals for all applicants utilizing DCA.
- h. Receive required information from the applicant, and complete the application in DCA. Forward application for

appointment to the OIC/CL for initial quality control (QC). OIC/CL will forward the application through quality control channels to the Office of the Chief of Chaplains for selection board consideration.

Figure 2-9. Application Process

Application Process

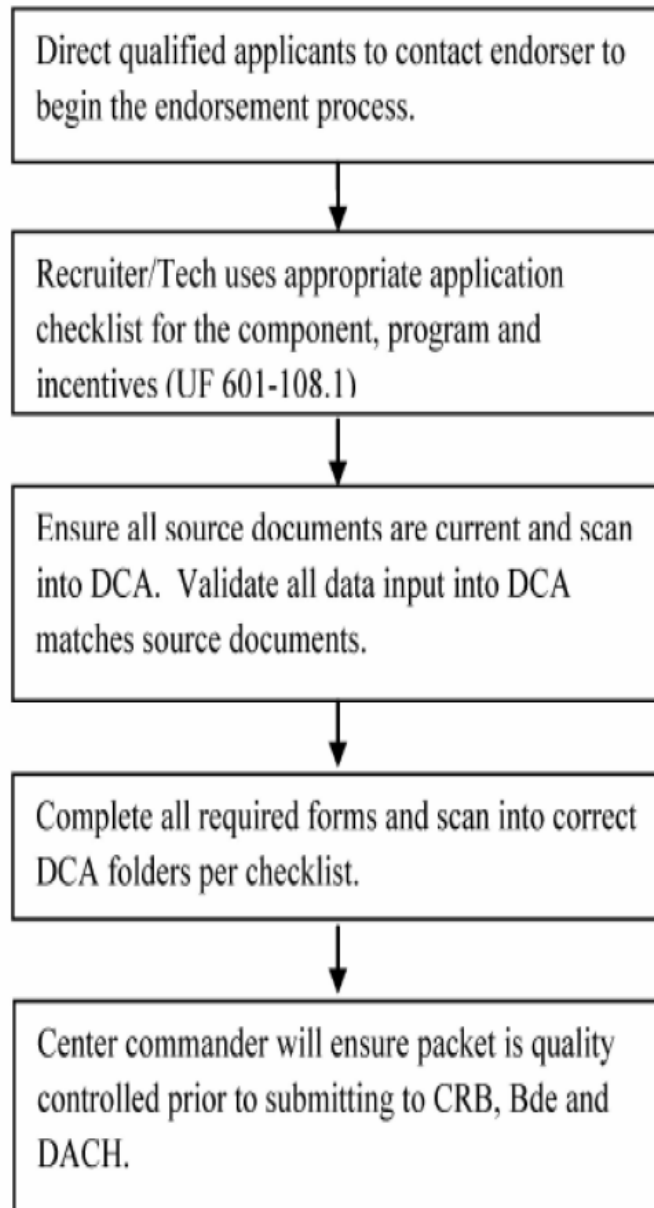


Figure 2-9 Application Process

2-10. Waiver Processing

Waivers for appointment are governed by AR 40-501, AR 135-100, AR 601-100 and AR 165-1. The endorsing agency is not the waiver appointment authority. The following procedures will be used for each category:

a. Moral Waiver.

(1) Regular Army applicants who do not meet the moral standards listed in AR 601-100 require a waiver. Army Reserve applicants who do not meet the moral standards listed in AR 135-100 require a waiver.

(2) When processing moral waivers, list all offenses. If multiple charges arise out of a single act that results in a civil court conviction or another adverse disposition, consider all charges for accession eligibility purposes. For example, a person caught by police during an attempted shoplifting who then resists arrest and fined \$300 and 1-year unsupervised probation would require waivers for shoplifting and resisting arrest. Do not combine or stack charges as one charge.

(3) Typical offenses for traffic, non-traffic, misconduct and major misconduct will follow the same guidelines found in AR601-210.

(4) Every request for a moral waiver will require a commander's letter of recommendation to accompany the waiver request. The Chief of the Chaplain Recruiting Branch (CRB) will conduct an interview with the applicant as part of this requirement.

(a) Apply the whole person concept in determining the applicant's moral qualification for appointment. Areas of consideration under this concept are; number of offenses, severity of the charges, the actual sentence, applicant's age at time of the violation, employment history of the applicant, educational achievements of the applicant, and favorable comments from probation and parole officers, employers, and school officials.

(b) Recommend moral waivers only in exceptionally meritorious cases.

(5) The following documents are required to obtain a moral waiver:

(a) Commander's letters of recommendation.

(b) DD 369 requesting all criminal record information from city, county and state law enforcement agencies where offenses occurred. Consider this information confidential and do not disclose for other than recruiting purposes.

(c) DD 369 obtained by recruiters of other armed services or ARNG recruiters will not be accepted for RA or AR waiver processing.

(d) Utilize UF 601-210.02 or court documents for all charges admitted by the applicant or uncovered while processing to all applicable courts. Recruiters will check the Police Agency List (PAL) on the Enterprise Portal.

(e) If the court will not complete the UF 601-210.02 or furnish court documents, but will allow the recruiter to review court records, the recruiter will record the court history and sign the form indicating that he or she extracted the information from official court records.

(f) Utilize UF 601-210.02 to request all information from probation and parole officers as identified in court records or admitted by the applicant. The recruiter will ensure the UF 601-210.02 includes the period of probation or conditions and the reason terminated.

(g) Use USAREC 601-210.04 to obtain a report from a correctional facility for all applicants detained, committed, or confined in a law enforcement facility. Confinement and detainment are applicable only when the restrained applicant could not leave the law enforcement facility, by whatever means, for a period in excess of one day. For applicants who were under house arrest, obtain UF 601-210.04 from a person having responsibility for monitoring the program.

(h) All prior service records pertaining to non-judicial punishment and/or any military court actions involving the applicant. This includes all copies of the DD 214/215 and amendments.

(i) Applicant's affidavit explaining the circumstances of the offense with any mitigating factors addressing all court/legal requirements.

(j) Moral Waiver Worksheet

(k) Letter of recommendation from OIC/CL

(l) DD 369, UF 601-210.02 and UF 601-210.04 are valid indefinitely, unless the applicant has new charges in that location.

b. Administrative instructions for moral and administrative waiver procedures.

(1) Submit and track waivers electronically in DCA.

(2) The highest level waiver approval authority covers all waivers of multiple disqualifications involving approval by separate levels of authority. Applicants must be physically qualified prior to submission of moral waiver.

(3) Forward the waiver request through the chain of command to USAREC Health Services Directorate (HSD) for processing. HSD will obtain USAREC Commander's recommendation and forward the waiver to DA G1, Officer's Accessions Branch to complete processing.

c. Medical waiver. For medically disqualified applicants, submit supporting medical documentation in DCA through MRB Operations to USAREC Surgeon.

d. RE code waiver. Will be processed with all prior service documents submitted using the procedures in para. 2010 (b). above.

e. Age and Professional Work Experience (PWE). DODI 1304.19, DODI 1304.28, AR 135-100, AR 601-100, and AR 165-1 establish the age and PWE requirements. The Chief of Chaplains has approval authority to waive these requirements.

(1) Waivers will be considered on a case-by-case basis, with primary consideration for “critically short” faith groups.

f. Validity period. Administrative and moral waivers granted under this chapter are valid for 12 months for appointment.

(1) Applicants who acquire additional offenses or disqualifications after waiver approval must resubmit waiver for appointment and accession.

(2) Medical waivers are valid for the duration of the physical examination.

Conviction/Moral Waiver Process

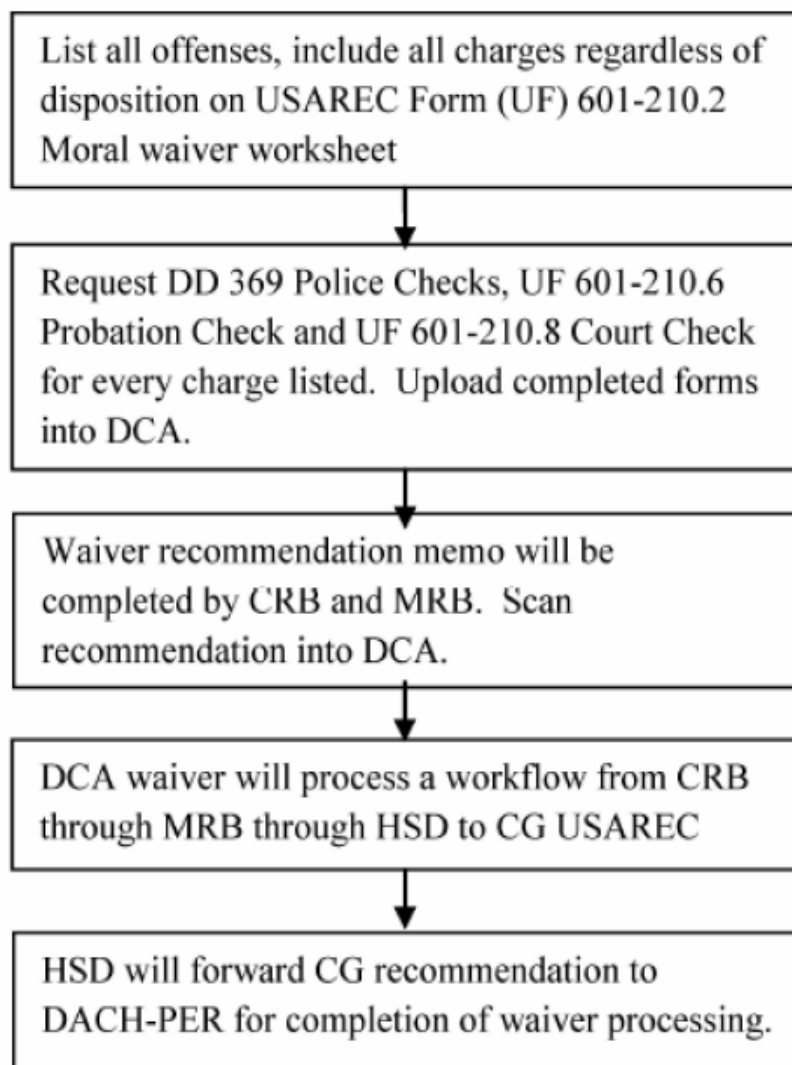


Figure 2-10a Conviction Waiver Process

2-11. Medical Processing

a. Applicants must meet medical fitness standards as prescribed in AR 40-501. Non prior service applicants must take MEPS physical. Prior service applicant physicals can be taken at any MEPS or a military treatment facility (MTF).

b. Recruiters will use the DD Form 2807-2 to uncover any medical information that may require additional medical documentation. Additional medical documentation required by USMEPCOM and USAREC policy will be scanned in DCA prior to the applicant's scheduled PE. For disqualified applicants, forward supporting medical documents through DCA to the USAREC Surgeon for medical waiver consideration.

2-12. Senior Army Chaplain Applicant Interview

a. A senior Army chaplain will interview all applicants IAW AR 135-100, AR 165-1 and DA Pam 165-17.

b. Once the applicant is medically qualified, inform the applicant of the interview process.

(1) The OIC will arrange all Army Reserve Applicant interviews. Upon completion, the OIC will digitally capture the interview and upload into the DCA Source Folder.

(2) Office of the Chief of Chaplains will schedule interviews for Regular Army applicants. The completed interview will be sent to the Office of the Chief of Chaplains.

2-13. Board packet process and procedures

a. Complete the application packet using DCA in accordance with USAREC and DCA policy.

b. Utilize USAREC Form 601-108.1 for all required documents.

c. The Chaplain Recruiting Center OIC/CL will perform quality control and forward the application through the chain of command to the Office of the Chief of Chaplains for board consideration IAW AR 135-100, AR 601-100, AR 165-1, DA Pam 165-17, USAREC policies.

Figure 2-13. "Board Packet Process"

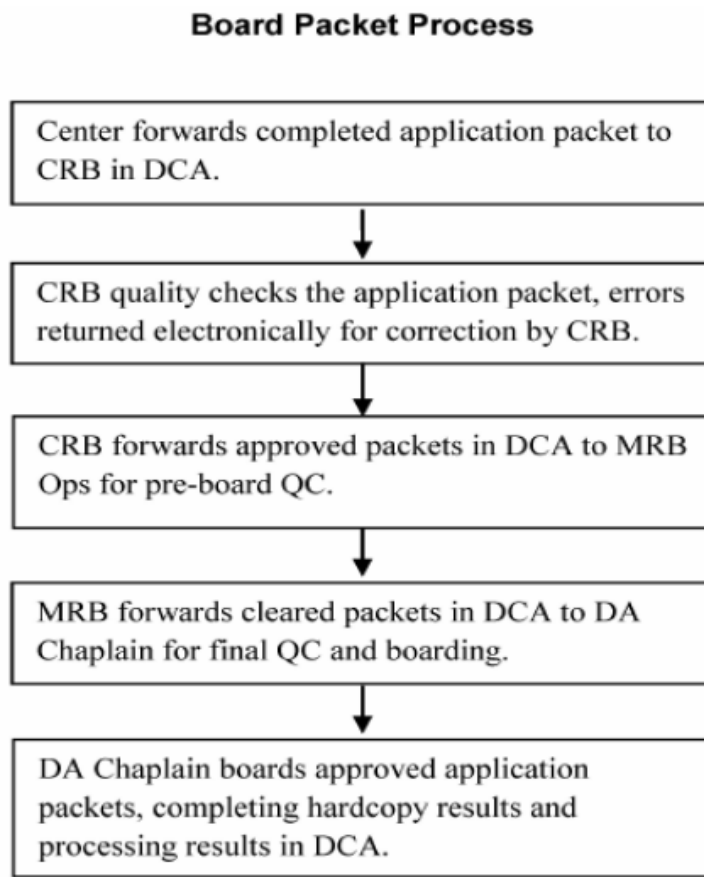


Figure 2-13 Board Packet Process

2-14. Selection and Non-selection

The CRB will advise the recruiting Center OIC/CL of applicant selection or non-selection. The center will execute the following actions:

- a. Inform the applicant of their status within 24 hours of the determination. The Center OIC/CL may assist with an applicant's formal commissioning ceremony.
- b. Selected applicants must follow the instructions in the DA appointment letter from the U.S. Army Human Resources Command, Appointments Directorate.
- c. The Office of the Chief of Chaplains program managers will schedule attendance at the Chaplain Basic Officer Leadership Course.

2-15. Future Chaplains

- a. The Center OIC/CL will:
 - (1) Notify applicants within 24 hours of selection board results.
 - (2) Initiate, plan, and conduct Future Chaplain followup.
 - (3) Conduct initial future Soldier briefing. Provide a summary of their responsibilities while awaiting appointment such as SHARP training, referrals, physical qualifications, and contact requirements.
- b. The Center OIC/CL will make contact with all Future Chaplains monthly until appointed or reappointed. Record results of the contact in RZ. Verify basic qualifications during the follow-up, ensure they maintain eligibility, and ask for referrals.
- c. Coordinate with The Office of the Chief of Chaplains program managers to ensure Army Reserve Future Chaplains are assigned a unit sponsor.

2-16. Referrals

When referrals are selected, request the retirement point incentive authorized by AR 140-185 for the Future Chaplain who made the referral. The Center OIC/CL must complete a DA Form 1380 (Record of Individual Performance of Reserve Duty Training). Provide the completed DA Form 1380 to the Future Chaplain.

2-17. Loss management

The OIC/CL will immediately report any moral, physical, or administrative disqualifications uncovered to the chain of command for appropriate action.

2-18. Mission credit

Mission credit will be awarded IAW the DA G1 mission memo.

Appendix A References

Section I Required Publications

AR 40-501

Standards of Medical Fitness. (Cited in para 1-4c, 2-9.d, 2-10, and 2-12.a.)

AR 135-100

Appointment of Commissioned and Warrant Officers of the National Guard and Army Reserve. (Cited in para 2-9.b, 2-10, 2-10.a(1), 2-10.e, 2-13.a, and 2-14.c.)

AR 140-185

Training and Retirement Point Credits and Unit Level Strength Accounting Records. (Cited in para 2-17.)

AR 165-1

Army Chaplain Corps Activities. (Cited in para 1-4.b, 2-10, 2-11.e, 2-13.a, and 2-14.c.)

AR 601-100

Appointment of Commissioned and Warrant Officers in the Regular Army. (Cited in para 2-9.b, 2-10, 2-10.a(1), 2-10.e, 2-13.a and 2-14.c.)

AR 601-210

Active and Reserve Components Enlistment Program. (Cited in para 2-10.a(3).)

DA Pam 165-17

Chaplain Personnel Management. (Cited in para 2-13.a, and 2-14.c.)

Section II Related Publications

AR 135-101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches.

AR 600-9

The Army Weight Control Program.

Section III Prescribed Forms

USAREC Form 601-108.1

Regular Army Chaplain Checklist. (Prescribed in para 2-14b.)

USAREC Form 601-108.2

Chronological Listing of Ministry Experience. (Prescribed in para 2-9.a.)

Section IV Referenced Forms

DA Form 61

Application for Appointment.

DA Form 160-R

Application for Active Duty.

DA Form 873

Certificate of Clearance and/or Security Determination.

DA Form 1380

Record of Individual Performance of Reserve Duty Training.

DA Form 3574

Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, As Applicable, Individuals Without Prior Service.

DA Form 3575

Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, As Applicable, Individuals Without a Statutory Service Obligation.

DA Form 4187

Personnel Action.

DA Form 5252-R

Verification of Naturalization or Residency Status.

DA Form 5500

Body Fat Content Worksheet (Male).

DA Form 5501

Body Fat Content Worksheet (Female).

DARP Form 249-2-E

Chronological Statement of Retirement Points.

DD Form 214

Certificate of Release or Discharge From Active Duty.

DD Form 368

Request for Conditional Release From Reserve Component.

DD Form 369

Record of Police Check.

DD Form 2088

Statement of Ecclesiastical Certification.

DD Form 2807-2

Medical Prescreen of Medical History Report.

DD Form 2808

Report of Medical Examination.

FBI Form FD 258

Applicant Fingerprint Card.

INS Form I-551
Permanent Resident Card.

NGB Form 23B
Army National Guard Retirement Points History Statement.

SF 86
Questionnaire for National Security Positions.

USAREC Form 601-210.10
Waiver Worksheet

USAREC Form 601-210.02
Probation Officer and/or Court Records Report

USAREC Form 601-210.04
Request for Information from Institution

USMEPCOM Form 680-3A-E
Request for Examination.

Glossary

Section I Abbreviations

AAR

after-action review

AD

active duty

AR

Army Reserve

CH/CC

chaplain and chaplain candidate

CRB

Chaplain Recruiting Branch

CRT

chaplain recruiting team

DA

Department of the Army

DACH-PER

Department of the Army Chaplain, Personnel Directorate

DCA

direct commissioning and accessioning

MEPS

Military Entrance Processing Station

OCCH

Office of the Chief of Chaplains

OIC

officer in charge

PE

physical examination

PS

prior service

QC

quality control

RA

Regular Army

RE

Reentry Eligibility

SGM

Sergeant Major

USAREC

U.S. Army Recruiting Command

Section II**Terms****chaplain**

An ordained member of the clergy from a Department of Defense recognized faith group, who has completed at least 72 semester hours of graduate-level education in theology, and provides religious support to Soldiers.

chaplain candidate

A graduate-level theological student or graduate commissioned in the AR in the grade of second lieutenant, who is enrolled in an Army training program to prepare for the U.S. Army Chaplaincy.

chaplain mentor

An RA, AR, or retired chaplain or senior chaplain's assistant, who volunteers to counsel and guide CH/CC applicants in their area. The U.S. Army Reserve Command CH/CC Mentor Program will guide their activities.

ecclesiastical approval

Approval provided to a theology student from their faith group headquarters to serve as a chaplain candidate.

ecclesiastical endorsement

An endorsement provided to a member of the clergy from a faith group headquarters, recognized by the Armed Forces Chaplains Board, allowing the individual to serve in the military as a chaplain representing that distinctive faith group.

faith group

Any religious body or group voluntarily united in the practice of their faith, by commonly held distinctive religious convictions and mutual adherence to doctrines requiring worship separate from other religious groups, either as a matter of regular practice or by preference.

future chaplain

A chaplain candidate who is commissioned but still attending school or performing denominational requirements prior to attending the Chaplain Basic Officer Leadership Course.

ordained

Appointed or conferred per the ceremonial ritual or discipline of a faith group, church, religious sect, or organization established on the basis of the community's doctrine and practices of a religious character, to preach and teach the doctrines of such faith group, church, sect, or organization, and to administer the rites and ceremonies in public worship.

reentry eligibility codes

Codes that are assigned to Soldiers who do not immediately reenlist at the last duty station to which assigned. The purpose of these codes is to inform the CRT of the prospect's eligibility to reenter the service.

USAREC

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