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ARMY REGULATION
No. 601-126

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 15 April 1968

PERSONNEL PROCUREMENT

APPOINTMENT OF CHAPLAINS IN THE REGULAR ARMY

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Section I. GENERAL

1. Purpose. This regulation sets forth the statutory authority, general policy, eligibility requirements, and administrative procedures for the appointment of Chaplains, Regular Army. This program permits the selection of the best qualified and most outstanding officers who have demonstrated their capabilities in an active capacity, and provides for a gradual intake of those individuals possessing certain necessary service credit to maintain the balanced promotion structure, subject to the limitations imposed by statute.

2. Statutory Authority. The statutory authority

for and provisions relating to the appointment of Chaplains, Regular Army, are contained in title 10, United States Code, sections 3283-3288 and 3293.

3. Responsibility. The major commander within whose geographical area an applicant is assigned is responsible for the administrative procedures contained herein. *Exception:* The nearest commander is responsible for the administrative actions for those individuals who are not under the jurisdiction of a specific command.

Section II. ELIGIBILITY REQUIREMENTS

4. General. Applicant must meet the general eligibility requirements outlined in paragraph 4a through g and l, AR 601-100, in addition to those prescribed herein.

5. AGE AND SPECIAL ELIGIBILITY REQUIREMENTS. a. *Age.* Applicant must have reached his 21st birthday, but not his 34th birthday on date of appointment. The latter date may be increased by the number of years, months, and days of active Federal commissioned service per-

formed in the Army after attaining the age of 21 years and subsequent to 6 December 1941, and one of the following if applicable:

(1) If he was a commissioned officer on active duty on 20 July 1956, a period of not more than 8 years, computed by—

(a) Taking the period of commissioned service that may be credited to him in computing his basic pay, but not more than the period computed by subtracting 27 years from his age on the date of his appointment; and

*This regulation supersedes AR 601-126, 13 January 1958, including C 3; and DA message 341408, 27 November 1967.

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(b) Subtracting the period of active commissioned service in the Army that he performed after 6 December 1941, after becoming 21 years of age, and before his appointment, but not more than the difference in age computed under (a) above.

(2) The number of days, months, and years by which the appointee's age exceeds 27 years, but not more than 2 years. No person may be appointed a Regular Army officer under this regulation if his age is above that which would permit him to complete 20 years of active commissioned service before he attains his 55th birthday.

b. *Active duty.* Applicant must be on active duty as a commissioned officer in the Army.

c. *Education.* Applicant must possess consolidated transcripts showing that he has completed a minimum of—

(1) 120 semester hours of undergraduate credits from a college or university accredited by one of the six regional accrediting associations shown in the Educational Directory, Part 3:

Higher Education, published by the U.S. Department of Health, Education and Welfare.

(2) 90 semester hours graduate credits or an appropriate graduate theological degree from a theological school accepted as a member of the American Association of Theological Schools, or from a graduate school which is a component part of a college or university accredited by an appropriate regional accrediting agency.

d. *Ecclesiastical indorsement.* Applicant must present an ecclesiastical indorsement from the authorized indorsing agency of his denomination showing that he is approved and recommended for appointment in the Regular Army. This statement may be forwarded direct to the Chief of Chaplains, Department of the Army, Washington, D.C. 20315, by the denominational indorsing agency.

6. *Medical requirements.* Applicants must meet the standards of medical fitness prescribed in chapter 2, AR 40-501. The scope of the examination and the forms required are listed in chapter 10 and appendix IX, AR 40-501.

Section III. PROCESSING

7. *Application.* a. *Form.* DA Form 61 (Application for Appointment) will be used. Forms may be obtained at Army installations. Applications will be unclassified. Any information which requires a CONFIDENTIAL or higher classification will be the subject of separate correspondence, with a reference to the application and will be sent to The Adjutant General, ATTN: AGPB-OR, Department of the Army, Washington, D.C. 20315. *Exception:* Chaplains who have served on active duty in the Army in a commissioned status for 5 or more years may apply by letter through channels in the format prescribed in figure 1. Documents listed in column 2, table 1, will be submitted with the letter application. Appearance before an evaluation board is not required. Appointments are subject to medical qualification and security clearance.

b. *When submitted.* Applications from individuals who meet the eligibility requirements may be submitted at any time.

c. *Service agreement.* The service agreement of the applicant, to include date of expiration, will be included in the remarks section, item 32, of the application.

d. *Accompanying forms.* See table 1.

e. *Forwarding.* Applications will be forwarded through command channels to the major commander concerned. Forwarding indorsements will indicate recommended approval or disapproval with the reasons therefor.

f. *Reapplication.* Chaplains on active duty who have previously applied for a Regular Army appointment under this regulation but were not selected, may reapply by letter in the format prescribed in figure 1. If the officer has served on active duty in the Army in a commissioned status for 5 or more years, documents listed in column 2, table 1, will be submitted with the letter application. For those officers who have served less than 5 years on active duty in the Army in a commissioned status, appearance before an evaluation board is required and documents listed in column 1, table 1 (less DA Form 61 and photograph) will be submitted with the letter application.

(1) Applications will not be honored from any individual who is currently under consideration under any other Regular Army procurement program.

(2) An applicant who has failed of selection under the provisions of this regulation may re-apply not earlier than 1 year after the date of non-selection notice, provided all eligibility requirements are met at time of latest application. (Failure to meet eligibility criteria is not considered as having failed of selection, and those previously having been disqualified administratively, but who are now eligible under this regulation are not restricted to the 1-year waiting period.) The required waiting period will permit the nonselected applicant for Regular Army an interval of time during which he can improve his potential value to the Regular Army by improving his manner of performance of duty, etc.

(3) Waivers of the 1-year waiting period may be effected by Headquarters, Department of the Army for cogent reasons. Request for waiver with reasons therefor will accompany the application file.

g. Social Security account number. Applicant will indicate his Social Security account number (SSAN) under Item 3a of DA Form 61 (Application for Appointment). When application is by letter (fig. 1), the SSAN will be entered beneath the typed or printed name following the signature. This number will be assigned for identification of the individual, therefore, correctness is of primary importance.

8. Action by major commanders. *a. Eligibility.* Major commanders will examine each application, upon receipt, to insure that the applicant meets the general eligibility requirements. Applications received from ineligible individuals will be returned with reason(s) therefor.

b. National Agency Check.

(1) Each application forwarded to The Adjutant General will contain a statement within the indorsement by the forwarding office to the effect that a National Agency Check has been initiated or completed for the applicant. Statement of completion will be as follows:

A review of the files available to this office reveals that a (favorable National Agency Check or favorable Background Investigation which included a National Agency Check) as defined in AR 381-130 regarding _____
(Name)
 _____, _____, was completed on _____,
(SN) (Date)
 by _____
(Agency)

If National Agency Check is being initiated, or has been initiated but not completed, statement will be as follows:

A National Agency Check as defined in AR 381-130 regarding _____, _____, was initiated on _____
(Name) (SN) (Date)

(2) The major commander will take appropriate action in accordance with AR 381-130 to initiate National Agency Check, when required, and upon completion will forward a statement of completion of National Agency Check to The Adjutant General, ATTN: AGPB-OR, Department of the Army, Washington, D.C. 20315. This statement will be in the same format as that prescribed in (1) above, and is in addition to statement of initiation. It will be unclassified whenever possible. Responsibility for expediting National Agency Check rests with the commanders concerned. A pending National Agency Check will not be cause for delay in processing an application.

(3) If at time of the initiation of application, a previous favorable National Agency Check or Background Investigation has been completed another National Agency Check will not be initiated provided that—

(a) Investigation meets the scope set forth in AR 381-130.

(b) Applicant is currently on active duty with the military establishment or has had no break in service in excess of 12 consecutive months.

c. Evaluation Board. The provisions of AR 15-6 do not apply to boards of officers appointed in accordance with this regulation.

(1) *Board of officers.* For the purpose of evaluating individuals applying under the provisions of this regulation Army commanders will appoint or direct the appointment of the minimum number of boards necessary to accommodate all applicants within or near the geographical area. Each evaluation board will consist of at least three Regular Army officers of field grade. All members of the evaluation board must be senior in grade to the applicant or his potential grade in the Regular Army. At least one member of the board will be a Regular Army chaplain. If a field grade chaplain is not available, a company grade chaplain may be substituted. Three officers will constitute a quorum.

(2) Processing.

(a) The duties of the evaluation board will be as prescribed by the appointing authority and will include, but are not limited to, supervising the administering of required test, recording findings on appropriate forms; and insuring completeness of the application file (table 1). In no case will the board be given access to or be allowed to examine the application or allied papers of the individual before completing the interview form prescribed for this program.

(b) Evaluation board actions will be completed as soon as possible. Application and allied papers will be forwarded to the appropriate major commander.

(3) *Travel.* When travel is involved, the president of a board will request the appropriate commander under whose jurisdiction the applicant is stationed to issue the necessary orders to provide for his appearance, specifying the date upon which he should arrive.

d. Test scoring. The scoring of all tests will be accomplished as soon as possible by the appropriate major commander.

e. Transfer of applicants' files. Files of applicants for whom jurisdiction is transferred prior to appearance before the board of officers 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 The Adjutant General as to further processing of applicant. A copy of the transmittal letter will be forwarded to The Adjutant General, ATTN: AGPB-OR, Department of the Army, Washington, D.C. 20315.

f. Informal evaluation report. The major command chaplain will submit an informal evaluation report direct to the Chief of Chaplains. The report will include appropriate recommendations relative to the applicant to include the degree of demonstrated aptitude for the military service and of the possession of personal attributes considered requisite to a successful career as a Regular Army chaplain.

g. Completed application file. The completed application file will be assembled in the order indicated in table 1 and forwarded to The Adjutant General, ATTN: AGPB-OR, Department of the Army, Washington, D.C. 20315.

9. Action within Headquarters, Department of the Army. *a.* Upon receipt of Regular Army application file, The Adjutant General will review the case to determine statutory and administrative eligibility.

b. The Adjutant General will then forward the application and allied papers of each qualified applicant to the Chief of Chaplains for recommendation as to appointment or nonappointment. Recommendation for nonappointment will include reasons therefor. All cases will be returned promptly to The Adjutant General, ATTN: AGPB-OR, and those applicants not recommended for appointment will be notified. Applicants whose selection or rejection has been deferred pending receipt of additional data will be promptly informed by The Adjutant General.

c. The Adjutant General will transmit names of applicants recommended for appointment to the Secretary of the Army for action to effect appointment, and will issue necessary instructions through commanders of major commands concerned to consummate such appointments.

Section IV. APPOINTMENT CRITERIA

10. Service credit. Each appointee will, at time of appointment, be credited with an amount of service equivalent to the total period of active Federal service performed after attaining the age of 21 years, as a commissioned officer in the Army subsequent to 6 December 1941 and prior to appointment in the Regular Army. In addition, each appointee will be given 3 years service credit for professional training, upon appointment as a Chaplain, Regular Army, provided, however, that

if the constructive credit authorized in paragraph 5a(1) or (2) is credited to establish eligibility, the 3-year period will not be credited, but the period authorized by paragraph 5a(1) or (2), whichever is used to establish eligibility, will be credited instead.

11. Grade determination. The grade of individuals appointed under this regulation will be based on the service credited an appointee. The permanent grade will be that held by the junior officer

on the applicable promotion list (who is not a deferred officer or an officer considered but not selected for promotion under Section 518 of the Officer Personnel Act of 1947) having the same or next longer service, and the name of an officer so

appointed will be placed on that list immediately below such officer.

12. **Consummation of appointment.** Appointment will be consummated in accordance with AR 601-105.

(Place)

(Date)

SUBJECT: Application for Commission in the Regular Army

THRU: (Military Channels)

TO: The Adjutant General
ATTN: AGPB-OR
Department of the Army
Washington, D.C. 20315

1. I hereby make application for appointment in the Regular Army under the provisions of AR 601-126.

2. My permanent home address is: _____

My military address is: _____

3. (In this paragraph mention all civil and military offenses with final disposition of case—regardless of whether previously mentioned on any application for appointment.)

4. (In this paragraph mention any information that you feel may help to justify your appointment.)

(Signature)

(First, Middle, Last Name)
Printed or typed

(Social Security Account Number
and Current Service Number)

Figure 1. Application Letter.

Table 1. Required Documents.

These are the documents required to process an appointment as Chaplain in the Regular Army and the number of copies to be sent to TAGO, ATTN: AGPB-OR, Department of the Army. Keep additional copies at a minimum. Of the testing material send only the form shown in parentheses after the title of the test package. See DA Pam 310-8 for the component parts of each test package and the basis for ordering. Requisition forms through publications supply channels.

Item	Number of copies	
	1	2
1. Application for Appointment (DA Form 61).....	1	-----
2. Photograph (recent, head-and-shoulders type, approximately 4" x 5").....	1	-----
3. Documentary evidence of birth or statement of citizenship (see para 4a, AR 601-100).....	• 1	• 1
4. Transcript of all accumulated college and seminary credits.....	1	1
5. Conscientious objector affidavit.....	• 1	• 1
6. National Agency Check (Statement of initiation).....	1	1
7. National Agency Check and/or Statement of favorable completion.....	1	1
8. Report of Medical Examination (SF 88).....	• 1	• 1
9. Report of Medical History (SF 89).....	• 1	• 1
10. Interview Blank, Form 4 (DA Form 6217), and Work Sheet D (DA Form 6217-1).....	3	-----
Board Rating and Recommendation Form 4.....	1	-----
11. Biographical Information Blank, Form F (Answer Sheet, DA Form 6211-1).....	1	-----

- If not of record in Department of Army Personnel Record.
- See paragraph 4c, AR 601-100.
- Forward only when so directed by Headquarters, Department of the Army, Washington, D.C. 20315.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements to The Adjutant General, ATTN: AGPB, Department of the Army, Washington, D.C. 20315.

By Order of the Secretary of the Army:

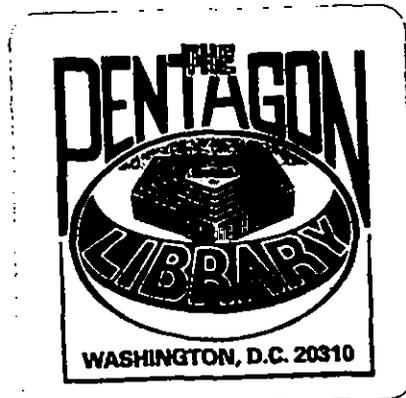
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