

Program Authorization: The Chaplain Corps In-Service Procurement Program (CHC ISPP) provides a pathway for Active Component (AC) and Training and Administration of the Reserve (TAR) officers and enlisted in the United States Navy (USN) and AC and Active Reserve (AR) officers and enlisted in the United States Marine Corps (USMC), who meet eligibility criteria, to commission as AC Navy Chaplain Corps (CHC) officers, designator 4100. CHC ISPP selectees pursue completion of a qualifying graduate degree and participate in the Career Intermission Program (CIP) to meet religious ministry professional requirements for appointment as a chaplain in the Navy. CHC Program Manager (OPNAV N13C) is the CHC ISPP Manager.

1. Program Authority: Title 10 U.S. Code Sections 531, 532, 533, 619, 710, 2004C, and 2005; Department of Defense Instruction (DODI) 1304.28 CH-1 of 8 May 2024, DODI 1327.07 CH-1, and OPNAV Instruction (OPNAVINST) 1120.9B.

2. Cancellation: None

3. Quota: As prescribed by the Deputy Chief of Naval Operations for Personnel, Manpower, and Training, N1.

4. Qualifications: (All qualifications apply to both funded and unfunded education options)

a. Program Qualifications

Qualification	Minimum	Maximum	Notes
Citizenship			United States
Age (Years)	21	42	Applicants must be able to complete 20 years of commissioned service by their 62nd birthday
Rank	Enlisted: E-5	Officer: O-3	Enlisted personnel will need to obliserve for 6 years from the program start date.
Time-in-Service (Years)	Officer: 2, Enlisted: 4	Officer: 8, Enlisted: 10	At the time of official acceptance into the CHC ISPP.
Education	Baccalaureate degree of not less than 120 semester hours from an accredited college or university.		
GPA	3.0		On a 4.0 scale or its equivalent.
Duty Preference			Not Applicable

Physical			In accordance with the Manual of the Medical Department, Chapter 15, selectees must maintain eligibility for sea duty, expeditionary environment, and world-wide assignments.
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b. Program Specific Requirements: Selection for program approved by the Chief of Chaplains (CoC) or their designee.

(1) All applicants must possess a baccalaureate degree of not less than 120 semester hours from an accredited college or university with a cumulative GPA of at least a 3.0 on a 4.0 scale or its equivalent.

(2) All applicants must be able to matriculate to a full-time, residential graduate program of study at an accredited college, university, or school of theology located in the United States during the academic year for which they are applying.

(a) The educational institution and graduate program must satisfy the educational requirements of the selectee's Religious Endorsing Organization (REO); and,

(b) The educational institution and graduate program must meet the educational requirements for appointment as a chaplain in the Navy.

(c) Selectees must complete their qualifying degree as full-time, residential students attending all normal school sessions to include summer, cohort, internship, etc., unless otherwise attending training required by their REO, or the Navy CHC.

(d) Selectees must maintain a cumulative grade point average (GPA) of at least a 3.0 on a 4.0 scale, failure to do so may result in disenrollment from the CHC ISPP. The educational progress of CHC ISPP participants will be monitored by the CHC ISPP Manager.

(e) Official Transcripts: Official transcripts must be submitted by the official representative of the academic institution to the CHC ISPP Manager within 60 days of the conclusion of each term. Failure to disclose complete academic transcripts or evidence of tampering in any way will result in disenrollment.

(3) Selectees will not be permitted to extend their projected graduation date, cease attending classes, change degree programs, enter exchange programs, or transfer schools without specific approval of the CHC ISPP Manager. Failure to obtain prior permission may result in disenrollment. Selectees must also notify the CHC ISPP Manager if they intend to change REOs at any time during their participation in the CHC ISPP.

(4) Selectees must maintain standards with the graduate school in which they are enrolled and, in any training or program prescribed by the participant's REO.

(5) Disciplinary Actions: Selectees must disclose any disqualifying adverse matters to the CHC ISPP Manager. Disqualifying adverse matters include, but is not limited to an admission to, or conviction for, an academic honor code violation, the award of non-judicial punishment, misdemeanor or felony conviction, conviction by a court martial, bankruptcy, or the issue of a warrant or summons for excessive numbers of traffic or other legal violations. Misconduct, or failure to disclose disciplinary actions resulting from such misconduct may result in disenrollment.

c. Religious Ministry Experience

(1) Upon completion of the graduate degree portion of the CHC ISPP, selectees will transition to the Individual Ready Reserve in an inactive status via the CIP to complete a minimum of two, not to exceed three, years of full-time religious leadership experience, providing a broad range of ministry as a Religious Ministry Professional (RMP) in their REO, and meeting the professional requirements for appointment as a chaplain in the Navy.

(2) Selectees must submit their application to the Navy CIP manager prior to completing the graduate degree portion of the CHC ISPP and in accordance with the submission timeline requirements and submission guidelines outlined in OPNAVINST 1330.2(series). The CHC ISPP Manager will coordinate with the CIP Manager to ensure all CHC ISPP selectees are appropriately tracked and prepared to start their intermission.

(3) Selectees must enter the Navy CIP and commence their full-time, religious ministry leadership experience within 30 days of earning their qualifying graduate degree.

(4) Selectees must notify the CHC ISPP Manager and the CIP Manager immediately if at any time during the program they become aware that they may not be able to commence their full-time, religious ministry leadership experience within 30 days of earning their qualifying graduate degree. Failure to do so may result in disenrollment.

(5) Disciplinary Actions: Selectees must disclose any disqualifying adverse matters that occur during the religious ministry experience portion of the CHC ISPP to the CHC ISPP Manager. Misconduct, or failure to disclose disciplinary actions resulting from such misconduct may result in disenrollment.

d. Physical: Must meet the requirements as specified in DoD Instruction 6130.03 and the Manual of the Medical Department (NAVMED P-117), Chapter 15. The Deputy Chief of Naval Operations (DCNO (N1)), upon recommendation of Bureau of Medicine and Surgery, may waive physical conditions that will not interfere with the performance of active duty within the guidelines of NAVMED P-117.

e. Meet all other Department of the Navy appointment eligibility criteria.

f. Program Specific Requirements:

(1) Rank: Officer applicants must be in the paygrade of O-3 or below. Enlisted applicants must be in the pay grade of E-5 or above.

(2) Time-in-Service: Officer applicants must have served on active duty for a period of not less than 2 years, and not more than 8 years at the time of official acceptance into the CHC ISPP. Enlisted applicants must have served on active duty for a period of not less than 4 years, and not more than 10 years at the time of official acceptance into the CHC ISPP.

(3) Designator and Rating: No restrictions.

(4) Conduct: Applicants shall be of good moral character and have no record of disciplinary action under the Uniform Code of Military Justice, Article 15, no court-martial convictions, no civilian felony convictions by any civil court for misdemeanors (except minor traffic violations) within the three years preceding 1 October of the fiscal year in which the selection board is held. All minor traffic violations must be listed on the application. For the purpose of this subparagraph, an offense involving driving under the influence of an intoxicant (Driving Under the Influence/Driving While Intoxicated (DUI/DWI), etc.) is a major traffic violation and is disqualifying if within four years preceding 1 October of the fiscal year in which the selection board is held. Pre-service drug use or alcohol abuse is not an immediate application disqualifier. However, any substantiated in-service drug use or in-service alcohol abuse (any record of either, regardless of date) will result in disqualification.

(5) CHC Interview: All applicants must be interviewed by an active-duty O-6 Navy Chaplain prior to submitting an application. The CHC interview appraisal will be sent directly to the CHC ISPP Manager. The CHC interviewer shall not release a copy of the interview to an applicant until after the application has been signed and sent to the CHC ISPP Manager.

(6) Command Interview: Commanding Officers (COs) will appoint and chair an evaluation board consisting of the Executive Officer, Senior Enlisted Leader, and one CHC officer when available to interview and evaluate each applicant. The chaplain shall be at least one grade above the interviewee and cannot be the interviewee's direct supervisor. Each board member will complete an Interviewer's Appraisal Sheet, NAVCRUIT 1131/5, and submit them directly to the CO for inclusion as enclosures to the Officer Programs Application, OPNAV 1420/1.

(7) CO's Recommendation: Applicants must be favorably recommended by their CO using the CO's Recommendation section included in the Officer Programs Application, OPNAV 1420/1. Ensure all portions of the form are completed, appraisals are attached, and that the applicant meets all eligibility criteria. If there are multiple applicants from the same command, the CO should rank each applicant. The CO's endorsement shall contain:

(a) A statement addressing any waivers requested by the applicant;

(b) A statement indicating whether the applicant is serving on full duty without

limitation;

(c) A statement that the applicant meets physical fitness and body fat percentage standards; and

(d) A printed, signed copy of each board member's NAVCRUIT 1131/5 as an enclosure.

(8) COs will submit completed OPNAV 1420/1 and NAVCRUIT 1131/5 forms directly to the CHC ISPP Manager.

(9) COs will not release a copy of the interviews or appraisal to an applicant until after the application has been signed and sent to the CHC ISPP Manager.

5. Waivers

Qualification	Minimum	Maximum	Notes
Age (Years)			Case-by-case basis.
GPA			Case-by-case basis.
Religious Ministry Experience			Case-by-case basis.

a. Age Waivers: As authorized by OPNAVINST 1120.9B.

b. GPA: GPA waivers will be considered on a case-by-case basis.

(1) Application Contents: Applicants should request a waiver via personal letter and provide justification. Waiver requests must include official transcripts.

(2) Routing: Requests will be routed to CNO N097 through CHC ISPP Manager. Waiver adjudication authority will not be delegated below the flag officer level.

(3) Approval Authority: CNO N097.

(4) Notifying the Applicant: CHC ISPP Manager will notify the applicant of waiver status.

c. Religious Ministry Experience Waivers: CNO N097 is the waiver authority per OPNAVINST 1120.9B.

6. Accession Source: Active duty members of the USN and USMC, to include members of the TAR and AR of the applicable service. Members of the Individual Ready Reserve or Selected Reserves, including those serving on Active Duty for Operational Support Work (ADOS), Active Duty for Training (ADT), Vacant Billet-ADOS (or recall), or Canvasser Recruiter (CANRAC) duty are not eligible for this program.

7. Service Affiliation: Upon selection for the CHC ISPP, Service members will be affiliated, appointed, or designated as follows:

a. Enlisted:

(1) Current USN enlisted selectees will be administratively designated as a Navy Officer Candidates (OC) at the appropriate paygrade.

(2) Current USMC enlisted selectees will participate in the graduate education portion of the CHC ISPP in an active duty enlisted status as Navy OC at the appropriate paygrade in the USN. USMC enlisted applicants must obtain an approved DD Form 368 "Request for Conditional Release" from their parent service. This conditional release must be executed to facilitate their enlistment into the U.S. Navy as an OC at the equivalent paygrade as outlined above prior to commencing the graduate degree program.

(3) When executing the religious ministry experience portion of the program, enlisted OCs will be transferred to the IRR in accordance with OPNAVINST 1330.2(series).

b. Commissioned Officers:

(1) Current Navy Officers selected for the CHC ISPP will be newly appointed as active-duty Navy Chaplain Candidate Officers, designator 1940 during the graduate education portion of the program. They will retain their current rank, paygrade, and date of rank (DOR) for the duration of the CHC ISPP.

(2) Current USMC Officers will be accessed into the Navy via an inter-service transfer (IST) with an approved DD Form 368 "Request for Conditional Release" and the administration of the Oath of Office. IST participants will receive an original appointment as a commissioned officer in the U.S. Navy. They will be appointed in their current rank (O-1 to O-3), retain their current paygrade and DOR, and be designated as an active-duty Navy chaplain candidate officer, designator 1940, for the duration of the graduate degree portion of the program.

(3) When executing the religious ministry experience portion of the program, officers will be appointed as a 1945 and transferred to the IRR in accordance with OPNAVINST 1330.2(series).

c. Selectees will remain in an active-duty status until completion of all graduate degree program requirements prior to CIP participation.

d. Selectees will enter the Navy CIP within 30 days of completing all graduate degree program requirements and remain in an inactive status until completion of a minimum of two years of full-time religious leadership experience.

e. For the duration of the graduate degree and the religious ministry experience portions of the CHC ISPP, selectees must meet and maintain minimum Navy physical fitness standards

while participating in the CHC IPP. Failure to do so may result in disenrollment from the program.

f. Promotion/Advancement. While in an active-duty status during the graduate degree portion of the CHC ISPP Program, officers and enlisted will be eligible for promotion. While participating in CIP, Service members are not eligible for consideration for promotion or advancement in accordance with 10 U.S.C. § 710.

(1) Enlisted members participating as OCs are typically not subject to High Year Tenure (HYT) involuntary separation, however, enlisted OC participants will be counseled by CHC ISPP Managers to submit HYT waivers if required and applicable.

(2) All officers who are Chaplain Corps Candidate Officers who, during the duration of their seminary graduate education, will be in-zone or above-zone for promotion to the next eligible rank and who have not previously been considered for promotion to lieutenant commander, commander, or captain will be counseled by the CHC ISPP Managers on submitting proper exclusion from consideration to the statutory promotion board in accordance with the appropriate fiscal year NAVADMIN guidance on Promotion Selection Board Deferment, SECNAVINST 1420.3, and 10 USC § 619 and 14301.

8. Indoctrination

a. Enlisted OCs who complete the CHC ISPP, upon appointment as Navy CHC officers, designator 4100, will attend Officer Development School (ODS) in Newport, Rhode Island in accordance with OPNAVINST 1120.9B and OPNAVINST 1120.3C. Successful completion of ODS is mandatory. Failure to complete ODS may result in the officer being administratively processed for separation under SECNAVINST 1920.6D, or, if so determined by DCNO (N1), be reappointed in another competitive category to complete his or her period of obligated active duty service.

b. All newly appointed Navy CHC officers, designator 4100, will attend the Professional Naval Chaplaincy – Basic Leadership Course in accordance with OPNAVINST 1120.9B.

9. Entry Grade Credit (EGC): EGC will be awarded once all requirements have been met for new appointment as a Navy Chaplain, designator 4100 in accordance with MILPERSMAN 1212-010. Due to the acceptance of a new appointment, EGC will be determined based on the awarded constructive service credit granted for professional education and prior commissioned service credit awarded for prior military service. In accordance with 10 U.S.C. § 2004c(c), notwithstanding 10 U.S.C § 533, the maximum amount of constructive service awarded under this program is limited to no more than four years.

a. Participants who have less than four years of prior commissioned service will be awarded three years of entry grade credit and will be appointed as a lieutenant junior grade (LTJG) in the 4100 designator.

b. Participants who have four or more years of prior commissioned service will be awarded

four years of entry grade credit and appointed as a lieutenant (LT) in the 4100 designator.

10. Appointment

a. Upon accession into the CHC ISPP, participants will serve on active duty in the following capacities:

(1) Enlisted selectees will be designated as active-duty Navy OCs and will retain their current enlisted paygrade.

(2) Commissioned officer selectees will be appointed as active-duty Navy Chaplain Corps Candidates, designator 1940, and will retain their current commissioned paygrade until their new appointment as a Chaplain Corps 4100.

b. For the duration of the graduate degree portion of the CHC ISPP, all participants (both OC and 1940) will be assigned to a designated Unit Identification Code (UIC) managed by the CHC Program Directorate. This ensures centralized administrative tracking, accountability, and the proper routing of all pay and entitlements.

c. CHC ISPP selectees who successfully complete all program requirements will be officially appointed as active-duty commissioned officers in the Navy CHC, designator 4100. The officer's final grade upon appointment will be commensurate with Entry Grade Credit.

10. Service Obligation

a. Commission Obligation

(1) All selectees shall serve on active duty for two years for every year, or part thereof, they participate in the graduate education portion of the CHC ISPP, except that the total obligation for participating in the graduate education portion of the program shall not exceed six years.

(2) The minimum duration of service in the in the CIP while gaining religious ministry experience is two years, but no longer than three, in line with the two years full-time religious leadership experience requirement outlined above. For this participation, all selectees shall incur an additional active-duty service obligation of one year for every year, or part thereof, they participate in the CIP. In accordance with DODI 1327.07, this CIP-incurred service obligation will run consecutively to any preexisting service obligation of the Service member at the time of their inactivation. The total combined active-duty service obligation incurred from both the graduate education program and CIP participation shall not exceed nine years. This combined service obligation will commence upon the participant's appointment as a Navy CHC officer, designator 4100.

(3) A member may also serve a portion of service obligation on active duty and complete the service obligation that remains in the Selected Reserve (SELRES). The member must serve

three years in the SELRES for each year or part thereof of the chaplaincy training for any service obligation that was not completed before separation from active duty, except that such agreement may not require more than a total of nine years of service in the SELRES. This combined service obligation will commence upon the participant's appointment as a Navy Chaplain, designator 4100.

(4) Post-Appointment as a Navy Chaplain (4100): Failure to complete service obligation for loss of professional qualification pursuant to MILPERSMAN 1920-250 or recommendation against career status pursuant to MILPERSMAN 1331-040 may result in monetary repayment for each month of service obligation remaining, unless reappointed in a competitive category other than the CHC.

b. Disenrollment

(1) Withdrawal of Ecclesiastical Endorsement by the CHC ISPP selectee's REO: If endorsement is withdrawn, the selectee has 30 days from the date of notification to respond to CNO N097 regarding their status. Failure to respond in 30 days or obtain another REO's endorsement in 60 days from the date of notification may result in immediate disenrollment.

(2) Failure to be recommended by CNO N097 for appointment as a Navy Chaplain, designator 4100, will result in disenrollment.

(3) Program participants who fail to meet program requirements and are disenrolled from the program for reasons other than misconduct, disciplinary action, or other adverse administrative actions prior to appointment as a Navy Chaplain, designator 4100, will be processed according to their original accession source and current commissioned status:

(a) Navy Accessions:

1. OCs who possessed a permanent USN rating prior to program entry will revert to their permanent enlisted rating and current paygrade. They will be made available to Navy Personnel Command (NAVPERSCOM) for general fleet assignment to serve the remainder of their active-duty service obligation.

2. Commissioned Officers originally accessed from the USN will be processed based on their probationary status. Probationary officers (officers with less than 6 years of active commissioned service) will be referred to a Probationary Officer Continuation and Redesignation (POCR) board to determine suitability for continued naval service and potential redesignation or reappointment. Non-probationary officers (officers with 6 or more years of active commissioned service) are ineligible for POCR and will be processed by NAVPERSCOM for redesignation or reappointment within the Navy in accordance with MILPERSMAN 1212-010 or processed for separation from naval service in accordance with SECNAVINST 1920.6D.

(b) USMC Accessions:

1. Enlisted OCs who were accessed from the USMC and do not possess a

permanent Navy rating: IST back to the USMC may be authorized if the participant meets the IST criteria in SECNAVINST 1000.7G, or submits an exception to policy to the IST eligibility criteria (such as obligated service incurred by participation in the CHC ISPP Program) that is approved by the appropriate authority to execute an IST. The CHC ISPP Program Manager may also pursue a negotiated IST back to the USMC. If a mutual agreement is reached between the Navy, the USMC, and the OC, the transfer will be executed. If no agreement is reached, or if the option is not pursued, the OC will be made available to NAVPERSCOM for final administrative disposition.

2. Commissioned Officers originally accessed from the USMC: IST back to the USMC may be authorized if the participant meets the IST criteria in SECNAVINST 1000.7G, or submits an exception to policy to the IST eligibility criteria (such as obligated service incurred by participation in the CHC ISPP Program) that is approved by the appropriate authority to execute an IST. The CHC ISPP Program Manager may also pursue a negotiated IST back to the USMC. If a mutual agreement is reached between the Navy, the USMC, and the officer, the transfer will be executed. If no agreement is reached, or if the option is not pursued, the officer will be retained in the Navy and processed based on their probationary status. Probationary officers (officers with less than 6 years of active commissioned service) will be referred to a POCR board to determine suitability for continued naval service and potential redesignation or reappointment. Non-probationary officers (officers with 6 or more years of active commissioned service) are ineligible for POCR and will be processed by NAVPERSCOM for redesignation or reappointment within the Navy in accordance with MILPERSMAN 1212-010 or processed for separation from naval service in accordance with SECNAVINST 1920.6D.

(4) Program participants who fail to meet program requirements and are disenrolled from the program prior to appointment as a Navy Chaplain, designator 4100, due to misconduct, disciplinary action, or other adverse administrative actions are ineligible for referral to a POCR board, IST negotiations, or reversion to a prior enlisted rating. Such Service members will be processed directly for disciplinary action and/or administrative separation from Naval service in accordance with applicable MILPERSMAN and SECNAV directives.

(5) Selectees disenrolled due to misconduct, disciplinary action, or adverse administrative actions will incur, unless sooner separated under applicable law and policy, the same service obligations outlined in the "Service Obligation" section above. This service obligation is in addition to any other service obligation incurred by the disenrolled selectee under any other provision of law or by agreement. In accordance with 10 U.S.C § 2004c(h) and 2005, selectees who fail to complete the program or their incurred service obligation incurred may be required to reimburse the United States Treasury. The recoupment amount will bear the same ratio to the total cost of education provided to that selectee as the unserved portion of active-duty service bears to the total period of active-duty service the selectee agreed to serve. For the purpose of recoupment, the "cost of education" includes all tuition, fees, and authorized educational expenses paid by the Department of the Navy.

11. Pay and Allowances:

- a. Throughout their time in the graduate degree portion of the CHC ISPP, selectees will

receive the same active duty pay, allowances, and benefits (including, but not limited to Basic Allowance for Housing, Basic Allowance for Subsistence, and TRICARE eligibility) commensurate with their rank or paygrade and total years of creditable service. All compensation is based on the active-duty pay tables as published annually by the Department of War.

b. Funded CHC ISPP participants will have all mandatory tuition and fees paid by the Department of the Navy. No other educational expenses (e.g. books, supplies, parking, etc) are authorized for payment.

c. In accordance with 10 U.S.C § 710, while participating in CIP, Service members will be transferred to the Individual Ready Reserve and will receive a monthly stipend equal to two-thirtieths (2/30) of their active-duty basic pay. They will retain eligibility for TRICARE and other military benefits as prescribed by the statute.

d. Time spent in an active duty status during the graduate degree portion of the CHC ISPP is creditable towards regular and non-regular retirement. However, the time during spent in the CIP during the religious ministry experience is not creditable towards regular and non-regular retirement.

Approved: 
J. S. COUTURE
Rear Admiral, U. S. Navy
Director, Military Personnel,
Plans, and Policy

Date: 20 Jul 26