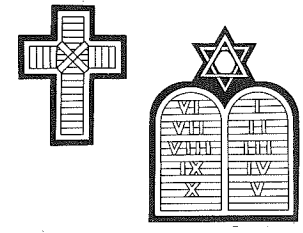
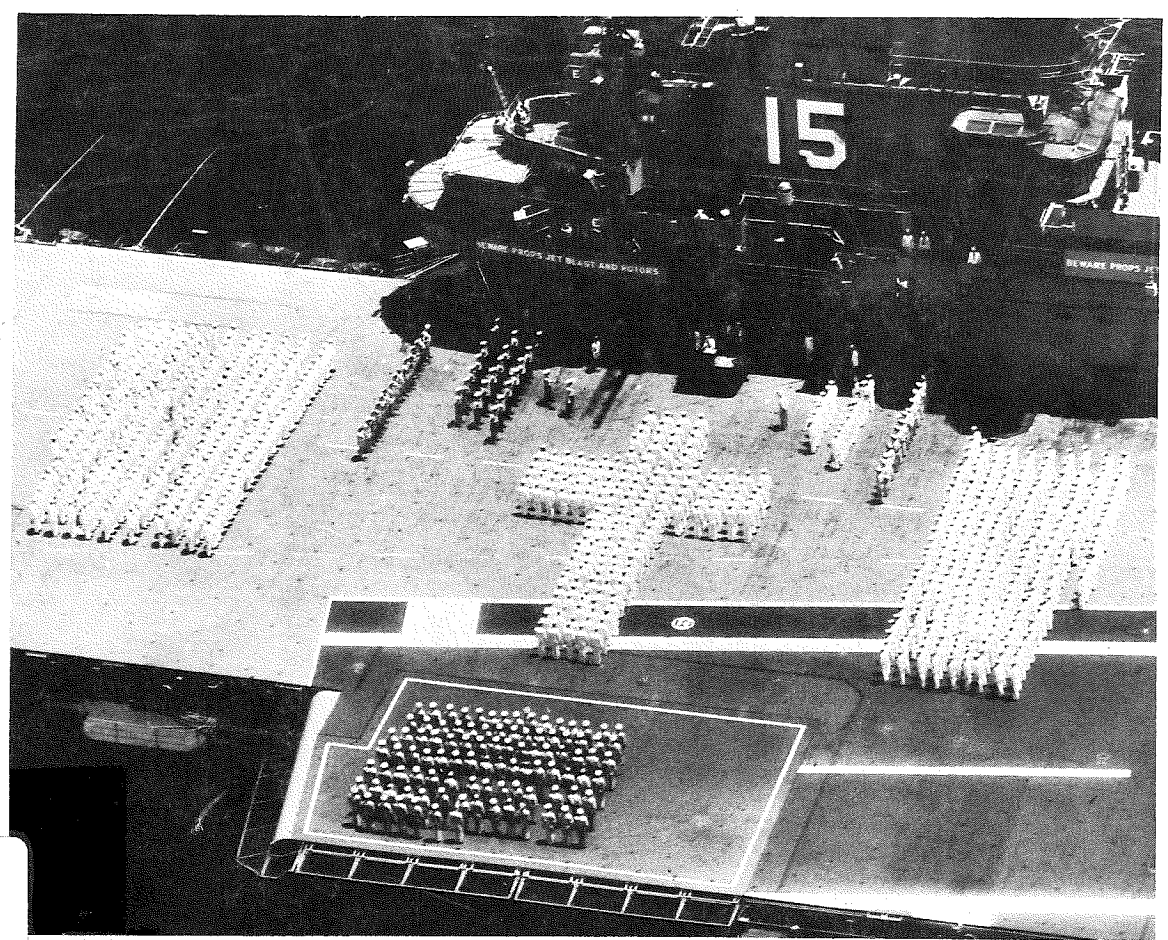


Name
U. P. 417



the guidebook for NAVAL RESERVE CHAPLAINS



VG
23
.A55
NAVPERS
15931

NAVPERS 15931





ACCESSION N°

CLASSIFICATION

.....

.....

VG-
23
.ASS
NAVPERs
15931

Foreword



RADM GEORGE A. ROSSO, USN
Chief of Chaplains

THIS GUIDEBOOK FOR NAVAL RESERVE CHAPLAINS is especially prepared for use by chaplains on active and inactive duty. By the very nature of the situation, the work of the Naval Reserve Chaplain is a responsible one. He is charged with assisting the Commanding Officer in the spiritual and moral conduct of the personnel. Just as he knows the canons or rules of discipline for his civilian ministry, he must be acquainted with the current directives of the Navy for his effectiveness on ship or station.

There are many aids available to him in carrying out his ministry and duty. It is the purpose of this Guidebook to place quickly found information into the hands of the Reserve Chaplains.

RECEIVED

DEC 16 1959

NAVY DEPARTMENT LIBRARY

George A. Rosso.

Naval Reserve

TERMINOLOGY and DEFINITIONS

- Active duty.* Full-time duty with the active military service of the United States other than active duty for training.
- Active duty for training.* Full-time duty with the active military service of the United States for training purposes.
- Active status.* All Ready Reservists and those Standby Reservists who are not on the Inactive Status or Retired Lists are in an active status.
- Active status pool.* Comprised of all personnel who are in an active status except those on active duty and those in a drilling unit in the Naval Reserve Program.
- Allowance.* The number of personnel by grade and designator or rating authorized to be attached to pay units of the Naval Reserve in drill pay billets.
- Allowed quota.* The number of personnel by grade and designator or rating authorized to be attached to pay units of the Naval Reserve.
- Anniversary year.* For Reservists who entered the Navy prior to 30 June 1949, the anniversary year will be from 1 July to 30 June, or the same as the fiscal year. For those members entering after 30 June 1949, or whose Reserve service was broken after that date, the anniversary year extends from the date of entry or re-entry, for the purpose of computing a satisfactory year.
- Attached.* Any Reservist who is assigned to a billet within an authorized unit allowance is "attached" to that unit.
- Appropriate duty.* That duty authorized to enable the Commandants to accomplish various special tasks in connection with the Naval Reserve Programs.
- Appropriate duty pay pool.* Those personnel issued orders authorizing the performance of periods of appropriate duty with pay.
- Associate quota.* This is the number of billets authorized for a unit in addition to its allowance, for training, administrative or procurement support purposes.
- Associated.* Any Reservist who is assigned to a billet within an authorized unit associate quota is "associated" with that unit.
- Designator code.* The Designator code is a four-digit number used to group both billets and officers by categories for personnel accounting and administrative purposes and to identify the status of officers. A designator 4100 indicates Regular Navy Chaplain; 4105, Reserve Navy Chaplain; 4103, Regular Navy Chaplain, Retired; 4109, Reserve Navy Chaplain, Retired; and 1945 indicates Ensign Probationary, Chaplain Corps.

Duty. Military service of any nature under orders or authorization issued by competent authority.

Fiscal year. Government fiscal year begins on 1 July and ends on 30 June.

Inactive duty training. Any of the training, instruction, duty, appropriate duties, or equivalent training, instruction, duty or hazardous duties performed with or without compensation by members of the Naval Reserve as is prescribed by the Secretary of the Navy; includes also the performance of special additional duties, as may be authorized by competent authority of such members on a voluntary basis in connection with the prescribed training or maintenance activities of the unit to which Reservists are assigned. Work or study performed by such Reservists in connection with approved correspondence courses shall be deemed inactive duty training for which compensation is not authorized.

Inactive Status List. Personnel of the Naval Reserve in an inactive status who have been placed thereon in accordance with the regulations prescribed by the Secretary of the Navy.

Partial Mobilization. This is the limited expansion of the active forces through the selective recall to active duty of individual Reservists and organized units. Normally, only Ready Reservists will be recalled in a partial mobilization.

Promotion point. This is a numerical unit awarded for the successful completion of a defined portion of an approved training program for the purpose of establishing eligibility for promotion.

Ready Reserve. This includes all Reservists who are liable for active duty either in time of war or national emergency, declared by Congress or the President or when otherwise authorized by law. Only Ready Reservists may receive pay for taking part in inactive duty training. The availability for active duty of Ready Reservists during a mobilization is considered to be total. Requests for deferment of orders during a mobilization will be approved under only the most extraordinary circumstances.

Reserve Component. The Naval Reserve is the reserve component of the Navy. The Marine Corps Reserve is the reserve component of the Marine Corps.

Retired Reserve. Reservists who are on the Retired Lists, according to regulations set up by the Secretary of the Navy, are liable to be ordered to active duty involuntarily only in time of war or national emergency declared by Congress.

Retirement point. This is a unit used to credit an individual for participation.

Selected Reserve. The Selected Reserve is the drill-pay portion of the Naval Reserve. Organized into appropriate units, trained for specific wartime tasks, and pre-ordered to specific mobilization billets, the selected reserve are pre-processed to provide personnel in operational readiness for immediate response to urgent need in the early stages of readiness for immediate response to urgent need in the early stages of hostilities.

Standby Reserve. These Reservists are liable for active duty only in time of war or national emergency declared by Congress or when otherwise authorized by law.

Standby Reserve—Active (USNR-S1). Standby Reserve-Active is composed of those officers who have completed their legally obligated period of membership in the Ready Reserve and who desire to retain an active status. In addition this group includes those who are physically unqualified for retention in the Ready Reserve.

Standby Reserve—Inactive (USNR-S2). Standby Reserve—Inactive is composed of those officers who have completed their legally obligated period of service in the ready reserve and who are temporarily unable to participate actively in the Naval Reserve Program.

Supervisory Chaplain. Chaplains of major commands such as the Fleet, Force and District Chaplain. In commands where there are chaplains, the senior chaplain will be the Supervisory Chaplain. The Supervisory Chaplain for an activity wherein there is no chaplain will be the chaplain in the subordinate command to which the activity is subordinate.

Total Mobilization. This is the expansion of the active forces to full wartime strength through the general recall of all Naval Reservists.

TABLE OF CONTENTS

Preface i	NAVAL RESERVE TERMINOLOGY AND DEFINITIONS	<i>Page</i>
	An alphabetical listing of definitions of terms for quick reference.....	v
Preface ii	REFERENCE GUIDE FOR THE NAVAL RESERVE CHAPLAINS' PROGRAM	
	Official Directives.....	XIII
	Official Reference Manuals and Publications.....	XVI
	Note. The frequent references appearing in the marginal notes throughout this Guidebook are identified in these introductory pages.	
Chapter 1.	TYPES OF DUTY	
	Preliminary Information.....	1
	Active Duty.....	1
	Naval Reserve Chaplain Companies.....	2
	The Support Program—Naval and Marine Corps Reserve Activities—Appropriate Duty with/without pay.....	2
	The Support Program—Active Duty For Training.....	4
	The Support Program—Summer Cruises.....	4
	Composite Companies.....	5
	Commandant's Local Representative.....	5
	Appropriate Duty Without Pay Assignments.....	5
	Chaplain Seminars.....	6
	Denominational Retreats and Seminars.....	6
	Symposia and Conventions.....	6
	Selection Boards.....	6
	Special Projects.....	6
	Concluding Information.....	7
Chapter 2.	THE CHAPLAINS' SPIRITUAL MINISTRY	
	The Chaplain—A Religious Leader.....	9
	Religious Services and Ministrations.....	9
	Counseling.....	10
	The Casualty Assistance Calls Program.....	11
	THE LAY LEADERSHIP PROGRAM	
	Preliminary Information.....	13
	The Chaplains' Responsibility in this Program.....	13
	Limitations to Lay Leadership Functions.....	13
	Ecclesiastical Equipment and Supplies.....	14
	How to Assist the Lay Leaders.....	14
	Lay Leadership—Protestant.....	14
	Lay Leadership—Catholic.....	15
	Lay Leadership—Jewish.....	16
		v

	<i>Page</i>
Chapter 3. THE NAVAL LEADERSHIP PROGRAM	
Protection of Moral Standards.....	19
The Character Education Program.....	20
Moral Leadership.....	20
The Chaplain—A Key Officer in the Leadership Program.....	20
Available Materials for Implementing the Naval Leadership Program.....	20
Suggested Program for Chaplains Serving With Reserve Activities.....	21
SUBJECT: LEADERSHIP	
The Objective of General Order Number 21.....	22
Naval Leadership and Character Education.....	22
Leadership Standards.....	22
Steps Taken by the Chief of Naval Personnel to Emphasize Leadership....	22
The Standing Committee on Leadership.....	23
Leadership Field Teams.....	23
Publications Pertinent to the Naval Leadership Program.....	23
THE CHAPLAIN AND NAVAL LEADERSHIP	
Effective Naval Leadership.....	24
Principles and Problems of Naval Leadership.....	24
The Moral and Spiritual Growth of Naval Personnel.....	24
Chapter 4. TRAINING	
Preliminary Information.....	27
Training For the Newly Appointed Chaplain.....	27
Training For the Veteran Reserve Chaplain.....	27
Naval Reserve Chaplain Companies.....	27
The Five-Year Curriculum for Chaplain Companies.....	27
Training For Ensigns Probationary.....	28
Qualifications for Commission as Ensign Probationary.....	28
Introductory Training at the Chaplain School.....	28
The Chaplain School—Eligibility Requirements for Training.....	29
The Chaplain School Curriculum.....	29
Correspondence Courses—Establishing Professional Fitness.....	29
Promotion and Retirement Points.....	29
Courses Prescribed for Chaplains.....	29
Computing of Points for Correspondence Courses.....	29
A Table of Correspondence Courses Prescribed for Reserve Chaplains	
Not on Active Duty.....	30
Naval Reserve Officers School (NROS).....	31
Active Duty For Training—Diverse Types.....	31
Uniform Regulations and Reimbursement.....	31
Initial Uniform Allowance.....	31
Additional Active Duty Uniform Allowance.....	31
Uniform Maintenance Allowance.....	31

Chapter 4. TRAINING—Continued	<i>Page</i>
Wearing of Decorations, Medals and Awards.....	32
Informal Naval Reserve Training.....	32
Responsibility for Keeping Informed on Naval Reserve Matters.....	32
Publications Containing Pertinent Naval Reserve Information.....	32
District Chaplains' Newsletters.....	32
 Chapter 5. ECCLESIASTICAL RELATIONS AND RESPONSIBILITIES	
Preliminary Information.....	35
The Reserve Chaplain and the Endorsing Agency.....	35
The Endorsing Agency and the Chaplains Division.....	35
The Reserve Chaplain in the Local Community.....	35
The Support Program—The Appropriate Duty Chaplain.....	36
Multiple Drills.....	36
Reserve Chaplain Companies and Ecclesiastical Relations.....	36
Concluding Suggestions.....	36
 Chapter 6. PUBLIC RELATIONS—RESPONSIBILITIES AND OPPORTUNITIES	
Preliminary Information.....	39
Developing Public Relations Sense.....	39
The Reserve Program and Public Relations.....	39
The Biographical Sketch.....	39
Chaplains in the News.....	39
Chaplains' Public Addresses.....	39
Keeping the Chief of Chaplains Informed.....	40
Suggestions for Fruitful Public Relations.....	40
The Support Program and Public Relations.....	40
Liaison With the Public Relations Officer.....	40
Mass Media Activities—Press, Radio, Television.....	40
The Chaplain Companies and Public Relations.....	41
A Reserve Chaplain as Public Information Officer in the Chaplain Com- pany Membership.....	41
Concluding Suggestions.....	41
 Chapter 7. PROMOTION AND RETIREMENT	
Promotion Eligibility.....	43
Promotion Zones and Promotion Points.....	43
Promotion By Selection—The Selection Board.....	43
The Fitness Report.....	43
Failing Selection For Promotion.....	43
Professional Requirements for Promotion.....	43
Promotion Points for Each Year In Grade.....	44
Various Methods for Accruing Promotion Points.....	44
Minimum Promotion Points Required Annually.....	44
Correspondence Courses.....	45

Chapter 7. **PROMOTION AND RETIREMENT—Continued**

Page

Naval Reserve Officers Schools Courses (NROS).....	45
Promotion Point Credits for College Courses and Residency Training.....	45
Retirement Eligibility.....	45
Twenty Years Satisfactory Federal Service.....	45
Satisfactory Years Prior to Age 60.....	45
Satisfactory Years Subsequent to Age 60.....	45
Military Service Non-Creditable.....	45
The Inactive Status List.....	46
Retirement Points Creditable.....	46
Satisfactory Year and Anniversary Year Defined.....	46
Gratuitous Points.....	46
Methods for Accruing Retirement Points.....	46
Appropriate Duty Points Creditable.....	46
Maximum Appropriate Duty Points Per Annum.....	46
Maximum Points Creditable Per Annum for all Inactive Duty Training... ..	46
Alternative Actions Upon Completion of Twenty Years Satisfactory Service... ..	47
How to Determine Retirement Pay.....	47
An Annuity For Your Family—The Uniformed Services Contingency Option Act of 1953 for Naval Reservists.....	47
Privileges of Reservists Retired With Pay.....	48
The Reserve Officers' Recording Activity (RORA).....	48

**NAVAL RESERVISTS' PAY CHART—HOW TO DETERMINE THE APPROXI-
MATE AMOUNT OF RETIREMENT PAY.....**

49

Chapter 8. **PROTOCOL AND REPORTS**

Preliminary Information.....	51
Correspondence and Official Forms.....	51
Submission of Reports.....	51
Frequency of Required Fitness Reports.....	52
The Opportunity to Consult Fitness Reports.....	52
Annual Qualifications Questionnaire.....	52
National Agency Check—Periodic Security Clearance.....	52
Medical Questionnaire—Determining Physical Fitness.....	53
Change of Address—Actual Mailing Address Defined.....	53
Travel and Residence Abroad—Foreign Travel Regulations.....	53
Reports Required by the District Chaplain.....	53
The Chaplains Division—Assistance in Naval Reserve Matters.....	54
The District Chaplain's Responsibility in the Naval Reserve Program.....	54
Sample Fitness Report and Work Sheet—Report On The Fitness of Officers (NavPers 310).....	55
Sample Fitness Report and Work Sheet—Report On The Fitness of Naval Reserve Officers On Inactive Duty Participating in Drilling Programs or under Appropriate Duty Orders (NavPers 937).....	58

Appendix **THE NAVAL RESERVE CATEGORIES**

Page

Ready Reserve.....	60
Standby Reserve—Active.....	60
Standby Reserve—Inactive (The Inactive Status List).....	60
Retired Reserve.....	60
Requirements for Transfer to the Retired Reserve.....	61
Transfer to the Ready Reserve From Other Categories.....	61
The Ready Reserve Agreement.....	61
Submission of a Ready Reserve Agreement for Further Retention Upon Expiration of Current Agreement.....	61
Statutory Obligation for Retention in the Ready Reserve.....	62



Reference Guide
pertinent to the
Naval Reserve Chaplains' Program



1. OFFICIAL DIRECTIVES

NOTE:

For the purpose of this Guidebook, the basic number of each Bureau of Naval Personnel Instruction is given, which will suffice the Reserve Chaplain in determining the numerical series of the subject concerned.

Reference

- (a) *BuPers Instruction 1331.4*
Voluntary Extended Active Duty For Reserve Officers
- (b) *BuPers Instruction 1120.12*
The Regular Navy Augmentation Program
- (c) *BuPers Instruction 1743.1*
Chaplain Corps Program of the Naval Reserve
—(See also BuPers Instruction 5400.1)
- (d) *BuPers Instruction 5400.1*
Tables of Organization For The Naval Reserve
—Chaplains' Appropriate Duty Billets With or Without Pay
—Multiple Drills at Reserve Training Centers
—Equivalent Duty
—Selective Service Program-Participation with Drilling Units
—Chaplains as Commandant's Local Representative
—Chaplains' Attendance at Applicable Symposia and Conventions
—The Chaplain Company-Designated as a Specialist Program of the Naval Reserve
—Chaplain Companies-Pay Status for Commanding Officers and Staff Members
- (e) *BuPers Instruction 1571.1*
—Two weeks Active Duty For Training With or Without Pay
—Cruises in Fleet and Naval Reserve Ships
—Active Duty For Training in the Navy Department
—Active Duty For Training for Extended Periods in excess of fourteen days but not more than ninety days
—Point Credits for Active Duty For Training
—Transportation and Subsistence in Connection with Travel
—Active Duty For Training for Reservists residing Outside the Continental United States
- (f) *BuPers Instruction 1571.4*
—Priority System of Frequency For Active Duty For Training, by Ranks, for Officers in a Non-Pay Status

Reference

- Security Clearance Requirements
- Chaplains Seminars Convened Annually For Training in Chaplains' Duties; Fourteen Days Duration; Quotas; Schedules
- (g) ***BuPers Instruction 3500.8***
Composite Program of the Naval Reserve
- (h) ***BuPers Instruction 1580.2***
Cross-Service Reserve Training
- (i) ***BuPers Instruction 1520.11***
Selective Service Program of the Naval Reserve
- (j) ***BuPers Instruction 1300.3***
Pay Units of the Naval Reserve-Assignment and Termination Policies and Procedures
- (k) ***BuPers Instruction 1001.5***
Organization of the Naval Reserve under the Armed Forces Reserve Act of 1952, as amended
 - Definitions and Terms Commonly used throughout the Naval Reserve Program
 - Categories and Status of Reservists
 - The Training Categories for the Naval Reserve
- (l) ***BuPers Instruction 1820.1***
Nondisability Retirement With Pay For Members of the Naval Reserve
 - Voluntary Retirement of Officers after 20 years' Active Service
 - Voluntary Retirement after 30 or 20 years' Active Service as a Member of the Armed Forces
 - Voluntary Retirement of Members of the Naval Reserve Upon Reaching Age 60, and After Completion of 20 years' Satisfactory Federal Service
 - Privileges of Naval Reserve Personnel Retired With Pay
 - Obligations of Retired Personnel
 - Retirement Points Creditable
 - Gratuitous Points
 - Satisfactory Year and Anniversary Year Defined
 - The Reserve Officer Recording Activity (RORA)
 - Retirement Pay Computations
 - The Four Possible Actions after Completing 20 years' Satisfactory Federal Service
- (m) ***BuPers Instruction 1820.2***
Transfer to the Retired Reserve Without Pay-Information Concerning
 - Requirements for Transfer to the Retired Reserve; Years Completed; Age; Result of Service-Connected Disability.
- (n) ***BuPers Instruction 1821.1***
The Categories of the Naval Reserve; Priorities For Recall
 - The Ready Reserve (USNR-R)
 - Ready Reserve Agreements-Procedures Concerning the Administration of
 - Length of Ready Reserve Agreements and Superseding Agreements; Binding Nature of Ready Reserve Agreements
 - Ready Reserve Obligation; Statutory Obligation
 - The Standby Reserve-Active (USNR-S1)
 - The Standby Reserve-Inactive (USNR-S2) (Inactive Status List)
 - The Retired Reserve (USNR-RET)
 - Regulations and Procedures Governing the Assignment To, Transfer Between, and Discharge From the Reserve Categories

Reference

- (o) ***BuPers Instruction 1120.6***
Naval Reserve Status of Personnel Possessing Critical Skills or Civilian Qualifications Incompatible Therewith—Policies Governing
- (p) ***BuPers Instruction 1820.3***
Retirement Credit for the Satisfactory Completion of Correspondence Courses
- (q) ***BuPers Instruction 1412.1***
Promotion of Naval Reserve Officers to Grades Above Lieutenant Junior Grade pursuant to the Reserve Officer Personnel Act of 1954
 - Promotion by Selection; Eligibility for Consideration by Selection Boards; Duties of Selection Boards
 - Professional Qualifications for Promotion to LT, LCDR, CDR, CAPT.
 - Physical Qualification for Promotion
 - Action Required by Individual Selectees
 - Failing Selection for Promotion—Information Concerning
- (r) ***BuPers Instruction 1416.4***
 - Professional Fitness For Promotion of Naval Reserve Officers Not on Active Duty
 - Promotion Point Credits for Correspondence Courses and NROS Courses
 - Promotion Point Credits for Extended Active Duty
 - Promotion Point Credits for Active Duty For Training and Drill Participation
 - Promotion Point Credits for College Courses and Residency Training
 - Tables of Correspondence Courses Prescribed for Chaplains of the Naval Reserve Not On Active Duty
- (s) ***BuPers Instruction 1530.33***
The Naval Reserve Officers Schools (NROS) Program
 - Scope of Instruction for Officers of all Grades and Designators
 - Eligibility for Student Enrollment and Procedures
 - Authorized Drills and Equivalent Drills
 - List of Courses Available
 - Retirement and Promotion Points
 - Non-Credit Participation
 - Completion Certificates
- (t) ***BuPers Instruction 1750.2***
The Uniformed Services Contingency Option Act of 1953 for Naval Reserve Personnel Not On Active Duty
 - Summary of Principal Provisions of the Act
 - Retired Pay to which the Act Applies
 - Annuities which may be Elected
 - Time Limit for making Election
 - Limitation and Definition of Eligible Dependents
 - Table of Examples of Benefit Payments

2. Official Reference Manuals and Publications

NOTE:

For the purpose of this Guidebook, the basic number of each official manual is given, which will suffice the Reserve Chaplain in determining the numerical series of the manual concerned.

<i>Reference</i>	<i>NavPers</i>
(M-1) <i>The Naval Reservist</i> The Monthly Periodical of News of Interest to the Naval Reservist	15653
(M-2) <i>U.S. Navy Regulations</i> —The Marine Corps —The Welfare of Personnel —Issuance of Personal Necessities to Personnel —Observance of Sunday; Divine Services; Church Parties —The American National Red Cross —Marriages On Board —The Duties of Chaplains Relating to Religious Activities of the Command —Religious Customs and Institutions in Foreign Countries —Treatment and Hospitalization of Personnel —Manner of Addressing Officers; Chaplains —Administration of Discipline	10740
(M-3) <i>Bureau of Naval Personnel Manual</i> —Chaplains and Religion —Chaplains' Qualifications for Original Appointment in the Naval Reserve —Current and Actual Mailing Address Defined —Fitness Reports —Officers' Annual Qualifications Questionnaire —Physical Examinations —Travel and Residence Abroad —Uniform Allowances and Claim Procedures —Social Security Numbers Required on Orders for Active Duty For Training	15791
(M-4) <i>Chaplain's Manual</i> Official Information and References Pertinent to all Aspects of the Navy Chaplaincy —The Naval Reserve Chaplains; Naval Reserve Program —The Support Program of the Naval Reserve —Service With the Marine Corps and at Naval and Marine Corps Reserve Activities —The Moral Leadership and Character Education Program —Selection of Candidates —The Lay Leadership Program	15664
(M-5) <i>Navy Chaplains Bulletin</i> Published Quarterly by the Chaplains Division, Bureau of Naval Personnel, as a source of Information and Inspiration to all Navy Chaplains	15020

- (M-6) *Curriculum For Naval Reserve Chaplain Companies* 92596
 A Five-Year Course of Study Designed to Improve the Professional Fitness of Naval Reserve Chaplains
 —Naval History; Naval Orientation
 —History and Organization of the Chaplain Corps
 —Chaplains' Duties; Ecclesiastical Relations; Public Relations
 —The Character Education and Leadership Program
 —Master Bibliography of Publications applicable to the Chaplains' Mission and Listings of Training Aids
- (M-7) *Manual For Casualty Assistance Calls Program (CACP)* 15879
 —Personal Calls to Next of Kin
 —Assistance and Attendance at Funerals and Memorial Services
 —Condolence Letters to Next of Kin
 —The Decedent Affairs Program
 —Emergency Need for Assistance with Personal Problems—The Navy Relief Society; The American National Red Cross
 —Settling of the Deceased's Estate
 —Death Gratuity; Survivors' Benefits and Insurance
 —Flags; Headstones
 —Official List of National Cemeteries
- (M-8) *Decedent Affairs Manual (BuMed Instruction 5360.1)* —
 —Relationship Between the Casualty Assistance Calls Program and the Decedent Affairs Program
 —Responsibility for Notification under the Decedent Affairs Program-Death Outside the United States; Death Within the United States
 —Methods of Notification-Condolence Letter Requirements; Forms of Telegraph Notification
 —Transportation of Remains; Escorts' Duties
- (M-9) *U.S. Navy Uniform Regulations* 15665
 —General Uniform Regulations
 —Chaplains' Wearing of Church Vestments with the Uniform
 —Wearing of Church Vestments by other Personnel participating in Church Services
 —Funerals-Special Uniform Regulations Regarding
 —Minimum Uniform Requirements for Naval Reserve Personnel
 —Wearing of Uniforms by Personnel Not on Active Duty
 —After Discharge-Regulations and Laws pertaining to the Wearing of the Uniform
- (M-10) *The Navy's Selected Reserve* 15920
 Questions and Answers on this Subject
- (M-11) *All Hands* 0
 The Bureau Of Naval Personnel Information Bulletin (issued monthly)
- (M-12) *Officer Fact Book* 15898
 Navy Facts—A Guide to Assist in the Counseling of Regular and Reserve Officers
- (M-13) *Navy and Marine Corps Awards Manual* 15790
 —Information Pertaining to Decorations, Medals and Awards
 —The Naval Reserve Medal
 —Chart in Full Colors showing Ribbons of Decorations and Awards

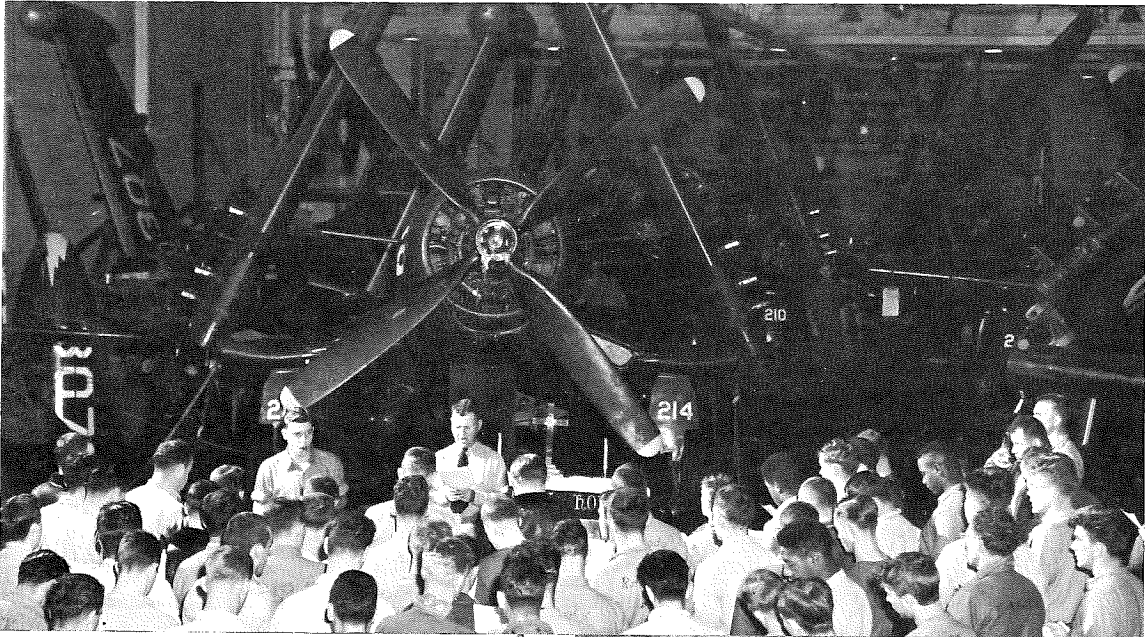
- (M-14) *Publications Pertinent to the Naval Leadership Program*
- General Order Number 21—Subject: Leadership _____
 - Protection of Moral Standards (BuPers Instruction 1743.2) _____
 - Naval Leadership (BuPers Instruction 1000.14) _____
 - Moral Leadership 15890
 - Our Moral and Spiritual Growth—Here and Now 91962
 - Because Of You 15874
 - This Is My Life 15884
 - For Better, For Worse 15904
 - Effective Naval Leadership—A Message to Commanding Officers from the Chief of Naval Personnel 15913
 - Effective Naval Leadership and the Code of Conduct 15922
 - Effective Division Officer Leadership 15914
 - Leadership Discussion Guides—Officer 15915
 - Leadership Discussion Guides—Enlisted 15916
 - Department Head/Division Officer Leadership Check List 15918
 - Chief Petty Officer/Petty Officer Check List 15919
 - Principles and Problems of Naval Leadership—In Preparation: 15924
 - For Men Only (NavPers Number not yet assigned)
 - Getting To Know You (NavPers Number not yet assigned)
 - The Man Within (NavPers Number not yet assigned)
- (M-15) *U.S. Navy Film Catalog* 10000
- Includes Listings of Training Films pertinent to the Chaplains' Mission
 - The Chaplain at Work and Chaplain Procurement
 - The Chaplains' Religious Education Program
 - The Character Education Program
 - Leadership and Proper Conduct
 - Marriage and Family Life
 - Military Justice
 - The People To People Program
- (M-16) *Chaplains' Film Service Manual* _____
- Provided Annually by the Chaplains Division, Bureau of Naval Personnel
 - Listings of Religious Films and Related Subjects available on a rotation basis through District Chaplains
- (M-17) *U.S. Navy Public Information Manual (NavExos P-1035)* _____
- Techniques of Utilizing Mass Media—Television, Radio, the Press
 - Informing the Public; Community Relations
 - Speeches and Speakers; Exhibits
 - Preparation of Material for News Releases
 - Chaplains' Liaison with Public Information Officers
 - Navy-Interest Groups; Navy Mothers' Clubs; Schools; Youth Organizations
 - Navy Home Town News Program; News Stories; Photographs; Tape and Disc Recordings for Radio & Television
 - Guest Cruises
- (M-18) *Lay Leaders Manuals* (For the Training and Guidance of Lay Leaders)
- Lay Leaders Manual—Cruiser-Destroyer Force Pacific Fleet (ComCruDesPac Instruction 1743.3)
 - "In Every Place"—Lay Leader Guide—Destroyer Force Atlantic (ComDesLant Instruction 1743.1)
 - Armed Forces Hymnal (Scripture Selections & Lectionary)

- (M-19) *Navy Guide For Retired and Fleet Reserve Personnel* 15891
Ready References For Retired Personnel Regarding Rights, Benefits and Privileges to which Entitled, including Dependents
—Naval Reserve Retired List
—Temporary Disability Retirement
—Procedure and Method of Payment; Taxable Income; Allotments
—The Uniformed Services Contingency Option Act of 1953
—Change of Address; Identification Cards; Wearing of the Uniform; Military Title
—Event of Death
- (M-20) *Rights and Benefits of Navymen and their Dependents* 15885
General Information on this Subject
- (M-21) *Manual For Courts-Martial, United States, 1951* _____
Naval Supplement to Manual For Courts-Martial, U.S. 1951 _____
The Brig Manual 15825
- (M-22) *"No Greater Service"—Chaplaincy Procurement Pamphlet* _____
—General Chaplaincy Information
—The Chaplain School; Training; Sub-Units of Instructions
—Chaplains' Duty Assignment Rotation
—Ecclesiastical Equipment and Supplies
—Moral Leadership and Character Education
—The Chaplain As A Counselor
—Table of Monthly Base Pay; Quarters Allowance
—The Reserve Chaplains; Qualifications For Appointment
—The Ensign Probationary Program; Qualifications For Appointment
—Post Graduate Studies For Chaplains
—Listing of Offices of Naval Officer Procurement throughout the United States
- (M-23) *Marine Corps Manual* _____
Official Reference For Reserve Chaplains Serving with Naval and Marine Corps Reserve Activities
- (M-24) *Casualty Assistance Calls Standing Operating Procedures* _____
The Casualty Assistance Calls Program in the U.S. Marine Corps



Chapter One

TYPES OF DUTY AND ACTIVE DUTY FOR TRAINING





Chapter One

SERVICE TO GOD AND COUNTRY IN RELATION TO TYPES OF DUTY

1. Preliminary Information

THE NAVAL RESERVE PROGRAM offers broad opportunities to its chaplain reservists for service, for training, and for experience. No reserve chaplain who wishes to serve can fail to find a fitting way in which to be helpful to his country, enhance his reserve status and increase his readiness for active duty in time of emergency. The Reserve Program is designed to extend many varied duty opportunities to you as a reserve chaplain. These may be divided into four categories:

- (1) Active Duty
- (2) Chaplain Companies
- (3) The Support Program
- (4) Special Opportunities

Each of these categories has something special to offer to reserve chaplains.

2. Active Duty

THE PRIMARY WAY in which a reserve chaplain may serve is through active duty. Many newly commissioned chaplains find this to be their finest foundation for a career as a Naval reservist. Active duty may also be available, however, to chaplains who wish to serve on active duty for a relatively limited period of time, or for those who wish to make a career of the chaplaincy. Active duty orders are requested from the Chief of Naval Personnel via the District Commandant.

Although direct appointment to the Regular Navy has been discontinued, opportunity is available for transfer to the Regular Navy from the Reserve through the augmentation program. Reserve chaplains not above the grade of Lieutenant, who have completed twelve months of active service, are eligible to apply for appointment as a permanently commissioned officer in the Chaplain Corps of the Regular Navy.

Requests for active duty are subject to certain limitations; firstly as to current denominational requirements, and secondly, in terms of the needs of the Naval service. As to the latter, automatic active duty agreements, made in a request for recall to active duty, provide for a minimum of two years and a maximum of five years of active duty. At the termination of the period specified in the agreement, renewal, if the chaplain so desires, is subject to the needs of the service and to the chaplain's rank in terms of the structure of the pyramid of rank.

**EXTENDED
ACTIVE
DUTY
Reference (a)**

**AUGMENTATION
PROGRAM
Reference (b)**

**ACTIVE DUTY
RECALL—
Reference (a)**

3. *Chaplain Companies*

**ANNUAL
AUTHORIZED
DRILLS
Reference (d)**

ONE OF THE MOST NOTABLE DEVELOPMENTS of the Naval Reserve Program in the post-World War II period was the authorization for the organization by competent authority of groups of reserve chaplains not on active duty into Chaplain Companies, a program within the Specialist Naval Reserve. Concurrently there are 15 of these units. These have a minimum requirement of 24 drills annually and are authorized to perform a maximum of 36 and 48 per year. They offer an unusual opportunity for training, for recruitment, for public relations and for spiritual fellowship.

**PAY STATUS
PROVISIONS
Reference (d)**

Information on the location and activities of Chaplain Companies may be procured from the District Chaplain. Reserve chaplains may request orders to a Chaplain Company from the District Commandant. Membership is on a non-pay basis, although two officers, the commanding officer and one other may serve in a pay status if the drill attendance per quarter averages a minimum of 75% of the combined membership of a 15 member unit.

**CHAPLAIN
COMPANY
OBJECTIVES
Reference (c)**

The purposes of the Chaplain Companies are:

- a. To supply Chaplains for active duty whenever needed in peacetime, national emergency or war.
- b. To provide specific and organized training for reserves.
- c. To maintain the reserve chaplain's familiarity with the Navy.
- d. To help the reserve chaplain to achieve a continual state of informed readiness.
- e. To help recruit civilians into the Chaplain Corps.
- f. To provide a channel for the dissemination of information about the religious and moral program of the Navy to the organized religious forces of the community, and to the public at large.
- g. To provide a direct link between the reserve chaplain on the one hand, and the District Chaplain and the Chief of Chaplains on the other hand.

**CHAPLAIN
COMPANY
MEMBERSHIP
ADVANTAGES
Reference (M-6)**

Data on the curriculum of the Chaplain Companies may be found in Chapter IV, and recommendations for activities of the Companies in regard to ecclesiastical relations and public relations may be found in the appropriate chapters.

Not the least of the benefits to be derived from membership in the Naval Reserve is the association with clergymen of various denominations and faiths. Nowhere in the Reserve Program is there a more forthright demonstration of the philosophy of the chaplaincy: "Cooperation without Compromise," than in the Chaplain Companies. Members of the Companies derive great inspiration and satisfaction from their regular meetings with ministers, priests, and rabbis, with whom they might never become acquainted in the ordinary pursuit of their civilian duties.

4. *The Support Program—Naval and Marine Corps Reserve Activities*

APPROPRIATE DUTY WITH PAY BILLETS have been authorized for reserve chaplains in connection with Naval and Marine Corps reserve activities. These include the following. This list is not exhaustive:

**APPROPRIATE
DUTY WITH
PAY BILLETS
Reference (d)**

Naval Reserve Training Centers
Naval and Marine Corps Reserve Training Centers
Naval Air Stations
Naval Air Reserve Training Units
Naval Air Reserve Facilities
Naval Reserve Surface Divisions
Naval Reserve Surface Battalions
Marine Corps Reserve Battalions
Marine Air Reserve Training Detachments

**HOW TO APPLY
FOR AN
APPROPRIATE
DUTY BILLET
Reference (d)**

A list of such activities in any one particular area may be obtained from the District Commandant or the District Chaplain. Before requesting such duty, the reserve chaplain should confer with the commanding officer of the activity which he desires to serve. The request for such appropriate duty orders with pay should be addressed to the Naval district commandant, via the commanding officer of the activity.

Eligibility for the approval of such requests or duty *with pay* will be determined by the following standards of qualifications:

**ELIGIBILITY
FOR
APPROPRIATE
DUTY ORDERS
Reference (d)**

(1) The chaplain must have served on active duty as a chaplain;

or

(1a) The chaplain must have completed two weeks of active duty for training as a chaplain and have completed satisfactorily two correspondence courses: Navy Regulations, NAVPERS 10740-A

and

The Navy Chaplain, NAVPERS 10905-A;

(2) The chaplain must be a member of the "Ready" Reserve;

(3) The chaplain must give evidence of physical fitness by certification that he has passed a physical examination for active duty within the preceding twelve months;

or

he must submit a new report of physical examination on Forms 88 and 89 at an appropriate activity, to be forwarded to the Chief of Medicine and Surgery;

(4) The chaplain must submit or have already submitted an annual qualifications questionnaire;

(5) Having been passed over twice for promotion does *not* disqualify a chaplain from performing appropriate duty with pay.

**DUTIES IN
AN
APPROPRIATE
DUTY BILLET
Reference (d)**

**THE
RESERVE
CHAPLAINS'
SPIRITUAL
PROGRAM
Reference (M-4)**

The duties of the reserve chaplain in appropriate duty with pay billets are related to the general mission of the billet: to provide "spiritual, moral, and temporal welfare support to members of Naval or Marine Corps Reserve units." Each billet will offer varying opportunities for service by the chaplain; each billet will make varying demands on the chaplain. No "job-analysis" is really possible in reserve activities any more than it is possible in active duty assignments. Chapters II and III of this Guidebook will offer detailed suggestions and information in regard to the spiritual program of the chaplain, and his opportunities in the fields of moral leadership and character education. But even in these areas, conditions vary with each assignment. The reserve chaplain, when first reporting for duty, should make every effort to gain a total view of his responsibilities and opportunities in such areas as Divine Services, moral leadership, education, recreation, counseling, and command support through conferences with the District Chaplain, the commanding officer and other officers, with his predecessor (if there

**MORAL
LEADERSHIP
AND
CHARACTER
EDUCATION**
Reference (M-4)

was one), with his colleagues in other, similar activities, and with others who may be of assistance to him in the development of a sound and effective work program. No amount of briefing, however, can supplant the need for alert, imaginative, and consecrated leadership on the part of the chaplain.

5. The Support Program—Active Duty For Training

**ACTIVE DUTY
FOR TRAINING
ELIGIBILITY**
Reference (e)

ACTIVE DUTY FOR TRAINING, with full pay, travel and subsistence allowances, is available only for chaplains of the "Ready" Reserve. (Chaplains of the "Standby Reserve-Active" may take such training, receiving only travel and subsistence allowances.) Normally, such duty is for a period of fourteen days, and assignment is generally to a shore installation. Requests for such duty are solicited at least two months before the reporting date, and are to be addressed to the District Commandant. It is assumed that the chaplain will almost automatically take such duty when he fills an appropriate duty with pay billet. Budgetary limitations generally restrict the frequency with which higher ranking officers can be granted requests for such duty. Although these restrictions vary from one district to another, this table provides a fairly accurate index:

**ACTIVE DUTY
FOR TRAINING
FREQUENCY**
Reference (f)

Captains and Commanders—once in 3 years
Lieutenant Commanders—once in 2 years
Lieutenants and Lieutenants (junior grade)—normally every year

**ACTIVE DUTY
FOR TRAINING
DUTIES AND
OPPORTUNITIES**
Reference (M-4)

Chaplains are surely aware of the fact that active duty for training involves a total religious ministry. The location of the assignment may be a hospital, training center, district chaplain's office, or other activity; the chaplain may relieve an active duty colleague so that he may be away on leave, or may function under the direction of a supervisory chaplain. Whatever the assignment, such a "cruise" offers the chaplain a valuable opportunity to fulfill a broad ministry for a brief period of time, conducting Divine Services, making hospital and brig calls, counseling officers and enlisted men, participating in the moral leadership programs, and all the other activities which are part of a chaplain's daily life. Active duty for training is a training assignment; it refreshes the chaplain's relationship to the reality of Naval service, but it also involves a genuine service on the part of the chaplain to the Navy.

6. The Support Program—Summer Cruises

**SUMMER
CRUISES—
HOW TO
APPLY**
Reference (e)

EACH YEAR the Bureau of Naval Personnel offers summer cruises which range in length from three to nine weeks. Information about these cruises, their destination and duration, and the need for different denominations is forwarded to reserve chaplains through the District Chaplains. Requests for assignment to such duty by chaplains of the "Ready" Reserve, must be submitted in accordance with instructions included in the announcement of the cruises. Chaplains who have taken such duty report that it is an exhilarating and inspiring experience; it, more than any other type of duty other than active duty, brings the reserve chaplain closer to the Navy and Marine Corps.

7. Composite Companies

**CHAPLAINS
IN
COMPOSITE
COMPANIES**
Reference (g)

IN AREAS WHERE there are too few line officers, chaplains, and other staff corps officers, to form companies for each designator, Composite Companies have been established. The mission of the composite program of the naval reserve is to provide a support force of qualified or partially qualified personnel, both men and women officers, to be available for mobilization in time of war or national emergency, or when otherwise required by law. Chaplains are members of many such units throughout the country but, as always, spiritual leaders serve a special function, and chaplains have discovered that they have become, unofficially, chaplains of the Companies as well as members. Information about the location and time of meeting of Companies in a specific locality may be obtained from the District Commandant.

8. Commandant's Local Representative

**VARYING
DUTIES AND
SAFEGUARDS**
Reference (d)

IN AREAS REMOTE from Naval activities of any kind, reserve chaplains may find it desirable to request appropriate duty with or without pay as a Commandant's Local Representative. Among the duties prescribed for this billet are attendance at public ceremonies, and speaking to local civic and school groups in the interest of Navy public relations and recruiting. Special safeguards should be taken by the reserve chaplain *against* acting as a recruiting officer; another reserve officer should accompany the chaplain when recruiting is the major objective, and the chaplain should restrict his presentation to those areas which are genuinely within his purview, for example, spiritual and moral life in the Navy and Marine Corps.

9. Appropriate Duty Without Pay

**APPROPRIATE
DUTY
WITHOUT PAY—
TYPES OF
DUTIES**
Reference (d)

A WIDE VARIETY OF ACTIVITIES are related to this category. The reserve chaplain, perhaps more than most other reserve officers, can serve the Navy in many ways: conducting wedding and funeral services for Naval personnel; making welfare calls on the families of Naval personnel; participating in the Casualty Assistance Calls Program at the request of the District Chaplain; participating in civic and patriotic activities as a *Naval Reserve Chaplain*, preferably in uniform; conducting services at Naval and Marine Corps activities in the absence of an assigned chaplain. Appropriate duty orders without pay are requested on the chaplain's initiative generally, but sometimes at the suggestion of the District Chaplain, and are issued by the District Commandant. No chaplain may be ordered, against his will, to perform such duty. The alert chaplain will seek out opportunities for such service.

**CROSS-SERVICE
ASSIGNMENTS**
Reference (h)

In accordance with Cross-Service Reserve Training Instructions, if there is no Naval or Marine Corps Reserve unit in the area, a Naval reserve chaplain may request appropriate duty orders without pay with a reserve unit of some other branch of the Armed Forces, including the National Guard and the Civil Air Patrol. A letter of request for such orders must be sent to the District Commandant, via the commanding officer of the unit involved, and the command of the service involved. Point credits for promotion and retirement are acceptable if earned with this type of duty. The chaplain may request such orders from the District Commandant. If orders are issued they will be without pay.

10. *Chaplain Seminars*

ANNUAL SEMINARS— ADVANTAGES—

**ACTIVE
DUTY
FOR
TRAINING
WITH PAY
Reference (f)**

EACH YEAR the Bureau of Naval Personnel sponsors two seminars for reserve chaplains, one on the East Coast and one on the West Coast. All reserve chaplains are notified of the dates of these seminars, the subjects under consideration, and eligibility requirements. Orders to seminars resemble those for active duty for training, with pay. Attendance at a seminar provides an excellent opportunity for the reserve chaplain to bring his readiness up to date, and for him to share fellowship with chaplains from various Districts. Chaplains may not apply *both* for orders to attend Chaplain Seminars and for orders to active duty for training in any one fiscal year. Orders are not customarily issued to a chaplain for attendance at seminars in two successive years.

11. *Retreats and Seminars*

**APPROPRIATE
DUTY
WITHOUT PAY
FOR
RETREATS
References (d)
and (M-4)**

SOME NAVAL DISTRICTS SPONSOR ANNUAL retreats for Catholic chaplains, and institutes or seminars for Protestant chaplains on active duty. Reserve chaplains not on active duty are welcome to request appropriate duty orders without pay from the District Commandant for attendance at these religious meetings. The subjects are usually related to the chaplain's spiritual needs, rather than to his professional growth, the latter being the case with the Chaplain Seminars sponsored by BuPers.

12. *Symposia and Conventions*

**APPROPRIATE
DUTY
WITHOUT PAY
Reference (d)**

APPROPRIATE DUTY ORDERS WITHOUT PAY may be requested for attendance at certain training and lecture programs conducted under the auspices of the Armed Forces, or at certain professional conventions conducted in conjunction with meetings arranged and supervised by the Armed Forces and approved by the Chief of Naval Personnel. One example is the annual convention of the Military Chaplains Association.

13. *Selection Boards*

**ACTIVE DUTY
FOR TRAINING
IN THE
NAVY
DEPARTMENT
Reference (e)**

BOARDS FOR THE SELECTION of reserve chaplains for promotion are, of course, composed of regular and reserve chaplains. This very valuable opportunity and trust is offered to reserve chaplains with superior records. Orders with pay and allowances are issued for service on such boards, including travel allowances, after it has been ascertained that the chaplain is available. Chaplains who have served as members of selection boards have regarded the experience as one of the most meaningful of their Naval careers.

14. *Special Projects*

**ACTIVE DUTY
FOR TRAINING
IN THE
CHAPLAINS
DIVISION
Reference (e)**

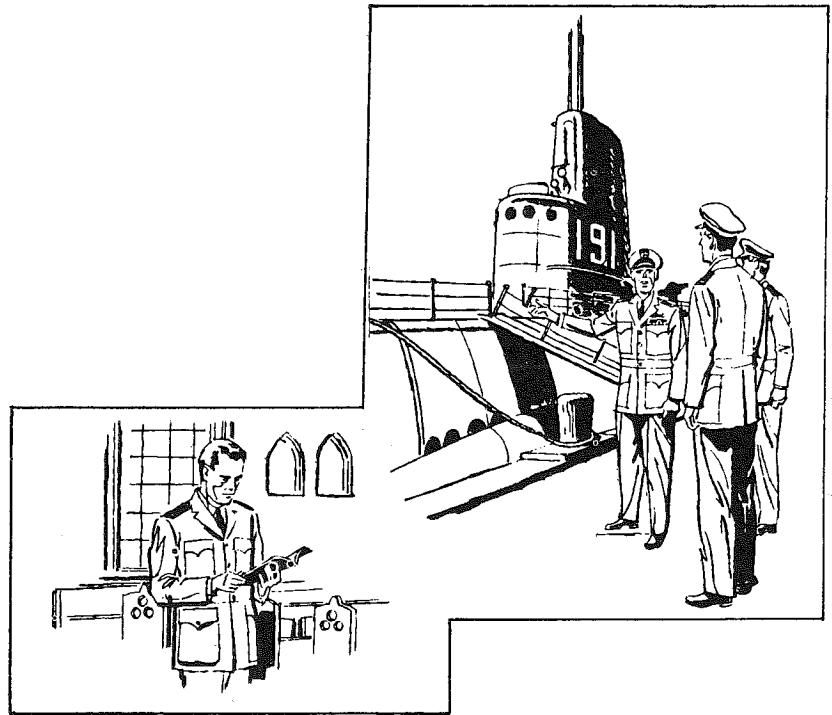
CHAPLAINS WITH SPECIAL QUALIFICATIONS have been ordered to the Chaplains Division and to other locations for assignment to special projects, including the development of the Character Education Program, the Five Year Curriculum for Chaplain Companies, and compiling of the History of the Chaplain Corps of the Navy, and the development of this Guidebook. The Chaplains Division is happy to acknowledge the

contributions of reserve chaplains not on active duty to the successful achievement of these special projects. Chaplains with special academic, literary, psychological, and research training are urged to keep the Chaplains Division informed of their progress and publications in these special fields, in addition to suitable notation on the annual qualifications questionnaire. Although the development of such special projects in the future cannot, in the nature of things, be anticipated, it is likely that the Chaplains Division will always require the special assistance of reserve chaplains who can devote full time and effort to such projects.

15. In Conclusion

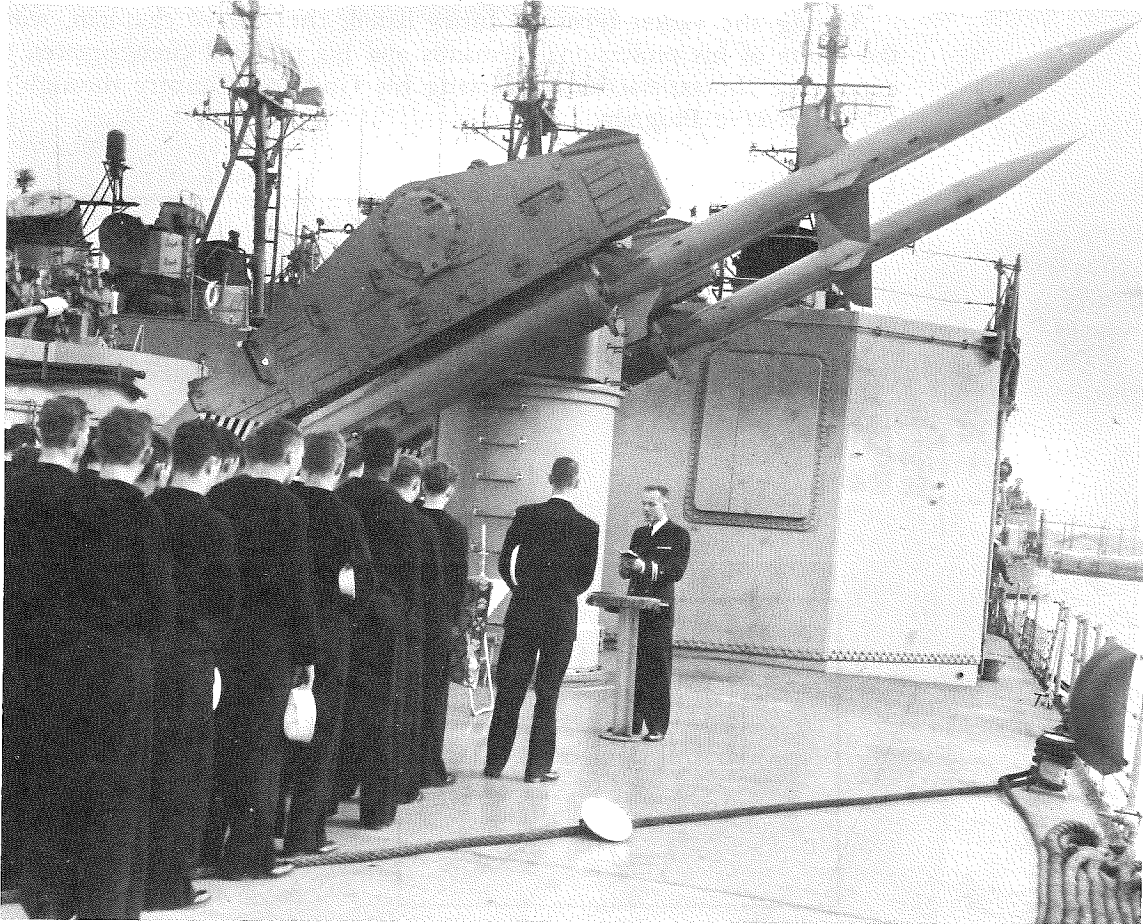
EVERY RESERVE CHAPLAIN finds the opportunity to carry his ministry to personnel in the Naval Establishment a worthy challenge. It will enhance his professional standing as well as his professional fitness.

Among the varied types of duties listed, the reserve chaplain, within the limits of his professional demands and his personal circumstances, can experience the satisfaction of serving his God and Country through the Naval Reserve Program.



Chapter Two

**THE SPIRITUAL MINISTRY
THE LAY LEADERSHIP PROGRAM**





THE SPIRITUAL MINISTRY

1. *The Chaplain—A Religious Leader*

THE RESERVE CHAPLAINS' ESSENTIAL ROLE

References

(M-2)

(M-3)

(M-4)

(M-18)

(M-22)

(M-23)

THE NAVAL CHAPLAIN IS EXPECTED to conduct his ministry and religious stewardship in the spirit and tenet of the church in which he is ordained. When a Reserve chaplain is assigned to duty at a Naval, Marine Corps or Coast Guard activity he "shall be responsible for the performance of all duties relative to the religious activities of the command."

The chaplain also carries responsibility of setting an example. He is the exemplar of religious living; the leader in performance of divine worship; the one who keeps the flame of faith aglow when troubles and perplexities threaten to extinguish the flame. He administers in the name of God.

Frequently he will come into contact with personnel who are distant from the practice of any faith. This is both a challenge and a responsibility. What he says will not be so important as what he does, and what he is.

2. *Religious Services and Ministrations*

WHEN A CHAPLAIN IS ASSIGNED to appropriate duty with or without pay at a Naval, Marine Corps or Coast Guard Reserve Activity, he will be obliged to devise, in discussion with the commanding officer, a schedule of ministrations which will fit into the crowded schedule of required training. The chaplain should not expect to have the same extended opportunity for his activities which he would ordinarily have in a full-time active duty assignment. It is possible, however, for him to develop an effective program within the obvious limitations.

(1) Divine services may be held at the discretion of the commanding officer, and, according to the availability of the chaplain, when multiple drills are held on Sunday. These may be conducted immediately prior to muster or at some other period during the day. The chaplain should be cognizant of and arrange for church parties to Divine services other than those conducted in the reserve activity.

(2) Public prayer at mustering ceremonies on week-days can frequently be arranged with the consent of the commanding officer.

MULTIPLE DRILLS Reference (d)

**THE CHAPLAIN'S
PROGRAM
AT
RESERVE
TRAINING
CENTERS**
References
(M-4)
(M-18)

**THE
CHAPLAIN'S
RELIGIOUS
POSTER
SERIES**

**THE
CHAPLAIN'S
"MESSAGE"
IN THE
ACTIVITY'S
NEWSPAPER**
Reference (M-17)

**USE OF
TRAINING
FILMS**
References
(M-15)
(M-16)

**THE
WELFARE
OF
PERSONNEL**
References
(M-2)
(M-4)
(M-14)
(M-22)

(3) When requested by members of the command, a chaplain may serve at funerals, weddings, baptisms, etc. The chaplain should, however, ascertain whether the person or family making the request is affiliated with a civilian church or synagogue. In the absence of such affiliation, the chaplain may feel free to accede to the request. But he must always be aware of two customary limitations: first, it is unethical for a Naval chaplain to proselytize without prior initiative on the part of the person involved; and second, the reserve chaplain should always seek to strengthen the ties of reservists with civilian churches and synagogues—he must not regard himself as a supplanter of, or even a substitute for, the civilian clergyman.

(4) The chaplain should, if possible, have office space of his own—plainly marked and easily accessible. Inspirational literature of all faiths can be made available there. Here he may conduct voluntary Bible study groups and other classes after drill hours. (Ecclesiastical gear and religious supplies should be secured from the District Chaplain.)

(5) Religious posters should be displayed in prominent locations to encourage religious affiliation, worship attendance and high moral standards. A church and synagogue directory should be posted in an appropriate place.

(6) The chaplain should seek to interview each member of the command and to keep a record of the interview. He should endeavor to know the religious preference of each man and should assist, where possible, in strengthening the reservist's spiritual life in accordance with his religious leanings. Whenever possible, affiliation with a civilian parish should be encouraged. In case of emergency, the chaplain should be prepared to serve so far as desirable, or to call upon a civilian clergyman as appropriate.

(7) The chaplain may send a letter of greeting to each reservist's family assuring them of his personal interest and spiritual concern, and of the Navy's concern with the reservist's spiritual life.

(8) In case of extended absence on the part of a reservist due to hospitalization, the chaplain can call on him in his own name and in the name of the command.

(9) The chaplain may provide devotional or inspirational messages for the activity's newspaper, and seek to have a "religious thought of the day" published in the plan of the day.

(10) The chaplain may find it possible to arrange for fitting religious films to be shown when other films are scheduled, and extra time is available.

3. Counseling

THE QUESTION IS NOT whether the officers and men require counseling; nor is the question related to the reserve chaplain's qualifications as a counselor. Many members of any given group of people will at various times be in need of counseling; this applies to the personnel associated with a Naval, Marine Corps or Coast Guard Reserve activity. Every Naval chaplain is assumed to have developed facility, insight, and understanding as a counselor. The problem is, rather, how to develop an awareness of the chaplain's availability as counselor in the minds of the many men who are in his presence only once a week for a few hours.

The following suggestions may prove to be helpful:

(1) He should be available before, during and after the drill session.

(2) He should make an effort to be seen by as many men as possible at drill sessions.

(3) The commanding officer should be asked to emphasize the availability of the chaplain for counseling at every appropriate opportunity; such announcement should indicate the desirability of seeking the chaplain's assistance in the consideration both of technical, professional Navy problems, and those of a more personal nature. The chaplain is not present merely to help on Naval matters; all human cares and concerns fall within his purview.

(4) The chaplain's office should be located in an accessible place; everyone should know where it is.

(5) The more men the chaplain comes to know on personal terms, the more counseling problems will be brought to him; the more confidence the men develop in him over the years, the more willing they will be to bring their problems to him.

4. *The Casualty Assistance Calls Program*

**THE NAVY'S
SYMPATHY
FOR THE
BEREAVED**
Reference (M-7)

RESERVE CHAPLAINS SHOULD be aware of the Casualty Assistance Calls Program (CACP) which the Navy developed in 1955. It provides for the personal visit of an officer of the Navy to the family of each person in the Naval service who dies while on active duty, active duty for training, or inactive duty training. The visit is specifically designed to assure the family of the bereaved of the Navy's sympathy. All reserve chaplains should acquaint themselves with the *Casualty Assistance Calls Program Manual*.

The *Casualty Assistance Calls Program Manual* specifically urges District Commandants to designate a chaplain of the same faith as the deceased to accompany the Casualty Assistance Calls Program officer on the first casualty call. Chaplains perform a truly religious mission when they accompany Casualty Assistance Calls Program officers on such calls. Chaplains associated with Navy, Marine Corps and Coast Guard Reserve Activities will, of course, render invaluable assistance to this program through their close association with the members of the unit which they serve, and may be assumed to be involved in casualty calls whenever the need arises.





THE LAY LEADERSHIP PROGRAM

1. *Preliminary Information*

SINCE IT IS THE DUTY of the chaplain to encourage religious activity for all personnel, the lay leadership program has been developed. Men have in the past and will continue to gather under the leadership of a devoted layman to worship Almighty God despite the absence of their respective chaplain. It is the policy of the Chaplains Division to encourage and supervise this worthy religious expression.

It is the official responsibility of the commanding officer with the advice and assistance of the appropriate Supervisory Chaplain to appoint the necessary lay leaders. Practically, however, as implied in Part 1 of this chapter, the chaplain must devise, organize and supervise the lay leadership program.

Within the limitations prescribed below for each faith, all religious groups permit and encourage, in the absence of their ordained clergy, some form of public worship or devotion under the leadership of laymen. The chaplain should bear in mind that the character, capability, performance, and appearance of the lay leaders reflect not only upon himself but directly upon the prestige of religion in general. Prospective lay leaders should be personally interviewed by the supervising chaplain, to ensure that they are well motivated for such an assignment, that they are conscientious adherents and proper representatives of their respective faiths and that they hold good reputations among their shipmates.

2. *Limitations to Lay Leadership Functions*

THE CHAPLAIN AND THE LAY LEADER should bear in mind the following limitations with respect to the latter's activities:

(1) Personnel of the Navy, except for duly commissioned chaplains, will not administer sacraments at any military activity without specific permission of the Chief of Naval Personnel. The only exception to the above is Baptism "in extremis." When no chaplain or civilian clergyman is available and death seems imminent and in accordance with the laws of the denominations involved, a layman may baptize using the ritual of the church.

**THE
CHAPLAINS'
RESPONSIBILITY
IN THIS
PROGRAM**
References
(M-4)
(M-18)

**WHAT THE
LAY LEADER
CANNOT
DO**
References
(M-4)
(M-18)

(2) The canons of the Roman Catholic Church prohibit preaching by laymen. The public reading of the Epistle and Gospel of the particular Sunday and the recitation of the Rosary is considered the basic elements of the Catholic lay service.

(3) Lay leaders should refrain from specialized tasks, such as personal counseling, which requires special training and from any activity which presume ordination by a religious body.

3. Ecclesiastical Equipment and Supplies

IT IS ANTICIPATED that basic ecclesiastical equipment will be made available to lay leaders within the limitations imposed by appropriations.

Testaments, Sunday Missals, Jewish Prayer Books, Hymnals, etc., should be maintained in quantity for distribution to lay leaders. These may be obtained by submission of Form DD-1149, Reference Index of Forms and Publications, FPSO Instruction 5600.1B. Special note should be taken of the new *Armed Forces Hymnal* published in 1959.

Other supplies, e. g., tapes, recorder-reproducers, record players, etc., which are purchased from the Chief of Chaplains allotment will be issued, depending on funds available, to Supervisory Chaplains for distribution to lay leaders. The chaplain should send all of his requests for supplies to the supervisory chaplain. The lay leaders should send his requests to the chaplain of the command, or next senior command with a chaplain.

4. How to Assist the Lay Leaders

IN SUPERVISING THE ACTIVITIES of lay leadership and encouraging the religious activities of other faiths the following sources of information will prove helpful to the chaplain in the practical carrying out of the religious program.

The chaplain or lay leader should, with the commanding officer's permission, invite civilian clergy from a nearby community to come aboard and conduct services, or a Church Party should be arranged with local churches and synagogues where personnel can attend their respective places of worship.

5. Lay Leadership—PROTESTANT

THESE GENERAL INSTRUCTIONS are to be used as guidelines for reserve chaplains implementing a religious program where no chaplain is assigned to a unit or activity. Among the more general facts to bear in mind in the conducting of services by qualified laymen are:

a. The entire Protestant Section of the *Armed Forces Hymnal* is a primary resource. The order of worship printed on page 121 of this hymnal may be used.

b. Special helps such as sermons and sermon outlines as well as other orders of service may be procured from the Chief of Chaplains through the appropriate District Chaplain.

c. Informal Hymn Sings, Bible Classes may be conducted by lay personnel where appropriate.

d. Recordings of the constituent parts of a Navy church service as well as hymns from the *Armed Forces Hymnal* may be obtained.

e. Bibles, New Testaments, New Testament portions may be obtained from the American Bible Society, or the Gideons.

**HOW TO ORDER
PUBLICATIONS
AND SUPPLIES**
See also
Reference
(M-18)

**LAY LEADER
SUPERVISION**

**PROTESTANT
PERSONNEL**

**CATHOLIC
PERSONNEL**

f. Denominational groups also supply ecclesiastical gear, equipment, and religious material when requested.

g. Consideration should be given to the fact that both Protestant liturgical and non-liturgical churches observe many major and minor festivals of the church year. (See Lectionary *Armed Forces Hymnal* page 421.)

6. *Lay Leadership*—CATHOLIC

CATHOLIC SERVICES CONDUCTED BY A LAY LEADER: Quite often in the normal tour of sea duty, a Catholic priest is not available for Sunday Mass. At such times it is entirely fitting and proper and in accordance with Canon Law of the church that services be conducted by the appointed Catholic Lay Leader. There is no church obligation on the part of personnel to attend such a service, but they are strongly urged to participate.

The customary service conducted by a Lay Leader consists in the recitation of the Rosary with excerpts read from the Mass of the Sunday and with meditations read from an authorized Prayer Book, such as *Father Peyton's Rosary Prayer Book*.

A small altar, crucifix and candles add to the dignity of the service. Missals and rosaries should be made available to the worshippers.

The Lay Leader should ascertain the Mass for the particular Sunday by using the calendar in the front of the Missal. He should also select a series of meditations for use from the "Rosary Prayer Book."

The Lay Leader should introduce himself and outline the purpose of the service. He then announces the page in the Missal for the Sunday's Mass.

Kneeling down in front, he makes the Sign of the Cross and reads the Prayer before Mass and the prayer for the particular Sunday. While the men are seated he recites the Epistle. They stand while he reads the Gospel and kneel again for the Secret.

He then announces the Rosary, e. g., Joyful Mysteries, and before each decade reads a meditation from the Rosary Book. (The men may stand during the third decade for variation.)

At the end of the Rosary, the "Hail Holy Queen" is recited. The service will be concluded by reciting together the "Act of Contrition" after he has announced "Now let us recite together an 'Act of Contrition' for any sins we may have committed during the day." The Sign of the Cross is then made.

The above service may be varied or added to at the discretion of the individual Lay Leader, using only authorized prayers and meditations.

HOLY DAYS OF OBLIGATION: In the United States the following Holy Days of Obligation are observed and Catholics are obliged to attend Mass on these days, if at all possible. If that is not possible and the operating schedule permits, have Church Call and follow the same schedule as on Sundays. Be sure to read the Epistle and Gospel of the particular Feast Day.

The Immaculate Conception	December 8
Nativity	December 25
Circumcision	January 1
Ascension Thursday	40 days after Easter
Assumption	August 15
All Saints	November 1

FAST AND ABSTINENCE: Catholic personnel in the Armed Forces are dispensed from the law of fast and abstinence on all days of the year except the Vigil of Christmas, Ash Wednesday and Good Friday.

7. Lay Leadership—JEWISH

JEWISH PERSONNEL

THE SABBATH: The weekly day of rest and prayers for Jewish personnel is Saturday. The chaplain should be cognizant of the fact that the Jewish Sabbath as well as all festivals begin on the evening of the preceding day. As an example: Saturday is the Jewish day of rest; however, the Sabbath begins when the sun goes down Friday evening and ends when the sun goes down Saturday evening. Divine Services should be held Friday evening and Saturday morning.

SPECIAL RELIGIOUS FESTIVALS: The Chief of Naval Personnel promulgates a special directive at the appropriate times of the year which informs all ships and stations that the respective festivals, Passover and the High Holy Days (Rosh Hashanah and Yom Kippur) are days of religious obligation for Jewish personnel and that Commanding Officers are "enjoined to grant leave to Jewish personnel desiring to celebrate those occasions when the exigencies of the service permit, or to provide for the observance in accordance with local conditions."

A CALENDAR of Jewish festivals and Holy Days:

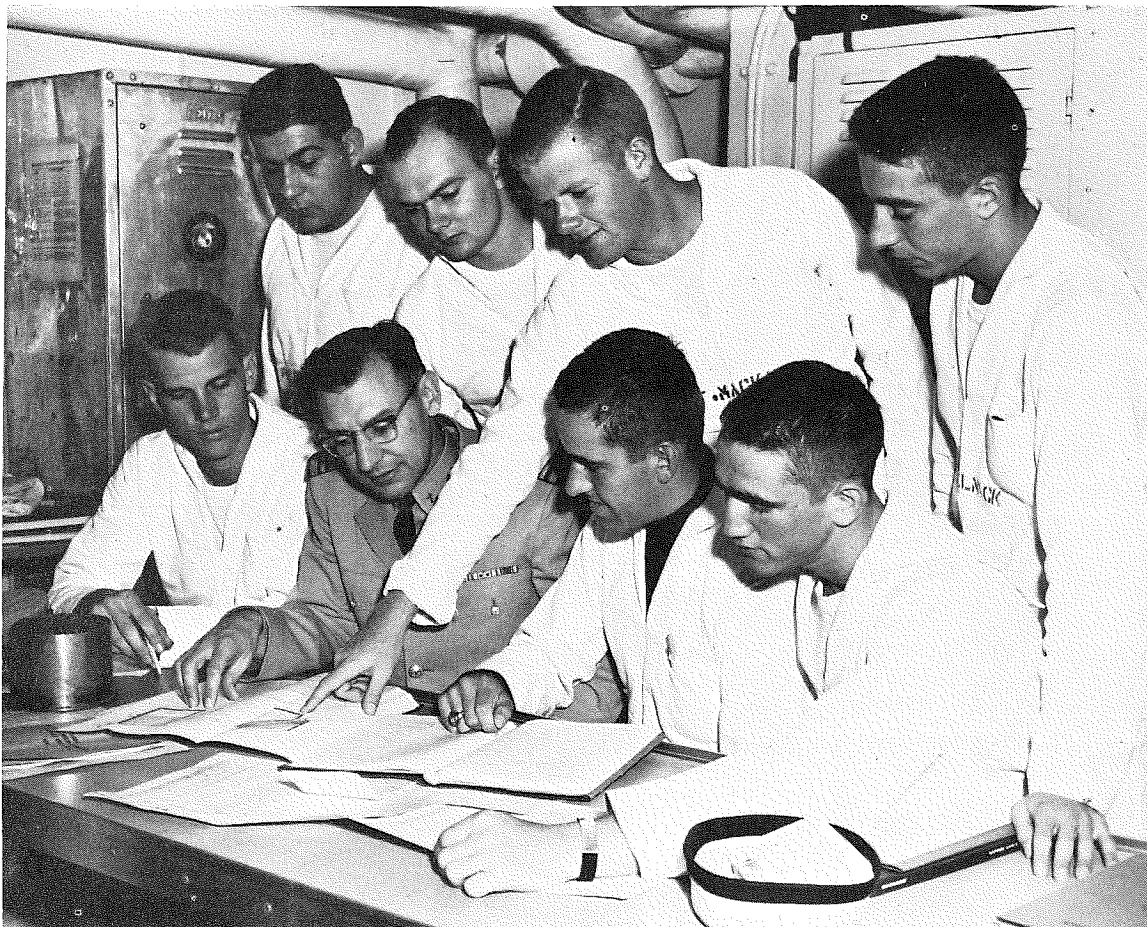
- a. Purim.
- b. Jewish Passover (eight day duration) is the Jewish festival on which the Seder meal and the ritual is held on the first two evenings of the first two days. The Jewish Welfare Board, in cooperation with the Armed Services, plans yearly the distribution of Passover supplies well in advance of a festival. Requests for such supplies should be directed to the Supervisory Chaplain via the Commanding Officer.
- c. Shabust (Jewish feast of weeks).
- d. The High Holy Days—Rosh Hashanah (Jewish Religious New Year) and Yom Kippur (Day of atonement). These two Holy Days, begin and end respectively a ten day period known as the High Holy Day Season.

The above are the main Jewish festivals celebrated by all three groups (Reform, Conservative, Orthodox). Other days of religious obligation should be encouraged and facilitated whenever possible. No specific dates are listed since the Jewish Holy Days are observed according to the Hebrew calendar. Small pocket calendars are published and distributed yearly by the Jewish Welfare Board which gives the comparable date on the regular calendar.

ECCLESIASTICAL EQUIPMENT: Most of the Jewish religious supplies, materials, pamphlets, prayer books, Jewish calendars, etc., are obtainable from the National Jewish Welfare Board. All requests should be directed to the Supervisory Chaplain via the Commanding Officer.

Chapter Three

**NAVAL LEADERSHIP
AND
CHARACTER EDUCATION**





Chapter Three—Part 1

THE NAVAL LEADERSHIP PROGRAM

1. *Protection of Moral Standards*

**RELIGIOUS
AND
MORAL
WELFARE
References
(M-2)
(M-4)
(M-14)**

NAVAL LEADERSHIP means the art of accomplishing the Navy's mission through people, or as the Chief of Naval Personnel has put it, "Leadership can be defined as that aspect of personnel management that involves ethics as related to behavior." The Navy has since its inception held the Commanding Officer responsible for the religious and moral welfare of the men as well as for their training. From the first Regulations for the Navy of 28 November 1775 the traditional requirement has been maintained.

As *Navy Regulations, 1948*, Article 0702A clearly states: "All commanding officers and others in authority in the naval service are required to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices." Moreover, Article 0709 makes the Commanding Officer responsible for the welfare of personnel within his command: "The commanding officer shall use all proper means to promote the morale, and to preserve the moral and spiritual well-being of the personnel under his command."

Not only has the Navy insisted that the Commanding Officer is responsible for the qualities of leadership and the state of morale in his command, but it has also stated that all naval personnel have a moral obligation in their conduct. "All persons in the naval service shall show in themselves a good example of subordination, courage, zeal, sobriety, neatness, and attention to duty. They shall aid to the utmost of their ability, and to the extent of their authority, in maintaining good order and discipline, and in all that concerns the efficiency of the command." (Art. 1210.)

On many different occasions in the history of the Navy, programs for character education have been developed by energetic commanding officers and chaplains. These programs grew in number during and after World

**THE
CHARACTER
EDUCATION
PROGRAM
Reference
(M-14)**

**MORAL
LEADERSHIP
Reference
(M-14)**

**A KEY OFFICER
IN THE
LEADERSHIP
PROGRAM
References
(M-4)
(M-17)**

**MATERIALS
FOR
IMPLEMENTING
THE
NAVAL
LEADERSHIP
PROGRAM
References
(M-14)
(M-15)
(M-16)**

War II. Subsequently, on 26 May 1951 the Secretary of Defense, George C. Marshall, issued his memorandum on "Protection of Moral Standards." In this memorandum he stated "It is in the national interest that personnel serving in the Armed Forces be protected in the realization and development of moral, spiritual, and religious values consistent with the religious beliefs of the individuals concerned. To this end, it is the duty of commanding officers in every echelon to develop to the highest possible degree the conditions and influences calculated to promote the health, morals, and spiritual values of the personnel under their command."

As a result steps were taken to develop a program of Character Education and Moral Leadership resulting in the BuPers Instruction 1743.2 of 3 April 1953. In this instruction the Chief of Naval personnel directed all commanding officers to:

- a. Insure that all personnel are reached by group instruction and by personal interview on all matters that promote the realization and development of moral, spiritual, and religious values consistent with the religious beliefs of the individual concerned.
- b. Take a personal interest in the off-duty activities of personnel and insure the availability of a well-rounded program of religious, educational and recreational activities.
- c. Insure that the type of entertainment presented, the contents of publications sold or circulated, including ship, station, and post newspapers, and the activities of officers' and enlisted men's clubs conform to established moral standards.
- d. Cooperate with agencies, civilian and military, which may contribute to the moral and social well-being of personnel."

The chaplain was immediately involved. Since he is a specialist in the field of religious guidance and an advisor to the commanding officer on moral matters, the chaplain was one of the key officers in promoting the moral, spiritual, and religious welfare of personnel. District, fleet, and force chaplains were available to assist commands to which chaplains are not assigned and to advise, counsel, and offer suggestions to unit chaplains concerning their work.

A panel of reserve chaplains has recommended the following suggested program for Naval and Marine Corps Reserve activities now being served by reserve chaplains. For the orientation of all hands there are two lectures of about 40 minutes each. The first "Protection of Moral Standards presentation," and second, "Moral Leadership." Thereafter followed an additional program for reserve activities. This was made up of four periods of instruction:

- (1) "Moral Principals"
- (2) "Responsibilities"
- (3) "Marriage and the Family Life"
- (4) "Sex Education"

If the chaplain desires an alternate series, he should consult the United States Navy and Marine Corps Character Education Series I manual, *For Men Only*.

Another program of four lectures for rated personnel and officers was developed as follows:

- (1) "My World and Me"
- (2) "My Values and Choices"

- (3) "My Freedom"
- (4) "My Controlling Purpose"

A broad variety of materials are available for leaders in the Character Education program. Foremost among these is NavPers 15890, *Moral Leadership* which spells out in detail the philosophy, and techniques of the program and gives lists of materials available. The Character Education program has had a salutary effect and is continuing to be quite productive in developing moral ideals and spiritual values among Naval personnel.





LEADERSHIP

2. Naval Leadership and Character Education

**THE
OBJECTIVE
OF
GENERAL
ORDER
NUMBER
21
Reference
(M-14)**

IN HIS ARMED FORCES DAY SPEECH of 17 May 1958, the Honorable Thomas S. Gates, Secretary of the Navy spoke for those in charge of the policies of the Navy when he said "We care very much and worry constantly about the greatest of all our resources—our people." The same day, he signed General Order 21, the basic directive of the Navy's current leadership program. Quoting from *The U.S. Fighting Man's Code*, the Secretary reiterated the "essence" of the problem: "War has been defined as 'a contest of wills.' A trained hand holds the weapon. But the will, the character, the spirit of the individual—these control the hand. More than ever, in the war for the minds of men, moral character, will, spirit are important."

**LEADERSHIP
STANDARDS
References
(M-4)
(M-14)**

In General Order 21 a broader concept of Naval leadership was propounded. As Secretary Gates noted, the objective of this general order is to reemphasize and revitalize Naval leadership in *all* its aspects: inspirational, technical, and moral. He pointed out that effective leadership is based on personal example, good management practices, and moral responsibility. The Chief of Naval Operations, Chief of Naval Personnel, Commandant of the Marine Corps and the Chief of Industrial Relations were made directly responsible for maintaining leadership standards and conducting leadership training for all personnel. All commands were instructed to give continuing attention to the personal example of behavior and performance set by officers; the moral atmosphere of the command; and the current standards of personnel supervision of men both in regard to management effectiveness and the development of moral responsibility. The order instructed all commanding officers to integrate both the technical and moral principles and practices of leadership into their training programs. The Chief of Naval Personnel by his Instruction 1000.14 of 4 August 1958 defined and expanded the meaning and application of General Order 21 to Naval personnel. Among the steps taken by the Chief of Naval Personnel to emphasize leadership were the establishment of Petty Officer Leadership Schools, increasing the leadership content of Officer Candidate Schools and schools for enlisted personnel, and the development of various training materials. Leadership was pointed out to be the primary ingredient of a successful military life. Good leadership constantly was stressed in the training of officer candidates and in the training of enlisted personnel commencing with the new recruit. Leadership principles are taught, but a good leader acquires that quality only through practice. Such an individual "by his personal example *inspires* others; by his actions *instills a sense of responsibility* in others; and by his administrative ability, *creates and maintains an efficient organization* for the betterment of the Navy as a whole as well as for those individuals for whom he is responsible."

**STEPS TAKEN
BY THE
CHIEF OF
NAVAL
PERSONNEL
TO
EMPHASIZE
LEADERSHIP
Reference
(M-14)**

**THE
STANDING
COMMITTEE
ON
LEADERSHIP
Reference
(M-14)**

**LEADERSHIP
FIELD TEAMS
Reference
(M-14)**

**PUBLICATIONS
PERTINENT
TO THE
NAVAL
LEADERSHIP
PROGRAM
Reference
(M-14)**

It was clearly pointed out that the development of leadership is "the direct responsibility of command" and that this "responsibility cannot be delegated." It is not enough however, for commanders to understand these ideals and standards of performance. They must ensure by personal example and a program of instruction that leadership is brought home to the division and company officers and then through them to the petty officers and noncommissioned officers and to the men themselves. Earlier, in April 1958, a Special Assistant for Leadership was set up within the Bureau of Naval Personnel. The Special Assistant for Leadership (Pers-12) initiates, develops, coordinates, and disseminates information, ideas, materials, methods of teaching and concepts pertaining to all aspects of leadership—inspirational, moral, managerial. He acts as the executive secretary of the Chief of Naval Personnel's Standing Committee on Leadership; he ensures the implementation of leadership policies and programs; and he acts as the representative of the Chief of Naval Personnel in initiating, making, coordinating, or reviewing research in morale and leadership and in reviewing and evaluating the policies, programs, and actions relating to the enhancement of leadership in naval officers and enlisted personnel of the Regular and Reserve Forces. He administers the BuPers Leadership Field Teams and acts as liaison officer with regard to such similar teams as may be established by other commands. The Special Assistant also acts as the representative of the Chief of Naval Personnel in keeping informed of, meeting with, and corresponding with other Governmental and civilian agencies and units in matters relating to research in, teaching of, and evaluation of matters of potential interest to the enhancement of naval leadership.

Also, a series of eight "leadership field teams" were developed. The BuPers Leadership Field Teams are units of officers and enlisted personnel, who act as representatives of the Chief of Naval Personnel to assist Fleet, Shore, and Reserve commanders and individual commands in their leadership training programs. The Teams make presentations on the leadership program as developed by the Chief of Naval Personnel, demonstrate techniques and procedures, and recommend or supply appropriate materials. In addition to the leadership training prepared for various Naval schools a series of manuals have been developed for all Naval activities. They are the Effective Naval Leadership series and include:

Effective Naval Leadership—A Message to Commanding Officers NavPers 15913.

Effective Division Officer Leadership—A Message to Division Officers NavPers 15914.

Leadership Discussion Guides (Officer) NavPers 15915-A.

Leadership Discussion Guides (Enlisted) NavPers 15916.

Effective Naval Leadership and the Code of Conduct NavPers 15922.

This program emphasizes the continuing activity of line officers in training themselves and those under them in the principles of Naval leadership. Although this program of leadership education and the principles, techniques and procedures of effective management are based on a firm foundation of moral responsibility, it includes many aspects of the Character Education program. This latter program is by no means superseded. In many instances and under many conditions the Character Education program is an effective supplement to the leadership program.



The CHAPLAIN AND NAVAL LEADERSHIP

3. *Effective Naval Leadership*

**PRINCIPLES
AND
PROBLEMS
OF
NAVAL
LEADERSHIP**
Reference
(M-14)

BEHIND EVERY CAPTAIN'S MAST each AWOL, each disciplinary problem, there is a moral problem. The solution to any moral problem is ultimately a religious one. The world and every man in it is created by God. No institution, organization or individual can long succeed unless its nature is conformable to the will of God. Here is the chaplain's supreme opportunity and obligation. He must use every means at his disposal to bring men to a powerful faith in God. He must teach and demonstrate the necessity of obedience to God's commandments. When the chaplain leads his men to be moral beings as God is a moral being, he builds the indestructible foundation for the highest sort of leadership.

It is not only the obligation of the chaplain to be morally correct and spiritually good, but he must also be a worthy example of Naval leadership. In the conduct of his own affairs the chaplain should be an effective part of the command. As well as other Naval officers, he must be aware of costs and personnel needs. A chaplain must know his own job thoroughly and be a proper aid to his commanding officer. It goes without saying that as an officer in the Navy, a member of the Chaplain Corps, a representative of his own church, and a servant of Almighty God, the chaplain has the highest obligation to fulfill in leadership.

One of the most effective ways in which a chaplain functions is in the informal personal relationships he has with officers and men. He can personally guide and counsel as well as inspire. The man-to-man talk quite often is more effective than any number of lectures.

When it comes to the actual functioning of the chaplain in the Navy Leadership Program, he is not the responsible authority to get the program going and to keep it in action. The chaplain is a staff officer in this program—a key staff officer, it is true—but a staff officer. Therefore, the chaplain supports the program in the command through his advice and assistance. He may participate in training leaders, in acting as an expert in ethics, and by giving his experience in counseling and guided discussion methods. The leadership program is a Navy program; the chaplain as an integral part of the Navy will do his best to see that it succeeds.

**THE
MORAL AND
SPIRITUAL
GROWTH OF
NAVAL
PERSONNEL**
Reference
(M-14)

Chapter Four

TRAINING





Chapter Four

TRAINING

TRAINING FOR THE NEWLY APPOINTED CHAPLAIN

TRAINING FOR THE VETERAN RESERVIST

CURRICULUM FOR NAVAL RESERVE CHAPLAIN COMPANIES Reference (M-6)

1. Preliminary Information

THE NAVY DOES NOT PRESUME to instruct its reserve chaplains in their spiritual responsibilities and obligations. But every chaplain, every clergyman, knows that he must, through prayer, meditation, study, and other spiritual exercises, continue to develop his personal relationship with Almighty God. Similarly, every reserve chaplain realizes that he must continually refine and reinforce his ability to serve in the Navy. There are a number of opportunities for the training of newly commissioned chaplains, and for the continued training of veteran reservists:

- a. The Five-Year Curriculum for Naval Reserve Chaplain Companies
- b. Training for Ensigns (Probationary)
- c. The Chaplain School
- d. Correspondence Courses
- e. Naval Reserve Officers Schools
- f. Active Duty for Training
- g. Uniform Regulations and Reimbursement
- h. Informal Training

2. Naval Reserve Chaplain Companies

CONCURRENT WITH THE PUBLICATION of this *Guidebook*, a *Curriculum* for Chaplain Companies has been published and distributed. This *Curriculum*, developed over a period of two years by reserve chaplains and with the advice and counsel of the District Chaplains, is designed to meet the program needs of the Chaplain Companies. Since their inception in 1948, the Companies have attempted to conduct their own programs, with a varying degree of success. Some Companies meet in or near extensive Naval activities, and are therefore able to draw upon trained Naval personnel for guidance and lectures; other are isolated and must rely upon their own resources. Virtually all of the Companies' members have expressed the need for guidance in planning their programs.

The *Curriculum* is the first organized effort to present an integrated course of study. It consists of a series of programs distributed over a period of five years, with twenty for each year. Six major areas of interest are covered in the *Curriculum*, each divided over the five years:

- a. Naval History
- b. History and Organization of the Chaplain Corps
- c. Character Education

**OBJECTIVES
OF THE
CURRICULUM
FOR
CHAPLAIN
COMPANIES**

- d. Chaplain Duties
- e. Naval Orientation
- f. Ecclesiastical/Public Relations

This course of study will achieve a number of objectives:

- a. it will enable the Chaplain Companies to undertake an organized course of training for newly commissioned chaplains who do not apply for immediate active duty;
- b. it will offer a channel through which the veteran chaplain will refresh his knowledge of the Navy, and through which he will become informed on newer developments since he last served on active duty;
- c. it will serve as a bond of unity for chaplains throughout the country;
- d. it will make it possible for a chaplain to move from one unit to another without losing his sense of relatedness to Naval training;
- e. it will offer an incentive to unattached reserve chaplains to affiliate with Chaplain Companies;
- f. it will offer members of the Companies an opportunity, through their preparation of specific lectures, to become fully informed on those subjects.

3. Training For Ensigns Probationary

**PROGRAM FOR
THEOLOGICAL
STUDENTS
References
(M-4)
(M-22)**

QUALIFIED COLLEGE GRADUATES who have been accepted for matriculation, or who are already in attendance at approved theological seminaries may apply for commissions as Probationary Ensigns (Theological) in the Naval Reserve, up to and including the middle year at seminary. Details of eligibility are as follows:

- a. applicant must be a male citizen of the United States;
- b. applicant must be not less than 19 years of age nor more than 30 at the time of appointment, although the upper age limit may be waived for veterans;
- c. applicant must be a graduate of an approved college or university;
- d. applicant must be enrolled or accepted for enrollment in the next entering class in an approved theological seminary;
- e. if subject to draft, applicant must have Selective Service classification of I-C, IV-A, IV-D, or V-A;
- f. applicant must be able to establish fitness for Naval service through interviews and the submission of academic records;
- g. applicant must be endorsed by proper ecclesiastical authority;
- h. applicant must be found physically qualified through examination.

**QUALIFICATIONS
FOR
COMMISSION
AS ENSIGN
PROBATIONARY**

Probationary Ensigns may achieve an introductory training through application for eight weeks training duty with pay at the Officer Indoctrination School, Chaplains, U.S. Naval Schools Command, Newport, Rhode Island, during the summer immediately preceding the final seminary year, or for two weeks active duty for attendance at a training seminar for Reserve chaplains. Both are means whereby the Ensign may achieve a first-hand experience in the Navy. This duty can give the Ensign an invaluable insight into the duties, opportunities, and responsibilities of a Naval chaplain. These are the only periods during which a Probationary Ensign may receive pay from the Navy; the program does not, cannot, by

**INTRODUCTORY
TRAINING AT
THE
CHAPLAIN
SCHOOL**

law, provide a financial subsidy for theological students. Probationary Ensigns may join Chaplain Companies.

4. *The Chaplain School*

CHAPLAIN SCHOOL ELIGIBILITY

THE CHAPLAIN SCHOOL CURRICULUM

NEWLY COMMISSIONED CHAPLAINS who are accepted for active duty are required to enter a period of training prior to active duty. They are assigned to eight week training duty at the Officer Indoctrination School, Chaplains, U.S. Naval Schools Command, Newport, Rhode Island. Only Reserve chaplains about to serve on active duty and Probationary Ensigns may apply for duty at the Chaplain School.

The staff of the Chaplain School, consisting of three chaplains and one line officer, instructs the trainees in four main units of study: 60 hours on Naval Indoctrination; 66 hours on the duties of the Navy chaplain; 16 hours on the History of the Chaplain Corps; 32 hours on the Protection of Moral Standards, and the Character Education Program. Eight hours of Navy drill are conducted by a Marine sergeant.

In addition, six full days are devoted to visiting Naval activities, including a destroyer, a Naval Air Station, a Sea Bee Training Center, a Submarine Base, the U.S. Coast Guard Academy, a Naval Shipyard, a Fleet Training Center, a Fire Fighting School, and a Damage Control School.

5. *Correspondence Courses*

PROFESSIONAL FITNESS Reference (r) PROMOTION AND RETIREMENT References (p) and (r) COURSES PRESCRIBED Reference (r) COMPUTING OF POINTS FOR CORRESPOND- ENCE COURSES Reference (r)

CORRESPONDENCE COURSES are of great assistance to the chaplain in providing opportunities for enhancing knowledge of the Navy and for fulfilling the requirements for promotion and retirement points.

Retirement point credit is granted to inactive duty officers for satisfactory completion of any naval officer correspondence course evaluated by the Chief of Naval Personnel. Promotion point credit is granted only if the course is one designated for the officer's grade and designation. The following table lists the title and number of some courses prescribed for chaplains, and indicates the number of points credit and the applicability to various grades. Where a Naval Reserve Officer School Course is available in the same subject, it is also listed.

A number of details in connection with correspondence courses should be noted:

a. Credit for correspondence courses is awarded on completion of courses of 12 points, or of each unit of 12 points if the course is evaluated at more than 12 points.

b. A correspondence course can be taken only once for point credit. However, a major revision of the course (indicated by addition or change of alphabetical suffix to the NavPers number) can be taken for credit even if the earlier course has been completed for credit.

c. Where a correspondence course and a Naval Reserve Officer School course are offered in the same area, credit is granted for either one but not for both.

d. Promotion point credit will be granted for courses completed in grade while on active duty. Retirement point credit is granted for courses completed while on inactive duty only.

6. Correspondence Courses Prescribed for Chaplains Not on Active Duty

RESERVE CHAPLAINS
LTJG to LT and/or LT to LCDR
Earn Promotion Credit for These Courses

	<i>Promotion Points</i>
NavPers 10740-A Navy Regulations.....	24
NavPers 10905-A *The Navy Chaplain.....	18
NavPers 10906 *History of Chaplain Corps, Part I.....	12
NavPers 10907 *History of Chaplain Corps, Part II.....	12
(a) NavPers 10975-A Security of Classified Matter.....	6
(b) NROS-185 Security of Classified Matter.....	12
(a) NavPers 10903 Leadership.....	10
(b) NROS-180 Leadership.....	12
(a) NavPers 10965 Education and Training, Part I.....	14
(b) NROS-183A Education and Training, Part I.....	12
(a) NavPers 10993 *Military Justice In The Navy.....	24
(b) NROS-182 *Military Justice.....	24

RESERVE CHAPLAINS
LCDR to CDR and/or CDR to CAPT
Earn Promotion Credit for These Courses

(a) NavPers 10720 *Navy Public Information.....	12
(b) NROS-184 *Public Relations.....	12
(a) NavPers 10968-A *Personnel Administration.....	12
(b) NROS-181 *Personnel Administration.....	12
(a) NavPers 10770-A Foundations of National Power.....	24
(b) NROS-401 International Relations.....	24
Naval War College International Relations.....	54
(a) NavPers 10721 Organization For National Security.....	10
(b) NROS-301 Organization For National Security.....	12
Naval War College Logistics I, II, III.....	72

*These courses earn promotion credit for chaplains of all grades. If a Chaplain desires other courses he may take additional "Alls" as listed in the NAVAL RESERVIST of April 1959 (available at all Reserve activities).

Note.—Courses above marked (a) and (b) are alternate courses in the same subject. Choose one *or* the other, but not both. Credit is given for only one in each subject.

7. *Naval Reserve Officers Schools (NROS)*

**SCOPE OF
INSTRUCTION
FOR ALL
GRADES AND
DESIGNATORS**
Reference (s)

SINCE 1953, one hundred and one Naval Reserve Officers Schools, with sixty-nine extensions, have been established throughout the country. The schools have been established to offer training and instruction in an organized fashion to reserve officers, including, of course, chaplains. Courses are offered as alternates to correspondence courses (see the adjoining table). Successful completion of these standardized courses involves one meeting a week (32 meetings is the minimum), and fulfills the requirements for retirement as well as the annual average of 24 promotion points. Attendance at a Naval Reserve Officers School does not preclude active duty for training with pay. Half-year courses may also be taken. Registrars at the schools counsel applicants on courses to be taken. If an officer does not know the location of the nearest Naval Reserve Officers School, a request to the District Commandant will obtain this information for him.

8. *Active Duty For Training*

**DIVERSE
TYPES
OF DUTY
RECOMMENDED**
References
(e) and (f)

A NUMBER OF SUGGESTIONS may be made to enhance the value of active duty for training:

- a. The reserve chaplain should apply for various types of duty, so as to avoid repetition of the same experience.
- b. Even if no training schedule is maintained, the chaplain should strive through discussions with officers and enlisted men in various departments to extend his knowledge of developments in the Naval service.
- c. Reserve chaplains are encouraged to ask questions, to seek interviews with supervisory and District Chaplains, and to extend their knowledge of non-spiritual aspects of the chaplain's duties.
- d. The Reserve chaplain should, on his own initiative, become familiar with as many aspects of the activity to which he is assigned as possible.

9. *Uniform Regulations and Reimbursement*

**UNIFORM
ALLOWANCES
AND
CLAIM
PROCEDURES**
Reference
(M-3)

IT IS IMPERATIVE that the Reserve chaplain take pride in his appearance. To maintain himself in proper military dress, it is necessary that the Reserve chaplain be aware of current regulations and directives regarding awards, ribbons, etc., as well as the latest information concerning uniform allowances and reimbursements. The following is a summation of this information:

- a. *Initial Uniform Allowance.* Reimbursement of \$100 authorized by Section 302 of Naval Reserve Act of 1938 for Naval Reserve officers qualifying prior to 1 January 1953 and reimbursement of \$200 for those officers qualifying on or after 1 January 1953 authorized by Section 243 of Armed Forces Reserve Act of 1952.
- b. *Additional Active Duty Allowance.* Reimbursement of \$100 authorized by Section 243 (Act of 1952) for qualified Naval Reserve officers reporting for active duty in excess of 90 days on or after 25 June 1950.
- c. *Uniform Maintenance Allowance.* Reimbursement of \$50 authorized by Section 302 (Act of 1938) for officers qualifying prior to 10 July 1956 who elect such payment, and \$50 authorized by Section 243 (Act of 1952) to those eligible Naval Reserve officers qualifying on or after 10 July 1952.

- d. All Reserve officers are entitled to an initial uniform allowance but once received, no officer is eligible for a future *initial allowance*.
- e. Naval Reserve officers who enter upon a period of active duty, or active duty for training, for a period (continuous) of more than 90 days, where uniforms are required, are entitled to an *additional* uniform allowance of \$100. However, this tour of duty must not follow within two years of a similar period of duty nor must the officer have received his initial allowance during this period.
- f. Naval Reserve officers who complete four years of satisfactory service *may* be entitled to a uniform *maintenance* allowance of \$50. The conditions of eligibility are:
 - (1) After 9 July 1952, a minimum of 35 retirement points for the performance of duties *requiring* the wearing of the uniform is a condition of eligibility.
 - (2) Prior to 10 July 1952, the uniform needed to be worn only on "some" duty during the qualifying year.

**WEARING OF
DECORATIONS,
MEDALS AND
AWARDS**
Reference
(M-13)

In regard to medals, the *Navy and Marine Corps Manual* contains detailed information concerning the eligibility for, processing and wearing of awards in the Naval Service. All Reserve chaplains should be responsible for ascertaining those to which entitled and then procuring and wearing the same in the proper order. A chaplain should set an example of leadership in keeping his uniform dress correct and should not feel that the wearing of eligible ribbons is ostentatious.

10. *Informal Training*

**RESPONSIBILITY
FOR KEEPING
INFORMED ON
NAVAL RESERVE
MATTERS**

- References
(M-1)
(M-5)
(M-10)
(M-11)
(M-12)

**DISTRICT
CHAPLAINS'
NEWSLETTERS**

IN ADDITION to these formal, organized opportunities for training, every alert, interested chaplain will develop his own habits of keeping informed and ready. Every Naval reservist receives, through the Commandant of his Naval District, the monthly publication, *The Naval Reservist*. This publication contains pertinent and important information in every issue. It should be scanned for those items which are most applicable to the Reserve chaplain; but other items should also be read for the insight which they give into other aspects of the Naval Reserve program.

In addition, the Chaplains Division publishes a quarterly *Navy Chaplains Bulletin* which gives detailed material of special interest to Reserve and active duty chaplains. Suggestions as to the contents of the *Bulletin* are always welcomed by the Division.

Every District Chaplain publishes a regular newsletter or bulletin. These publications should be read with care; they are frequently the first report to the Reserve chaplain of important changes in policy as they affect him and his status and his responsibilities.

If a chaplain wants to know the "word," he will pay careful attention to all of the Naval publications which are sent to him. In this day of tight economy, the chaplain may be certain that money will not be expended for meaningless publications.

In addition, chaplains should be familiar with the contents of pertinent publications which contain ready answers to perplexities and problems. Pertinent texts are listed in the fore part of this *Guidebook*. They are available at all Naval activities.

Chapter Five

**ECCLESIASTICAL
RELATIONS AND
RESPONSIBILITIES**





Chapter Five

ECCLESIASTICAL RELATIONS AND RESPONSIBILITIES

1. Preliminary Information

**THE
RESERVE
CHAPLAIN
AND THE
ENDORING
AGENCY**
Reference (M-4)

**THE
ENDORING
AGENCY
AND THE
CHAPLAINS
DIVISION**
Reference (M-4)

THE SUBJECT OF "ECCLESIASTICAL RELATIONS" is all too often misunderstood and misinterpreted. It does not merely apply to the Naval chaplain on active duty, but also to the Reserve chaplain. Every Reserve chaplain should keep his endorsing agency informed of his Naval Reserve status: type of duty, promotions, awards, and the like. Every endorsing agency should have up-to-date information on the status of every Naval chaplain, Reserve as well as active duty. In turn, the Reserve chaplain must keep the Navy informed of any change in his religious status, in terms of advancement and honors, and particularly in regard to change of denomination. The latter involves, of course, re-endorsement by the new denominational agency. No chaplain who fails to maintain good standing in his own denomination (whatever the denomination's definition of "good standing" may be) may retain his status in the Navy.

In addition to these basic facts of ecclesiastical relationship, there are numerous opportunities for Reserve chaplains to assist the Navy and the religious community in the area of ecclesiastical relations.

2. The Reserve Chaplain in the Local Community

**THE
RESERVE
CHAPLAIN
IN THE
LOCAL
COMMUNITY**
References
(M-2)
(M-3)
(M-4)
(M-14)
(M-17)

THE BEST-KEPT SECRET of many churches and synagogues is the Naval Reserve status of the minister, priest, or rabbi. Reserve chaplains should utilize every fitting opportunity to inform their parishioners of their Naval activity. Civilians will derive inspiration from the knowledge of their clergyman's service, and references in sermons and talks to details of the Navy's religious and moral leadership program will reassure doubting persons. Who better than the Reserve chaplain can speak authoritatively about the Navy's concern for the religious and moral welfare of its personnel? Similarly, Reserve chaplains should inform their civilian colleagues of their activity in the Naval Reserve. Civilian clergymen should be told the facts about the chaplaincy, and the Navy's deep interest in aspects of life which are dear to all clergymen.

3. *The Support Program*

**THE
APPROPRIATE
DUTY
CHAPLAIN
Reference (d)**

**MULTIPLE
DRILLS
Reference (d)**

CHAPLAINS SERVING WITH RESERVE ACTIVITIES have many opportunities for enhancing the religious community's attitude toward religion in the Navy. The following are suggested:

- a. At least one communication to the local pastor of every person in the unit, assuring the pastor of the Navy's concern for the spiritual welfare of all its personnel.
- b. A strong effort to draw civilian clergymen into a program of religious ministrations for men of faiths other than the chaplain's.
- c. Invitations to civilian clergymen as individuals, or as members of ecclesiastical groups or ministerial associations, to visit the activity.
- d. Occasional invitations to civilian clergymen to act as guest preacher on Sundays when multiple drills are held, or to deliver the invocation at the beginning of evening drills.
- e. Recommendation to all men of the command to participate actively in the program of their churches and synagogues.

4. *Chaplain Companies*

**CHAPLAIN
COMPANIES
AND
ECCLESIASTICAL
RELATIONS
References
(d)
(M-4)
(M-6)
(M-17)**

GROUPS OF CHAPLAINS can often accomplish more than individuals. Chaplain Companies should regard their responsibility for ecclesiastical relations as a very special one. The following activities are suggested:

- a. Rosters of membership may be filed with the appropriate ecclesiastical bodies, ministerial associations, and other groups, indicating the availability of Reserve chaplains for special needs.
- b. Denominational leaders of the community may be invited to meet with the Company and to witness it in action. Such leaders may also be invited to speak on subjects of special interest from time to time.
- c. Company members may introduce active duty chaplains to local ecclesiastical groups and ministerial associations.
- d. Company members may invite their fellow members to speak at services or other functions, emphasizing the religious fellowship of Navy chaplains.
- e. They may occasionally invite civilian clergymen to attend meetings when a subject of particular interest is scheduled for discussion.

5. *In Conclusion*

EVERY RESERVE CHAPLAIN has a continuing assignment from the Navy: to make known to denominational bodies, to fellow clergymen, and to the religious forces of the community, the Navy's deep and whole-hearted concern for the religious, spiritual, and moral welfare of its personnel.

Chapter Six

PUBLIC
RELATIONS





Chapter Six

PUBLIC RELATIONS

RESPONSIBILITIES AND OPPORTUNITIES

1. Preliminary Information

EFFECTIVE PUBLIC RELATIONS

References

- (M-2)
- (M-3)
- (M-4)
- (M-5)
- (M-6)
- (M-12)
- (M-17)

THE PUBLIC NEEDS TO BE TOLD the story of religion and moral leadership in the Navy. Ordinarily, the public only hears this story in connection with an emergency or other dramatic event. The day-by-day experiences of the chaplain, as the religious leader to the personnel in uniform, are rarely told. The Chaplains Division makes a continuous effort to secure for the Naval chaplaincy program the kind and quantity of public notice which it deserves. But a national program cannot suffice; each Reserve chaplain has many valuable opportunities to provide the facts for a wide, local audience. The following suggestions and procedures are offered, not as an exhaustive survey, but as stimulation to the development of a sense of public relations on behalf of the Navy on the part of each Reserve chaplain.

2. The Reserve Program and Public Relations

BIOGRAPHICAL SKETCHES

Reference

- (M-4)

CHAPLAINS IN THE NEWS

References

- (M-4)
- (M-17)

CHAPLAINS' PUBLIC

ADDRESSES

References

- (M-4)
- (M-17)

THE RESERVE CHAPLAIN SHOULD include proper mention of his Naval career, assignments, status and rank in the biographical sketch which he uses for various purposes. This is part of his clerical life, an important part of it, not separated from his civilian pursuits. When the chaplain is interviewed by the press, introduced on various speaking engagements, presented to a new church or synagogue, the Navy aspect of his life ought to be given its appropriate emphasis.

Reserve chaplains are often called upon to address civic groups, PTA's, women's clubs, and other groups. Whatever the theme or message, references to Naval experiences and episodes may well be used as illustrations. If the mention is natural and the illustration is opposite, the Navy and the public are served without the Navy being the major theme. This does not preclude the use by the chaplain of a few talks devoted largely to the military experience, especially on patriotic occasions, to high school assemblies, and the like. This applies particularly when the chaplain appears on television or radio when he reaches an incalculably large audience. A

brief reference to the Navy and its religious program may do much to instill a quiet confidence in the hearts of concerned parents.

Most clergymen ordinarily send to denominational papers and publications important news about their churches and synagogues, and their own careers. Similar use should be made of these media in connection with the chaplain's Naval career. News of promotions, changes in duty, and interesting experiences should be offered to the denominational press.

The Chief of Chaplains is continually in need of interesting and unusual stories about chaplains' experiences, including reservists'. This includes civilian as well as Naval items. No chaplain should fear being regarded as a "publicity hound." The Chief of Chaplains urges the submittal of appropriate news stories. He has close contact with ecclesiastical media.

In the interests of public relations, it is important for the reserve chaplain to keep informed on Naval procedures and developments. In this way, the chaplain may react intelligently to complaints or misinformation about the Navy. When unfavorable comments are heard about the religious program of the Navy, and there seems to be some validity to the reports, such information should be forwarded to the Chief of Chaplains. This does not apply to the names of chaplains which might be mentioned.

Especially fruitful public relations can be undertaken by the Reserve chaplain in connection with the activities of veteran groups and scout troops. Boys associated with scout troops, Sea Scouts and especially the newly formed and Navy League sponsored "Cadet Corps" and "U.S. Naval Sea Corps," will be delighted if the chaplain appears at the troop session in uniform. This experience will establish a deep bond of sympathy and warmth between the clergymen and the youngsters of his community. Veterans have a fondness for chaplains, but if the chaplain is also identified as a reservist, still serving the Navy, he can achieve much good will for his program.

3. The Support Program and Public Relations

THE RESERVE CHAPLAIN serving an organized activity should become thoroughly acquainted with the Public Information Officer. The Public Information Officer should be kept informed of all aspects of the chaplain's program, but especially unusual or interesting events which may be used for publication through mass media.

The chaplain should offer to serve on public relations assignments which may be made by the commanding officer or the Public Information Officer. Requests are made frequently for a Naval spokesman; the chaplain can, by example as well as speaking ability and content, offer an excellent program to various groups which request a Naval speaker.

The chaplain should publicize to the personnel of the command his availability for programs of groups to which the men belong. This will also enhance his relationship with the men.

The chaplain should strive to bring to the Naval activity persons of his acquaintance who are active in mass media: newspapers, magazines, radio and TV. Their prior acquaintance with the activity will serve to secure their interest in the publication of material about the activity.

**KEEPING THE
CHIEF OF
CHAPLAINS
INFORMED**
Reference
(M-4)

**FRUITFUL
PUBLIC
RELATIONS**
References
(M-4)
(M-6)
(M-17)

**LIAISON WITH
THE PUBLIC
RELATIONS
OFFICER**
References
(M-4)
(M-6)
(M-17)

**MASS MEDIA
ACTIVITIES**
References
(M-4)
(M-6)
(M-17)

**A RESERVE
CHAPLAIN AS
PUBLIC
INFORMATION
OFFICER**
Reference
(M-6)
(M-17)

4. *The Chaplain Companies and Public Relations*

THE COMMANDING OFFICER of each Company should appoint a Public Information Officer for the unit. This officer should have primary responsibility for publicizing the activities and programs of the unit, as well as appropriate activities of the members. This officer should seek to enhance his knowledge of public information duties and opportunities through consultation with the local Public Information Officer or Public Information Officers' Company. He should also secure a copy of the *U.S. Navy Public Information Manual*, for guidance in his activities.

Each Company should circularize a list of its members as speakers with appropriate themes and subjects to local civic groups, womens' clubs, schools, and the like. This may be done in conjunction with the local Public Information Officer.

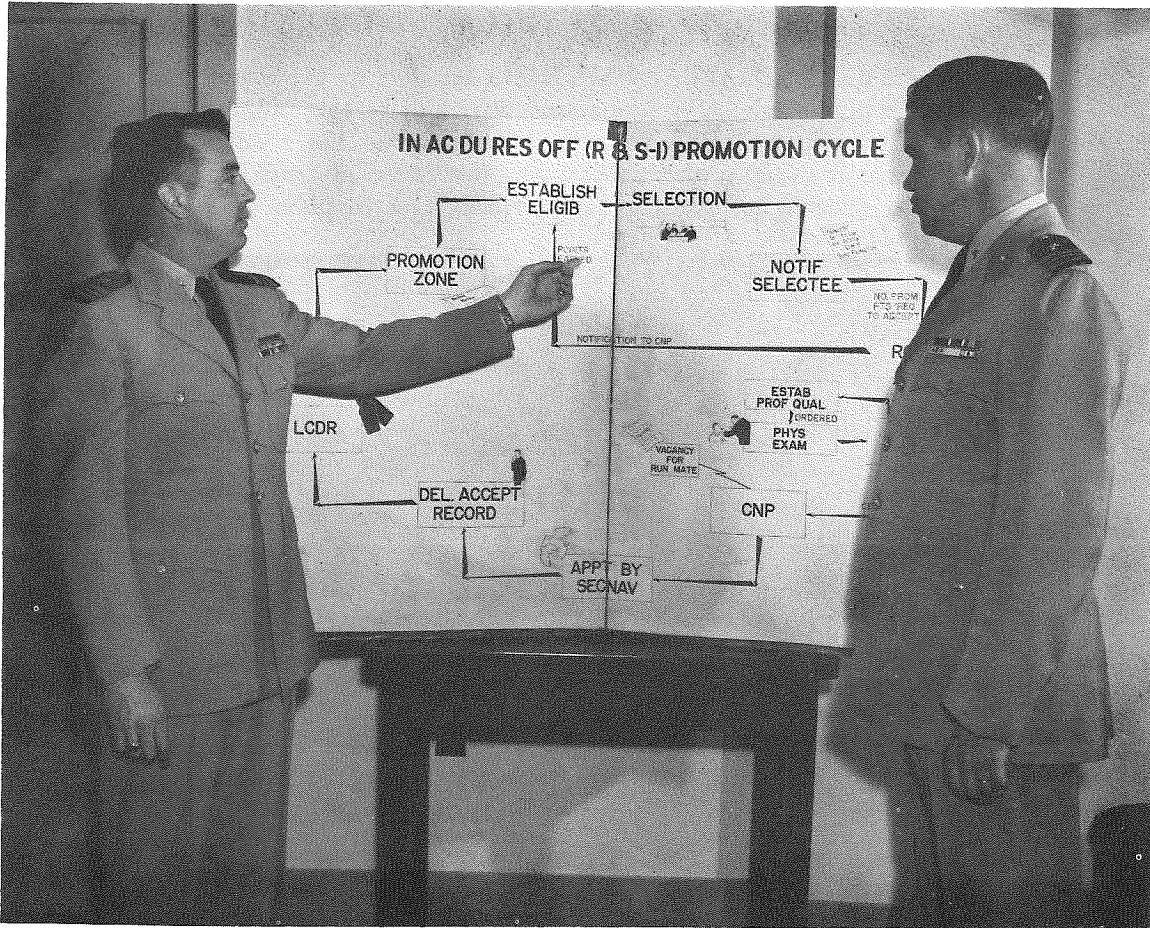
5. *In Conclusion*

EVERY CHAPLAIN SHOULD be alert to opportunities to present to the public reliable information about the Navy's program in the fields of religion and moral leadership. The chaplain has a unique opportunity to serve the Navy, the public, and the cause of truth, through legitimate reference to his first-hand experiences as a chaplain.



Chapter Seven

PROMOTION AND RETIREMENT





Chapter Seven

PROMOTION AND RETIREMENT

1. Promotion Eligibility

PROMOTION ZONES AND PROMOTION POINTS

References
(q)
(M-1)
(M-11)

TO BE CONSIDERED FOR PROMOTION to the next higher grade, a Reserve chaplain on inactive duty who is in the established promotion zone must have earned 12 retirement points during the Anniversary Year ending in the preceding fiscal year. The promotion zones and dates of meeting of selection boards are publicized regularly in the *Naval Reservist*, *All Hands*, and other publications. Each officer recommended for promotion by a selection board is notified of his selection by individual letter; this communication also includes information as to the officer's satisfaction of all requirements for promotion.

2. The Selection Board

PROMOTION BY SELECTION Reference (q)

FITNESS
REPORTS
Reference (q)

FAILING
SELECTION
FOR
PROMOTION
Reference (q)

IT IS NOT POSSIBLE, with any accuracy, to describe in entirety the standards and values which a selection board uses to determine an officer's fitness for promotion, especially in higher grades where only a few may be selected. Fitness reports, of course, play a large role. Commanding officers have submitted these reports over the long years of a chaplain's service, noting all of the aspects of an officer's character, personality, performance, and ability. There are, however, many other aspects of an officer's service which are taken into consideration, and many of these vary from officer to officer, from duty to duty. All that can be asked is a chaplain's determination to do his best in every way. Only a selection board can determine how that "best" measures against the "best" of many other officers. Being "passed over" does not necessarily mean inferiority or rejection; it may rather indicate the presence in the same promotion zone of a large number of very superior officers when competition in selection is keen.

3. Professional Requirements for Promotion

PROMOTION TO LT, LCDR or CDR: In addition to being physically qualified, an officer must earn an average of 24 promotion points for each year in present grade, up to a maximum of 144. Years in grade are computed from 1 July following the date of rank, or from date of rank if it

**PROMOTION
POINTS
FOR
EACH
YEAR
IN
GRADE
Reference (q)**

is 1 July, to the end of the same fiscal year in which the officer is selected for promotion. There are two exceptions to this rule:

newly commissioned officers use date of acceptance for their first grade, rather than date of rank; officers reappointed in the same grade from which they were previously discharged or retired use the date of rank in the new commission.

Promotion to CAPT: In addition to being physically qualified, an officer has the option of earning an average of 24 points for each year in the grade of Commander, up to a maximum of 144 points

or

of completing in the grade of Commander, one of the following six courses of study:

- (1) Strategy and Tactics. Codes B-27 and B-28 or the complete Naval War College correspondence course issued prior to division into parts.
- (2) Logistics. Code B-14 or the complete Naval War College Correspondence course issued prior to division into parts.
- (3) International relations. Code A-6.
- (4) International Law. Code A-5.
- (5) Economics of National Security. Code B-7.
- (6) Foundations of National Power and Organization for National Security. Codes A-3 and A-11.

4. *Promotion Points*

PROMOTION POINTS may be earned as follows:

(1) *Two promotion points* are awarded for each month of extended active duty, not including training duty. Between 1 July 1950 and 1 July 1955, one promotion point was creditable for such duty. Extended active duty includes temporary active duty which exceeds 30 days; it does not include special training duty of more than 30 days. The number of months is calculated from calendar date of entry on active duty to calendar date of release from active duty; 15 days or more, but less than a month, is creditable as an entire month; less than 15 days is not so credited.

(2) *Twelve points* are awarded for:

either by participation in a minimum of 75% of the scheduled drills of a Reserve unit during a fiscal year, but not less than 18 drills;

or

—fourteen days of active duty for training;

or

—fourteen periods of appropriate duty;

whichever is completed first.

For fiscal years 1950 through 1955, these twelve promotion points were given for a year of Satisfactory Federal Service (50 retirement points) provided twelve of the retirement points were earned through active duty, ACDUTRA, drills, or appropriate duty. For the fiscal year 1956 and 1957, the minimum number of required drills was 12; and drills attended as instructor or as student in a Naval Reserve Officers School were creditable. For 1958 and thereafter, drills attended as a Naval Reserve Officers School student or instructor are *not* included in this category.

Reserve chaplains should especially note the following instruction: "During the Anniversary Year ending in the fiscal year immediately preceding the fiscal year in which the individuals concerned will be in the estab-

**ACCRUAL
OF
PROMOTION
POINTS
Reference (r)**

**MINIMUM
PROMOTION
POINTS
REQUIRED
ANNUALLY
Reference (r)**

CORRESPONDENCE COURSES
Reference (r)

NAVAL RESERVE OFFICERS SCHOOLS COURSES
References (r) (s)

PROMOTION POINT CREDITS FOR COLLEGE COURSES AND RESIDENCY TRAINING
Reference (r)

TWENTY YEARS' SATISFACTORY FEDERAL SERVICE
Reference (I)

SATISFACTORY YEARS PRIOR TO AGE 60
Reference (I)

SATISFACTORY YEARS SUBSEQUENT TO AGE 60
Reference (I)

lished promotion zone or otherwise eligible for consideration for promotion, all officers shall earn the number of retirement points required to maintain an active status."

(3) A specified number of promotion points are offered for each correspondence course completed, if the course is listed as applicable to the officer's rank and designator. *See the chart in Chapter IV.*

(4) Satisfactory completion of a Naval Reserve Officers School course for the officer's rank and designator is also associated with a specified number of promotion points.

(5) Officers enrolled in an accredited college or university may, upon application, be credited with one promotion point for each semester hour or equivalent satisfactorily completed, up to a maximum of 12 promotion points for any one fiscal year. Credit may be requested for courses taken in present grade since 1 July 1950. Promotion points were credited as of 1 July 1957 for courses taken to that date. Subsequently completed courses will be credited as of 30 June of the fiscal year in which completed. Requests for promotion credit for such courses should be submitted by the officer to the Officer in Charge, Reserve Officer Recording Activity, 30th and Fort Streets, Omaha 11, Nebraska, via the command holding the officer's service record. The request must be accompanied by a transcript of credits from the college or university.

(6) Promotion points are also granted as determined by the Chief of Naval Personnel for the satisfactory completion of other approved training or instruction.

5. Retirement Eligibility

ANY PERSON WHO HAS COMPLETED twenty years of Satisfactory Federal Service as a commissioned officer, warrant officer, flight officer, or enlisted person, in any branch of the Armed Forces or their Reserve components is eligible, upon application, to receive retirement pay upon or after reaching 60, provided that:

(1) the reservist served the last eight years of qualifying service as a member of a Reserve component; these eight years need not have been continuous; service on the Honorary Retired List or Retired Reserve subsequent to 30 June 1949 is not creditable for retirement purposes unless such service was on active duty;

(2) the reservist is not eligible for, or receiving, any other retired pay for military service;

(3) if the reservist served prior to 16 August 1945, he must have performed active Federal service during either 6 April 1917 to 11 November 1918, or 9 September 1940 to 31 December 1946, or 26 June 1950 to 28 July 1953;

(4) officers who were appointed prior to 1 January 1953 who cannot complete 20 years of Satisfactory Federal Service for retirement purposes by age 62, but who can complete such service by age 64, may be retained in an active status until the 64th birthday.

6. Non-Creditable Military Service

ALL SERVICE in any branch of the Armed Forces is creditable with the following exceptions:

(1) Inactive and/or non-federally recognized status of the National Guard and Air National Guard.

**ARMED FORCES
COMPONENTS
WHO MAY NOT
ACCRUE
RETIREMENT
POINTS**
Reference (l)

**TIME ON THE
INACTIVE STATUS
LIST IS NOT
CREDITABLE FOR
RETIREMENT**
Reference (l)

**SATISFACTORY
YEAR
AND
ANNIVERSARY
YEAR
DEFINED**
Reference (l)

**GRATUITOUS
POINTS**
Reference (l)

**ACCRUING
RETIREMENT
POINTS**
Reference (l)

**APPROPRIATE
DUTY POINTS
CREDITABLE
FOR DRILL
ATTENDANCE**
Reference (d)

- (2) Inactive Reserve Section of the Officers Reserve Corps.
- (3) Inactive Officers Section of the Air Force Reserve.
- (4) Honorary Retired List subsequent to 1 July 1949 or Retired Reserve except service on active duty.
- (5) Service in the Public Health Service or temporary Coast Guard.
- (6) Naval Militia Service is creditable only between 16 February 1914 and 1 July 1918. National Guard service is creditable, if federally recognized, after 21 January 1903.
- (7) Appointed aviation cadet service is not creditable between 1935 and 1942 for retirement purposes, but is creditable in determining rate of basic pay.
- (8) Service as Midshipman or Cadet is not creditable.
- (9) Time on inactive status list is not creditable for retirement purposes, but is creditable in determining rate of basic pay.

7. Retirement Point Credits

ALL SERVICE PRIOR to 30 June 1949, with the exceptions noted, is creditable for retirement with pay. After 1 July 1949, no year may be counted as one of the minimum 20 unless it has been a "Satisfactory" year—that is, unless the reservist shall have earned at least fifty retirement points during that "Anniversary" year. (The "Anniversary" year, for reservists who entered the Navy prior to 30 June 1949, will be the equivalent of the fiscal year. For reservists who entered after 30 June 1949, or whose Reserve service was broken after that date, the "Anniversary" year extends from date of entry or re-entry into Reserve service.) Retirement points earned during a year which is not "Satisfactory" are, however, computed in totaling retirement pay. Retirement points may be earned as follows:

- (1) Fifteen gratuitous points are credited for each year of membership in the Naval Reserve, except for officers on the inactive status list or in the Retired Reserve.
- (2) One point for each day of active duty or active duty for training, including travel time.
- (3) One point for each duly authorized drill attended in either pay or non-pay status.
- (4) Point credits for completed correspondence courses. These are credited in twelve units for the year in which the unit is completed.
- (5) One point for each period of equivalent instruction or appropriate duty as authorized by the Commandant or the Chief of Naval Personnel. Credits for the performance of appropriate duty will not exceed the following:

Annually	48
Quarterly	13
Monthly	6
Weekly	2
Daily	2

If two periods of appropriate duty are performed in one day, each period must consist of duty of not less than four hours' duration.

(6) Point credit as authorized for attendance at certain symposia and conventions (see Chapter I, Section 12).

(7) A maximum of sixty points per year is fixed for all inactive duty training. Active duty and active duty for training retirement point credit may be added to this amount.

**ALTERNATIVES
UPON
COMPLETION
OF TWENTY
YEARS
Reference (I)**

8. *Completion of Twenty Years Satisfactory Service*

MANY RESERVE CHAPLAINS will meet the requirements for twenty years of satisfactory service long before they reach age 60. The following alternatives are available:

(1) By continuing in an active Reserve status, without necessarily feeling compelled to achieve 50 points per year, the chaplain will add increased years of service for longevity purposes and will increase the number of points of his total Reserve score—both of which will increase the amount of his retired pay. The chaplain will also continue in this manner to place his wide experience at the disposal of the Navy.

(2) The chaplain may request transfer to the inactive status list. He may not earn additional points in this way, but the basic pay for retirement is increased by additional longevity until age 60.

(3) The chaplain may request transfer to the retired reserve. No additional points or longevity are accrued in this status unless the officer is recalled to active duty.

(4) The chaplain may resign. He resumes full civilian status in this way, having no connection with the Naval Reserve except through the assurance of retirement pay after reaching age 60. Upon retirement he and his dependents are eligible for Medicare if he has served on active duty for a period of not less than eight years, not including active duty for training.

9. *Retirement Pay*

THE RATE OF RETIREMENT PAY is the number of accrued retirement points divided by 360 and multiplied by 2½%, again multiplied by the applicable base pay of the rank in which retired. Maximum retired pay is 75% of base pay.

—Each day of extended active duty counts as one point.

—Before 30 June 1949, fifty points are credited for each 365 days of inactive service.

—A chart containing information about the latest pay scale is appended. Officers may plot approximate monthly retirement pay on the basis of their own service.

**HOW TO
DETERMINE
RETIREMENT
PAY
Reference (I)**

10. *An Annuity For Your Family*

DURING THE 17th YEAR OF SERVICE, and before a reservist completes 18 years of service creditable for the computation of basic pay, (basic pay entry date), he may elect on NAVPERS Form 591 to draw a little less retired pay for himself during his own lifetime after retirement at age 60, thereby assuring his surviving dependents of an annuity after his own death. Four options are offered: annuity to the widow; annuity for a child or children; annuity for both widow and child or children; option to cover the contingency of the beneficiary's death prior to that of the retired reservist. EVERY RESERVIST SHOULD CONSIDER THE ANNUITY OPTIONS VERY CAREFULLY: the form must be executed before the end of the 18th year of service creditable for the computation of basic pay (basic pay entry date). After the completion of the 18th year, the opportunity has been forfeited. The plan can, however, be modified or revoked before retirement.

**THE
CONTINGENCY
OPTION ACT
FOR NAVAL
RESERVISTS
Reference (t)**

11. Other Retirement Benefits

PRIVILEGES OF RESERVISTS RETIRED WITH PAY

References
(1)
(M-19)
(M-20)

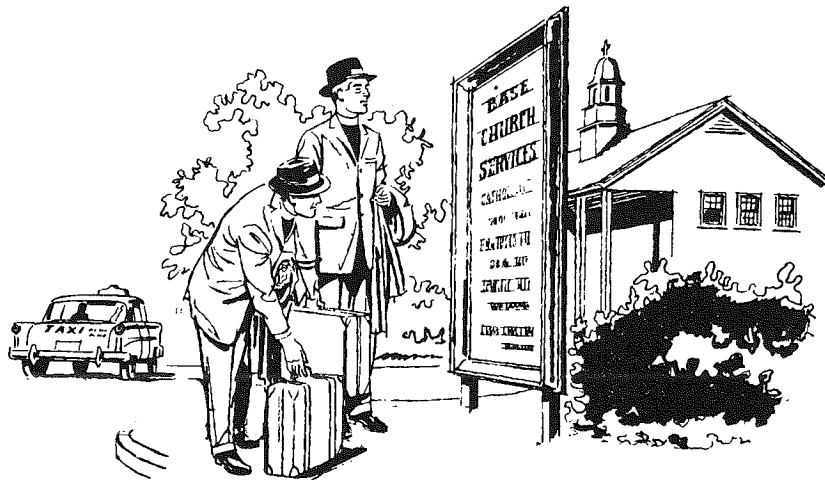
RETIRED RESERVISTS ARE ENTITLED to many benefits other than pay. Every Reserve chaplain should familiarize himself with the contents of standard Navy publications such as *Navy Guide for Retired and Fleet Reserve Personnel and Rights and Benefits of Navymen and Their Dependents*. There are, however, frequent changes, modifications, and developments in this entire field. It therefore behooves the Reserve chaplain on the brink of retirement (whenever that time approaches) to inform himself of the latest up-to-date information on his benefits.

12. In Conclusion

RESERVE OFFICERS' RECORDING ACTIVITY

Reference (1)

EVERY CHAPLAIN SHOULD annually take advantage of the opportunity which is offered to him to write to RORA (Reserve Officer Recording Activity) for information about his current promotion and retirement point status. The form may be obtained from the Supervisory Chaplain or at the Naval Reserve Activity. This is a double check on his own records.



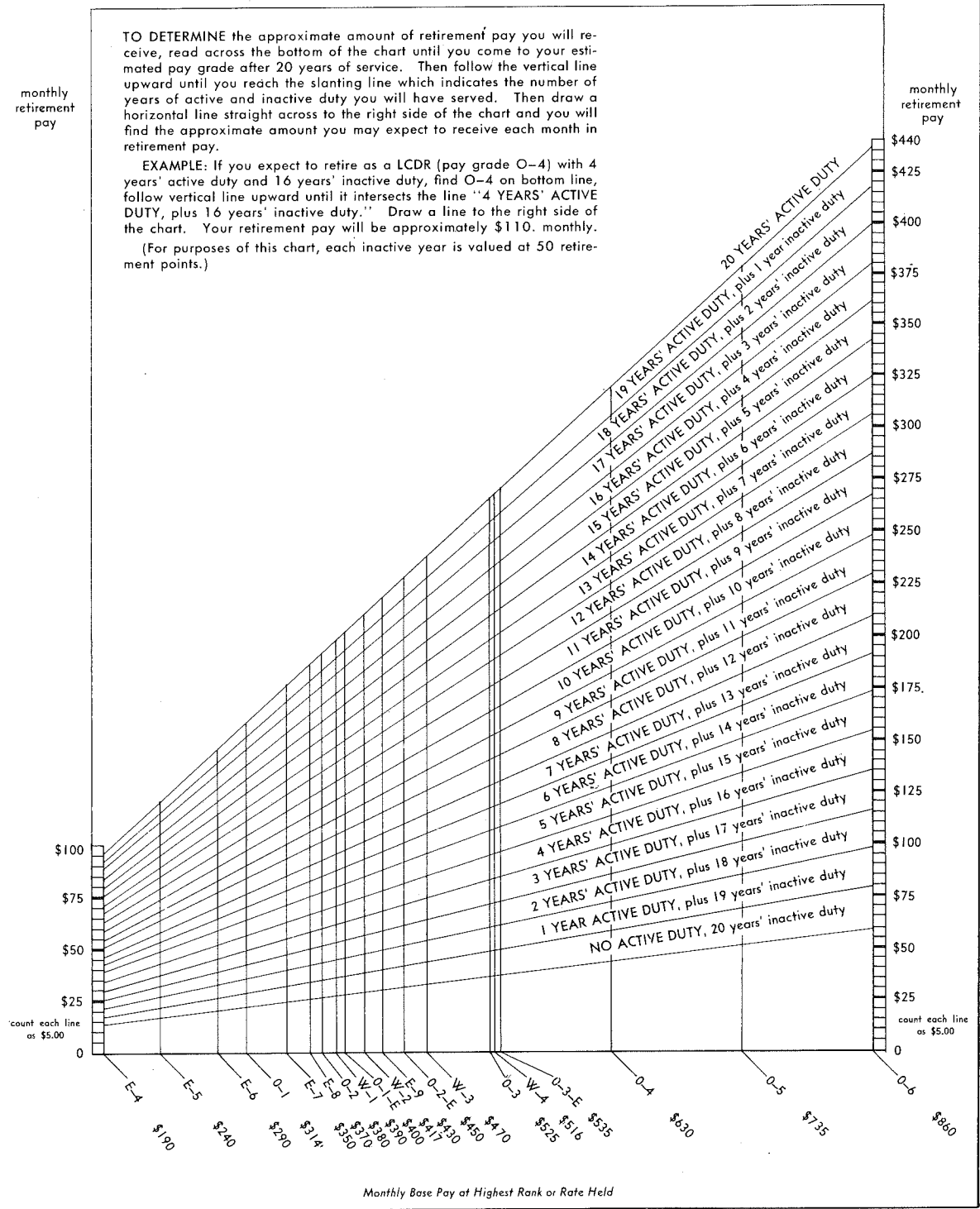
Naval Reserve Monthly Retirement Pay Under Current Pay Scale

monthly retirement pay

TO DETERMINE the approximate amount of retirement pay you will receive, read across the bottom of the chart until you come to your estimated pay grade after 20 years of service. Then follow the vertical line upward until you reach the slanting line which indicates the number of years of active and inactive duty you will have served. Then draw a horizontal line straight across to the right side of the chart and you will find the approximate amount you may expect to receive each month in retirement pay.

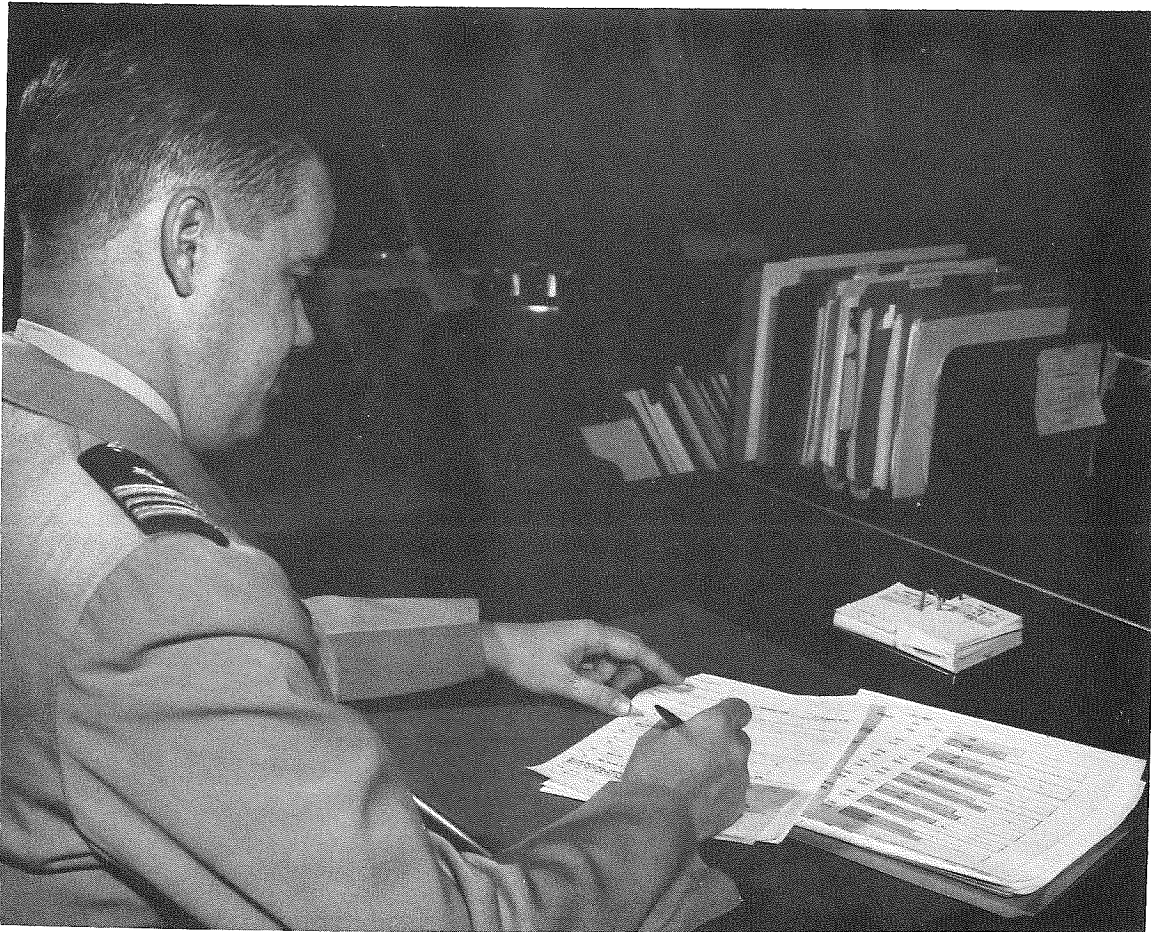
EXAMPLE: If you expect to retire as a LCDR (pay grade O-4) with 4 years' active duty and 16 years' inactive duty, find O-4 on bottom line, follow vertical line upward until it intersects the line "4 YEARS' ACTIVE DUTY, plus 16 years' inactive duty." Draw a line to the right side of the chart. Your retirement pay will be approximately \$110. monthly.

(For purposes of this chart, each inactive year is valued at 50 retirement points.)



Chapter Eight

**PROTOCOL
AND
REPORTS**





Chapter Eight

PROTOCOL AND REPORTS

**CORRESPOND-
ENCE AND
OFFICIAL
FORMS**
References
(M-3)
(M-4)

**SUBMISSION
OF REPORTS**
References
(M-3)
(M-4)

**FREQUENCY
OF
REQUIRED
FITNESS
REPORTS**
Reference
(M-3)

1. Preliminary Information

EVERY RESERVE CHAPLAIN should refresh his memory, from time to time, about the proper relationships and forms to be observed by all Naval personnel. Many of these do not apply to some reservists, but all do hold true when the reservist is associated with a Naval or Marine Corp activity, and when he serves on active duty for training. A convenient reference volume for Naval usage is the most recent edition of Arthur A. Ageton, *The Naval Officer's Guide*.

One basic principle for every Reserve chaplain's career is that he read and, when indicated, answer every communication received by him from the Navy. Personal letters cannot be sent to thousands of officers except by an exorbitant expenditure of funds; a processed letter is nonetheless personal in its applicability to each officer concerned. No chaplain should permit official communications from the Navy, or any part thereof, to remain unread or ignored.

Just as chaplains should answer all communications addressed to them, so chaplains are responsible for the submission of a number of regular reports, some of which are required to be submitted by all Reserve officers, others only by chaplains.

2. Fitness Reports

EACH OFFICER WHO IS A MEMBER of an organized activity of any sort must be appraised by a reporting senior. This applies whether a chaplain serves with a Naval or Marine Corps Reserve activity, with a Chaplain Company or Composite Company, or any other unit. It is the individual officer's responsibility to deliver to his reporting senior a fitness report worksheet and signed blank fitness report form, generally 30 days prior to the date of the report. Reports must be submitted as of 30 June each year, and in all cases of permanent detachment of the officer or of the commanding officer. Reports on the performance of chaplains serving two weeks active duty for training are also required.

**OPPORTUNITY
TO CONSULT
FITNESS
REPORTS**

Fitness reports are not generally shown to an officer, unless the report indicated "unsatisfactory" conduct or performance. In the latter cases, the reports must be shown to the officer, and opportunity provided for the officer to make a statement.

Every officer has an opportunity to consult all of his fitness reports at the Bureau of Naval Personnel (Arlington Annex, Room 3057). Chaplains are urged to take advantage of this opportunity when in the vicinity of Washington. An examination of the reports, chronologically arranged can give the chaplain a view of himself through the eyes of those responsible for supervising his work. He may never have this opportunity in civilian life. One sees one's attributes, personality, failings, capacities, and performance through the eyes of others. It is an unusual experience to see one's self in this light. Frequently growth of character and personality are observed; sometimes one failing is noted by many reporting seniors. A chaplain can profit greatly from the opportunity to read the record of his career, which, of course, has largely determined the course of his promotions and assignments. If, in examining his fitness reports, a chaplain believes he has discovered errors of fact, he may so indicate by letter to the Chief of Naval Personnel via his commanding officer and the District Commandant. (cf. Sample Forms Pages 7-10.)

3. Annual Qualifications Questionnaire

**AN ANNUAL
CHECK ON THE
ADAPTABILITIES
OF ALL
OFFICERS**

References
(o)
(M-3)

THIS FORM IS SENT, each year, to all reserve officers not on active duty. It is an essential aspect of the Navy's effort to utilize, when necessary, all of the varied facilities and qualifications of an officer. It is essential that each officer return the Questionnaire promptly to the District Commandant. Information about a chaplain's capabilities and training which would have special interest for the Chaplains Division may be sent via the commanding officer and the District Commandant, in a separate communication, to the Chief of Naval Personnel (attn: Pers J).

4. National Agency Check

**PERIODIC
SECURITY
CLEARANCE**

References
(f)
(M-3)

EVERY RESERVE CHAPLAIN IN A READY STATUS must submit a National Agency questionnaire. These forms are sent automatically to all officers transferring from another type of status to Ready, and to all newly commissioned officers. This is part of a "loyalty" type investigation required by law.

5. Medical Questionnaire

**DETERMINING
PHYSICAL
FITNESS**

Reference
(M-3)

IN ADDITION TO THE PHYSICAL fitness examinations required every four years, for active duty for training and for promotion, a medical questionnaire is sent to every Reserve officer each year. This form must be filled out promptly and returned to the District Commandant.

6. Change of Address

EVERY RESERVE OFFICER MUST keep the Navy informed of his home address (where he maintains permanent residence), and his mailing address (where he may be reached QUICKLY at any time). These addresses may be the same. When either is changed, the officer must so notify the Bureau of Naval Personnel via his commanding officer and the

**ACTUAL
MAILING
ADDRESS
DEFINED
Reference
(M-3)**

District Commandant. Change of address is particularly characteristic of clergymen; chaplains must, therefore, in the hurry and rush of moving to a new church or synagogue, remember their obligation to keep the Navy informed of their permanent and temporary locations. Permanent change of address to another area may, of course, involve total transfer of the officer's records to another Naval District. This should not be permitted unless the move is intended to be as permanent as clergymen's assignments can be.

7. Foreign Travel Regulations

**TRAVEL
AND
RESIDENCE
ABROAD
Reference
(M-3)**

EVERY RESERVE CHAPLAIN MUST remember that special regulations govern travel abroad by Naval personnel for more than 30 days. A chaplain must not leave the United States for travel or residence abroad for more than 30 days without *prior permission* from the District Commandant. Once abroad he must report his arrival and departure in each country where he remains for more than 30 days to the U.S. Naval Attaché, senior military attaché or senior U.S. Naval Officer in the country. Reporting in person is preferable; if this is not possible, reporting by letter is acceptable. Upon return to the United States, an officer must report his date of return to the Chief of Naval Personnel, via the District Commandant. Retired reservists are not required to obtain permission to travel abroad, but must report their current addresses while abroad.

8. Other Reports

**REPORTS
REQUIRED BY
THE DISTRICT
CHAPLAIN
References
(M-3)
(M-4)**

DEPENDING ON ASSIGNMENT, Reserve chaplains serving with various types of units are required to submit regular reports to commanding officers, to District Commandants and/or to District Chaplains. It is essential that each Reserve chaplain inform himself of the reports which he must submit in connection with his own type of duty.

9. The Chaplains Division and the District Chaplain

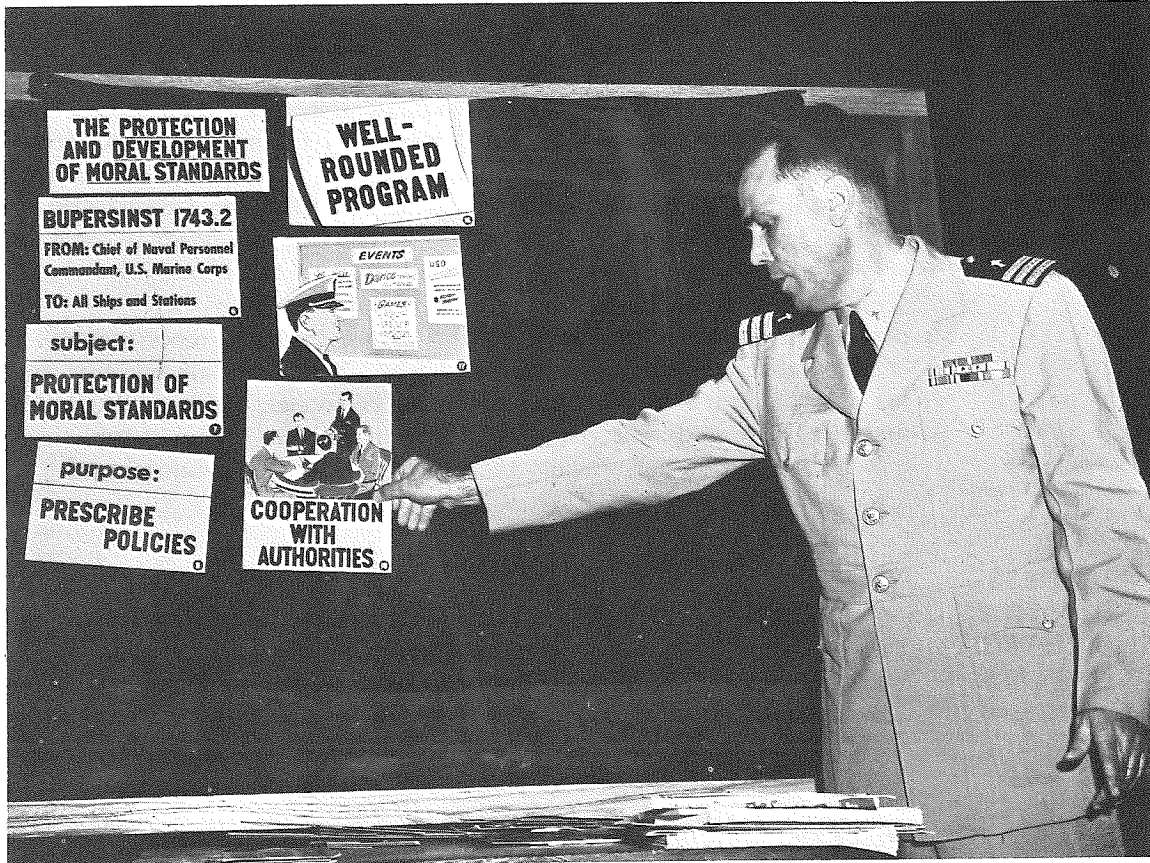
**ASSISTANCE IN
RESERVE
MATTERS
BY THE
CHAPLAINS
DIVISION
References
(M-3)
(M-4)**

REPORTS ARE THE HEART of the Navy's record. But personal relationships are important, too. No chaplain can be ordered to Washington merely to visit with the officers on duty in the Chaplains Division. But such a visit can serve better to establish a warm and regardful relationship than hundreds of reports and brochures. The officers on duty at the Chaplains Division are eager to make the personal acquaintance of Reserve chaplains, to explain the activities of the Division, and to discuss the Reserve program. The Head of the Reserve Section (Pers-J122) in particular, but other officers as well, want to be informed of the reactions, suggestions, complaints and compliments of Reserve chaplains. The Head of the Reserve Section attempts to visit important centers throughout the entire country as often as possible. All Reserve chaplains are urged to make every effort to attend the meetings at which he speaks and of which ample notice is circulated.

The District Chaplain is, of course, the Reserve chaplain's direct link to the Navy. He is responsible for all activities of Reserve chaplains, and

**THE DISTRICT
CHAPLAIN'S
RESPONSIBILITY
IN THE NAVAL
RESERVE
PROGRAM
References
(M-3) (M-4)**

wants to meet every man under his supervision. This is why every District Chaplain undertakes extensive tours annually. The Reserve chaplain should take the trouble to arrange for an interview with the District Chaplain, discuss his duty and his problems, ask questions on every aspect of his duty, and seek the District Chaplain's counsel when difficulties arise. The District Chaplain strives to be a chaplain's chaplain. He always wants to help.



REPORT ON THE FITNESS OF OFFICERS

THE OFFICER REPORTED ON WILL FILL IN THE FIRST ELEVEN SECTIONS:

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. USN (R)	4. DESIGNATOR	5. FILE NO.
6. SHIP OR STATION					7. DATE REPORTED PRESENT DUTY STATION	
8. OCCASION FOR REPORT SEMI-ANNUAL <input type="checkbox"/> DETACHMENT OF REPORTING SENIOR <input type="checkbox"/> DETACHMENT OF OFFICER <input type="checkbox"/>			9. TYPE OF REPORT REGULAR <input type="checkbox"/> CON-CURRENT <input type="checkbox"/> SPECIAL <input type="checkbox"/>		10. PERIOD OF REPORT FROM _____ TO _____	
11. DUTIES. List principal duties assigned including watches, and indicate in parentheses after each the number of months during the reporting period. If assignment is in other than regular Navy billet or involves duties not well established, give outline of purpose, scope, and significance of such duties. If necessary, use separate sheet and attach to this form.						

FOLLOWING TO BE FILLED IN BY THE REPORTING OFFICER:

Signature of officer reported on: _____

12. EMPLOYMENT OF COMMAND DURING PERIOD OF THIS REPORT

13. REFERENCE HERE AND APPEND ANY COMMENDABLE OR ADVERSE REPORTS ON THIS OFFICER RECEIVED DURING THE PERIOD OF THIS REPORT

14. PERFORMANCE OF DUTIES (In comparison with other officers of his grade and approximate length of service, consider the requirements of his duties and evaluate his performance.)

DUTY ASSIGNMENT	N O T	Outstanding performance in most aspects of his duty assignments. Highly qualified.	Excellent performance in most aspects of his duty assignments. Efficient or competent in most of the remaining aspects. Frequently demonstrates outstanding performance.	Competent and efficient performance in most aspects of his duty assignments. Frequently demonstrates excellent performance.	Satisfactory performance in most aspects of his duty assignments. Needs some supervision. Basically qualified.	Inadequate performance in many aspects of his duty assignments. Needs close supervision. He is not qualified. (Adverse)
(a) Present Assignment						
(b) As _____ Watch Officer						
(c) Collateral Duties						
(d) Technical Specialty _____						
(e) Ship Handling						
(f) In Administration						
(g) Ability to Command						
(h) As Executive or Division Officer						
(i) Duty on a Staff						
(j) Other _____						

15. Considering the possible requirements of war, indicate your attitude toward having this officer under your command. Would you:

Particularly desire to have him? <input type="checkbox"/>	Prefer him to most? <input type="checkbox"/>	Be pleased to have him? <input type="checkbox"/>	Be satisfied to have him? <input type="checkbox"/>	Prefer not to have him? (Adverse) <input type="checkbox"/>
---	--	--	--	--

16. (a) In comparison with other officers of his grade and approximate length of service, how would you designate this officer?
 (b) For this report period indicate in (b) how many officers of his grade you have designated in each category of (a).

	One of the few highly outstanding officers I know	A very fine officer of great value to the service	A dependable and typically effective officer	An acceptable officer	Unsatisfactory (Adverse)
(a)					
(b)					

17. COMMENTS. In this section it is important that the outstanding characteristics of the officer, and any weaknesses which seriously affect his performance of duty, be reported. The appraisal should be concise and concrete in terms of specific examples of performance from which the more general factors can be inferred. The appraisal will justify the marks assigned in items 14, 15, and 16, above. In addition, the appraisal should include outstanding qualifications in any field such as the following: administration, planning, logistics, electronics, new weapons, and in dealing with the public in personal or official contacts. This space must not be left blank.

18. NAME, GRADE, AND FILE NUMBER OF REPORTING OFFICER. OFFICIAL STATUS RELATIVE TO OFFICER REPORTED ON.

19. In comparison with other officers of his grade and approximate length of service or approximate length of duty assignment, to what degree has this officer exhibited the following qualities?

(a) PROFESSIONAL KNOWLEDGE (Consider the requirements of his various duty assignments and compare them to his professional knowledge.)

NOT OBSERVED <input type="checkbox"/>	Has exceptional knowledge of his duty assignments. Extremely well informed.	Has excellent knowledge of most phases of his duty assignments. Is well informed on the remaining phases. Occasionally demonstrates exceptional knowledge.	Is well informed on most phases of his duty assignments. Frequently demonstrates excellent knowledge.	Has satisfactory knowledge of routine phases of his duty assignments.	Serious gaps in his knowledge of fundamentals of his duty assignments. (Adverse)
	*				*

(b) COOPERATION (Consider ability and willingness to work in harmony with and for others.)

NOT OBSERVED <input type="checkbox"/>	Extremely successful in working with others. Has an outstanding ability to create harmony.	Promotes harmony in dealing with others. A very good team worker.	Gets along well with most people. Knows how to take orders. Fits in with a team.	Indifferent to others. Cooperates occasionally.	Inclined to create friction. Generally not cooperative. (Adverse)
	*				*

(c) JUDGMENT (Consider his ability to grasp a situation, think clearly, and develop correct and logical conclusions.)

NOT OBSERVED <input type="checkbox"/>	Outstandingly sound and logical thinker with an exceptional grasp of the situation involved.	Exceptionally good judgment based on sound evaluation of all the factors involved.	Judgment is usually sound and reasonable.	Is prone to neglect or misinterpret facts. Occasionally commits errors in judgment.	Due to faulty judgment, his decisions or recommendations are too frequently wrong. (Adverse)
	*				*

(d) LEADERSHIP (Consider his ability in organizing, obtaining the cooperation of others, and in directing their efforts effectively.)

NOT OBSERVED <input type="checkbox"/>	Outstanding skill in directing others results in a very effective unit. Inspires confidence even under very difficult circumstances.	A consistently good leader. Commands respect of his subordinates. Is very effective under difficult circumstances.	Capable leader. Develops good cooperation and team work in difficult circumstances. Knows how to give orders.	Generally obtains effective cooperation under normal circumstances.	Fails to command. Unable to exert control. (Adverse)
	*				*

(e) PROMOTION POTENTIAL (Consider his capacity to handle jobs of increased scope and greater responsibility, ability to learn rapidly, personality, self-improvement efforts, special abilities, and training.)

NOT OBSERVED <input type="checkbox"/>	Capable of increased responsibility and rapid advancement.	Very promising promotional material.	Demonstrates promise for further growth at moderate rate.	Present job is taxing his capabilities. Requires considerable amount of training.	Definitely limited. (Adverse)
	*				*

(f) MANAGEMENT EFFECTIVENESS (Consider his utilization of men, money, and materials.)

NOT OBSERVED <input type="checkbox"/>	Is most effective in the utilization of men, money, and materials.	Is effective in accomplishing extra savings in men, money, and materials by implementing and maintaining improved management procedures.	Conserves men, money, and materials effectively by implementing and maintaining routine management procedures.	Utilizes men, money, and materials in a barely satisfactory manner.	Is needlessly wasteful of men, money, and materials. Is irresponsible in this regard. (Adverse)
	*				*

(g) REMARKS. Marks in any of the starred (*) boxes must be justified in this section with a brief description of the factors which were considered in evaluating the officer. The justification should be in concrete and specific terms.

20. State your estimate of this officer's capacity for original and constructive professional work and indicate to what degree his performance during this reporting period has reflected that capacity. State concrete attainments wherever possible. If not observed, so state.

21. (a) As a general rule, officers should not be shown their fitness reports by the reporting seniors unless the report contains adverse matter. An adverse report must be referred for statement pursuant to Article 1701-(8) Navy Regulations. His statement should be attached to this report.

(b) Has the officer reported on seen this report? YES NO

22. DATE FORWARDED _____ 23. _____ (Signature of reporting officer)

24. _____ (Signature of regular reporting senior if report is concurrent)

WORKSHEET REPORT ON THE FITNESS OF OFFICERS

THE OFFICER REPORTED ON WILL FILL IN THE FIRST ELEVEN SECTIONS:

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. USN (R)	4. DESIGNATOR	5. FILE NO.
----------------	---------	----------	----------	------------	---------------	-------------

6. SHIP OR STATION	7. DATE REPORTED PRESENT DUTY STATION
--------------------	---------------------------------------

8. OCCASION FOR REPORT SEMI-ANNUAL <input type="checkbox"/> DETACHMENT OF REPORTING SENIOR <input type="checkbox"/> DETACHMENT OF OFFICER <input type="checkbox"/>	9. TYPE OF REPORT REGULAR <input type="checkbox"/> CON-CURRENT <input type="checkbox"/> SPECIAL <input type="checkbox"/>	10. PERIOD OF REPORT FROM _____ TO _____
---	---	---

11. DUTIES. List principal duties assigned watches, and indicate in parentheses after each the number of months during the reporting period. If assignment is in other than regular Navy billet or involves duties not well established, give outline of purpose, scope, and significance of such duties. If necessary, use separate sheet and attach to this form.

FOLLOWING TO BE FILLED IN BY THE REPORTING OFFICER: Signature of officer reported on: _____

12. EMPLOYMENT OF COMMAND DURING PERIOD OF THIS REPORT

13. REFERENCE HERE AND APPEND ANY COMMENDABLE OR ADVERSE REPORTS ON THIS OFFICER RECEIVED DURING THE PERIOD OF THIS REPORT

14. PERFORMANCE OF DUTIES (In comparison with other officers of his grade and approximate length of service, consider the requirements of his duties and evaluate his performance.)

DUTY ASSIGNMENT	N O T	O B S E R V E D	Outstanding performance in most aspects of his duty assignments. Highly qualified.	Excellent performance in most aspects of his duty assignments. Efficient or competent in most of the remaining aspects. Frequently demonstrates outstanding performance.	Competent and efficient performance in most aspects of his duty assignments. Frequently demonstrates excellent performance.	Satisfactory performance in most aspects of his duty assignments. Needs some supervision. Basically qualified.	Inadequate performance in many aspects of his duty assignments. Needs close supervision. He is not qualified. (Adverse)
(a) Present Assignment							
(b) As _____ Watch Officer							
(c) Collateral Duties							
(d) Technical Specialty _____							
(e) Shlp Handling							
(f) In Administration							
(g) Ability to Command							
(h) As Executive or Division Officer							
(i) Duty on a Staff							
(j) Other _____							

15. Considering the possible requirements of war, indicate your attitude toward having this officer under your command. Would you:
 Particularly desire to have him? Prefer him to most? Be pleased to have him? Be satisfied to have him? Prefer not to have him? (Adverse)

16. (a) In comparison with other officers of his grade and approximate length of service, how would you designate this officer?
 (b) For this report period indicate in (b) how many officers of his grade you have designated in each category of (a).

	One of the few highly outstanding officers I know	A very fine officer of great value to the service	A dependable and typically effective officer	An acceptable officer	Unsatisfactory (Adverse)
(a)					
(b)					

17. COMMENTS. In this section it is important that the outstanding characteristics of the officer, and any weaknesses which seriously affect his performance of duty, be reported. The appraisal should be concise and concrete in terms of specific examples of performance from which the more general factors can be inferred. The appraisal will justify the marks assigned in items 14, 15, and 16, above. In addition, the appraisal should include outstanding qualifications in any field such as the following: administration, planning, logistics, electronics, new weapons, and in dealing with the public in personal or official contacts. This space must not be left blank.

18. NAME, GRADE, AND FILE NUMBER OF REPORTING OFFICER. OFFICIAL STATUS RELATIVE TO OFFICER REPORTED ON.



The Naval Reserve Categories

ACTIVE STATUS

Ready Reserve (USNR-R): Those in this category are immediately available in any emergency proclaimed by the President. Only those in this classification may avail themselves of annual active duty for training with pay. They may also earn promotion and retirement credit points in the training program.

Reference (n)

Reserves who are in a non-pay status taking training duty will be furnished transportation requests and subsistence allowances but are not entitled to travel by private conveyance.

Standby Reserve-Active (USNR-S1): Those in this classification may be called only in time of war or a national emergency declared by Congress. They may participate in the training program. They may be associated with a non-pay unit or with a pay unit in non-pay status, or take active duty for training without base pay. They will, however, receive transportation at the expense of the government (TR) and furnished subsistence allowance. Chaplains in this category may enroll in correspondence courses. They may earn retirement and promotion credit points in the training program.

Reference (n)

INACTIVE STATUS LIST

Standby Reserve-Inactive (USNR-S2): Those in this category are subject to recall only in time of war or national emergency declared by Congress. They are eligible, however, for voluntary non-creditable participation, subject to the approval of the unit Commanding Officer. Such officers may take correspondence courses for promotion credit only. They may not receive any retirement credit for any participation and are not eligible for consideration for promotion. They may not take training duty with or without pay.

Reference (n)

An officer may be transferred to the Inactive Status List for the following reasons:

- (1) At his own request, if eligible
- (2) Lack of progress
- (3) After twice being passed over in the rank held, and if he has been credited with twenty years of satisfactory service.

Reference (n)

THE RETIRED RESERVE

Retired Reserve (USNR-RET): Those in this category are eligible for recall in time of war or in a national emergency declared by Congress.

Reference (n)

REQUIREMENTS FOR TRANSFER TO THE RETIRED RESERVE

Members of the Naval Reserve upon application may be transferred to the *Retired Reserve List* within the discretion of the Secretary of the Navy. The eligibility requirements for such transfer are as follows:

- (1) Has completed a total of twenty years of honorable service in any component of the Armed Forces or Armed Force without component.
- (2) Has been found physically disqualified for active duty as a result of a service-connected disability regardless of total years of service completed.
- (3) Has completed ten or more years of active Federal commissioned service.
- (4) Has been found physically disqualified for active duty, not as a result of his own misconduct, regardless of total years of service completed.
- (5) Having attained the age of 37 years, may be transferred provided he:
 - a. Has completed a minimum of eight years of satisfactory Federal service subsequent to 1 July 1949.
 - b. Has completed a minimum of eight years of service provided that he has served honorably on active duty in time of war or national emergency for at least six months.

Reference (n)

TRANSFER TO THE READY RESERVE

A reservist-retired may request "Ready" status if he can qualify as to age and physical qualifications.

Reference (n)

THE READY RESERVE AGREEMENT

Reservists may transfer to the Ready Reserve from other categories by executing a valid agreement to remain in its membership for a stipulated period of time, for a minimum of one year and a maximum of five years provided they meet the following requirements;

- (1) Physically qualified
- (2) Not overage in grade

A valid agreement is any agreement executed to expire on any 1 April or 1 October, within a period of not less than one year nor more than five years from the date of submission.

Chaplains should make certain that their Ready Reserve agreements are current. Members of the Ready Reserve will normally be solicited for renewal of expiring agreements prior to the effective date of transfer.

Reference (n)

Submission of a *Ready Reserve Agreement*, for further retention in the Ready Reserve, is required upon completion of any of the following:

- (1) Five or more years active service in an armed force of the United States.
- (2) A period of active duty as above which when combined with a period of *satisfactory participation in an accredited training program* totals five years.

Satisfactory Participation in an accredited training program may be achieved in any of the following ways:

- (1) All service prior to 1 July 1949.
- (2) From 1 July 1949 to 1 January 1953, each full year of satisfactory Federal Service.
- (3) Since 1 January 1953, attendance at the required number of drills plus fourteen days active-duty-for-training—both actions completed within four consecutive fiscal quarters:

- a. If 24 drills, 100% participation is required
- b. If 48 drills, 90% participation is required

Reference (n)

- (4) Twelve months active service during the statutory limits of World War II, plus twelve months active service during the Korean conflict.
- (5) Eight years of membership in any reserve component subsequent to 2 September 1945.

U.S. GOVERNMENT PRINTING OFFICE : 1959 OF—512303

ROOM NO.	EXTN.	CODE

VG 20 .A55 NAVPERS 15931
 101,423
 United States. Bureau of
 Naval Personnel.
 A guidebook for Naval
 Reserve chaplains

101,423

