

MILPERSMAN 1920-250

ADMINISTRATIVE SEPARATION OF NAVY CHAPLAIN CORPS OFFICERS UPON LOSS OF PROFESSIONAL QUALIFICATIONS

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References	(a) 10 U.S.C. 643 (b) DODD 1304.19 of 11 June 2004 (c) DODI 1304.28 of 11 June 2004 (d) SECNAV 1730.7B (e) SECNAVINST 1920.6C (f) OPNAVINST 1120.9 (g) COCINST 1110.1H (h) OPNAVINST 1210.5 (i) OPNAVINST 1811.3 (j) OPNAVINST 1820.1
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1. **Purpose.** To implement the provisions of references (a), (b), and (c) and establish policy and procedures for the administrative separation of a chaplain upon loss of professional qualifications.
2. **Policy.** A Chaplain Corps (CHC) officer whose ecclesiastical endorsement is withdrawn or expires, must reestablish professional qualification to serve as a chaplain, seek redesignation in another competitive category, or be separated from the Department of the Navy (DON).
3. **Responsibilities**
 - a. **Chief of Naval Personnel (CHNAVPERS)** shall process for administrative separation any CHC officer who loses ecclesiastical endorsement under the procedures set forth in this article.
 - b. **Chief of Navy Chaplains** shall
 - (1) notify CHNAVPERS when an ecclesiastical endorsing agent withdraws endorsement of a CHC officer, or a CHC officer otherwise loses endorsement.

(2) upon receipt of a new ecclesiastical endorsement, consider the chaplain's record and needs of the DON to determine whether or not to recertify a chaplain's professional qualification and recommend continuance.

c. **The chaplain** shall

(1) notify the Chief of Navy Chaplains, in writing, of any loss of endorsement.

(2) in any and every absence of a valid and current ecclesiastical endorsement, refrain from functioning as a chaplain (see reference (d)).

4. **Procedures**

a. **Initiation of Processing.** CHNAVPERS shall initiate administrative separation processing under this article when notified in writing by the Chief of Navy Chaplains that an ecclesiastical endorsing agency has withdrawn its endorsement, or a chaplain has otherwise lost ecclesiastical endorsement. Processing under this article is authorized only when loss of ecclesiastical endorsement is the sole cause for consideration for separation. When separation is appropriate for reasons other than the loss of ecclesiastical endorsement, processing under this article is not authorized except under unusual circumstances when recommended by CHNAVPERS and authorized by the Secretary of the Navy (SECNAV). Separation for reasons other than removal of ecclesiastical endorsement will be processed under reference (e).

b. **Notification.** When administrative separation processing under this instruction is initiated, CHNAVPERS shall notify the individual chaplain in writing that

(1) the chaplain's ecclesiastical endorsement has been withdrawn.

(2) the chaplain has a right to consult with military counsel or with civilian counsel (obtained at no expense to the government), and authorization to submit statements in response to the notice.

(3) The chaplain may exercise one of the following options:

(a) Obtain another valid ecclesiastical endorsement within 60 days of notification of withdrawal per references (f) and (g). CHNAVPERS may grant an extension upon reasonable justification.

(b) Apply for reappointment in a competitive category other than the CHC under references (a), (b), (f), and (g) with the understanding that the officer shall be discharged voluntarily as a chaplain on one day and appointed in a non-chaplain capacity on the next day.

(c) Apply for voluntary retirement, if eligible, under references (h), (i), or (j).

(d) Tender a voluntary resignation under reference (c).

(4) If the chaplain takes no action or fails to obtain either a new ecclesiastical endorsement or reappointment as a non-chaplain officer, the chaplain shall be separated with an appropriate discharge per instructions issued by CHNAVPERS.

c. **Response.** The chaplain shall have 10 working days if on the Active Duty List, or 30 calendar days if in the Reserve Component, to respond, in writing, to the notification of the withdrawal of ecclesiastical endorsement. CHNAVPERS may grant an extension to the officer if a request is submitted in a timely manner and demonstrates reasonable justification. If the chaplain states intent to consult with military or civilian counsel, CHNAVPERS shall notify the chaplain promptly, in writing, of the date and manner by which such request must be submitted. Failure by the chaplain to respond to this notification is sufficient reason to complete processing for separation under the provisions of para. 4d, below.

d. **Action by SECNAV.** SECNAV may take action as provided in reference (b):

(1) Continue the CHC officer's service upon receipt of a new ecclesiastical endorsement, certification of professional qualifications by the Chief of Navy Chaplains, and recommendation by CHNAVPERS.

(2) Approve the voluntary retirement of an eligible applicant.

(3) Accept a voluntary resignation, if tendered, and separate the officer.

(4) Reappoint an officer in a competitive category other than the CHC upon recommendation by CHNAVPERS.

(5) Involuntarily separate the officer with an appropriate discharge by reason of loss of professional qualifications if the actions in paras. 4d(1)-4d(4) are not requested or approved.