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*AR 601-116

ARMY REGULATION
No. 601-116

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 8 August 1968

**PERSONNEL PROCUREMENT
CHIEF OF CHAPLAINS' EXCESS LEAVE PROGRAM**

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1. Purpose. This program permits those commissioned officers of the Regular Army who are graduates of the United States Military Academy or are distinguished military graduates of ROTC to enter into a period of study on excess leave to obtain a theological education. This training would be accomplished without pay and allowances, with a view to obtaining appointment in the Chaplains Branch, Regular Army. This appointment would be dependent upon the attainment of a Bachelor of Divinity degree or equivalent theological degree, the granting of an ecclesiastical indorsement, and the availability of a vacancy in the individual's denominational quota.

2. Eligibility requirements. *a.* Regular Army commissioned officers meeting the qualification in paragraph 1 must—

(1) Have graduated from an accredited college or university with a baccalaureate degree or equivalent.

(2) Have fulfilled their obligated service and have not more than 4 years actual or constructive commissioned service as of the beginning of the academic year for which application is made. Graduates of the U.S. Military Academy may enter this program upon the completion of 3 years of obligatory requirement. Exceptions to the above criteria in unusual circumstances may be granted upon approval by Headquarters, Department of the Army.

(3) Not be serving in a grade higher than that of captain when transferred to the Chaplains Branch, Regular Army.

b. All applicants must have a written assurance of being acceptable to recognized theological schools or graduate schools granting degrees in subjects recognized as qualification for ordination in their denomination.

c. Under no circumstances will the Army approve an application if the elapsed time for action listed in paragraph 1 is in excess of 5 years. This is to include the time necessary to attain the Bachelor of Divinity degree or equivalent theological degree and any time required by the denomination for practical church experience to qualify for ecclesiastical indorsement.

d. The applicant must have ecclesiastical approval from his recognized denomination indorsing agency.

3. Procedure. Regular Army commissioned officers desiring consideration under this program will initiate a request for excess leave in accordance with this regulation and paragraph 9, AR 614-100. Application will be submitted on DA Form 2496 (Disposition Form) through command channels, to the Chief of Personnel Operations, ATTN: (appropriate career branch), Department of the Army, Washington, D.C. 20310, with the following:

a. Transcript of the record of all education obtained at college level or higher.

b. Statement of any theological study completed in both civilian and military life.

c. If on foreign service, date of expected return to the United States.

d. Reasons for requesting excess leave.

*This regulation supersedes AR 601-116, 8 January 1965.

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e. A statement from the appropriate school official (Registrar, Dean of Admissions or other such official) that the applicant has been accepted for enrollment commencing with a specific school term. The statement will include the period of time required to complete the course for the Bachelor of Divinity or equivalent degree.

f. Length of time required to complete any civilian internship required by the sponsoring denomination.

g. Ecclesiastical approval from the applicant's recognized denominational indorsing agency.

h. Two recent photographs, head and shoulders type, 3 by 5 inches, with name and current service number on the reverse.

i. A statement as follows:

In consideration of being allowed to complete my theological education, I agree that, upon its successful completion, I will accept an appointment in the Chaplains Branch, Regular Army, if tendered, and thereafter to serve on active duty for a period of at least 3 years plus 6 months for each year of excess leave or major portion thereof. I understand that my excess leave status will be terminated if I am unable to enter the theological school or if I fail to maintain favorable grades or abandon the study of theology, and that in any event, periods spent in excess leave status are not considered in the satisfaction of any service obligation I have by reason of my initial Regular Army appointment.

4. Assignments. *a.* Assignments during the period officer is attending theological school and while awaiting appointment in the Chaplains Branch, Regular Army, will be as directed by Headquarters, Department of the Army. On-the-job training with chaplain activities will be provided when school is not in session.

b. All orders assigning officers to organizations will state specifically the purpose of the assignment. Similar statements will be incorporated into orders reassigning such applicants to another organization if reassignment becomes necessary.

c. Officers participating in this program will be detailed to the Adjutant General's Corps.

5. Action by major commanders. *a.* All major commanders are responsible for the implementation of this program.

b. Upon receipt of notification from Headquarters, Department of the Army, that applicant has been tentatively selected for appointment in the Chaplains Branch, U.S. Army, and has been granted excess leave to attend theological school,

the major commander having jurisdiction over the applicant will detail the applicant to the Adjutant General's Corps and will assign applicant to a military installation nearest the school of attendance as directed by Headquarters, Department of the Army.

c. The files of applicants for whom jurisdiction is transferred will be referred expeditiously by the losing major commander to the gaining major commander. Letter of transmittal will contain a summary of processing actions completed and any instructions from Headquarters, Department of the Army, as to further processing of applicant.

d. A copy of each order will be furnished the Chief of Chaplains, Department of the Army, Washington, D.C. 20315.

6. Academic report. An official school report of grades received by each officer will be submitted each semester, or quarter as applicable. It is the responsibility of each officer participating in this program to insure that this report is submitted direct to the Chief of Chaplains, ATTN: Director of Personnel and Ecclesiastical Relations, Department of the Army, Washington, D.C. 20315. The report will be dispatched at the earliest possible date. Upon graduation, a consolidated transcript of all theological work, with notation on same that the Bachelor of Divinity or equivalent degree has been conferred will also be forwarded without delay. (Such transcript, if possible, should show the class standing of the student.)

7. Appointment in the Chaplains Branch, Regular Army. Final appointment in the Chaplains Branch will be made after the officer graduates from theological school, is ordained, received ecclesiastical indorsement from his denomination for Regular Army, and a vacancy in his denominational quota is available. Individuals originally appointed in a basic branch of the Regular Army who are appointed in the Chaplains Branch will be credited with the promotion list service held by them on the day preceding their transfer.

8. Direct communication. Officers who contemplate applying for this program and those hereafter selected are authorized to correspond informally and direct with the Chief of Chaplains, ATTN: Director of Personnel and Ecclesiastical Relations, Department of the Army, Washington, D.C. 20315.

9. **Publicity.** The provisions of this regulation will be given the widest possible publicity among United States Military Academy cadets. ROTC

students, and Regular Army officers completing obligatory service tours incurred attending the aforementioned institutions.

The proponent agency of this regulation is the Office of the Chief of Chaplains. Users are invited to send comments and suggested improvements to Chief of Chaplains, ATTN: CHC, Department of the Army, Washington, D.C. 20315.

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

W. C. WESTMORELAND,
General, United States Army,
Chief of Staff.

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