Theological Doctorate and Promotion to CAP Major

Have you been an appointed CAP Chaplain, Captain for a year or more and hold an ATS accredited doctorate in a ministry related field? If so, you may be eligible for promotion to Chaplain, Major without completion of any other CAP Education & Training Program levels.

Pursuant to CAPR 35-5, Paragraph 5.3.1.3., "A clergyperson with an earned doctorate degree in a ministry related field and one year time-in-grade as captain" may be promoted to Major. Generally, a chaplain who holds an ATS accredited ministry related doctorate appointed in the grade of Captain will automatically be promoted to Major by CAP/HCA at the completion of one year time-in-grade as Captain.

However, should you complete your ATS accredited doctorate in a ministry related field ***after*** your appointment as Chaplain, you may be eligible for promotion to Major if you have completed a year time-in-grade as a Captain. In this case, you will need to send a sealed official copy of your transcript indicating the award of a ministry related doctorate to CAP/HCA and initiate a CAPF 2, Request for Promotion Action, checking the boxes for promotion to Major in Section III and Item III, Block 2. Special Appointment/Promotion, indicating the promotion is for "Exceptional Qualifications."

In Item VIII on the reverse side of CAPF 2, please indicate the following information:
1. Promotion to Major is requested for completion of an ATS accredited doctorate in a ministry related field.
2. Date of Rank to the grade of Captain.
3. Type of doctorate awarded (e.g. DMin, ThD, PhD, etc.), the field of study of the doctorate (e.g. Theology, Church Planting, Homiletics, etc.), and the date doctorate was awarded.
4. Name of ATS accredited institution awarding doctorate.
5. Date a sealed official copy of transcript awarding doctorate degree was sent to CAP/HCA.

The completed CAPF 2 shall be signed by your immediate commander and sent directly (scanned email copy preferred) to CAP/HCA. This promotion is exempt from review by the entire chain-of-command as specified in CAPR 35-3 and CAPR 80-1.

Should you have any questions regarding this process, please contact the Chaplain Corps Chief of Personnel, Chaplain. Colonel Kenneth W. Parris at kparris@hc.cap.gov.

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