



QUALIFICATION REQUIREMENTS FOR BUREAU OF PRISONS CHAPLAINCY

Applicants must meet all the following requirements:

UNITED STATES CITIZENSHIP: Applicant must be a U.S. citizen to be considered for employment.

RESIDENCY REQUIREMENTS: For three of the five years immediately prior to applying for a position, the applicant must have resided in the United States, worked for the United States overseas in a Federal or military capacity, or be a dependent of a Federal or military employee serving overseas.

AGE: In accordance with 5 U.S.C. 3307, a maximum entry age of 36 has been established for initial appointment to a position in a Bureau of Prisons institution. Applicants over the age of 36 may receive consideration for this position if they fall within one of the following groups:

- Applicants with prior federal law enforcement coverage
- Applicants who are Qualified Preference Eligible Veterans
- Applicants who have been endorsed by the Catholic, Islamic or Jewish faiths.

EDUCATION: All applicants must possess a Bachelor degree and the Master of Divinity degree **OR** equivalent educational qualification.

- Bachelor degree from an accredited college or university with at least 120 semester hours.
- Master of Divinity degree from an accredited residential seminary or school of theology with a minimum of 80 semester hours of completed coursework.
- **Equivalent Education Qualification** – a graduate degree from an accredited residential seminary, graduate school or school of theology with a minimum of 80 semester hours including the following:
 - 20 semester hours in pastoral ministry;
 - 20 semester hours in any combination of theology, ethics and philosophy of religion;
 - 20 semester hours in the study of sacred writings, including the study of languages in which sacred writings are/were written;
 - 20 semester hours in religious history and/or world religions. Required educational degrees must be earned from a college, university, or theological institution that is accredited by an accrediting body recognized by the U.S. Department of Education. The U.S. Department of Education has a database of accredited institutions on the internet at: <https://ope.ed.gov/dapip/#/home>.

Foreign Education Transcripts must be evaluated by a Credential Evaluation Service prior to applying.

RELIGIOUS CREDENTIAL: Applicant must be ordained clergy (or equivalent) or a member of ecclesiastically recognized religious institutes of vowed men or women. In lieu of professional ordination credentials, adequate documentation of the applicants' recognized religious and ministerial roles in their respective faith communities is required.

ECCLESIASTICAL ENDORSEMENT: Must possess ecclesiastical endorsement from the official endorsing authority recognized by the Bureau of Prisons of his/her faith group or denomination. The endorsement will attest to the applicant's suitability for correctional ministry, support for his/her candidacy, a clear assurance statement that the applicant has no present nor past legal or moral barrier to congregational ministry, and an affirmation that the applicant will facilitate inmates of all faiths opportunities to pursue individual religious beliefs and practices. The applicant's association with this endorsing body must reflect a minimum of two years before endorsement. Contact Chaplaincy Services at 202-514-9740 for recognized endorsing bodies.

EXPERIENCE: At least two years or 4,160 hours of professional pastoral and spiritual leadership experience in a congregational or specialized ministerial setting within the endorsing body after formal ministerial preparation. The experience must demonstrate both practical pastoral knowledge and skill, and ability to minister in a pluralistic setting. Supervised or guided pastoral experience completed during graduate professional education may be credited for up to one of experience. Clinical Pastoral Education may satisfy up to one year. Part time experience is pro-rated by comparing the average number of hours worked to a 40-hour work week.

APPLICATION PROCESS AND REQUIRED DOCUMENTATION FOR BUREAU OF PRISONS CHAPLAINCY

This document serves as a resource for applicants applying for a Chaplain position via USAJOBS.

Applicants must refer to WWW.USAJOBS.GOV for full details of requirements for a Chaplain position.

APPLY AT: www.USAJOBS.gov

RESUME: Applicants must upload a detailed resume at www.usajobs.gov for all chaplain vacancies.

EDUCATION

Documentation Required:

- ALL applicants **MUST** submit legible transcripts as verification of educational requirement.
- Transcripts **MUST** be uploaded and electronically transferred from USAJOBS at the time you apply and **MUST** include identifying information to include:
 - **School Name, Student Name, Degree and Date Awarded (if applicable).**
- The education **MUST** be from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. For a list of schools that meet this criteria, [Click Here](#).
- Transcripts **MUST** be received by the Consolidated Staffing Unit by the closing date of the vacancy announcement. (If you are selected for this position, you will be required to provide an OFFICIAL transcript prior to your first day on duty.)

For information regarding foreign education requirements, please see the Recognition of Foreign Qualifications at the U.S. Department of Education website: [Recognition of Foreign Qualifications](#)

MINISTERIAL EXPERIENCE

Documentation Required:

Resume showing relevant experience (cover letter optional)

To receive credit for experience contained in an uploaded resume, your employment history must:

- Be documented in **month/year format (MM/YYYY)**
- Include **starting date** and **ending date**
- Include the **number of hours worked per week**
- Include **ministerial/pastoral duties and responsibilities**

Failure to follow this format may result in disqualification.

ECCLESIASTICAL ENDORSEMENT

Documentation Required:

In order to receive full consideration for a vacancy, you are required to complete and submit the **Bureau of Prisons' Ecclesiastical Endorsement Form (BP-A0679)**. A copy of this form can be obtained by [Click Here](#) or by accessing www.bop.gov and under the "How Do I..." tab, click the link "Find a Policy or Form," then click the link for "All BOP Forms," then type "endorsement" in the search box and click on the link to the form.

The **Bureau of Prisons' Ecclesiastical Endorsement Form (BP-A0679)** **MUST** be submitted via mail, upload, or e-mail, and received by the Consolidated Staffing Unit within five working days after the closing date of this announcement.

It is **RECOMMENDED** to upload or e-mail this form prior to the closing date. It **MUST** be received by the Consolidated Staffing Unit at GRA-HRM/ConsolidatedStaffingUnit@bop.gov, no later than five working days after the closing date of the announcement.

EXPERIENCE *(Resume experience must be documented including details of work)*

EXPERIAN CORP - Account Manager, Sacramento, CA

April 2002 - November 2007
20 Hours per week

Primary customer contact for the nation's largest collector and provider of real estate focused public record data. Industries serviced: Lending, Title, Investor and Government. Territory – AL, LA, MS, OK, TX

- Developed comprehensive account plan for designated key accounts that included account set up and on-going customer support and training on data, software, and custom solutions resulting in the discovery of major up-sell opportunities.
- Supervised and analyzed account activity and delinquent reports at account level resulting in fewer billing and payment errors and shortened delinquent cycle.
- Created client tracking system that allowed sales team to analyze ongoing customer revenue and usage.
- Increased revenue retention by enhancing and aggressively pursuing integrated customer relationships resulting in decreased customer cancellation requests.
- Presented comprehensive seminar to nationwide sales team on building client relationships.
- Identified and pursued new sales opportunities as well as current customer up-sell potential resulting in significant new and add-on business for region and award for Top Territory Growth for 2004.

EQUIFAX - Account Associate/Trainer, Sacramento, CA

February 1998 – October 2002
40 Hours per week

- Facilitated seminar training using presentation and training skills to all levels of users for real property database software resulting in an expansion of customer product usage.
- Provided on-site training and software installation support to key account customers.
- Developed and improved on-site and web-based training programs for newly launched product that resulted in 96% customer retention.
- Coordinated and conducted sales seminar introducing new product line to additional market segments.

CANON, INC

Customer Service Representative, Sacramento, CA

July 1995 – January 1998
25 Hours per week

Provided end-user pre and post sales support for computer peripheral products.

- Resolved technical issues for printers, scanners, and mobile computing units resulting in increased customer satisfaction.
- Educated customers on computer related products using extensive product and industry knowledge to create a more knowledgeable client base.
- Generated accessory sales to end-users achieving monthly sales averages of 133% of target.

EDUCATION

UNIVERSITY OF CALIFORNIA AT SANTA BARBARA

Master of Divinity, Islamic Law
May 1995

SACRAMENTO CITY COLLEGE

Bachelor of Arts, Interior Design
May 1990

RELIGIOUS CREDENTIALS

Documentation Required:

A **Certificate of Ordination is required** for faith traditions that utilize ordination to signify clergy status.

If your faith tradition doesn't utilize ordination to signify clergy status, **equivalent documentation that verifies your religious and ministerial roles in your faith community is required**. Failure to provide these documents will result in no further consideration under this particular vacancy announcement.

VETERANS' PREFERENCE DOCUMENTATION, IF APPLICABLE

Veterans' Preference Documentation: Veterans must demonstrate that they have been discharged or released from active duty under honorable conditions (i.e., the individual must have received either an honorable or general discharge).

Documentation Required:

Certificate of Release or Discharge from Active Duty (**DD-214** indicating type of discharge); or other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal).

If you are currently on active duty, a statement from the appropriate Branch Personnel Office containing the following information: Name, Rank, Branch of Service, Active Duty time, Projected Separation Date and type of anticipated discharge must be provided.

If you are a disabled veteran, a Purple Heart recipient, or widow/widower of a veteran, the spouse of a disabled veteran or the parent of a disabled or deceased veteran, you **SHOULD** submit a **completed Standard Form (SF) 15**, "Application for 10-Point Veteran Preference", and the other required documentation identified on the reverse side of the SF-15 to support your preference claim. Documentation to support a disability **must** reflect the **overall** evaluation or percentage disability rating.

For more information about the requirements and application process, please contact:

Chaplaincy Services Branch
Chaplaincy Program Manager
Federal Bureau of Prisons
320 1st Street NW
Washington, DC 20534
Email: BOP-RSD/COChaplaincyPrograms@bop.gov
Telephone: 202-514-9740

JUSTICE, BUREAU OF PRISONS
Consolidated Staffing Unit
346 Marine Forces Drive
Grand Prairie, Texas 75051
E-mail: GRA-HRM/ConsolidatedStaffingUnit@bop.gov
Telephone: 972-352-4200

Federal Bureau of Prisons Correctional Facilities

Mid-Atlantic Region		Northeast Region	
Alderson FPC	Alderson, West Virginia	Allenwood FCC	Allenwood, Pennsylvania
Ashland FCI	Ashland, Kentucky	Berlin FCI	Berlin, New Hampshire
Beckley FCI	Beaver, West Virginia	Brooklyn MDC	Brooklyn, New York
Big Sandy USP	Inez, Kentucky	Canaan USP	Waymart, Pennsylvania
Butner FCC	Butner, North Carolina	Danbury FCI	Danbury, Connecticut
Cumberland FCI	Cumberland, Maryland	Devens FMC	Ayer, Massachusetts
Gilmer FCI	Glennville, West Virginia	Elkton FCI	Lisbon, Ohio
Hazelton FCC	Bruceton Mills, West Virginia	Fairton FCI	Fairton, New Jersey
Lee USP	Jonesville, Virginia	Fort Dix FCI	Joint Base MDL, New Jersey
Lexington FMC	Lexington, Kentucky	Lewisburg USP	Lewisburg, Pennsylvania
Manchester FCI	Manchester, Kentucky	Loretto FCI	Loretto, Pennsylvania
McCreary USP	Pine Knot, Kentucky	McKean FCI	Lewis Run, Pennsylvania
McDowell FCI	Welch, West Virginia	New York MCC	New York, New York
Memphis FCI	Memphis, Tennessee	Otisville FCI	Otisville, New York
Morgantown FCI	Morgantown, West Virginia	Philadelphia FDC	Philadelphia, Pennsylvania
Petersburg FCC	Hopewell, Virginia	Ray Brook FCI	Ray Brook, New York
		Schuykill FCI	Minersville, Pennsylvania
North Central Region		Western Region	
Chicago MCC	Chicago, Illinois	Atwater USP	Atwater, California
Duluth FPC	Duluth, Minnesota	Dublin FCI	Dublin, California
Englewood FCI	Littleton, Colorado	Herlong FCI	Herlong, California
Florence FCC	Florence, Colorado	Honolulu FDC	Honolulu, Hawaii
Greenville FCI	Greenville, Illinois	Lompoc FCC	Lompoc, California
Leavenworth USP	Leavenworth, Kansas	Los Angeles MDC	Los Angeles, California
Marion USP	Marion, Illinois	Mendota FCI	Mendota, California
Milan FCI	Milan, Michigan	Phoenix FCI	Phoenix, Arizona
Oxford FCI	Oxford, Wisconsin	Safford FCI	Safford, Arizona
Pekin FCI	Pekin, Illinois	San Diego MCC	San Diego, California
Rochester FMC	Rochester, Minnesota	SeaTac FDC	Seattle, Washington
Sandstone FCI	Sandstone, Minnesota	Sheridan FCI	Sheridan, Oregon
Springfield MCFP	Springfield, Missouri	Terminal Island FCI	San Pedro, California
Terre Haute FCC	Terre Haute, Indiana	Tucson FCC	Tucson, Arizona
Thomson USP	Thomson, Illinois	Victorville FCC	Victorville, California
Waseca FCI	Waseca, Minnesota		
Yankton FPC	Yankton, South Dakota		
Southeast Region		South Central Region	
Aliceville FCI	Aliceville, Alabama	Bastrop FCI	Bastrop, Texas
Atlanta USP	Atlanta, Georgia	Beaumont FCC	Beaumont, Texas
Bennettsville FCI	Bennettsville, South Carolina	Big Spring FCI	Big Spring, Texas
Coleman FCC	Sumterville, Florida	Bryan FPC	Bryan, Texas
Edgefield FCI	Edgefield, South Carolina	Carswell FMC	Fort Worth, Texas
Estill FCI	Estill, South Carolina	El Reno FCI	El Reno, Oklahoma
Guaynabo MDC	Guaynabo, Puerto Rico	Forrest City FCC	Forrest City, Arkansas
Jesup FCI	Jesup, Georgia	Fort Worth FMC	Fort Worth, Texas
Marianna FCI	Marianna, Florida	Houston FDC	Houston, Texas
Miami FCI	Miami, Florida	La Tuna FCI	Anthony, Texas
Miami FDC	Miami, Florida	Oakdale FCC	Oakdale, Louisiana
Montgomery FPC	Montgomery, Alabama	Oklahoma City FTC	Oklahoma city, Oklahoma
Pensacola FPC	Pensacola, Florida	Pollock FCC	Pollock, Louisiana
Talladega FCI	Talladega, Alabama	Seagoville FCI	Seagoville, Texas
Tallahassee FCI	Tallahassee, Florida	Texarkana FCI	Texarkana, Texas
Williamsburg FCI	Salters, South Carolina	Three Rivers FCI	Three Rivers, Texas
Yazoo City FCC	Yazoo City, Mississippi		