



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

COCINST 1521.1D  
N097

DEC 26 2019

CHIEF OF CHAPLAINS INSTRUCTION 1521.1D

From: Chief of Chaplains

Subj: CHAPLAIN CORPS ADVANCED EDUCATION PROGRAM

Ref: (a) DODI 1304.28  
(b) OPNAVINST 1520.42A  
(c) OPNAVINST 1520.23C  
(d) NAVPERS 15839I  
(e) OPNAVINST 1000.16L, Section 803  
(f) NPSINST 1520.1K  
(g) SECNAVINST 1730.7E  
(h) MILPERSMAN 1301-902  
(i) SECNAVINST 3900.39E

Encl: (1) Chaplain Corps Sponsored Subspecialty Codes and Curricula  
(2) Civilian Institutions for the Chaplain Corps Advanced Education Program  
(3) Military Service Colleges and Schools for the Chaplain Corps Advanced Education Program  
(4) Pastoral Care Residencies for the Chaplain Corps Advanced Education Program  
(5) Nomination Letter Template  
(6) Chaplain Corps Advanced Education Programs Timeline

1. Purpose. To provide policy for the Chaplain Corps (CHC) Advanced Education Program (AEP). This program supports graduate study, clinical residency, and fellowships for Active Component (AC) chaplains.

2. Cancellation. COCINST 1521.1C

3. Applicability. This instruction applies to all AC Navy chaplains.

4. Background

a. The CHC AEP raises the level of Navy chaplain professional competency beyond the minimum professional and educational qualifications required in reference (a). Additionally, the CHC AEP provides knowledge, skills, and abilities that complement training and education conducted through the Naval Chaplaincy School and Center (NCSC).

b. The CHC AEP allows the CHC to maintain cutting-edge knowledge and identify emerging methods and trends in chaplaincy and related fields, contributing to the enhancement

of Professional Naval Chaplaincy (PNC), and is an investment in the future capabilities of the CHC in accordance with reference (b). The CHC AEP also prepares individual chaplains for specialized billets throughout the Department of the Navy.

c. The CHC AEP consist of graduate programs at civilian educational institutions (CIVINS), graduate level programs at military service colleges and schools (MSCS), pastoral care residencies (PCR), and fellowships at civilian institutions (CIVFEL). Normally, CIVINS, MSCS and PCR programs are offered annually. CIVFEL programs are offered as necessary and announced via a Chief of Chaplains' (CoC) letter to the CHC.

d. Chaplains completing a CIVINS or PCR program receive subspecialty codes in accordance with reference (c), and as authorized by references (d) and (e). Enclosure (1) describes CHC sponsored subspecialty codes. Enclosure (2) is a list of civilian institutions approved for CIVINS. Chaplains may request to attend a civilian institution not listed in enclosure (2) in accordance with reference (f).

e. Chaplains completing a MSCS program will receive a subspecialty code and additional qualification designator (AQD) in accordance with reference (c), and as authorized by references (d) and (e). Enclosure (3) is a list of military service colleges and schools.

f. Chaplains completing a CIVFEL program may be eligible for a subspecialty code or AQD.

## 5. Responsibilities

### a. CoC

(1) Serves as Major Area Sponsor for CIVINS and PCR programs in accordance with references (c) and (d).

(2) In accordance with reference (g), directs CHC training including the operation of the NCSC, professional development training, and professional development in both PNC and the delivery of religious ministry.

(3) Provides policy, oversight, and coordination of the CHC AEP,

(4) Appoints one member of the Professional Naval Chaplaincy Executive Board (PNCEB) to the CHC AEP selection committee,

(5) Approves chaplains for participation in the CHC AEP,

(6) Assigns CHC AEP selected chaplains in CIVINS and PCR programs to the appropriate COI for guidance and monitoring of thesis or project development.

(7) Assigns CHC AEP selected chaplains in MSCS programs to a senior supervisory chaplain for guidance and monitoring of thesis or project development from the following:

- (a) US Fleet Forces.
- (b) US Pacific Fleet.
- (c) Marine Forces Pacific.
- (d) Marine Forces Command.
- (e) Navy chaplains assigned to a Combatant Command.

(8) Approves the slating of chaplains for utilization tours.

b. CHC AEP Selection Committee

- (1) Assesses all eligible candidates.
- (2) Recommend candidates for the CHC AEP.

c. NCSC

- (1) Manages the CHC AEP on behalf of the CoC.
- (2) Makes program appraisal information available.
- (3) Provides support to all stakeholders, applicants, and students.

d. In accordance with reference (c), the following are appointed as Navy Subspecialty System subject matter experts for their respective programs:

<u>Program</u>	<u>Subject Matter Expert</u>
CIVINS/CIVFEL	Director, NCSC
MSCS	Director, NCSC
PCR	Chaplain of Navy Medicine

6. Eligibility. All applicants for the CHC AEP must be in the AC and must be able to complete a utilization tour without waiver following completion of the program. Additional eligibility criteria are:

a. CIVINS

- (1) Chaplains selected to or at the rank of lieutenant commander or senior are eligible.
- (2) Chaplains who have previously completed a CIVINS program require a waiver from the CIVINS CHC AEP reviewer and the CoC to be eligible for selection to a CIVINS program.

b. MSCS

(1) Chaplains selected to or at the rank of lieutenant commander at the time of application are eligible for the command and staff colleges and schools.

(2) Chaplains selected to or at the rank of commander or senior at the time of application are eligible for senior service colleges and schools. All applicants must have completed Joint Professional Military Education Phase I (JPME-1) prior to applying.

(3) Chaplains who have previously completed another program of the CHC AEP and meet the above criteria do not require a waiver for MSCS programs.

c. PCR

(1) Chaplains at the rank of lieutenant, lieutenant commander, and commander are eligible.

(2) Chaplains who have previously completed another program of the CHC AEP or have the equivalent of four units of clinical pastoral education must receive a waiver from the PCR CHC AEP reviewer and the CoC to be eligible for this program.

d. CIVFEL

(1) Chaplains at the ranks of commander or captain are eligible.

(2) Chaplains who have previously completed another program of the CHC AEP remain eligible for CIVFEL programs and do not require a waiver.

(3) CIVFEL programs typically require a doctoral degree as a prerequisite for admission.

7. Application Process

a. The CHC AEP selection committee will only consider complete packages. Application packages must include:

(1) A nomination letter in accordance with enclosure (4), addressed to Director, NCSC. The letter will:

(a) Include recommendation letters from the applicant's commanding officer (CO) and Echelon II chaplain or Chaplain of the Coast Guard in the case of chaplains assigned to the Coast Guard. The CO's letter will be attached to the applicant's request for recommendation to the Ech II chaplain.

(b) Provide up to three of the applicant's preferred choices for quotas from CIVINS, PCR, and MSCS,

(c) Acknowledge that the applicant's utilization tour will be assigned based on the program in which they have participated, and

(d) State the applicant's agreement to complete work assigned to them by the Chief of Chaplains and the associated Community of Interest, or assigned senior supervisory chaplain as part of their program.

(2) The last three observed Fitness Reports.

(3) Copies of all official transcripts of graduate education.

(4) Copy of official certificate of completion of JPME-1 for those applying for a MSCS senior course.

b. Chaplains serving in joint duty assignments, foreign exchange programs, or another assignment not included above, must contact NCSC for their application's proper routing.

c. Applicants must submit packages to the NCSC by 15 April for programs beginning the next calendar year in accordance with Enclosure (5).

8. Selection Process

a. The CHC advanced education programs selection committee is comprised of:

(1) Director, NCSC as the committee chair

(2) Executive Assistant to the CoC,

(3) Deputy Chaplain of the Marine Corps,

(4) N0971

(5) N0973

(6) N0975

(7) One PNCEB member appointed by the CoC

(8) PERS-4414

b. The CHC AEP selection committee will:

(1) Meet no later than 1 June, annually, to recommend chaplains for selection to CHC advanced education programs.

(2) Recommend applicants based on the following factors:

- (a) Needs of the CHC and the Navy,
- (b) Academic capability of the applicant,
- (c) Outstanding professional performance of the applicant, and
- (d) The professional development of the individual.

(3) Submit recommendations to the CoC for final decision.

- d. PERS-4414 notifies applicants of decision.
- e. PERS-4414 details selected applicants in accordance with reference (h).

9. Preparation of Academic Work. "Academic work," as used in this instruction, refers to writing containing information or research on a topic that affects CHC practice; to include, but not limited to, book reviews, case presentations, essays, or theses. Such academic work must be suitable for publication in a journal related to the subject matter of the academic study such as the Journal of Pastoral Care, or a journal affiliated with an accredited seminary and adhere to CHC publishing guidance.

a. Chaplains selected for the CHC AEP will author original academic work contributing to ongoing developments within the CHC, as directed by the CoC.

b. CHC AEP students will consult the COI related to their academic course of instruction, or the senior supervisory chaplain assigned to them by the CoC, for direction on specialized projects coordinated with domain leaders and the CoC. The CoC may directly task CHC AEP student with projects. Students and COIs will be notified of such tasking prior to the student's start of studies for their assigned program. Students will notify their academic advisors of any additional tasking for potential alignment with school requirements.

c. Students will submit their academic work to the NCSC no later than their scheduled graduation date from the CHC AEP. Director, NCSC in consultation with COI Directors or the assigned senior supervisory chaplain will monitor the academic work requirements and progress.

d. Students may request to delay submission of their academic work to NCSC by requesting and extension in writing to the CoC via the COI or the assigned senior supervisory chaplain and Director, NCSC.

e. Students intending to survey military personnel or conduct research on human subjects as part of their research will consult NCSC and the appropriate COI or assigned senior supervisory chaplain to ensure they meet the requirements of the DON Human Research Protection Program in accordance with reference (i). Students will comply with CHC publishing guidance.

10. Utilization Tour. PERS-4414, in consultation with the CoC, will detail CHC AEP students to billets coded for the earned subspecialty subject to billet availability.

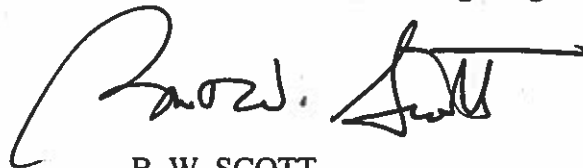
11. Needs of the Naval Service. The CoC may determine a need of the naval service requiring the assignment of a chaplain to the CHC AEP who has not applied for a program, has not been nominated for a program, or has not been selected by the CHC AEP Selection Committee. The CoC will coordinate this decision with the appropriate program reviewer, NCSC, and PERS-4414.

## 12. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

13. Review and Effective Date. Per OPNAVINST 5215.17A, N097 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



B. W. SCOTT  
Rear Admiral, CHC, U.S. Navy  
Chief of Chaplains

### Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>

**CHAPLAIN CORPS SPONSORED  
SUBSPECIALTY CODES AND CURRICULA**

<u>Subspecialty Code</u>	<u>Curriculum Number</u>	<u>Subspecialty Field Descriptions</u>
1430	973	<u>Religion in Culture</u> – religion and statecraft (cross-cultural communications, conflict resolution and reconciliation); religion and emerging cultural/institutional values; comparative study of religions; religion and cultural anthropology.
1440	974	<u>Pastoral Counseling</u> – pastoral counseling with families and single personnel; hospital/ clinical settings; substance abuse; single parents; grief and crisis; personality development; developmental theory.
1450	975	<u>Ethics</u> – Classical theories of moral reasoning and ethical decision-making; ethical implications of religion in matters of statecraft; healthcare ethics; just-war theory; moral theology; character/values development; institutional values and systemic/cultural change; technology and ethics.



**CIVILIAN INSTITUTIONS  
FOR THE CHAPLAIN CORPS ADVANCED EDUCATION PROGRAM**

Religion in Culture (Subspecialty 1430)

Emory University (Atlanta, GA)  
George Mason University (Fairfax, VA)

Pastoral Counseling (Subspecialty 1440)

Duke University (Durham, NC)  
Princeton Theological Seminary (Princeton, NJ)  
Trinity Evangelical Divinity School (Deerfield, IL)  
University of San Diego (San Diego, CA)

Ethics (Subspecialty 1450)

Boston University (Boston, MA)  
Duke University (Durham, NC)  
Emory University (Atlanta, GA)  
George Mason University (Fairfax, VA)  
Princeton Theological Seminary (Princeton, NJ)

**MILITARY SERVICE COLLEGES AND SCHOOLS  
FOR THE CHAPLAIN CORPS ADVANCED EDUCATION PROGRAM**

Marine Corps University (MCU)

Command and Staff College (Intermediate Course for LCDRs)

Naval War College (NWC)

College of Naval Warfare (Senior Course for CDRs and CAPTs)

College of Command and Staff (Intermediate Course for LCDRs)

**PASTORAL CARE RESIDENCIES  
FOR THE CHAPLAIN CORPS ADVANCED EDUCATION PROGRAM**

Naval Medical Center Portsmouth VA (LT, LCDR, CDR)

Naval Medical Center San Diego CA (LT, LCDR, CDR)

**NOMINATION LETTER TEMPLATE**

1521  
[Date]

From: (Applicant's rank and name), CHC, USN  
To: Director, Naval Chaplains School and Center

Subj: APPLICATION FOR FYXX CHAPLAIN CORPS ADVANCED EDUCATION  
PROGRAM

Ref: (a) COCINST 1521.1D

Encl: (1) Commanding Officer's Recommendation  
(2) [Senior chaplain's recommendation as defined in paragraph 7.a.(1) of this instruction]

1. In accordance with reference (a), I respectfully request consideration for the following programs, ranked in order of preference:

a. Choice 1: [Insert CIVINS 1430, CIVINS 1440, CIVINS 1450, PCR, MSCS NWC Senior Course, MSCS NWC Intermediate Course, or MSCS MCU Intermediate Course.]

b. Choice 2: [Insert CIVINS 1430, CIVINS 1440, CIVINS 1450, PCR, MSCS NWC Senior Course, MSCS Intermediate Course, MSCS MCU Intermediate Course, or not applicable.]

c. Choice 3: [Insert CIVINS 1430, CIVINS 1440, CIVINS 1450, PCR, MSCS NWC Senior Course, MSCS NWC Intermediate Course, MSCS MCU Intermediate Course, or not applicable.]

2. [State here the reasons why you desire to be considered for these programs and what you can contribute to the naval service and Chaplain Corps with the education you would receive.]

3. My projected rotation date is: [Insert your PRD.]

4. My contact information is [Insert your contact information, including telephone number, e-mail address, and postal address.]

5. I agree to execute orders in support of a utilization tour following the completion of the program for which I am selected and assigned.

6. I agree to complete research and writing projects related to the program for which I am selected and assigned in accordance with reference (a).

[Sign your name]  
F. M. LAST

Enclosure (5)

**CHAPLAIN CORPS  
ADVANCED EDUCATION PROGRAM TIMELINE**

Approximate months prior to program commencing	Approximate months prior to graduation and PCS	Window or Deadline	Responsible Agent(s)	Action
19	29	Jan	NCSC	Solicitation of applications. Deadline for submission is 15 April.
19-17	29-27	Jan-Mar	Senior Supervisory Chaplains and applicants	Prepare application packets.
16	26	15 Apr	All Parties	Deadline for application packets.
15-14	25-24	May-Jun	NCSC	CHC Advanced Education Program Selection Committee reviews application packets and makes recommendations to Chief of Chaplains.
13	23	Jul	NAVPERS-4414	Notification of selectees.
12-7	22-17	Aug-Jan	CIVINS students and Program Reviewers	CIVINS students apply to civilian institutions with assistance from Program Reviewers.
	11-10	Aug - Sep	Students and Program Reviewers	Commence programs and provide Program Reviewer with contact information.
	11	Aug	NCSC, and COI Directors or assigned senior supervisory chaplains	Provide oversight of students during period of instruction.
	0	Sep	Students	Contact NCSC for procedures for assignment of subspecialty code or AQD.