Billet subspecialty coding is to be based on the minimum education/training/experience level required for optimum performance. Pastoral Counseling/1440 subspecialty coding is authorized when, in addition to the general criteria stated in NAVPER 15539 series (Manual of Navy Officer Manpower and Personnel Classification) Part B, the following specific criteria are satisfied:

1. Subspecialty Coding Restriction:
   a. Billets assigned to: Chaplain Corps Community

2. Applicable Officer Designator:
   a. 4100

3. Applicable Billet Designator:
   a. 4100

4. Significant Experience Criteria:
   a. Pastoral Counseling/1440 S-coded billets are authorized.
   b. Pastoral Counseling/1440 S-coded officers are justified when:
      (1) The officer has served at least 18 consecutive months in a 1440-coded billet and has no 1440 subspecialty code.
      (2) FITREP justifies the officer has accomplished the tasks indicated for more than 18 months.
   c. Pastoral Counseling/1440 R-coded billets are not authorized.
   d. Pastoral Counseling/1440 R-coded officers are not authorized.

4. Baccalaureate Criteria:

Enclosure (5)
a. Pastoral Counseling/1440 E-coded billets are not authorized.

b. Pastoral Counseling/1440 E-coded officers are not justified.

6. Elective Level Criteria:

a. Pastoral Counseling/1440 H-coded billets are not authorized.

b. Pastoral Counseling/1440 H-coded officers are not justified.

7. Functional Education Criteria:

a. Pastoral Counseling/1440 F-coded billets are not authorized.

b. Pastoral Counseling/1440 F-coded officers are not justified.

c. Pastoral Counseling/1440 G-coded billets are not authorized.

d. Pastoral Counseling/1440 G-coded officers are not justified.

8. Master's Criteria:

a. Pastoral Counseling/1440 P-coded billets are authorized when the following condition is met:

   (1) The billet requires the incumbent to use pastoral counseling methodologies in a variety of settings, including individual and group pastoral counseling.

   (2) Provide pastoral counseling in the areas of marriage and family, including single parent families and single service members.

   (3) Provide pastoral counseling in the area of grief and crisis.
(4) Provide pastoral counseling in health of the force issues such as substance abuse, sexual assault, suicide, child abuse and neglect, and domestic violence.

(5) Provide pastoral counseling in clinical/hospital settings.

(6) Provide appropriate mental health and/or medical referrals.

(7) Provide training to other chaplains in the area of pastoral counseling.

b. Pastoral Counseling/1440 P-coded officers are authorized when the following condition is met:

(1) The officer is awarded a master’s degree which meets the Pastoral Counseling/974 Curriculum Educational Skill Requirements.

c. Pastoral Counseling/1440 Q-coded officers are authorized when the following conditions are met:

(1) The officer has served at least 18 consecutive months in a 1440-coded billet and has a 1440P subspecialty code.

(2) FITREP narrative justifies the officer has accomplished the tasks indicated for more than 18 months.

9. Post Master’s Criteria:

a. Pastoral Counseling/1440 N-coded billets are not authorized.

b. Pastoral Counseling/1440 N-coded officers are not justified.

c. Pastoral Counseling/1440 M-coded billets are not authorized.

d. Pastoral Counseling/1440 M-coded officers are not justified.

10. Doctorate Criteria:
a. Pastoral Counseling/1440 D-coded billets are authorized when the following condition is met:

   (1) When the billet requires detailed knowledge of the 1440 core skill requirements.

b. Pastoral Counseling/1440 D-coded officers are authorized when the following condition is met:

   (1) The officer is awarded a Doctor of Ministry (DMin) which meets the Pastoral Counseling/974 Curriculum Educational Skill Requirements.

c. Pastoral Counseling/1440 C-coded billets are not authorized.

d. Pastoral Counseling/1440 C-coded officers are not justified.

11. The major area sponsor will coordinate with the Chaplain Corps Officer Community Manager and Budget Submitting Offices to allow billets to be coded for Pastoral Counseling/974 and officers to be educated for this curriculum.

12. Sponsor and Subject Matter Experts:

   Sponsor:  RADM Margaret G. Kibben, Chief of Chaplains (N097)

   Subject Matter Expert:  CDR Judy Malana, Branch Head Chaplain Corps Training and Education

APPROVED:  

   [Signature]  [Date]
   Sponsor, Chief of Chaplains (OPNAV N097)

APPROVED:  

   [Signature]  [Date]
   Director, TFMTE (OPNAV N12)