



**DEPARTMENT OF VETERANS AFFAIRS
DEPUTY ASSISTANT SECRETARY FOR HUMAN RESOURCES MANAGEMENT
WASHINGTON DC 20420**

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HUMAN RESOURCES MANAGEMENT LETTER 05-95-5

**GUIDANCE ON DECENTRALIZATION OF HUMAN RESOURCES
MANAGEMENT AUTHORITIES FOR STAFF CHAPLAINS
(THROUGH GS-060-12)**

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1. PURPOSE: This letter provides information and guidance on the recent decentralization of staff chaplain positions.

2. BACKGROUND: On August 5, 1994, the Acting Under Secretary for Health approved VHA Directive 10-94-068 delegating human resources management authorities on staff chaplains to field facilities. Attachment A to that directive gives staffing procedures for these positions; and attachment B gives classification guidance. The VHA Directive also provides prototype position descriptions for chaplain GS-11, chaplain GS-12, and chaplain (CPE Supervisor) GS-12. The rating factors that were to be included in the VHA Directive as pages A-4, A-5, and A-6, were inadvertently omitted. These rating factors are included in this letter as attachments to the Board of Excepted Service Examiners (BESE) announcements which this letter transmits.

3. GOVERNING MERIT PROMOTION POLICY: The staffing of these positions through merit promotion procedures is now governed by MP-5, Part I, chapter 335 and not the VHA supplement thereto.

a. Stations should review the OPM policy and VA guidance discussed in HRML 05-94-01, paragraph 4f(1) on referral of 10 or fewer candidates without ranking. Stations are not required to send a copy of promotion certificates to the Regional Director or the Director, Chaplain Service.

b. Stations decide the appropriate area of consideration for merit promotion consistent with MP-5, part I, chapter 335. Stations must pay all authorized relocation expenses from local funds.

c. Stations are encouraged, but not required, to use the Weekly Summary Bulletin (WSB) to announce merit promotion opportunities for staff chaplains. Submit announcement requests by telefax (202-535-8866) to the Managerial Placement Division (054B). Requests must reach (054B) by noon eastern time on Monday (Tuesday when Monday is a holiday) in order for the announcement to be published in the WSB the following Monday. The following information must be provided to (054B):

- (1) Name and location of medical center
- (2) Organizational title and classification title, series and grade
- (3) Promotion potential, if any

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- (4) Work schedule
- (5) Knowledges, skills and abilities
- (6) Announcement number
- (7) Religious denomination
- (8) Name and FTS number of point of contact
- (9) Area of consideration
- (10) Closing date
- (11) Application documents required
- (12) Any other pertinent information (locality rates, etc.)

d. Stations are not required to notify either the Program Director or the Regional Director of selections made under merit promotion procedures.

4. BOARD OF EXCEPTED SERVICE EXAMINERS: The BESE for chaplains, at the National Chaplain Center in Hampton, Virginia, will continue to perform all examining and certification of chaplain candidates. Stations are encouraged to actively recruit chaplains as part of their FEORP efforts to ensure a diverse workforce; but recruitment efforts must be coordinated with the BESE so that applicants receive consistent advice and information.

a. Attached to this letter are four new BESE announcements for chaplains:

- (1) Chaplain (All denominations) GS-060-11
- (2) Chaplain (All denominations) GS-060-11 (target 12) and 12
- (3) Chaplain (All denominations) GS-060-11 (intermittent)
(this is an open-continuous announcement)
- (4) Chaplain (Clinical Pastoral Education Supervisor) GS-060-12
(this is an open-continuous announcement)

These announcements supersede announcement BESE-88-1. Note that the BESE is establishing registers for intermittent chaplains and CPE Supervisors, but NOT for other staff chaplain positions at this time. Chaplain vacancies filled under the announcements that are **not** open-continuous will be announced individually, as in the past. These individual vacancies will continue to appear in the WSB, as they have in the past. Stations should send their recruitment requests directly to the BESE at the National Chaplain Center, in Hampton, Virginia. The BESE will forward them to Managerial Placement Service (054B) for inclusion in the WSB.

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b. Stations may submit requests for selective factors and/or quality ranking factors for specialized chaplain positions. Such factors may include bilingual ability and/or cultural factors. Factors requested must be fully justified as necessary and job-related. A copy of the applicable position description must accompany the request.

c. While Chief Chaplain positions should normally be filled from within VA under merit promotion procedures, stations may request recruitment for positions of Chief, Chaplain Service through the BESE. The BESE has authority to issue, amend, or re-issue announcements for Staff Chaplains through GS-12 and Chief Chaplains through GS-13. For example, the BESE may open or close registers for certain denominations or categories of chaplains based upon the volume of applications received.

d. Stations are now responsible for collecting application material from chaplain applicants and submitting it to the BESE. Individual Human Resources Management Services are responsible for insuring that applicants are given all necessary forms and complete instructions on how to apply; that application forms are complete and signed; and that appropriate documents are present to support 10-point veterans preference claims, when appropriate. Ecclesiastical endorsers generally prefer to send endorsements directly to the National VA Chaplain Center. Therefore, stations should not wait for endorsements before forwarding applications to the Center. Some ecclesiastical endorsers require 3-4 months to complete action on an endorsement request. Applicants should be advised to begin the endorsement process early. The BESE will accept endorsements received within 10 calendar days after the closing date of an announcement. In some cases, there may be delays in the issuance of an ecclesiastical endorsement which are beyond the control of the applicant. Stations should bring such cases to the attention of the National Chaplain Service. The National Chaplain Center staff will contact endorsing agents when appropriate to resolve problems.

5. **ECCLESIASTICAL ENDORSEMENT**: The ecclesiastical endorsement of all new chaplains must be verified by the National Chaplain Center prior to the individual entering on duty. This includes permanent, temporary, fee-basis, and contract chaplains.

6. **FEE BASIS AND CONTRACT CHAPLAINS**: Stations may utilize chaplains on a fee-basis in accordance with VHA Supplement, MP-5, part II, chapter 2, paragraph 2.28. Stations may contract for chaplain services in accordance with the Federal Acquisition Regulations. Review of such individuals by the BESE is not required. Chaplains utilized on a fee-basis or under contract should meet the same qualification requirements as staff chaplains. . All endorsements must be verified by the National Chaplain Center, as stated in paragraph 5.

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7. QUESTIONS: Refer questions about BESE operations to John J. Batten at the National VA Chaplain Center, Hampton, Virginia, at FTS 700-959-2528. Questions concerning classification should be referred to your Position Management and Classification Service contact as specified in HRML 05-94-03, attachment C. Questions concerning merit promotion policy should be referred to Joseph Lefebvre, Title 5 Staffing Division (054C) on (202) 535-8850. For information about the WSB, phone the Managerial Placement Division (054B) at (202) 535-8823.


Ronald E. Cowles

Attachments

**Distribution: RPC 5227
SS (054)**

BOARD OF EXCEPTED SERVICE EXAMINERS
CHAPLAIN OPPORTUNITIES IN THE DEPARTMENT OF VETERANS
AFFAIRS

Announcement Number: BESE 11-1
Issue Date:

POSITION: CHAPLAIN
OCCUPATIONAL SERIES AND GRADE: GS-060-11
JOB LOCATIONS: Veterans Affairs Medical Centers throughout the United States

This announcement describes the qualification requirements and application procedures applicable to chaplain positions in VA medical centers nationwide. Positions may be either full- or part-time. Individual vacancy announcements will specify the particular denomination of the position to be filled; and whether the position is full- or part-time. Information on current vacancies may also be obtained by phoning the VA National Chaplain Jobline: (804) 728-3190.

WHO MAY APPLY: Any U.S. citizen, including current VA chaplains serving in temporary or fee-basis appointments. Current VA chaplains who have been appointed to permanent positions under Board of Excepted Service Examiners (BESE) procedures may be considered for promotion or reassignment in accordance with the local VA medical center merit promotion plan.

DESCRIPTION OF DUTIES: Persons in these positions provide a complete religious ministry to veteran patients. Such ministry will generally encompass individual pastoral ministry. The chaplain will address religious, spiritual, moral, and ethical problems of the patient, providing ministrations to the newly-admitted, pre- and post-operative patients, the critically ill, and the families concerned. Each chaplain provides pastoral ministry to patients of their own faith group, including conscientious attention during emergency and crisis situations. The chaplain provides guidance and religious instruction to individuals and groups; arranges for and conducts weekly religious worship services; and, as required, conducts "ward services" for those unable to attend regular chapel services. The chaplain maintains cooperative relationships with medical center personnel and individuals and groups in the community. This work is carried out in a pluralistic environment; and the chaplain is sensitive to the religious needs of many separate religious denomination and faith groups.

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Attachment A

APPOINTMENT AND PAY: Chaplains appointed through this announcement will be given permanent appointments in the excepted civil service. These appointments are subject to a one-year trial period. These appointments carry full civil service benefits, including Federal employee group life insurance; Federal employee health benefits; and coverage under the Federal employee retirement system. Excepted service employees are not eligible, however, to transfer to positions in the competitive civil service. Pay rates vary due to locality comparability payments designed to make Federal salaries competitive within local labor markets.

QUALIFICATION REQUIREMENTS: All applicants must meet qualification requirements for GS 060-11 chaplain contained in Appendix 338A to VHA supplement, VA Manual MP-5, part I, chapter 338. These requirements are as follows: Must possess current ecclesiastical endorsement from the official national endorsing agency of his/her faith or denomination. (Ecclesiastical endorsement is the written official statement of competent authority that the applicant's denomination certifies to the good standing of the applicant for the 12 month period prior to his/her appointment and that the individual is, in the opinion of the endorsing body, qualified to represent his/her church in this specialized ministry.) All applicants must possess the following degrees or equivalent educational qualifications: bachelor of arts and one of the following: bachelor of divinity, bachelor of sacred theology, or master of divinity. Degrees must be from an accredited college, university, or theological institution. Equivalent educational qualifications means completion of the required number of semester hours of study are required for such degrees. In addition to meeting the above requirements, applicants must show at least three years of professional experience as clergy following completion of educational preparation. This experience must demonstrate a background of practical pastoral knowledge and skill.

HOW TO APPLY: Applicants must submit a separate, complete, application package for each open vacancy for which they wish to be considered. Applications will *not* be retained for consideration for future vacancies. Application packages must include the following:

- (1) An application form or resume (the specific announcement number should be cited at top);
- (2) OPM Form 1170/17, "List of College Courses" documenting the requirements described above; or official transcript(s) of college degree(s);
- (3) Ecclesiastical endorsement dated within the past 12 months*;
- (4) Responses to the rating factors listed on the attached page (may be on bond paper);

**HUMAN RESOURCES MANAGEMENT LETTER NO. 05-95-5
Attachment A**

- (5) Copies of any appropriate certifications and/or documentation of Clinical Pastoral Education;
 - (6) For veterans claiming preference, a copy of each of their military discharge forms (DD-214), and, if claiming 10-point preference, SF-15 "Claim for 10-point Veterans Preference" with supporting documentation as specified in the instructions on that form.
 - (7) A list of the VA facilities at which you wish to be considered (you may circle the desired locations on the attached list of VA locations).
- Forms may be obtained from the Human Resources Management Service at any VA medical center, or by phoning (804) 728-3190.**

If your application or resume does not provide all of the following information you may lose consideration for a job or be found not qualified:

- a. Announcement number, title and grade of position applied for;
- b. Your full name, address, and day and evening phone numbers;
- c. Social security number;
- d. Country of citizenship (you must be a United States citizen to be considered);
- e. Description of applicable experience, including dates positions were held, sufficient to demonstrate that you meet the qualification requirements listed above.

All application material must be postmarked not later than the closing date, and must be submitted to the VA medical center having the vacancy. If you are tentatively selected for Federal appointment you will be required to complete an additional form, prior to starting work, which provides information about your suitability for Federal employment.

All applicants who meet the minimum qualification requirements will be given a numerical rating based upon the rating factors for this occupation. All applicants will be considered without regard to race, age, color, national origin, sex, political affiliation, or any other non-merit factor. Veterans will be given preference as required by law.

*Most ecclesiastical endorsers will send endorsements directly to the National VA Chaplain Center, in Hampton, Virginia. Endorsements received at the National VA Chaplain Center not later than 10 calendar days after the closing date of an announcement will be considered for that announcement.

**THIS ANNOUNCEMENT RESCINDS ANNOUNCEMENT BESE-88-1
DATED 10/24/88**

HUMAN RESOURCES MANAGEMENT LETTER NO. 05-95-5
Attachment A

DEPARTMENT OF VETERANS AFFAIRS
Chaplain Service

RATING FACTORS FOR CHAPLAINS
GS-060-11 (Full Performance Level)

Please describe your experience, education, training, and awards that demonstrate your possession of the following rating factors. Providing this information is voluntary; however, failure to give complete information may result in your receiving less than full credit in the rating process. You may provide responses on separate sheets of bond paper. Your name and social security number should be on the top of each sheet.

1. Ability to communicate orally

Describe your accomplishments that demonstrate the breadth and complexity of oral communication that you have performed. Describe the most difficult communication tasks you have performed in your professional practice and in outside activities.

2. Ability to communicate in writing

Describe the most difficult and complex written communication you have performed. Describe how you have incorporated written communication into your professional practice and outside activities.

3. Ability to deal effectively with others

Describe your accomplishments in leading or supervising others. Describe achievements in negotiating settlements, solving interpersonal problems, motivating and persuading others.

4. Ability to minister to persons from various social, cultural, and racial backgrounds

Describe your experience in relating with and ministering to clergy, patients, and others from various faith and value traditions. Describe any accomplishments in developing interfaith relationships.

5. Ability to provide or facilitate liturgical and sacramental ministry to persons from various religious backgrounds

Describe your ministry experience and current professional practice that demonstrates your knowledge of various liturgical principles and practices.

BOARD OF EXCEPTED SERVICE EXAMINERS
CHAPLAIN OPPORTUNITIES IN THE DEPARTMENT OF VETERANS
AFFAIRS

Announcement Number: BESE 12-1
Issue Date:

POSITION: CHAPLAIN

OCCUPATIONAL SERIES AND GRADE: GS-060-11 (Potential 12) and 12

JOB LOCATIONS: Veterans Affairs Medical Centers throughout the United States

This announcement describes qualification requirements and application procedures applicable to vacancies in VA medical centers nationwide. Vacancies may be filled through this announcement at either GS-11 or GS-12. Vacancies filled through this announcement at GS-11 have promotion potential to GS-12. Positions at GS-11 which do not have potential to GS-12 are filled through announcement BESE-11-1. Positions may be either full or part time. Individual vacancy announcements will specify the particular denomination of the position to be filled. Information on current vacancies may also be obtained by phoning the VA National Chaplain Jobline: (804) 728-3190.

WHO MAY APPLY: Any U.S. citizen, including current VA chaplains serving in temporary or fee-basis appointments. Current VA chaplains who have been appointed to permanent positions under BESE procedures are considered for promotion or reassignment under local VA medical center merit promotion plans. Individual vacancy announcements will specify the geographic area from which applications will be accepted.

APPOINTMENT AND PAY: Chaplains appointed through this announcement will be given permanent appointments in the excepted civil service. These appointments are subject to a one-year trial period. These appointments carry full civil service benefits, including Federal employee group life insurance; Federal employee health benefits; and coverage under the Federal employee retirement system. Excepted service employees are not eligible, however, to transfer to positions in the competitive civil service. Pay rates vary due to locality comparability payments designed to make Federal salaries competitive local labor markets.

DESCRIPTION OF DUTIES: Persons in these positions perform a variety of the following types of duties: Providing a complete religious ministry to patients and their families which encompasses all aspects of pastoral care (counseling, preaching, leading worship and ordinances, and education); participating with other health-care professionals

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Attachment B

as part of an interdisciplinary team in planning and carrying out patient care; developing relationships with the larger community which supports the medical center mission; responding to emergency calls from patients and family members. The work is carried out in a pluralistic environment, with an emphasis on an ecumenical, team approach to assignments.

QUALIFICATION REQUIREMENTS: All applicants must meet qualification requirements for chaplain contained in Appendix 338A to VHA Supplement, VA Manual MP-5, part I, chapter 338. These requirements are as follows: Must possess current ecclesiastical endorsement from the official endorsing agency of his/her faith or denomination. (Ecclesiastical endorsement is the written official statement of competent authority that the applicant's denomination certifies to the good standing of the applicant for the 12 month period prior to his/her appointment and that the individual is, in the opinion of the endorsing body, qualified to represent his/her church in this specialized ministry). Must possess the following degrees or equivalent educational qualifications: bachelor of arts **and** one of the following: bachelor of divinity, bachelor of sacred theology, or master of divinity. Degrees must be from an accredited college, university, or theological institution. Equivalent educational qualifications means completion of the number of semester hours of college and graduate study required for the above degrees. Approximately 210 semester hours of study are required for such degrees.

Experience Requirement for GS-11: In addition to meeting the above requirements, applicants must show at least three years of professional experience as clergy following completion of educational preparation. This experience must demonstrate a background of practical pastoral knowledge and skill.

Experience Requirement for GS-12: In addition to meeting the experience requirement for GS-11, at least one year of progressively responsible experience at a level of difficulty comparable to GS-11. This experience must demonstrate the following:

- (1) A very good working knowledge of related fields of work, particularly in the behavioral sciences;
- (2) A good appreciation and understanding of the problems involved in the type of institution served and full acquaintance with the structure, functions, and practices of such an institution;
- (3) A capacity to provide a well integrated program within the institutional setting;
- (4) Administrative ability, and an operating knowledge of the organization, regulations, practices, and program goals of the institution in relation to his/her own program.

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Attachment B

HOW TO APPLY: Applicants must submit a separate, complete, application package for each open vacancy for which they wish to be considered. Applications will *not* be retained for consideration for future vacancies. Application packages must include the following:

- (1) An application form or resume (the specific announcement number should be cited at top);
 - (2) OPM Form 1170/17, "List of College Courses" documenting the requirements described above; or official transcript(s) of college degree(s);
 - (3) Ecclesiastical endorsement dated within the past 12 months*;
 - (4) Responses to the rating factors listed on the attached page (may be on bond paper);
 - (5) Copies of any appropriate certifications and/or documentation of Clinical Pastoral Education;
 - (6) For veterans claiming preference, a copy of each of their military discharge forms (DD-214), and, if claiming 10-point preference, SF-15 "Claim for 10-point Veterans Preference" with supporting documentation as specified in the instructions on that form.
 - (7) A list of the VA facilities at which you wish to be considered (you may circle the desired locations on the attached list of VA locations).
- Forms may be obtained from the Human Resources Management Service at any VA medical center, or by phoning (804) 728-3190.**

If your application or resume does not provide all of the following information you may lose consideration for a job, or you may be found not qualified:

- a. Announcement number, title and grade of position applied for;
- b. Your full name, address, and day and evening phone numbers;
- c. Social security number;
- d. Country of citizenship (you must be a United States citizen to be considered);
- e. Description of applicable experience, including dates positions were held, sufficient to demonstrate that you meet the qualification requirements listed above.

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Attachment B

*Most ecclesiastical endorsers will send endorsements directly to the National VA Chaplain Center, in Hampton, Virginia. Endorsements received at the National Center not later than 10 calendar days following the closing date of an announcement will be considered for that announcement.

All applicants who meet the minimum qualification requirements will be given a numerical rating based upon the rating factor for this occupation. All applicants will be considered without regard to race, age, color, national origin, sex, political affiliation, or any other non-merit factor. Veterans will be given preference as required by law.

THIS ANNOUNCEMENT RESCINDS ANNOUNCEMENT BESE-88-1
DATED 10/24/88

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Attachment B

DEPARTMENT OF VETERANS AFFAIRS
Chaplain Service

RATING FACTORS FOR CHAPLAINS
GS-060-11 (Potential 12) or 12

Please describe your experience, education, training, and awards that demonstrate your possession of the following rating factors. Providing this information is voluntary; however, failure to give complete information may result in your receiving less than full credit in the rating process. You may provide responses on separate sheets of bond paper. Your name and social security number should be on the top of each sheet.

1. Ability to communicate orally and in writing

Describe your accomplishments in oral and written communication. Describe your use of these abilities in your professional experience in religious instruction, pastoral care, and participation in multi-disciplinary teams/committees. List and describe any publications.

2. Ability to provide pastoral care and counseling in a health-care setting

Describe in detail your experience in providing ministry in health-care settings. Describe the workplace, the type(s) of patients or clients served, and your participation as a member of multi-disciplinary treatment team(s). Be sure to include any experience with veterans. List any specialized training or education you have relevant to this area.

3. Ability to provide ministry in a pluralistic setting

Describe your experience in relating with clergy, patients, and other from various faith and value traditions. Describe any accomplishments in developing interfaith relationships. Describe your experience in ministering to persons from a variety of faith groups.

4. Knowledge of worship principles and practices

Describe your ministry experience and current professional practice that demonstrates your knowledge of various worship (liturgical) principles and practices.

5. Ability to establish relationships and deal effectively with others

Describe your experiences in leading or supervising others. Describe your involvement in community and civic activities. Be sure to describe your relationships with professional associations, interdisciplinary teams, veterans organizations, fraternal organizations, etc.

BOARD OF EXCEPTED SERVICE EXAMINERS
CHAPLAIN OPPORTUNITIES IN THE DEPARTMENT OF VETERANS
AFFAIRS

Announcement Number: BESE-94-CPE1

Issue Date:

POSITION: CHAPLAIN (Clinical Pastoral Education Supervisor)
OCCUPATIONAL SERIES AND GRADE: GS-060-12
JOB LOCATION:

WHO MAY APPLY: Any U.S. citizen, including current VA chaplains serving in temporary or fee-basis appointments. Current VA chaplains who have been permanently appointed under BESE procedures are considered for promotion or reassignment under local VA medical center merit promotion plans.

DESCRIPTION OF DUTIES: Persons in these positions perform a variety of the following types of duties: Providing a complete religious ministry to patients and their families which encompasses all aspects of pastoral care (counseling, preaching, leading worship and ordinances, and education); participating with other health-care professionals as part of an interdisciplinary team in planning and carrying out patient care; developing and coordinating an accredited Clinical Pastoral Education (CPE) program; recruiting, screening, and evaluating CPE participants; evaluating and assessing the work of the multi-disciplinary CPE Professional Consultation Committee; and serving as liaison with the Association for Clinical Pastoral Education.

APPOINTMENT AND PAY: Chaplains appointed through this announcement will be given permanent appointments in the excepted civil service. These appointments are subject to a one-year trial period. These appointments confer eligibility for all Federal employee benefits, including: Federal employee group life insurance; Federal employee health benefits; and coverage under the Federal employee retirement system. Excepted service employees are not eligible to transfer to positions in the competitive civil service. Pay rates vary due to locality comparability payments designed to make Federal salaries competitive within local labor markets.

QUALIFICATION REQUIREMENTS: All applicants must meet the requirements of the VA qualification standard for chaplain GS 060-12 found in Appendix 338A to VHA supplement, MP-5, part I, chapter 338. These requirements are as follows: Must possess current ecclesiastical endorsement from the official endorsing agency of his/her faith or

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denomination. (Ecclesiastical endorsement is the written official statement of competent authority that the applicant's denomination certifies to the good standing of the applicant for the 12 month period prior to his/her appointment and that the individual is, in the opinion of the endorsing body, qualified to represent his/her church in this specialized ministry.) All applicants must possess the following degrees or equivalent educational qualifications: bachelor of arts **and** one of the following: bachelor of divinity, bachelor of sacred theology, or master of divinity. Degrees must be from an accredited college, university, or theological institution. In addition to meeting the above requirements, applicants must show at least four years of professional experience as clergy following completion of educational preparation. At least one year of this experience must have been at a level of difficulty equivalent to the GS-11 level. This experience must demonstrate the following:

- (1) A very good working knowledge of related fields of work, particularly in the behavioral sciences;
- (2) A good appreciation and understanding of the problems involved in the type of institution served and full acquaintance with the structure, functions, and practices of such an institution;
- (3) A capacity to provide a well integrated program within the institutional setting;
- (4) Administrative ability, and an operating knowledge of the organization, regulations, practices, and program goals of the institution in relation to his/her own program.

HOW TO APPLY: Applicants must submit a separate, complete, application package for each open vacancy for which they wish to be considered. Applications will *not* be retained for consideration for future vacancies. Application packages must include the following:

- (1) An application form or resume (the specific announcement should be cited at the top);
- (2) OPM Form 1170/17, "List of College Courses" documenting the requirements described above; or official transcript(s) of college degree(s).
- (3) Ecclesiastical endorsement dated within the past 12 months*;
- (4) Responses to the rating factors listed on the attached page (may be on bond paper);
- (5) copies of any appropriate certifications and/or documentation of Clinical Pastoral Education;
- (6) For veterans claiming preference, a copy of each of their military discharge "Veterans Preference" with supporting documentation as specified in the

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Attachment C

instructions on that form. forms (DD-214), and if claiming 10-point preference, SF-15 "Claim for 10-point

(7) A list of the VA facilities at which you wish to be considered (you may circle the desired locations on the attached list of VA locations).

Forms may be obtained from the Human Resources Management Service at any VA medical center, or by phoning (804) 728-3190.

If your application or resume does not provide all of the following information you may lose consideration for a job or be found not qualified.

- a. Announcement number, title and grade of position applied for;
- b. Your full name, address and day and evening phone numbers;
- c. Social security number;
- d. Country of citizenship (you must be a United States citizen to be considered);
- e. Description of applicable experience, including dates positions were held, sufficient to demonstrate that you meet the qualification requirements listed above.

All application material must be mailed to:

VA BOARD OF EXCEPTED SERVICE EXAMINERS (301/111K)
NATIONAL CHAPLAIN CENTER FOR EXCELLENCE
VETERANS AFFAIRS MEDICAL CENTER
HAMPTON, VIRGINIA 23667

***Most ecclesiastical endorsers will send endorsements directly to the National VA Chaplain Center, in Hampton, Virginia. Please indicate whether your endorsement is enclosed with your application package or will be mailed directly by the endorser. Applicants will not be considered for any positions prior to receipt of proper endorsement.**

Applicants who meet the minimum qualification requirements will be given a numerical rating based upon the rating factors for this occupation. Applications will not be returned. All applicants will be considered without regard to race, age, color, national origin, sex, political affiliation, or any other non-merit factor. Veterans will be given preference as required by law.

RATING FACTORS FOR CHAPLAIN GS-060-12
(CPE SUPERVISOR)

Applicants will be given a numerical score based upon their possession of the following rating factors. Describe in detail your experience, education, training, awards, publications, and other activities which demonstrate your possession of each rating factor. If your information is incomplete or inaccurate you may receive less than full credit under the rating procedures. You may respond to these factors on bond paper. Your name and social security number should appear on each sheet.

1. Ability to communicate orally and in writing

Describe your highest accomplishments in written and oral communication. Describe your use of these abilities in your professional experience in religious instruction, pastoral care, and participation in multi-disciplinary teams/committees. List and describe any publications.

2. Ability to establish relationships and deal effectively with others from various social, cultural and racial backgrounds

Describe your experience in leading or supervising others. Describe your involvement in community and civic activities. Be sure to describe your relationships with professional associations, interdisciplinary teams, veterans organizations, fraternal organizations, etc.

3. Knowledge of theology and behavioral sciences

Describe your knowledge of behavioral sciences including personality theory, learning theory and cultural anthropology. Describe how you integrated these knowledges into your teaching and/or pastoral experience. List any specialized training or education you have in this area.

4. Integrity and emotional and spiritual maturity

Describe how you have dealt with the most difficult and sensitive problems in your ministry and teaching experience. Give examples of how you have advised or counseled other clergy persons who sought your advice in similar situations.

5. Ability to minister to persons from various social, cultural, and racial backgrounds

Describe your experience in relating with clergy from various faith and value traditions. Describe any accomplishments in developing interfaith relationships. Describe your .

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Attachment C**

experience in ministering to persons from a variety of faith groups, cultural and racial backgrounds.

6. Ability to set up and maintain a Clinical Pastoral Education Program

Describe your involvement in developing and coordinating an accredited CPE program. Describe how you have worked with Professional Consultation Committee(s). Describe how you have recruited and screened CPE participants; evaluated student effectiveness; and provided quality control for a CPE program.

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CHAPLAIN OPPORTUNITIES IN THE DEPARTMENT OF VETERANS
AFFAIRS

Announcement Number: BESE-INT-OC-1
Issue Date:

POSITION: CHAPLAIN (Intermittent)
OCCUPATIONAL SERIES AND GRADE: GS-060-11
JOB LOCATIONS: Veterans Affairs Medical Centers throughout the United States

This describes qualification requirements and application procedures applicable to **intermittent** chaplain vacancies in VA medical centers nationwide. Intermittent chaplains work without a prearranged work schedule; and generally not more than 416 hours per year.

WHO MAY APPLY: Any U.S. citizen, including current VA chaplains serving in temporary or fee-basis appointments. Current VA chaplains who have been permanently appointed under BESE procedures apply for promotion or reassignment under local VA medical center merit promotion plans.

APPOINTMENT AND PAY: Chaplains appointed through this announcement will be given permanent appointments in the excepted civil service. These appointments are subject to a one-year trial period. Intermittent appointees are not eligible for Federal employee group life insurance; Federal employee health benefits; or for coverage under the Federal employee retirement system. Excepted service employees are not eligible to transfer to positions in the competitive civil service. Pay rates vary due to locality comparability payments designed to make Federal salaries competitive within local markets.

DESCRIPTION OF DUTIES: Persons in these positions are called upon as needed to supplement the chaplain staff of a VA medical center in providing a complete religious ministry to veteran patients. Such ministry will generally encompass individual pastoral ministry. The chaplain will address religious, spiritual, moral, and ethical problems of the patient, providing ministrations to the newly-admitted, pre-and post-operative patients, the critically ill, and the families concerned. Each chaplain provides pastoral ministry to patients of their own faith group, including conscientious attention during emergency and crisis situations. The chaplain provides guidance and religious instructions to individuals

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and groups; arranges for and conducts weekly religious worship services; and, as required, conducts "ward services" for those unable to attend regular chapel services. The chaplain maintains cooperative relationships with medical center personnel and individuals and groups in the community. This work is carried out in a pluralistic environment; and the chaplain is sensitive to the religious needs of many separate religious denominations and faith groups.

QUALIFICATION REQUIREMENTS: All applicants must meet the chaplain GS 060-11 qualification requirements contained in Appendix 338A, VHA supplement, VA Manual MP-5, part I, chapter 338. These requirements are as follows: Must possess current ecclesiastical endorsement from the officials endorsing agency of his/her faith or denomination. (Ecclesiastical endorsement is the written official statement of competent authority that the applicant's denomination certifies to the good standing of the applicant for the 12 month period prior to his/her appointment and that the individual is in the opinion of the endorsing body, qualified to represent his/her church in this specialized ministry. All applicants must possess the following degrees or equivalent educational qualifications: bachelor of arts and one of the following: bachelor of divinity, bachelor of sacred theology, or master of divinity. Degrees must be from an accredited college, university, or theological institution. In addition to meeting the above requirements, applicants must show at least three years of professional experience as clergy following completion of educational preparation. This experience must have demonstrated practical pastoral knowledge and skill.

HOW TO APPLY: Applicants must submit a separate, complete, application package for each open vacancy for which they wish to be considered. Applications will *not* be retained for consideration for future vacancies. Application packages must include the following :

- (1) An application form or resume (the specific announcement should be cited at the top);
- (2) OPM Form 1170/17, "List of College Courses" documenting the requirements described above; or official transcript(s) of college degree(s).
- (3) Ecclesiastical endorsement dated within the past 12 months*;
- (4) Responses to the rating factors listed on the attached page (may be on bond paper);
- (5) copies of any appropriate certifications and/or documentation of Clinical Pastoral Education;
- (6) For veterans claiming preference, a copy of each of their military discharge forms (DD-214), and if claiming 10-point preference, SF-15 "Claim for 10-point

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Veterans Preference" with supporting documentation as specified in the instructions on that form.

(7) A list of the VA facilities at which you wish to be considered (you may circle the desired locations on the attached listing).

Forms may be obtained from the Human Resources Management Service at any VA medical center, or by phoning (804) 728-3190.

If your application or resume does not provide all of the following information you may lose consideration for job or be found not qualified:

- a. Announcement number, title and grade of position applied for;
- b. Your full name, address and day and evening phone numbers;
- c. Social security number;
- d. Country of citizenship (you must be a United States citizen to be considered);
- e. Description of applicable experience, including dates positions were held, sufficient to demonstrate that you meet the qualification requirements listed above.

All application material must be mailed to:

BOARD OF EXCEPTED SERVICE EXAMINERS (301/111K)
NATIONAL CHAPLAIN CENTER FOR EXCELLENCE
VETERANS AFFAIRS MEDICAL CENTER
HAMPTON, VIRGINIA 23667

***Most ecclesiastical endorsers prefer to send endorsements directly to the National VA Chaplain Center, in Hampton, Virginia. Please indicate whether your endorsement is enclosed or will be forwarded directly to the Center. Applicants will not be considered for any prior positions prior to receipt of proper endorsement.**

All qualified applicants will be rated and ranked based upon their possession of the attached rating factors for Chaplain GS-11. Failure to submit complete responses to the rating factors may result in your not receiving maximum credit. Applications will be kept on file for one year for consideration for vacancies as they arise. If tentatively selected for Federal appointment, you will be required to complete an additional form providing information about your suitability for Federal employment.

All applicants will be considered without regard to race, age, religion, color, national origin, sex, political affiliation, or any other non-merit factor. Veterans will be given preference as required by law.

DEPARTMENT OF VETERAN AFFAIRS
Chaplain Service

RATING FACTORS FOR CHAPLAINS
GS-060-11 (Full Performance Levels)

Please describe your experience, education, training, and awards that demonstrate your possession of the following rating factors. Providing this information is voluntary; however, failure to give complete information may result in your receiving less than full credit in the rating process. You may provide responses on separate sheets of bond paper. Your name and social security number should be on the top of each sheet.

1. Ability to communicate orally

Describe your accomplishments that demonstrate the breadth and complexity of oral communication that you have performed. Describe the most difficult communication tasks you have performed in your professional practice and in outside activities.

2. Ability to communicate in writing

Describe the most difficult and complex written communication you have performed. Describe how you have incorporated written communication into your professional practice and outside activities.

3. Ability to deal effectively with others

Describe your accomplishments in leading or supervising others. Describe achievements in negotiating settlements, solving interpersonal problems, motivating and persuading others.

4. Ability to minister to persons from various social, cultural, and racial backgrounds

Describe your experience in relating with and ministering to clergy, patients, and others from various faith and value traditions. Describe any accomplishments in developing interfaith relationships.

5. Ability to provide or facilitate liturgical and sacramental ministry to persons from various religious backgrounds

Describe your ministry experience and current professional practice that demonstrates your knowledge of various liturgical principles and practices.