

## MILPERSMAN 1331-040

### NAVY CHAPLAIN CORPS (CHC) OFFICER CAREER STATUS

<b>Responsible Office</b>	OPNAV (N097)	Phone: DSN COM	312-224-4437 703-614-4437
MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a> <a href="https://my.navy.mil/">https://my.navy.mil/</a>	

<b>References</b>	(a) SECNAVINST 1730.7E (b) OPNAVINST 1120.9B (c) DoD Instruction 1304.28 of 12 May 2021 (d) SECNAVINST 1920.6D (e) OPNAV (N13) memo 1212 N13 of 18 Oct 23 (f) Chief of Chaplain Instruction (COCINST) 5351.1 (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 Organization (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 to allow them to serve indefinitely.

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

- a. A CHC officer career status board will be held annually.
- b. 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](#). Reference (e) establishes probationary officer continuation and redesignation board business rules.

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:
  - (1) Must request their ecclesiastical endorsing agent send a signed [DD 2088](#) Statement of Ecclesiastical Endorsement for "extended active duty - indefinite," block 21(4)(b);
  - (2) Must request a written recommendation from their current commanding officer (CO) concerning their potential for continued service within the DON;
  - (3) Must request a written recommendation from their senior supervisory chaplain, per reference (a);
  - (4) Must request a written recommendation from their supervisory chaplain, per reference (a);
  - (5) May contact Navy Personnel Command Chaplain Corps Officer Branch (PERS-4414) for guidance if they do not have a senior supervisory or supervisory chaplain;
  - (6) Must notify Bureau of Naval Personnel CHC Officer Community Manager (BUPERS-316) at least 30 days prior to the convening of the CHC Officer Career Status Board of their intent to remain on AD (see exhibit 1); and,

(7) May respond to adverse information contained in recommendation letters by providing a letter to the board via BUPERS-316 no later than 10 days 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, see exhibit 2. COs must not base their recommendations on their own personal religious beliefs or lack thereof. Reference (a) provides further guidance for assessing the chaplain's professional demeanor. 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, utilizing exhibit 2, to BUPERS-316 at least 30 days prior to the convening of the CHC Officer Career Status Board.

c. Office of the Chief of Naval Operations Chief of Chaplains, Director of Manpower (OPNAV N0971):

(1) Track receipt of [DD 2088](#) for all chaplains being considered by the CHC Officer Career Status Board; and,

(2) No earlier than the convening of the CHC Officer Career Status Board, begin the administrative separation process, per [MILPERSMAN 1920-250](#), for loss of professional qualifications for all chaplains who failed to obtain or submit the CHC officer career status required board items described in subparagraphs 5a(1) through 5a(4) and 5a(6) of this article.

d. Senior Supervisory Chaplains and Supervisory Chaplains:

(1) Provide specific recommendations concerning a chaplain's continued service, see exhibit 3. He or she must not

base his or her recommendation on his or her own personal religious beliefs. Further guidance for assessing the chaplain's professional comportment is contained in references (a) and (f). 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;

(b) Has delivered pay grade appropriate religious ministry, especially as it relates to provision, facilitation, care, and advisement, per reference (a);

(c) Has contributed to the common culture and has embraced the shared values of the Professional Naval Chaplaincy Community per reference (f); and,

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

(2) Submit recommendation letter, utilizing exhibit 3, to BUPERS-316 at least 30 days prior to the convening of the assigned career status board.

(3) As a supervisory chaplain, per references (a) and (f), discuss any items highlighted in the recommendation letter with the CHC Career Status Board eligible chaplain prior to submitting the recommendation letter to BUPERS-316.

e. BUPERS-316:

(1) Inform those chaplains, whose names will appear before the annual board, no later than 1 May of the following:

(a) Convening date of the board,

(a) Submission requirements, and

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

(2) Coordinate with OPNAV N0971 for verification of updated [DD 2088](#) for all chaplains being considered by the CHC Officer Career Status Board;

(3) Compile chaplain's letter of intent and recommendation letters from the CO, senior supervisory chaplain and supervisory chaplain for each chaplain being considered by the CHC Officer Career Status Board;

(4) Liaison with OPNAV N0971, PERS-4414, senior supervisory chaplains, or supervisory chaplains to obtain required items that were not received 30 days prior to the convening of the CHC Officer Career Status Board;

(5) No earlier than 9 days prior to the convening of the CHC Officer Career Status Board, notify OPNAV N0971 and PERS-4414 of all incomplete packages.

6. **Means of Submitting Correspondence**

a. E-mail Submission Guidelines. All correspondence to BUPERS-316 should be sent via e-mail pursuant to the timelines set forth in paragraph 5 above. BUPERS-316's contact information may be obtained at <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/Staff-Corps/Chaplain-Corps/>.

b. United States Postal Service (USPS) Mail Submission Guidelines. Alternatively, correspondence to BUPERS-316 may be mailed via USPS to the following address:

<b>Bureau of Naval Personnel (BUPERS 316)</b> <b>Chaplain Corps Officer Community Manager</b> <b>5720 Integrity Dr., Bldg. 453</b> <b>Millington, TN 38055</b>
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7. **Recommendation for Continued Service or Separation**

a. Continued Service. Recommendations for continued service must be accompanied by 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. Additional probationary officer continuation and redesignation board information and reference (e) may be obtained at <https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/POCR/>.

**Exhibit 1**  
(Use proper letter format)

[Date]

From: [Chaplain's rank and name], CHC, USN, [DoD ID # (10-digit)]  
To: Chief of Naval Personnel, Chaplain Corps Officer Community Manager  
(BUPERS-316)

Subj: INFORMATION FOR CONSIDERATION BY FISCAL YEAR-XX CHAPLAIN CORPS CAREER  
STATUS BOARD (BOARD #: XXXXXX)

Ref: (a) NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)

Encl: (1) Statement of Ecclesiastical Endorsement (DD Form 2088) (sep  
cover)  
(2) Commanding Officer's Letter of Recommendation (sep cover)  
(3) Senior Supervisory Chaplain's Letter of Recommendation (sep  
cover)  
(4) Supervisory Chaplain's Letter of Recommendation (sep  
cover)

1. Per reference (a), MILPERSMAN 1331-040, I respectfully request  
consideration for continued naval service beyond my initial 3 years of  
active duty and career status designation by the Fiscal Year-XX Chaplain  
Corps Career Status Board (board #: XXXXXX).

2. [Name of ecclesiastical endorsing agent] has submitted enclosure (1), my  
"extended active duty - indefinite" endorsement, to the Office of the Chief  
of Naval Operations Chief of Chaplains (N0971).

3. Enclosure (2) will be forwarded directly to you by [commanding officer's  
rank and name], who may be contacted at [commanding officer's e-mail  
address] or [commanding officer's telephone number].

4. Enclosure (3) will be forwarded directly to you by [senior supervisory  
chaplain's rank and name], who may be contacted at [senior supervisory  
chaplain's e-mail address] or [senior supervisory chaplain's telephone  
number].

5. Enclosure (4) will be forwarded directly to you by [supervisory  
chaplain's rank and name], who may be contacted at [supervisory chaplain's  
e-mail address] or [supervisory chaplain's telephone number].

6. I may be contacted at [government e-mail address] or [telephone number].

[Signature]  
F. M. LAST

**Exhibit 2**  
(Use proper letter format)

*Command Letter Head*

1331  
Code/Ser No  
[Date]

From: [Commanding officer, name of command]  
To: Chief of Naval Personnel, Chaplain Corps Officer Community Manager  
(BUPERS-316)

Subj: COMMANDING OFFICER'S LETTER OF RECOMMENDATION FOR [CHAPLAIN'S RANK  
AND NAME], CHC, USN

Ref: (a) NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)

1. Per reference (a), MILPERSMAN 1331-040, my specific observations and recommendations for the continued service of [chaplain's rank and name] are as follows:

a. Adaptation to Military Life. [Brief description of how effectively or ineffectively he or she has adapted to military life].

b. Demonstrated Skills. [Brief description of how he or she has demonstrated pay grade appropriate skills as a staff member].

c. Recommendation. [Specific recommendation for continued service based on professional performance and character. Further guidance for assessing the chaplain's professional comportment may be found in SECNAVINST 1730.7E].

2. I may be contacted at [government e-mail address] or [telephone number].

[Signature]  
F. M. LAST

Copy to:  
[Chaplain's rank and name]



**Exhibit 3**  
(Use proper letter format)

1331  
[Date]

From: [Senior supervisory chaplain's or supervisory chaplain's rank and Name], CHC, USN  
To: Chief of Naval Personnel, Chaplain Corps Officer Community Manager (BUPERS-316)

Subj: SENIOR SUPERVISORY CHAPLAIN'S (or SUPERVISORY CHAPLAIN'S) LETTER OF RECOMMENDATION FOR [CHAPLAIN'S RANK AND NAME], CHC, USN

Ref: (a) NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)

1. Per reference (a), MILPERSMAN 1331-040, my specific observations and recommendations for the continued service of [chaplain's rank and name] are as follows:

a. Adaptation to Military Life. [Brief description of his or her good faith effort to balance the tenets of his or her religious organization with the requirements for the military].

b. Demonstrated Skills. [Describe how he or she has delivered pay grade-appropriate religious ministry, especially as it relates to provision, facilitation, care, and advisement as described in SECNAVINST 1730.7E].

c. Professional Naval Chaplaincy. [Describe how he or she has contributed to the common culture and are embracing the shared values of the Professional Naval Chaplaincy Community as described in Chief of Chaplain instruction (COCINST) 5351.1].

d. Recommendation. [Specific recommendation for continued service based on professional performance and character. Further guidance for assessing the chaplain's professional comportment may be found in SECNAVINST 1730.7E and COCINST 5351.1].

2. I may be contacted at [government e-mail address] or [telephone number].

[Signature]  
F. M. LAST

Copy to:  
[Chaplain's rank and name]