



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
FALLS CHURCH VA 22042

IN REPLY REFER TO  
BUMEDINST 1521.1  
BUMED-M00G  
14 Dec 2021

BUMED INSTRUCTION 1521.1

From: Chief, Bureau of Medicine and Surgery

Subj: MENTAL HEALTH INTEGRATION FOR CHAPLAIN SERVICES EDUCATION PROGRAM

Ref: (a) OPNAVINST 1520.23C  
(b) SECNAVINST 1730.7E  
(c) SECNAVINST 3900.39E

Encl: (1) Nomination Letter Template

1. Purpose. To establish guidance and endorse as program of record for the Mental Health Integration for Chaplain Services (MHICS) education program.
2. Scope and Applicability. This instruction applies to all Active Component Navy chaplains (4100 designator) participating in or applying to participate in the MHICS Program. This program is not available for members of the Reserve Component. Members accepted to and participating in this Navy funded program are subject to obligated service, per reference (a).
3. Background
  - a. MHICS is rigorous training that equips chaplains to provide spiritual and pastoral care for Service members and veterans with mental and spiritual health related struggles. Chaplains engage the curriculum as they serve in their current billets by applying three evidence-based practices to military and civilian chaplaincy care. Cohort members include chaplains from the Department of Veterans Affairs and the Department of Defense.
  - b. MHICS allows chaplains to maintain cutting-edge knowledge and identify emerging trends in chaplaincy and related fields. MHICS contributes directly to the enhancement of professional naval chaplaincy as defined in reference (b), and increases capabilities to deliver care.
4. Learning Outcomes
  - a. Integrate chaplain experience, psychological knowledge, and theological reflection.
  - b. Understand psychological processes and issues, and address the unique religious, spiritual, cultural, and relational needs of persons with emotional and psychosocial challenges.
  - c. Recognize signs and symptoms of mental health related challenges and interventional skills.

d. Develop research and data collection literacy to enhance chaplain measurement and outcome reporting efforts.

e. Collaborate effectively with other care-giving professionals and colleagues.

## 5. Administration Overview

a. Navy Medicine funds tuition and fees through the Mental Health Special Programs office for 24 credit hours over 3 semesters (18 months). Bureau of Medicine and Surgery (BUMED-M00G) will budget for travel and per-diem for three 5-day intensives. Books and other study resources are the responsibility of the student.

b. The MHICS education program is a post-graduate certificate program through which participants earn 24 units toward their doctor of ministry degree at Vanderbilt University. Upon the completion of this certificate, program students may complete their doctor of ministry degree at their own expense. Applicants must apply to the doctor of ministry program upon acceptance to the MHICS Program.

c. A permanent change of station is not required. Training consists of distance education and one 5-day intensive (not including travel days) per each of the 3 semesters at Vanderbilt University (3 trainings total).

## 6. Responsibilities

### a. Navy Medicine Chaplain (BUMED-M00G)

(1) Serves as Navy Medicine program manager of the MHICS Program on behalf of Chief, BUMED.

(2) Coordinates with Medical Operations (BUMED-M3) for annual funding to finance the existing contract between BUMED and the university.

(3) Provides policy review, oversight, and coordination of the MHICS Program.

(4) Coordinates the recruitment and selection of MHICS candidates in coordination with the Professional Naval Chaplaincy Executive Board.

(5) Issues annual notices of application dates, procedures, and processes unique to that particular year, along with precepts and quotas. Notices will be published September of the year proceeding the start of the next August program, and selection boards will be held every October.

(6) Receives applications. Pre-screens applicants to ensure 1) no applicant is already selected to attend a different advanced education program to avoid the member being in two academic programs at the same time, and 2) applications are complete. The selection board will not consider incomplete applications.

(7) Issues letters of acceptance or non-acceptance on behalf of the Chief, BUMED for those whose applications were complete and considered by the board. Provides feedback to recommending chaplain concerning incomplete or inappropriate applications.

b. Medical Operations (BUMED-M3)

(1) Funds MHICS Program tuition and fees.

(2) Manages and functions as the contracting officer representative for any associated contracts.

c. Selection Committee

(1) Meets annually.

(2) Assesses all eligible candidates.

(3) Recommends candidates for the MHICS Program.

7. Eligibility. All applicants for the MHICS must be in the Active Component. All applicants for the MHICS Program should be lieutenants (selected for lieutenant commander), lieutenant commanders, or commanders with 4100 designator. Lieutenants not yet considered for lieutenant commander may be considered.

8. Application Process. Complete applications must be submitted to the Chaplain of Navy Medicine by advertised date. Per enclosure (1), a nomination form addressed to the Chaplain of Navy Medicine must include the supporting documentation in subparagraphs 8a through 8d:

a. An endorsement from the applicant's commanding officer (CO),

b. An endorsement from the echelon 2 chaplain (or Navy Medicine regional chaplain, if chaplain is assigned within Navy Medicine). The CO's letter will be attached to the applicant's request for recommendation to the senior chaplain,

c. Enclose the last three observed fitness reports (personal identifying information must be illegible, except for names), and

d. Enclose copies of all official transcripts of graduate education (unofficial are acceptable).

9. Selection Process

a. The MHICS selection committee is comprised of five voting members and one advisory member:

- (1) Chaplain of Navy Medicine (BUMED-M00G) will be the President.
- (2) A minimum of one Navy Medicine regional chaplain or representative.
- (3) A minimum of one non-chaplain in the rank of O5 or higher from BUMED staff.
- (4) One mental health provider.
- (5) Legal representative (Judge Advocate General Corps, non-voting, advisory).

b. The MHICS selection committee will:

- (1) Select applicants based on the factors in subparagraphs 9b(1)(a) through 9b(1)(d):
  - (a) Needs of the Navy, and Navy Medicine.
  - (b) Academic capability of the applicant.
  - (c) Outstanding professional performance of the applicant.
  - (d) The professional development of the individual.
- (2) Not consider for selection those already selected to an advanced education program to avoid the member being in two academic programs at the same time, or those already holding terminal degrees.
- (3) Be sworn to maintain these board proceedings as confidential and will only be discussed by direction of competent authority.

10. Preparation of Academic Work and Research Project. “Academic work” includes research on a topic that affects mental health special programs related to spiritual readiness including, but not limited to book reviews, case presentations, essays, or theses. MHICS students must produce academic research on a topic that advances spiritual readiness and allows chaplain integration with mental health, human factors teams, and command resiliency programs.

a. Academic work must be suitable for publication in a journal related to the subject matter of the academic study such as the Journal of Pastoral Care and Counseling, peer-reviewed journals, or other journals suitable for the material presented.

b. MHICS Program students will consult the Chaplain of Navy Medicine, or the senior supervisory chaplain, for direction on specialized projects coordinated with the mental health special programs.

c. Students will submit their academic work to the Chaplain of Navy Medicine no later than their scheduled graduation date from MHICS.

d. Students intending to survey military personnel or conduct research on human subjects as part of their research must meet the requirements of the Department of the Navy Human Research Protection Program, per reference (c).

e. Students may be required to brief their corresponding findings during the annual Chaplain of Navy Medicine Symposium.

#### 11. Records Management

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

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

12. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-M00G will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



B. L. GILLINGHAM

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site at, <https://www.med.navy.mil/Directives>

BUMEDINST 1521.1  
14 Dec 2021

NOMINATION LETTER TEMPLATE

1521  
[Date]

From: (Applicant's rank and name), CHC, USN  
To: Chaplain of Navy Medicine

Subj: APPLICATION FOR MENTAL HEALTH INTEGRATED FOR CHAPLAIN  
SERVICES PROGRAM

Ref: (a) BUMEDINST 1521.1

Encl: (1) Commanding Officer's Recommendation  
(2) [Senior chaplain's recommendation as defined in subparagraph 8b of reference (a)]

1. Per reference (a), I respectfully request consideration for the Mental Health Integrated for Chaplain Services Program. Enclosures (1) and (2) provide the commanding officer's and senior chaplain's recommendations.
2. [State here the reasons why you desire to be considered for these programs and what you can contribute to the naval service and Chaplain Corps with the education you would receive.]
3. My projected rotation date is: [Insert your projected rotation date.]
4. My contact information is [Insert your contact information, including telephone number, e-mail address, and postal address.]
5. I agree to execute orders in support of a utilization tour following the completion of the program for which I am selected and assigned.
6. I agree to complete research and writing projects related to the program for which I am selected and assigned, per reference (a).

[Sign your name]  
F. M. LAST

Enclosure (1)