

FY12 ARMY NATIONAL GUARD STANDARD OPERATING PROCEDURES FOR CHAPLAIN AND CHAPLAIN CANDIDATE ACCESSIONS (Includes FY12 ARNG CH & CC RZ-DCA Manual)

Changes: Application Letter changed for Chaplains and Chaplain Candidates.

JFHQ Chaplain has been changed to, "Sr. Army Chaplain."

FY12 Waiver Guidance

Chaplain Candidate Minimum GPA requirement

Summary: This is the Army National Guard Standard Operating Procedure (SOP) for accessing and retaining Chaplains and Chaplain Candidates (Staff Specialist branch). This SOP contains the standards for the appointment (to Chaplain or Chaplain Candidate) of practicing clergy and/or ministerial students enrolled in pastoral care and related educational programs. This SOP supersedes all previous Chaplain and Chaplain Candidate Recruiting SOPs.

This SOP also provides the technical application requirements, unique to Chaplain appointments, for use by Specialty Branch Recruiters, Recruiting and Retention Commanders (RRCs), Officer Strength Managers (OSMs), Senior Army Advisors (SRAA), and other officer procurement and management personnel. The term, "officer procurement personnel," is used extensively throughout this SOP to refer to all entities involved in the accession and retention of Chaplains and Chaplain Candidates.

Eligible pastoral care professionals and students may be considered, in accordance with current laws and regulations, for a direct appointment in the Army National Guard.

Applicability: This publication applies to recruiting and retention of Army Chaplains and Chaplain Candidates in the ARNG. This publication applies to individuals who are non-prior service, prior service, Chaplains wanting to transfer from another service, or an officer from another branch (i.e., AV, IN) applying for appointment in the Chaplain Corps or Staff Specialist branches in the Army National Guard of the United States.

All Chaplain Corps and Chaplain Candidate applications for appointment are forwarded to ARNG-GSS ACCESSIONS (Officer Accessions). Applications are completed IAW this publication and all applicable regulations. Additional references for appointments are AR 140-10, AR 135-100, AR 135-100, and NGR (AR) 600-100, AR 165-100, AR 601-210, DA PAM 165-17.

Previous editions of this SOP are obsolete. This SOP, appendixes, and all information herein supersedes any and all guidance previously distributed through Strength Maintenance Organization Messages (SMOMs), verbal communication, email correspondence, or otherwise.

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POC INFORMATION FOR ARNG CHAPLAIN & CHAPLAIN CANDIDATE ACCESSIONS

CH (MAJ) Paul Douglas
 ARNG Accessions Officer
 paul.n.douglas@us.army.mil
 703-604-4205 (D) 703-282-7106 (C)

CH (CPT) Wayne Lehto
 Operations Officer, Chaplain Accessions
 wayne.lehto@us.army.mil
 703-604-4207 (D) 571-214-0534 (C)

GKO OSM Resource Portal (CH & CC)
https://gkoportal.ngb.army.mil/sites/G1_ASM/chaplainrecruiting

Chapter 1

Introduction

1-1. Purpose

a. This is the Army National Guard (ARNG) Chaplain Recruiting Standard Operating Procedure (SOP). The purpose of this SOP is to establish the standards for Chaplain appointment of clergy and students enrolled in pastoral or related educational programs. This SOP also provides the technical application requirements, unique to Chaplain appointments, for use by Officer Strength Managers (OSMs), Senior Army Advisors (SRAAs), and Recruiting and Retention Commanders (RRCs). Eligible clergy and students may be considered in accordance with current laws and regulations for a direct appointment in the Army Chaplain Corps.

b. The term, "officer procurement personnel," is used throughout the text to represent all entities responsible for the accession and retention of officers within the ARNG.

c. The terms, "predetermination packet," "application packet," and "packet," are used interchangeably to refer to documents that comprise an electronic application for appointment as a Chaplain or Chaplain Candidate.

d. This SOP is NOT a replacement for applicable regulations and serves only as a practical reference for officer procurement personnel involved in processing Chaplain and Chaplain Candidate application packets.

1-2. References

All individuals involved in officer procurement should have a basic understanding of AR 135-100 Section III, NGR (AR) 600-100 Chapter 3, Appendix I, AR 165-1, AR 140-10, AR135-100, and DA PAM 165-17 which are the basic regulations covering this SOP.

1-3. Definitions

The terms and abbreviations used in this SOP are explained in Appendix B.

1-4. Application Procedures

a. Officer procurement personnel will screen applicants to determine basic eligibility for direct appointment as a commissioned officer in the ARNG. Upon a favorable prescreening, officer procurement personnel will coordinate an interview with the Senior Army or Sr. Army Chaplain (or designee O5 or above). NOTE: As of 27 January 2011 there is now a requirement for a Senior Chaplain interview for ARNG Chaplain Candidates. See the current DCA CH & CC Handbook for instructions on how to load the document into the Chaplain Candidate predetermination application (packet).

b. Officer procurement personnel will conduct a review to determine if the application is complete and ready for submission to the Department of the Army Office of the Chief of Chaplains (OCCH). All States will forward all packets directly to National Guard Bureau (NGB) via Direct Commission and Accession (DCA). Upon receipt at NGB, packets will receive a prompt administrative review for completeness and if errors are discovered the application will be returned to the State.

c. States and territories will receive notification of the Chief of Chaplains selections board results from ARNG-GSS Accessions. States will not grant temporary federal recognition (TFR) prior to notification from ARNG-GSS Accessions. ONLY AFTER receiving notification will the officer procurement personnel begin procedures to grant temporary federal recognition (TFR). When states award TFR, the applicant will function in accordance with AR 40-68 standards. Currently, TFR is only good for twelve months while the applicant is officially processing into the Chaplain Corps or the Chaplain Candidate program.

Chapter 2

Responsibilities

2-1. Accessions Branch Chief, Strength Maintenance Division (ARNG-GSS)

a. ARNG-GSS ACCESSIONS will administer and manage a Chaplain Recruitment Plan for the ARNG under the direction of the Director. ARNG-GSS ACCESSIONS exercises operational control of personnel, policies, and assets of the Title 10 Specialty Branch (Chaplain and Chaplain Candidate) Guard Strength Team.

b. Coordinate with States and Territories concerning all facets of Chaplain recruiting.

d. ARNG-GSS ACCESSIONS Specialty Branch Strength Team personnel will adhere to following procedure when notifying States of board results:

(1) OCCH board results will be sent to all officer strength Points of Contact (POCs) for which POC information is provided.

(2) Results will be posted on the Chaplain Recruiting webpage on Guard Knowledge Online (GKO).

2-2. Sr. Army & Full-Time Support Chaplain Role

a. Sr. Army Chaplains and/or Full Time Support Chaplains must analyze and determine the theological needs and future Chaplain demographics of their respective states. This is based on unit vacancy, religious preference percentages, shortages and future needs of the Chaplain Corps within their state.

b. Assist ARNG-GSS ACCESSIONS Specialty Branch Recruiters and OSMs in development of strategies based on vacancy needs and the religious composite of each state. Possess a working knowledge and understanding of the local theological demographics to assist recruiting efforts in meeting individual unit and state needs.

c. Establish and maintain liaisons with Centers of Influence (COI's), such as key religious leaders, community and professional association leaders, and other POCs such as local USAR units, Active Duty posts and ROTC personnel.

d. Coordinate with ARNG-GSS ACCESSIONS Specialty Branch Recruiters and OSMs in order to engage in various recruiting activities, including but not limited to: churches, local minister conferences, denominational events, school & seminary visits, unit visits, conventions, job fairs, exhibitions, and student/educator tours and luncheons.

e. Answer questions from NGB specialty branch officer procurement personnel, OSM's and applicants regarding Chaplain officer issues and career path.

f. Provide input to NGB specialty branch officer procurement personnel as to applicants' moral and academic background.

g. Maintain contact with applicant through the accessions process.

h. Verify that the applicant has completed all eligibility criteria prior to proceeding to Chaplain Basic Officer Leader Course (CH-BOLC) and monitor status.

i. Sr. Army and or Full Time Support Chaplain will advise applicants on Chaplain Corps career training, and various aspects of relating and working with other military chaplains.

j. Monitor chaplain candidates' training and educational progress.

k. Consults with ARNG-GSS ACCESSIONS regarding updates to the chaplain accession requirements and qualifications.

2-3. State Officer Strength Manager, AMEDD Technician, or Specialty Branch Recruiter

- a. Develop and implement recruiting strategies based on the local demographics and tailored to individual state needs by directly coordinating with the Sr. Army Chaplain and Full Time Support Chaplain.
- b. Establish and maintain liaison with COI's, such as key religious leaders, community and professional association leaders, and other POCs such as local USAR units, Active Duty posts and ROTC personnel.
- c. In cooperation with ARNG-GSS ACCESSIONS, coordinate and engage in various recruiting activities, including but not limited to: school visits, unit visits, conventions, job fairs, exhibitions, and student/educator tours and luncheons.
- d. Answer applicant's questions regarding Chaplain issues and career paths of Chaplains. This requires early involvement with all applicants.
- e. Verify applicant's moral, educational and professional background to determine eligibility for appointment.
- f. Schedule the applicant for commissioning physical examination. This includes the applicant's height and weight results and body fat percentage.
- g. Work with all ARNG-GSS ACCESSIONS officer procurement personnel to insure chaplain applications are accurately prepared and submitted in accordance with (IAW) regulations.
- h. State officer strength managers are responsible for processing chaplain candidate reappointment packets.
- i. Assist the applicant with the preparation of the application utilizing the Direct Commission and Accession (DCA) program.
- j. Ensure that the documentation for a security clearance is processed through the DCA.
- k. Brief applicant on Chaplain Basic Officer Leader Course (CH-BOLC).
- l. Maintain contact with the applicant until state orders are received.
- m. Verify that the applicant receives a copy of the Permanent Federal Recognition (PFR) orders and state appointment orders.
- n. Ensure that all documents submitted for predetermination packets are either originals or Certified True Copies (CTCs) of original documents. Obtain prior service documents through official channels. ARNG-GSS ACCESSIONS submits application packets to OCCH in good faith that OSMs are verifying authenticity of ALL documents submitted through DCA.
- o. OSMs or officer procurement personnel under their supervision will not contact the Department of the Army Chief of Chaplains Office (OCCH) directly. Only ARNG-GSS ACCESSIONS interfaces with OCCH on their behalf.

Chapter 3

Eligibility

3-1. Age Requirements

- a. Age requirements for Chaplains and Chaplain Candidates change periodically. Please refer to the current FY waiver guidance from the Department of the Army Chief of Chaplains (see appendix F).
- b. All Chaplain applicants must be able to serve at least 4 years as a Reserve Component Chaplain and complete 10 yrs of federal commissioned service prior to reaching their mandatory retirement date.

3-2. Security Clearance Requirements

- a. All applicants for appointment to the Army National Guard Chaplain Corps must meet the eligibility requirements for a, "Secret," security clearance.

b. The current ARNG CH & CC DCA Handbook provides specific details as to the process necessary to initiate and complete a proper security clearance.

c. Responses to questions on the SF86 regarding financial standing, moral conduct, employment history, etc. may trigger the need for a waiver request even though there is no record of civil conviction or other court proceedings. Officer procurement personnel should review ALL the responses on the SF86 and seek clarification from ARNG-GSS Chaplain Accessions if needed.

3-3 Record of Medical Examination

The only authorized Medical Examinations are described below:

a. All Chaplain initial appointment application packets will contain a current Chapter 2 physical. Chaplain initial appointment (excluding transfers) application packets will contain a current Chapter 2 physical examination IAW AR 40-501 & NGR (AR) 600-100. The Chapter 2 physical examination must be within 24 months of the board date. Applicants must be within Prior Service height and weight standards of AR 600-9. DD Form 2808 and DD Form 2807-1 will be filled out completely to include all signatures, PULHES, HT/WT and 5500/5501 if applicable, including official complete HIV and DAT testing results. A current copy of the applicant's MEDPROS can be used for HIV results. For DAT results, an MFR from the current commander stating that the soldier participates in random drug testing (See Appendix E-7). Under no circumstances will an OCS/ROTC physical be accepted as a Chapter 2 physical with the exception of a USAR transfer. The 5500/5501 supervisor signature must be from a current commissioned officer.

b. DODMERB Physical: Must have DD FORM 2492 (DOD Medical Examination Review Board-Report of Medical History) and DD Form 2352 (DOD Medical Examination Review Board), does not provide the annotation of PULHES, HIV, DNA, DAT results following requirement apply:

(1) HIV, DAT (drug and alcohol test), and over 40 physicals specific testing will be conducted within 30 days of accessing into the ARNG. Results will be annotated with the officer's MEDPROs.

(2) Medical Action Tracking System (NG-MATS) personnel will scan the completed DODMERB Physical to ARNG-CSG for the completion of a Standard Form 507.

(3) Upon review of the DODMERB physical, ARNG-CSG will complete the SF 507 in NG-MATS.

(4) State Strength Management Offices must use the ARNG-CSG signed SF 507 in conjunction with the DODMERB physical as documentation to substantiate final approval of ARNG commission eligibility.

(5) If the DODMERB physical is DISAPPROVED either by SF 507 or the DODMERB facility, a request for medical waiver (NGB Form 22-3) may be requested. Forward NGB Form 22-3 along with the original DODMERB and disapproved SF 507 and supporting documents to ARNG-CSG through the NG-MATS portal. ARNG-CSG will issue a final waiver determination.

c. Reappointments: All Chaplain, "reappointments," meaning current Army Officers changing from one specific Corps to another Corps, must have a CH3 retention physical completed. The CH3, "retention," physical must be annotated on a DD Form 2808 and DD Form 2807-1 and loaded into DCA. Periodical Health Assessment (PHA) documented forms are currently NOT authorized as an expectable, "Medical Examination," for OCCH Board processing.

d. Medical Detachment: If the applicant has ever been discharged for a medical reason, they must go through MEPS for a CH 2 Commissioning Physical. MED DET's physical exams are not authorized for these types of applicants. NPS applicants are not authorized to receive a Chapter 2 PE for Medical Detachments.

e. Regardless of PS or NPS, if the physical is 6 months old or older, an official height and weight statement must accompany the physical and indicate that the applicant continues to meet height and weight standards FOR COMMISSIONING as indicated in AR 600-9, table 3-1. If the individual needs to be taped, a DA 5500 or 5501 is required to document compliance with body fat standards as indicated in AR 600-9, table 3-2.

3-4. Educational Requirements (Chaplain)

a. Educational requirements change periodically. Always consult the current waiver guidance issued by the Department of the Army Chief of Chaplains (see appendix F).

b. Undergraduate: Applicant must have a baccalaureate degree of not less than 120 semester hours or 180 quarter hours from an accredited college or university (recognized by the Department of Defense).

c. Seminary: Applicant **MUST** have completed a Masters degree in the field of **religious studies, theological studies, or related subjects with a minimum of 72 hours (no combination of degrees). 36 hours must be in RELIGION/THEOLOGY or a, "related subject," (complete the academic evaluation in appendix G to determine if the 36 hours meets the OCCH requirements).** The seminary or graduate school must be recognized as an accredited educational institution by the Department of Defense.

d. Advanced Credits: Credit for Chaplain Officer Basic (CHBOLC), credits advanced from a Bachelors program, life experience credits, and credits from Doctorate of Ministry or Doctorate of Letters **WILL NOT** be accepted in determining hours for eligibility.

e. Letters of equivalency (sometimes referred to as, "wash," letters) may be obtained for individuals with degrees from non-accredited schools or seminaries. The letter must state that the accredited school (institution issuing the letter) will grant an equivalent degree to the individual based on the coursework accomplished in the non-accredited program. Undergraduate-level degrees require one, "wash," letter unless an accredited institution accepts the unaccredited program as qualifying criteria for a Masters program. Graduate level unaccredited degrees require 3, "wash," letters. Letters of equivalency or, "wash," letters will be CONSIDERED by the OCCH Selection Board.

f. Senior Army Chaplain Input as SME: Officer procurement personnel are strongly encouraged to work with the state chaplain to evaluate applicants' transcripts using the evaluation worksheet included in appendix G to determine if the 36 hour, "core," content is met that is required for accessioning. Consult DODI 1304.28 for more detailed information.

g. Any deviation to the above instruction and/or variance in combination of graduate courses that applicant has completed **MUST** be reviewed and approved by ARNG-GSS ACCESSIONS and OCCH. Officer procurement personnel can send unofficial copies of transcripts to ARNG-GSS ACCESSIONS Chaplain recruiting section for preliminary evaluation if necessary.

h. Chaplain applicants may submit a predetermination packet up to 180 days prior to meeting standard academic requirements (AR 135-100, paragraph 3-6) if the applicant obtains:

(1) a conditional Ecclesiastical Endorsement through an agency recognized by the Armed Forces Chaplain Board (AFCB).

(2) a consolidated transcript reflecting all current academic credit.

(3) an official letter from the seminary/school registrar indicating the hours that will be completed upon graduation (date must be within 180 days of the board reviewing the application).

i. Chaplains who, "pre-board," six months prior to graduation may NOT take the Oath of Office until they have *graduated* from their master's program.

3-5. Educational Requirements (Chaplain Candidates)

a. Educational requirements change periodically. Always consult the current FY waiver guidance issued by the Department of the Army Chief of Chaplains (see appendix F).

b. Undergraduate: Applicant must have a baccalaureate degree of not less than 120 semester hours or 180 quarter hours from an accredited college or university (recognized by the Department of Defense) with a cumulative grade point average of not less than 2.5 (see appendix H).

c. Seminary: Applicant must be accepted or enrolled in an accredited graduate institution (recognized by the Department of Defense). Individuals must be full-time students and attain the minimum 72 semester hours of credit upon graduation (Master's degree). 36 of the 72 semester hours MUST be the core theological studies outlined in the academic worksheet in appendix G.

d. Letters of equivalency (sometimes referred to as, "wash," letters) may be obtained for individuals with degrees from non-accredited schools or seminaries. The letter must state that the accredited school (institution issuing the letter) will grant an equivalent degree to the individual based on the coursework accomplished in the non-accredited program. Undergraduate-level degrees require one, "wash," letter unless an accredited institution accepts the unaccredited program as qualifying criteria for a Masters program. Letters of equivalency will be CONSIDERED by the OCCH Selection Board.

e. Some Chaplain Candidate applicants belong to denominations that do not require a degree in religious, theological, or related studies, but they enroll in a seminary for the purpose of becoming a military chaplain. Those individuals may not become candidates until they enroll in a seminary or theological school. They may not become candidates while working on a secular Master's degree.

f. Chaplain candidate applicants may submit a predetermination packet up to 180 days prior to meeting standard academic requirements (AR 135-100, paragraph 3-6) if the applicant obtains:

(1) A consolidated transcript reflecting all current academic credit.

(2) An official letter from the seminary/school registrar indicating the hours that will be completed upon graduation (date must be within 180 days of the board reviewing the application).

g. Chaplain candidates who "pre-board" six months prior to graduation may NOT take the Oath of Office until they have *graduated* from their bachelor's program.

3-6. Citizenship Requirements

In accordance with NGR 600-100, all officers must be United States Citizens. Note: Accelerated citizenship process may be initiated after one year of membership (in good standing). A DA 5252-R is required to verify proof of naturalization as it is illegal to photocopy naturalization certificates. An MFR must accompany the packet verifying the applicant's date of birth. Additionally, applicants who do not speak English as a first language must pass the English Comprehension Level Test, which can be administered at MEPS.

Chapter 4

Application Process

4-1. Application

a. Qualified applicants who meet pre-screening requirements may submit a predetermination packet (application) for the Chaplain or Chaplain Candidate program. Please refer to the application packet checklist (appendix C-1) to delineate the specific requirements for Chaplain and Chaplain Candidate application. Please ensure that all documents are Certified True Copies (CTC) before you load them into DCA.

b. While the following paragraphs provide GENERAL information on each document the ARNG Chaplain and Chaplain Candidate RZ-DCA Manual (see appendix C-3) and the ARNG details how to enter each document into the electronic packet in DCA. The following paragraphs clarify the checklist.

c. Chaplain Ecclesiastical Endorsement (EE)

(1) Chaplain Applicants must receive full endorsement from an ecclesiastical endorsing agency recognized by the Armed Forces Chaplains Board. Endorsing agencies must use the DD Form 2088, Ecclesiastical Endorsement Agent Certification, to verify endorsement. All Department of Defense-approved endorsers can be found at

<http://prhome.defense.gov/MPP/CHAPLAINS%20BOARD/ENDORSEMENTS.ASPX>.

(2) DD Form 2088 is available only to certified endorsing agencies. The DD Form 2088 is valid for accessions for one year from date it is signed.

(3) The OCCH will only accept a faxed or email copy of the EE from the Ecclesiastical Endorsing Agency (not the OSM) sent directly to:

FELANDO THIGPEN MHR, MBA
SENIOR ENDORSEMENT ANALYST
2700 ARMY PENTAGON ROOM 1D143A
WASHINGTON, DC 20310

FAX: 571-256-8777

or by email:

2088ARMY@conus.army.mil

or

Felando.Thigpen@us.army.mil

The EE cannot be loaded into the packet at the State level. OCCH is the only authority allowed to enter the CERTIFIED copy of the 2088. The only 2088 that OCCH will load into the official packet is the 2088 received from the Ecclesiastical Endorsing Agency. Upload the unofficial copy (courtesy copy) of the DD 2088 in the, "Appointments," folder as, "Other Appointments Documents."

(4) The EE must be updated if the individual transfers from the USAR, USAR (Control Group), or AD Army to reflect as the primary component.

(5) A conditional EE may be obtained up to 180 days prior to the applicant's graduation from seminary or completion academic requirements. Consult AR 135-100, paragraph 3-6 for guidance.

(6) The endorsing agency must address any derogatory information such as, "yes," answers to questions on the SF86 OR DA 2807 or DA 2808 regarding applicant's police record, drug/alcohol use, UCMJ action, financial delinquencies, public court actions, etc. on a separate memorandum. This separate memorandum is part of the respective waiver request(s). Please see Chapter 7 for more information on waivers.

(7) Ensure the years indicated for professional ministry experience is accurate and complete. OCCH and NGB-ARZ-OC references this total when determining Prior Work Experience (PWE). If the years indicated on this form are more than 7 years, the applicant receives 1 year of constructive credit.

(8) Please refer to the Chaplain and Chaplain Candidate QC checklist (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

(9) Applications without an official Ecclesiastical Endorsement not on file with the Office of the Chief of Chaplains will not be forwarded from NGB.

d. Chaplain Candidate Ecclesiastical Approval (EA)

- (1) Chaplain Candidate applicants apply for an Ecclesiastical Approval (EA) from an endorsing agency recognized by the Armed Forces Chaplains Board. A DD Form 2088 WILL NOT be utilized for Ecclesiastical Approval for Chaplain Candidates. The EA will be in memorandum format on the Ecclesiastical Endorsing Agency's letterhead specifically approving the applicant to join the Army National Guard as a Chaplain Candidate. The FY12 ARNG CH & CC RZ-DCA Manual (see appendix C-3) provides instructions for loading a COPY of the unofficial EA for reference purposes. Follow the same procedures for Ecclesiastical Approval Letters as are outlined for 2088s in C (3) above.
- (2) The endorsing agency must address any derogatory information such as, "yes," answers to questions on the SF 86 OR DA 2807-1 or DA 2808 regarding applicant's police record, drug/alcohol use, UCMJ action, financial delinquencies, public court actions, etc. in a separate memorandum to accompany the Ecclesiastical Approval (endorser's acknowledgement/request for waiver). Please see Chapter 7 for more information about waivers.
- (3) The Ecclesiastical Approval letter is only good for one calendar year for the purpose of accessions.
- (4) Applicant can be approved by one faith group and later endorsed by another.
- (5) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.
- (6) Applications without an official Ecclesiastical Approval not on file with the Office of the Chief of Chaplains will not be forwarded from NGB.

e. Photograph

- (1) NPS applicants must submit a 5x7 full-length photo (must see head and feet). NPS applicants must be in civilian business attire (no robes).
- (2) Prior service members, regardless of component, will provide a military component photograph taken in either Class A uniform (Army) or comparable uniform (other than Army). A DA photograph is the standard for all current applicants (both Chaplain and Chaplain Candidate). The OCCH has placed a great deal of emphasis on this aspect of the application. Application packets that do not have a DA photograph will not be forwarded to the OCCH without prior approval from ARNG-GSS ACCESSIONS.
- (3) The OCCH continually stresses the need for quality photographs of Chaplain and Chaplain Candidate applicants. The photograph is the only visual depiction that the board members have of your applicant. A quality photograph adds value to the application packet. Photographs should wear business casual attire and applicants should pose against a solid background. Most importantly, make sure the applicant looks like he/she wants to be a chaplain or chaplain candidate. Take care not to stretch or manipulate the photograph.
- (4) DCA requires you to input the applicant's COLOR photo. Black and white photos will NOT be processed. The application will not go forward with a black and white photo. PHOTOGRAPHS MUST BE WITHIN SIX MONTHS.
- (5) Non-DA photos must have the following information centered below the photograph in Times New Roman/28-pitch font: Name, Social Security Number, Date of Photograph.
- (6) Upload the photo into the Source folder in DCA. DCA will accept JPEG photos only. All other documents must be PDF.
- (7) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

f. Senior Chaplain Interview (Chaplains AND Chaplain Candidates)

(1) The Chaplain or Chaplain Candidate applicant, with the assistance of officer procurement personnel, will arrange for the interview with the Sr. Army Chaplain or their O-5 designee (AR 135-100, Chapter 3 Paragraph 3-6). The Sr. Army/State Chaplain or CH (LTC) designee conducting the interview will forward the Interview Statement to officer procurement personnel who will include the statement with the application packet. See Interview Statement format in appendixes D-1 and D-2.

(2) The accession board relies heavily on the content of the senior chaplain interview statement. It is important that the interview statement present a clear picture of the chaplain or chaplain candidate applicant's potential as a military chaplain. It is equally important that the interview statement follow proper military memorandum format. A poorly executed senior chaplain interview reflects poorly on the ARNG and more importantly the State of origin.

(3) CHAPLAIN CANDIDATE APPLICATIONS NOW REQUIRE A SENIOR CHAPLAIN INTERVIEW STATEMENT (see appendix D-2 for format). No Chaplain Candidate application packets will be boarded without an interview statement from a senior chaplain. A TEMP-TDA request for the potential Chaplain Candidate will not be forwarded to HRH without a senior chaplain interview statement.

(4) Scan the interview statements into the Source folder in DCA (same procedure for Chaplains and Chaplain Candidates). After scanning, you will not be able to see the interview.

(5) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

g. Essay

(1) For Chaplains the essay will be entitled, "Why I Want to be an Army Chaplain." For Chaplain Candidates the essay will be entitled, "Why the Army Chaplaincy?"

(2) The essay will be one page in length, typed in 12-point font (Times New Roman), and double-spaced. Place the title at top center with the applicants name and date (with signature) at bottom right.

(3) The essay will embody a theme detailing the applicant's calling and sense of purpose for military ministry (see example in appendix D-6&7). The accession board views this essay as critical in determining the applicant's motivation for military ministry as well as written communication skills. Please ensure the essay addresses the applicant's calling and motivation for military ministry.

(4) Scan the essay into the Source folder in DCA.

(5) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

h. NGB Form 62E, Application for Federal Recognition

(1) All applicants must complete the NGB Form 62E, Application for Federal Recognition. Every block on the form must be complete, up-to-date and accurate or it will be returned. DCA generates the NGB Form 62E, but OSMs and technicians need to ensure the information is completed and accurately entered into DCA.

(2) All information on the NGB 62E will have supporting documentation in the DCA packet. Likewise, all of the prior service and education experience will be on the NGB 62E.

(3) After receiving a, "2Y/2I," validation, scan or upload the NGB Form 62-E into the Board folder. The NGB 62E will not appear until you have a, "2Y/2I."

(4) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

i. Application Letter for Chaplains/Chaplain Candidates

- (1) The Application Letter (formerly the Multiple Statement Letter) is a clear statement of understanding that all applicants must sign. This can be used to avoid future misunderstandings regarding military service requirements.
- (2) There are specific letters for both Chaplain and Chaplain Candidates (see Appendix D). This form requires the applicant's signature and date.
- (3) Ensure the statements in the letter are applicable and accurate or the packet will be returned. If necessary, modify statements to make them applicable to each applicant.
- (4) Scan the Letter into the Source folder under, "Application Letter."
- (5) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

j. Transcripts

- (1) Undergraduate transcripts are required for both Chaplain Candidate and Chaplain applicants. The transcripts must be originals. If the applicant is already a commissioned officer, a CTC copy of the transcript will meet the requirement. Transcripts must say date and degree conferred and demonstrate 120 semester hours.
- (2) Undergraduate transcripts are only required from schools where the applicant earned a degree, earned more than 20 semester hours, or where the transfer grades did not appear on the transcripts conferring a degree. For example, if an applicant received an associate's degree before completing a Bachelor's degree, transcripts are required. If an applicant took a summer class at a community college and the course is listed as a transfer credit on their Bachelor's degree transcripts, transcripts from the community college are not required.
- (3) Graduate transcripts are required for Chaplain Applicants and must be Certified True Copy (CTC) originals. NO EXCEPTIONS.
- (4) All schools must send transcripts directly to officer procurement personnel. Copies of transcripts that indicate, "issued to student," will not be accepted.
- (5) Scan the certified true copies (CTC) of the original transcripts into the Source folder in DCA in the appropriate placeholder. Ensure the transcripts are legible or the packet will be disapproved.
- (6) Transcripts in which the applicant did not earn a basic qualifying degree (i.e. bachelor's degree for Chaplain Candidate applicants and master's degree for Chaplain applicants) need to be placed in the appropriate, "Supporting Transcripts," placeholder. Please contact ARNG-GSS ACCESSIONS for any technical issues with this placeholder.
- (7) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

k. Academic Evaluation Worksheet

- (1) This document is ONLY required for Chaplain applicants.
- (2) It is highly recommended that chaplain candidates use the academic evaluation worksheet while creating a degree plan (in consultation with the State Senior Army Chaplain).
- (3) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

l. Letter of acceptance/enrollment (Chaplain Candidate applicants only)

- (1) This document is ONLY required for Chaplain Candidate applicants.

(2) An official statement from the graduate seminary documenting that the applicant is currently accepted/enrolled as a full-time student will be included in the predetermination packet. This statement must be from the registrar of the educational institution.

(3) The statement must meet the following criteria:

(a) It must be the original copy on school letterhead, preferably with a seal of authenticity, and signed by the proper authority, typically the registrar.

(b) *Enrollment* letters must state that the applicant is enrolled as a full-time student. *Acceptance* must state only that the applicant has been accepted.

(c) It must state that the applicant has enrolled in the, "Masters in Divinity," program or equivalent degree. If in doubt about the suitability of the academic program, contact ARNG-GSS ACCESSIONS (Officer Accessions) for guidance.

(d) It must state anticipated graduation date.

(4) Scan the acceptance/enrollment letter into the Source folder in DCA under, "Enrollment/Acceptance Letter."

(5) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

m. Security Documentation

(1) DCA now generates security clearances through JPAS. The OCCH uses the SF86 generated by DCA, so it is imperative that all modules are completed and accurate. ALL applicants will complete the questions in DCA (with signatures pages) regardless of security clearance status.

(2) Chaplain applicants who receive a favorable recommendation from the Chaplain Selection Board may be appointed prior to completion of a NAC or obtaining a Secret clearance provided they sign the application letter.

(3) PS applicants who already possess a valid security clearance will provide a valid JPAS statement (current within six months of application).

(4) Applicants MUST also work with officer procurement personnel to process a security clearance prior to their PFR process. ARNG-GSS ACCESSIONS does not process security clearances.

(5) "Yes," answers to questions on the Moral Screening section regarding police records, drug/alcohol use, UCMJ action, financial delinquencies, public court actions, etc. require explanations and possible waiver. Minor offenses, traffic fines under \$250.00 do not require waivers, just explanation (See Chapter 7 for Waivers).

(6) Scan the verification of security clearance into the Source folder.

(7) Do not scan the SF 86 into DCA. Select the, "Generate Security Clearance," button in Step 4 then scan the security clearance signature pages (4 total) into the board folder AFTER receiving a, "2Y/2I," validation. They will not appear until you have a, "2Y/2I."

(8) Fingerprint cards MUST be sent to OPM within 30 days of submission or the investigation will be closed without action.

(9) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

n. Report of Medical Examination

(1) See Paragraph 3-3 for physical requirements.

(2) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

o. DD Form 368, Request for Conditional Release

(1) The DD Form 368 allows members who are currently serving in an active duty or Reserve TPU to join the Army National Guard. This form releases the service member from the unit in which the applicant is currently serving. Use this form only for applicants requesting release from another military component. When uploaded the DD368, ensure that it is still up to date and has not expired.

(2) See paragraphs 5-1, 5-2, and 5-3 for additional guidance on securing release from USAR, USAR/IRR, or AD Army.

(3) Scan the DD 368 into the Source folder under DD 368.

(4) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

p. Birth Certificate

(1) Must be an original or certified copy IAW NGR 600-100, "This is a certified true copy of the original birth certificate."

(2) Scan the birth certificate into the Source folder under Birth Certificate.

(3) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

q. Chronological Statement of Ministry Experience

(1) This document is ONLY for Chaplain applicants.

(2) A chronology of all ministry experience will be included with the application packet. The Chronological Statement must follow the format included in the Appendix D. The applicant must sign and date the chronological statement.

(3) Scan or Upload the statement into the Source folder under correct placeholder.

(4) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

r. Prior Service Documents

(1) The following documents will be included in the predetermination packet (if applicable). Original or Certified copy:

(a) DD Form 214 (with RE code)

(b) NGB Form 22 (with RE code)

(c) Last three OERs (profiled for 04 and above)

(d) Last three NCOERs

(e) Most recent AERs (DA Form 1059) and ALL Chaplain Candidate AERs

(f) Current RPAS Statement (retirement point summary) is REQUIRED as PS time can be verified using this document. ALL current National Guard members and PS applicants will have this document (or equivalent) in the application packet.

(2) A clear and readable copy of the DD Form 214 is required for the packet and must be CTC. Dates must match the NGB Form 62E. Member copies and other copies of 214s or 22s that have

no RE Code are unacceptable. Memorandums for Record (MFRs) must account for or, "fill," periods of unrated service if no OERs or NCOERs are available.

(3) OSMs should understand that they must obtain all prior service documents through legitimate military agency channels and verified (HRC St. Louis, iPerms, etc). ARNG-GSS ACCESSIONS submits these documents to the OCCH in good faith that the State has taken appropriate steps to insure the validity and accuracy of ALL documents in the application packet. ARNG-GSS ACCESSIONS will NOT certify any documents submitted (see the procedures for prior service documents as indicated in the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

(4) Scan prior service documents into the Prior Service folder under the appropriate locations.

(5) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

t. Waivers

(1) Before processing any packet in DCA, contact ARNG-GSS Chaplain Accessions for guidance.

(2) See Chapter 7 and appendix E for samples of waiver requests.

(3) Scan waiver packets into the Source folder in DCA under other source documents as one file.

(4) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

u. English Comprehension Level Test

(1) Each applicant who declares English as a second language must complete and pass the English Comprehension Level Test. **Non-prior service** applicants who are native to Samoa, Guam, or Puerto Rico or who are not native speakers of English or have resided in the United States for less than 1 year will be administered the ECLT at MEPS. The ECCLT can be scheduled through the MEPS.

(2) Applicants for appointment as a Chaplain/Chaplain Candidate must score a minimum of 80 on the ECLT (AR 135-100, and AR 621-5, Chapter 8).

(3) Senior Army Chaplains need to remark as to language proficiency in the Senior Chaplain Interview so that the OCCH Accessions Board can make an informed decision when considering an applicant's ability to communicate.

(4) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

v. Requests for Temporary TDA Position

IT IS HIGHLY RECOMMENDED THAT THE STATE GET TDA's APPROVED PRIOR TO SUBMISSION TO THE CHAPLAIN BOARD. NO REQUEST FOR A TEMP-TDA POSITION FOR A CHAPLAIN CANDIDATE WILL BE SUBMITTED TO OFFICER POLICY BRANCH WITHOUT A SIGNED SENIOR CHAPLAIN INTERVIEW STATEMENT INDICATING A VALID PROJECTED TRAINING POSITION. Chaplain Candidates occupy temporary TDA positions. NGB-HRH authorizes these positions. The TDA request will have an effective date to begin immediately after the completion date of the board reviewing the application packet and an expiration date to indicate as determined by current NGB-HRH policy (three years).

(1) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

(2) After the OSM has received a favorable Senior Chaplain Interview for the prospective Chaplain Candidate they are to forward the TEMP-TDA request (see example of request in appendix E) directly to CH (MAJ) Darren King (ARNG Personnel Chaplain representative) at darren.king@us.army.mil for an advisory opinion which will then be forwarded to Officer Policy Branch to the attention of 1LT Charles Mulligan at 703-607-3293 or charles.mulligan1@ng.army.mil.

4-2. Packet Forwarding Instructions

a. Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

4-3. Resolving Deficiencies with Packets

a. Accurate and timely communication between ARNG-GSS ACCESSIONS and officer procurement personnel at the state level is paramount in resolving deficiencies with predetermination packets via DCA.

b. When a packet is disapproved in DCA, it is sent back to, "Packet Prep," and workflows must be initiated again when corrections are fixed. The OSM and other various parties receive an email with the deficiencies. OSMs can call or email ARNG-GSS ACCESSIONS with questions about clarification.

c. It is imperative that officer procurement personnel are aware of board, "call-out," suspense to ensure that packets are able to make the board as soon as possible. If call-outs are not corrected and packets returned to OCCH on the posted suspense dates, there is no guarantee that the packets will be on the board.

d. Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

4-4. Constructive Credit Requirements

a. Chaplain applicants may be considered for Prior Work Experience (PWE) provided that certain requirements are satisfied. Officer procurement personnel are advised to consult AR 135-100, paragraph 3-7, for guidance on determining eligibility for Prior Work Experience (PWE) consideration. Essentially, the applicant must have seven (7) years of full-time vocational ministry experience AFTER meeting the minimum educational requirements to qualify for the Army Chaplaincy. The applicants endorsing agency will verify this as well on the DD Form 2088.

b. Officer procurement personnel will verify that all professional ministry experience is accurately reflected on the NGB 62E (Application for Appointment), the Chronological Statement of Professional Ministry Experience (see appendix D), and the DD 2088 issued by the applicant's endorsing agency.

c. Officer procurement personnel must understand the importance of accurately reflecting the desired grade of appointment on the NGB 62E. The grade indicated should also reflect consideration for PWE.

d. ARNG-GSS ACCESSIONS will coordinate with ARNG-CSO-CH to ensure that PWE has been accurately considered and the applicant has a valid, "Qualified for Recognition by a Federal Recognition Board," memorandum indicating appropriate grade, DOR, and TIG. ARNG-CSO-CH will forward this memorandum to the state.

e. PWE will be CONSIDERED by ARNG-CSO-CH but there is no guarantee that an advanced appointment grade will be granted. ARNG-CSO-CH will look at the DD Form 2088 for PWE, so it is the OSM and applicant's responsibility that this is accurate.

f. The ARNG-CSO-CH POC for PWE related issues is CH (LTC) Bruce Farrell at 703-607-7583 or bruce.farrell@us.army.mil

g. Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

Chapter 5

Transfers

5-1. Interstate Transfer (IST)

a. Use the DA Form 4187 for all active officers transferring to another state. The officer personnel branch and OSMs within each state will coordinate ISTs.

b. The gaining state must request Temporary TDA through ARNG-GSS ACCESSIONS Specialty Branch recruiting prior to gaining an IST Chaplain Candidate. Temporary TDAs must be approved before allowing chaplain candidates to IST.

5-2. USAR Transfers (Transfer from USAR Drilling TPU)

a. Refer to NGR (AR) 600-100, Paragraph 3-1 and AR 140-10, Paragraphs 5-1 and 5-2.

b. Chaplains and chaplain candidates serving in a USAR TPU (drilling unit) require a DD Form 368 submitted through their chain of command. Upon receipt of the appropriate release (DD Form 368), officer procurement personnel will access the officer into the State and generate a state appointment order. Upon receipt of the state appointment order, the officer procurement personnel will process the transfer of PFR. There is no requirement for a predetermination packet.

c. Officer procurement personnel may process a Chaplain or Chaplain Candidate predetermination packet for personnel currently assigned to a USAR TPU and who desire to join the National Guard. As part of the predetermination packet, the officer procurement personnel will secure a DD Form 368 from the USAR and process the applicant for a Federal Recognition Board.

d. Chaplain Candidates who are serving an Education Delay from an Active Duty ROTC scholarship commitment are not eligible for transfer into the ARNG. They may transfer to the ARNG as chaplains after serving their active duty commitment.

e. As of FY12 the USAR has imposed restrictive requirements on USAR Chaplains and Chaplain Candidates. OSMs are encouraged to coordinate such transfers through ARNG-GSS ACCESSIONS.

f. USAR Chaplains and Chaplain Candidates who have taken USAR Tuition Assistance (different than Federal Tuition Assistance) will need to reimburse the USAR for the full amount prior to any request for transfer from the USAR to ARNG.

5-3. Transfer from the USAR Control Group (IRR)

a. Fully qualified chaplains and chaplain candidates transferring from the IRR (not assigned to a TPU) can be transitioned to the ARNG by the DD Form 368. Submit this through ARNG-GSS ACCESSIONS for routing and processing through OCCH.

b. As of 1 October 2009, chaplain candidates may be assigned to USAR TPUs as opposed to the IRR. DD 368s for chaplain candidates still assigned to the USAR Control Group must be routed through ARNG-GSS ACCESSIONS with a memorandum from the Soldier explaining the request for transfer.

c. As of FY12 the USAR has imposed restrictive requirements on USAR Chaplains and Chaplain Candidates. OSMs are encouraged to coordinate such transfers through ARNG-GSS ACCESSIONS.

d. USAR Chaplains and Chaplain Candidates who have taken USAR Tuition Assistance (different than Federal Tuition Assistance) will need to reimburse the USAR for the full amount prior to any request for transfer from the USAR to ARNG.

5-4. Transfer from the Active Component (ARMY)

a. Chaplains transferring from the AD Army to the ARNG can be managed at the transition point and released directly to the if contracted prior to leaving AD. This process should begin prior to the separating officer's terminal leave. Active Duty Chaplains should work with the Reserve Component Career Counselors (RCCC) at the AD installation. The RCCC will coordinate with the gaining State to

transition the Soldier from AD to ARNG without a break in service. ARNG-GSS ACCESSIONS can assist officer procurement personnel with this task.

b. Current AD Soldiers (basic branch officers, warrant officers, and enlisted) who wish to become chaplains or chaplain candidates may be contracted prior to leaving active duty and can be managed at the transition point through the RCCC recruiters. The individual can submit an initial Chaplain or Chaplain Candidate predetermination packet for consideration by the OCCH Selection Board. This process should begin prior to the separating Soldier starting terminal leave. ARNG-GSS ACCESSIONS can assist officer procurement personnel with this process. The AD Soldier may also obtain information and process a predetermination packet is to work with the RCCC on the installation who in turn will work with the State Officer procurement personnel.

c. The RCCC, OSM and applicant will make every effort to obtain pertinent information from the applicant's Personnel File prior to separation from Active Duty. Most records are digital and accessible by the Soldier. This information should include all initial appointment orders, all OERs, promotion orders, discharge orders, physical, RPAS or equivalent retirement point summary and, if available, all DD 214s with RE Codes.

d. The RCCC will ensure AD officers have a Reserve of the Army status. The officers must take a new Oath of Office (DA Form 71) as well as sign a National Guard oath of office (NGB Form 337).

5-5. All Other Military Services

a. All applicants, regardless of grade or military specialty, not currently in an Army Component are required to submit a predetermination packet for consideration by the OCCH Selection Board.

b. AR 135-100 specifically states that, "transfer to any branch of the Special Branch will require a new appointment." This also includes transfers within the Special Branches.

c. Chaplains transferring into the ARNG from any component other than an Army component will be required to complete Army Chaplain Officer Basic Leadership Course (CH-BOLC) regardless of their grade or current status within their respective component.

Chapter 6

Federal Recognition

6-1. Temporary Federal Recognition

a. Temporary Federal Recognition (TFR) may be extended to an officer who has been appointed in the and is found qualified by a Federal Recognition Board (FRB) pending final determination of eligibility and appointment as a Reserve commissioned officer of the Army (see NGR 600-100, 2-13). The TFR automatically terminates one year or 12 months from the date of State appointment.

b. Only the current period of TFR, during which PFR is granted, is creditable service for promotion and pay purposes. All applicants must understand the implications of TFR and the impact upon their military career.

6-2. Permanent Federal Recognition

a. After the state Federal Recognition board meets and grants the Chaplain/Chaplain Candidate temporary federal recognition, the PFR packet will be submitted through NGB-ARP-C.

b. PFR packets are submitted via GKO by the State.

c. In order to receive Permanent Federal Recognition, ALL officers must be approved on the Federal Scroll (which may take additional time). Typically, all individuals are submitted for the Federal Scroll upon receipt of the application packet by ARNG-GSS ACCESSIONS. This must be done during and by the end of the Temporary Federal Recognition period. If not scrolled by the end of TFR period, an extension must be in place before expiration of TFR or the state will have to submit a new packet.

d. Officer procurement personnel must understand that applicants who are boarded within the six months prior to graduation will NOT be eligible for PFR until they meet ALL civilian education requirements.

Chapter 7

Waivers

7-1. Overview

a. The first step in determining if a waiver is authorized for your applicant is to consult the appropriate regulatory guidance.

b. The Office of the Chief of Chaplains publishes an annual policy letter addressing waiver limits for the fiscal year based on the needs of the Army.

c. Scan all waiver packets into the Source folder in DCA. Make sure that each category of waiver is in its own file. The order of the file is reflected in each paragraph below.

d. **IT IS HIGHLY RECOMMENDED** that the State contact NGB for any problematic waivers for preliminary consideration **PRIOR TO SUBMISSION** to the Chaplain Board.

(1) Please refer to the Chaplain and Chaplain Candidate QC checklists (appendix C-1 and C-2) as well as the FY12 Chaplain and Chaplain Candidate ARNG RZ-DCA Manual (appendix C-3) for more details.

d. DCA should generate waiver workflows in response to, “yes,” answers, but will not always do so. Ensure workflows exist for all requested waivers.

e. Waivers are approved or disapproved at the time of the accession board.

f. Waiver disapprovals do not deny an applicant the opportunity to serve in the Army National Guard, but it will deny them the ability to serve as a Chaplain or Chaplain Candidate.

g. Waiver requests must be resubmitted when Chaplain Candidates reappoint to Chaplain. Often this requires updating the waiver request packet from the chaplain candidate appointment packet. Additionally, the Ecclesiastical Endorsing Agency MUST acknowledge (again) the requests for waiver and must generate a memorandum indicating continued support of the applicant in light of the waiver requests.

h. Waiver approvals are processed at the Army Proponent level (Army OCCH). Please see appendix Refer to Appendix E for waiver samples.

7-2. Moral Waivers-Financial (current waiver limits in appendix F)

a. Standards for moral waivers are found in AR 135-100, 1-6, AR601-100, 1-12 – “applicants must be of good moral character.”

b. Waiver limits authorized for the Reserve Components is found in AR 135-100, 1-8; AR 601-100, 1-13. Army waivers are defined in AR 601-210, 4-32. See Appendix E-5 for an example.

c. Typically, “yes,” answers in the moral screening portion of DCA will require a waiver. Check with ARNG-GSS ACCESSIONS for questionable circumstances that do not generate a waiver workflow in DCA.

d. Generally, the waiver request has three parts:

(1) A letter from the applicant. This letter explains the circumstances and allows the applicant to take responsibility for his/her actions. The applicant should demonstrate growth from this incident and not appear to lay blame on anyone else.

(2) A memorandum from the endorsing agency. This letter acknowledges that the endorser is aware of the incident and endorses/approves the applicant regardless.

(3) Supporting documentation. This includes, but is not limited to a discharge order, credit report, or documentation proving repayment plans for delinquent debts.

7-3. Moral Waivers-Civil Conviction (current waiver limits in appendix F)

a. Standards for moral waivers are found in AR 135-100, 1-6, AR 601-100,1-12 - "applicant must be of good moral character."

b. Reserve Component waiver limits authorized can be referenced in AR 135-100, 1-8; AR 601 -100, 1-13. Army waivers are defined in AR 601-210, 4-32. See Appendix E-3 for an example.

c. Typically, "yes," answers in the moral screening portion of DCA will require a waiver. Check with ARNG-GSS ACCESSIONS for questionable circumstances that do not generate a waiver workflow in DCA.

d. Generally, the waiver request has two parts:

(1) A letter from the applicant. This letter explains the circumstances and allows the applicant to take responsibility for his/her actions. The applicant should demonstrate growth from this incident and not appear to lay blame on anyone else.

(2) A memorandum from the endorsing agency. This letter acknowledges that the endorser is aware of the incident and endorses/approves the applicant regardless.

d. Some moral offenses are not explicitly covered in the AR 135-100 or NGB 600-100. Admitted drug use, both recreational and experimental, requires a request for a moral waiver, regardless of conviction status. DCA will not generate a waiver workflow for this.

e. Certain offenses cannot be waived, even if a conviction was not involved. For exceptional circumstances, contact ARNG-GSS ACCESSIONS for assistance.

7-4. Age and Age-in-Grade Waiver (current waiver limits in appendix F)

a. The regulatory standard for age waivers for Chaplains found in AR 135-100, 1 -6, Table 1-1 -- "less than 40."

b. Reserve Component waiver limits can be referenced in AR 135-100, 1-8, 2-1. Similarly, 10 USC 14703 states that the Secretary of the Army may extend chaplains through their 67th birthday.

c. Requests for exceptions to policy for age or age-in-grade waivers (waiver requests for applicants beyond the waiver limits set by the Office of the Chief of Chaplains) will be signed and submitted by the State Adjutant General. These are looked at on a case-by-case basis and require the endorsement of the National Guard Bureau staff chaplain. Requests for Chaplain Candidate applicants beyond the OCCH waiver limits will not be considered. Please contact ARNG-GSS ACCESSIONS for more information.

d. Requests for age waivers consist of a waiver request in a memorandum format (see appendix E for examples).

7-5. RE Code Waivers (current waiver limits in appendix F)

a. RE Codes and waiver eligibility are outlined in AR 601-210, para 3-21 Requests for waiver may be submitted for RE Code, "3," discharges, as long as the discharge was characterized under honorable conditions.

b. Any DD 214 or NGB Form 22 reflecting an RE code of, "3" or "4," will need a waiver. There are many RE codes that, even though they are not derogatory, require a waiver. Likewise, many RE Codes

indicate some type of derogatory event and will require a waiver (if allowed). Officer procurement personnel should research the SPD narrative, AR 601-210, and consult NGR 600-100 to see if the applicant's situation can be waived.

c. Please consult ARNG-GSS ACCESSIONS prior to submitting RE Code, "4," waivers as they require DA G1 approval and can take 4-6 months.

7-6. Education Waivers (current waiver limits in appendix F)

- a. Educational standards are outlined in the AR 165-1 and DA Pam 165-17.
- b. Educational waivers, or, "WASH letters," are required for applicants who did not attend accredited institutions. A WASH letter is a letter from an accredited school stating that school would grant a degree for the classes taken at the unaccredited school. One WASH letter is required for an undergraduate degree and three WASH letters are required for a graduate degree.
- c. The Office of the Chief of Chaplains publishes annual guidance regarding education waivers.
- d. Load WASH letters with respective transcripts in DCA.

7-7. 2X Non-Select Waivers (current waiver limits in appendix F)

These waivers are available under certain circumstances and NGB-ARH has outlined a procedure for accomplishing these waivers. These waiver requests can take up to six months to process and the state and NGB-ARH should handle these directly. Contact ARNG-GSS ACCESSIONS Specialty Branch Recruiting before advising an applicant that their particular situation qualifies for a waiver.

7-8. Medical Waivers

- a. All medical waivers must be approved through NG-MATS prior to submitting a predetermination packet.
- b. PULHES codes must have all, "1" or "2." Any PULHES code with a 3 or greater is not eligible for appointment as a chaplain. Hearing and vision cannot be upgraded, even with a waiver.
- c. For exceptions to policy regarding a, "3," in the PULHES code in an approved medical waiver, consult ARNG-GSS ACCESSIONS.

7-9. All Other Waiver Requests

Direct any requests for waivers for any situation not mentioned in previous sections of this SOP to ARNG-GSS ACCESSIONS Specialty Branch Recruiting.

7-10. Exceptions to Policy

The OCCH will consider requests for exception to existing policy. Such requests are generally unique and require special attention. Typically, these exceptions are only granted for critical faith shortage groups. Contact ARNG-GSS ACCESSIONS Specialty Branch Recruiting for assistance.

Chapter 8

Incentives

8-1. Chaplain Incentives

a. Due to the fluid nature of many of the incentives offered to ARNG Chaplains and Chaplain Candidates it is best to consult with the State Incentives Manager. At the time of the draft of this FY12 SOP the operational environment is severely constrained in terms of fiscal resources. These limitations will impact incentives and OSMs must be aware of what incentives are in force at the time of the officer's contract.

Appendix List

A. References

B. Glossary

C. Quick Reference Checklists

D. Statements

E. Sample Request Forms

F. OCCH FY12 Waiver Guidance

G. Academic Evaluation Worksheet

Appendix A: References

US CODE (LAW)

- 10 United States CODE - ARMED FORCES
- 32 United States CODE - NATIONAL GUARD
- 37 United States CODE - PAY AND ALLOWANCES OF THE UNIFORMED SERVICES

DOD DIRECTIVES

- 1205.5 16 May 1980, Subject: Transfer of Members Between Reserve Components of the Military Services
- 1300.4 2 April 1984, Subject: Inter-Service Transfer of Commissioned Officers
- 1304.28 11 June 2004, Subject: Appointment of Chaplains for the Military Departments

ARMY REGULATIONS

- 165-1 Chaplain Activities in the United States Army
- 15-185 Army Board for Correction of Military Records
- 40-501 Standards of Medical Fitness
- 135-7 and Army Reserve Incentive Programs
- 135-18 The Active Guard/Reserve (AGR) Program
- 135-91 Service Obligations, Methods of Fulfillment, Participation Requirements & Endorsement Procedures
- 135-100 Appointment of Commissioned and Warrant Officers of the Army
- 135-101 Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches
- 135-155 Promotion of Commissioned Officers and Warrant Officers Other Than General
- 135-200 Active Duty for Training, Annual Training and Active Duty for Special Work of Individual Soldiers
- 135-215 Officer Periods of Service on Active Duty
- 140-10 Assignments, Attachments, Details and Transfers
- 220-1 Unit Status Reporting
- 350-15 The Army Physical Fitness Program
- 140-10 Assignments, Attachments, Details, and Transfers
- 351-1 Individual Military Education and Training
- 351-3 Professional Educational and Training Programs of the Army Medical Department
- 600-9 The Army Weight Control Program
- 601-25 Delay in Reporting for and Exemption From Active Duty, Initial Active Duty Training, and Reserve Forces Duty
- 601-130 Officer Procurement Programs of the Army Medical Department
- 601-150 Appointment of Temporary Officers in the Army of the United States Upon Mobilization
- 611-101 Commissioned Officer Classification System
- 614-30 Overseas Service

DA PAMPHLETS

- 165-17 Chaplain Personnel Management
- 351-4 Army Formal Schools Catalog
- 351-20 Army Correspondence Course Program Catalog
- 600-3 Commissioned Officer Professional Development and Utilization
- 611-21 Military Occupational Classification and Structure

NATIONAL GUARD REGULATIONS AND PAMPHLETS

- 40-501.1 Medical Examination For Members of the Army National Guard
- 600-100 Federal Recognition of Commissioned Officers
- 635-100 Termination of Appointment and Withdrawal of Federal Recognition
- 635-101 Efficiency and Physical Fitness Boards
- 25-10 Standard Installation/Division Personnel System Data Element Dictionary (SIDPERS)
- 600-3 Professional Development and Utilization of Commissioned Officers in the

Appendix B: Glossary

AD

Active Duty

AER

Academic Evaluation Report

AFS

Active Federal Service

AMS

Archdiocese of Military Services

AR

Army Reserve

ARNG

Army National Guard

AOC

Area of Concentration

APFT

Army Physical Fitness Test

ATS

Association of Theological Schools

CC

Chaplain Candidate

CH

Chaplain

CHBOLC

Chaplain Basic Officer Leader Course

COI

Center of Influence

CPE

Clinical Pastoral Education

DACH

Department of Army Chief of Chaplains

NGB

National Guard Bureau

DCA

Direct Commission Accessions

DCSPER

Deputy Chief of Staff for Personnel

DAT

Drug and Alcohol Test

DRE

Director of Religious Education

ECLT

English Comprehensive Level Test

EDCU

Education Directory of Colleges and Universities

FRB

Federal Recognition Board

HRA

Health Risk Assessment

IAW

In Accordance With

IST

Interstate Transfer

IMA

Individual Mobilization Augmentee

IRR

Individual Ready Reserve

MEPS

Military Entry Processing Station

MOS

Military Occupational Specialty

MILPO

Military Personnel Office

MPRJ

Military Personnel Records Jacket

NCO

Non-Commissioned Officer

NPS

Non-Prior Service

OCCH

Office of the Chief of Chaplains

OER

Officer Evaluation Report

OCS

Officer Candidate School

PLDC

Primary Leadership Development Course

PFR

Permanent Federal Recognition

POC

Point of Contact

PS

Prior Service

PWE

Prior Work Experience

RE

Re-enlistment (code)

ROTC

Reserve Officer Training Course

RC

Reserve Component

RRM

Recruiting and Retention Manager

SME

Subject Matter Expert

SS

Staff Specialist

SAA
Senior Army Advisors

RRAC
Recruiting and Retention
Advisory of Council

TFR
Temporary Federal
Recognition

TPU
Troop Program Unit

UCMJ
Uniform Code of Military
Justice

USACHCS
United States Army Chaplain
Center and School

USAF
United States Air Force

USAFR
United States Air Force
Reserves

USAR
United States Army Reserves

USMCR
United States Marine Corp
Reserves

VA
Veterans Affairs
abbreviations are contained
in AR 10-50.

Appendix C: Checklists & FY12 ARNG CH & CC RZ-DCA Manual

C-1 Checklist for Chaplain/Chaplain Candidate Predetermination (reference only)

C-2 Quality Control Checklist

C-3 FY12 ARNG CH & CC RZ-DCA Manual

C-1 Checklist for Chaplain/Chaplain Candidate Predetermination

ITEM	FOLDER	LOCATION	REQUIRED
DD 2808, Report of Medical Exam and Waiver Documentation	Medical	DD 2808, Approved Medical Waivers in front	CH/CC
DD 2807-1, Report of Medical History	Medical	DD 2807-1	CH/CC
Height/Weight Memorandum and/or DA 5500/5501	Medical	DA 5500	CH/CC
Official Undergraduate Transcripts	Source	Transcripts	CH/CC
Official Graduate/Seminary Transcripts	Source	Transcripts	CH/CC
Verification of Security Clearance (If applicable)	Source	Security Clearance Verification	CH/CC
SSN Card, DD 214 or Numident	Source	SSN Card	CH/CC
Photograph	Source	Photo	CH/CC
Waiver Requests (other than Medical)	Source	Other Source Documents	CH/CC
Senior State Chaplain Interview Statement	Source	Document Name: "Interview"	CH/CC
Letter of Acceptance/Enrollment	Source	Letter of Acceptance/Enrollment	CC
Ecclesiastical Approval (EA) Letter/Memo (CHAPLAIN CANDIDATE)	(Scanned by OCCH ONLY)	Endorser e-mail or fax to OCCH: felando.thigpen@us.army.mil or 571-256-8775	CC
DD Form 2088, Certificate of Ecclesiastical Endorsement (EE)	(Scanned by OCCH ONLY)	Endorser e-mail or fax to OCCH: felando.thigpen@us.army.mil or 571-256-8775	CH
Chronological Listing of Professional Ministry Experience (CHAPLAIN ONLY)	Source	Chronological Listing of Professional Ministry Experience	CH ONLY
Birth Certificate or DA Form 5252-R for Naturalized Citizens	Source	Birth Certificate	CH/CC
DD Form 368, Conditional Release (If applicable)	Source	DD 368	CH/CC
Academic Evaluation Worksheet	Source	AEW	CH ONLY
Multi-Paragraph Application Letter	Source	Application Letter	CH/CC
Essay	Source	Applicant Essay	CH/CC
SF 86, Questionnaire for National Security Positions	N/A	Generated by DCA, Appointment Folder	CH/CC
Signature Release of Information	Board	Security Clearance	CH/CC
Signature Release of Credit Check	Board	Credit Check Authorization	CH/CC
Signature of Medical Release	Board	Security Clearance	CH/CC
NGB 62E, Application for Federal Recognition	Board	NGB 62E	CH/CC
Certification that Answers are True	Board	Security Clearance	CH/CC
Current RPAS, NGB Form 23B. (Current or Prior Service National Guard Only)	Prior Service	Retirement Points Statement	CH/CC
DD 214/215/NGB 22 with RE Code	Prior Service	DD 214/DD 215/NGB 22	CH/CC
OER/AER/NCOER (Last 3)	Prior Service	Officer Evaluation/NCOER	CH/CC
All Other Prior Service Documents	Prior Service	Other Prior Service Documents	CH/CC
Request for TDA Position	N/A	Email to Officer Policy Branch: Charles.Mulligan1@us.army.mil	CC

C-2: Quality Control Procedures and Checklist

Each document in the packet is reviewed in the order of the Checklist in Appendix C-1 of the Chaplain Recruiting SOP. This is a list of items that are inspected in every chaplain and chaplain candidate packet in DCA.



DD2808 (Chaplain/Chaplain Candidate) (Medical):

- Ensure physical is not outdated (See Chaplain Recruiting SOP, para 3-3)
- Ensure physical is for "Commission" purposes
- Ensure the HIV and DAT results are included in blocks 49-51 (if they are not annotated on the physical, the results are scanned as the last documents of the medical file)
- Ensure the applicant meets the height/weight standards of AR 600-9 (**COMMISSIONING STANDARDS**)
- Ensure the max weight is annotated in block 55
- If applicant is over table weight, scan a current DA5500 in the DD2807-1 file
- DA 5500 must be signed by two people
- If physical is more than 6 months from the board, a height/weight statement must be scanned into the DD2807-1 file
- Ensure the applicant is "Qualified" in block 74a; If individual is not qualified, a medical waiver is required
- Ensure there are no "3" in the PULHES (if so, NGB waiver is required)
- Ensure the physical is signed
- If a waiver is required, it should be scanned as the first page of the DD2808 file
- No other documents should be included in this file



DD2807-1 (Chaplain/Chaplain Candidate) (Medical):

- Ensure all blocks are completed
- If "Yes" is checked to the questions in section 30a regarding drug/alcohol/marijuana abuse, a moral waiver request is required



Official Undergraduate Transcripts (Chaplain/Chaplain Candidate) (Source):

- Transcripts must be stamped/signed "Certified True Copy"
- Transcripts should be scanned so that they do not have to be rotated to be viewed
- Circle or highlight degree awarded/date/cumulative GPA
- Transcripts in which the applicant received 20 or more transfer credits must be scanned under "Supporting Undergraduate Transcripts" if they are not identified on the qualifying degree transcript
- Degree must be from an accredited college or university
- BA degrees must have a minimum of 120 semester hours or 180 quarter hours (≥ 2.5 GPA)
- Order for transcript file is Projected Graduation Letter/Transcripts/Class Registration Document/WASH Letter

- Chaplain Candidate applicants may submit packets to OCCH within 180 days of graduation. A projected graduation letter must be obtained from the school. It must include anticipated graduation date and number of hours earned upon graduation

Official Graduate Transcripts (Chaplain) (Source):

- One Masters with 72 hours (minimum)
- Transcripts must be stamped/signed "Certified True Copy"
- Transcripts should be scanned so that they do not have to be rotated to be viewed
- Circle or highlight degree awarded/date/cumulative GPA
- Transcripts in which the applicant received 20 or more transfer credits must be scanned under "Supporting Graduate Transcripts" if they are not identified on the qualifying degree transcript
- Degree must be from an accredited college or university listed in the ACE 2006-2007 Accredited Institutions of Postsecondary Education – if not, three wash letters are required
- Seminary degrees must have a minimum of 72 hours
- If degree has less than 90 hours, an Academic Evaluation Worksheet is required
- Order for transcript file is Projected Graduation Letter/Transcripts/Class Registration Document/WASH Letters
- Applicants may submit packets to OCCH within 180 days of graduation. A projected graduation letter must be obtained from the school. It must include anticipated graduation date and number of hours earned upon graduation
- Chaplain Candidates that have earned credits towards a Graduate degree should include the transcripts in the packet

SSN Verification Documents/Citizenship Chaplain/Chaplain Candidate) (Source):

- Social Security Card must be stamped/signed "Certified True Copy"
- If applicant is not a natural born citizen, verify proof of citizenship and document with DA Form 5252R. Additionally, upload a MFR verifying the applicant's date of birth.

Photograph (Chaplain/Chaplain Candidate) (Source):

- All photos must be in color
- DA photos are preferred for current members of any service of the military
- If a DA photo is not available, dress uniform is required - unless applicant is deployed
- For applicants that are not in the military, a business suit is preferable
- Non-DA photos must show applicant's head and feet and must have the following information entered centered below the photo: Name/SSN/Date in Times New Roman/28 pitch
- All photos must be dated within 6 months of the board

Waiver Requests (Chaplain/Chaplain Candidate) (other than medical) (Source):

- Ensure all waiver requests meet OCCH waiver guidelines (see Chaplain Recruiting SOP)

- Waiver requests should be scanned under the “Moral Waiver Documentation” file
- Order of file must be: 1-request from applicant; 2-ecclesiastical acknowledgement; 3-any court documents
- If multiple waivers are required, scan them all into the same file
- Age Waiver requests are scanned into “Other Source Documents-Age Waiver Request”
- The only document required for age waiver requests is the request from the state
- Ensure all waiver requests are initiated in DCA



Senior Chaplain Interview Statement (Chaplain AND Chaplain Candidates) (Source):

- Scan into the Source folder in DCA under Senior Chaplain Interview Statement
- Must be completed by State Chaplain or the State Chaplain designee (05 or above)
- This document is not visible in DCA (NGB can verify).



Letter of Acceptance/Enrollment (Chaplain Candidate) (Source):

- Letters should be for the current semester
- Acceptance Letters must state that the applicant is accepted into a degree program with a minimum 72 hours within a Seminary and/or school of Divinity
- Enrollment Letters must also state that the applicant is a full-time student



DD Form 2088 (Chaplain): Do not include in DCA. Send originals to OCCH with a CC to the Chaplain Program Manager at ARNG-GSS ACCESSIONS.



Ecclesiastical Approval Memo (Chaplain Candidate): Do not include in DCA. Send originals to OCCH with a CC to the ARNG-GSS ACCESSIONS Chaplain Program Manager.



Birth Certificate (Chaplain/Chaplain Candidate) (Source):

- Birth certificate should be scanned so that it doesn't have to be rotated to be viewed
- Must be stamped/signed “Certified True Copy”
- Must be legible
- DA FORM 5252-R required if the applicant was not born in the United States



Multi-Paragraph Application Letter (Chaplain/Chaplain Candidate) (Source):

- Ensure the right version of the letter is used
- Ensure all blanks are completed

- Ensure the correct paragraphs are included
- If the applicant completed CH-BOLC, the last paragraph should indicate completion
- Ensure letter is signed
- Ensure statement regarding AR 670-1 is included



Essay (Chaplain/Chaplain Candidate) (Source):

- Ensure title of essay is correct
- Essay may not be longer than one page
- Must be double spaced
- Must be signed and dated at the bottom right



Standard Form 180 (Chaplain/Chaplain Candidate) (Appointment):

- Use of an SF180 is necessary to obtain any/all prior service documents



NGB 62E (Chaplain/Chaplain Candidate) (Board):

- Ensure all blocks are completed – common errors occur in the following sections:
- Section I – ensure the requested Grade and Branch are completed for the Federal Recognition Line and Appointment as a Reserve Officer Line – the Certificate of Eligibility Line should not be completed
- Section II, Block 2 – ensure DOB matches the date on the birth certificate
- Section II, Block 4 must be either “Birth” or “Naturalization” – NOT “Yes”
- Section II, Block 12 - if the applicant is in the military, enter “Yes” and their unit information
- Section II, Blocks 15 & 16 - if any of these are yes - a moral waiver request is required
- Section III, Block 2 - Ensure the schools listed match the transcripts scanned into DCA
- Section IV – ensure prior service dates match the RPAS statement and any DD214s and NGB22s (Note: MOS cannot be “NONE” – it must be an MOS)
- Ensure the form is signed



Security Documentation/SF86 (Chaplain/Chaplain Candidate) (Appointment):

- Ensure all information is completed
- If applicant is married, in-law information must be included in DCA in the Family & Associates section
- Answer of “Yes” to questions 22-24, 26, 28 will require a request for waiver
- Ensure four signature pages are included and signed
- Applicants that current service members will also require a current JPAS statement



DD 368 (Chaplain/Chaplain Candidate) (Source):

- Conditional Release – if applicable

- Should be scanned into the Source folder



Chronological Listing of Professional Ministry Experience (Chaplain) (Source):

- Must be scanned into the correct placeholder in the Source folder
- Ensure all sections are complete
- Ensure form is signed and dated



Prior Service Documents (Chaplain/Chaplain Candidate) (Prior):

- RPAS statements are required for all current members of the National Guard
- Retirement point statements are very helpful for members of other services
- Include DD214s for all Active Federal Service (they must be Member Copy with RE Code)
- Include NGB22 with RE Code for service
- RE Code waivers are required for all RE3
- RE4 Codes are not waivable
- Include last three evaluations (if received)
- Include CH-BOLC AER if applicant completed course
- Include citations for individual awards (not required)
- Include SF180 with a memorandum for record if documents are missing



TDA Request (Chaplain Candidate):

- TDA requests do not get scanned into DCA
- Request TDA for a period of three years to begin on the date of the accession board and end on the same date three years later
- DO NOT submit a temporary additional position request (TEMP-TDA) without a corresponding Senior Chaplain interview (now required for candidates) indicating a justification and concurrence. The application and the request will be returned to the State without consideration in the absence of a favorable Senior Chaplain interview. For submission instructions see chapter 4-,1para v.

*******Please do not include any documents in DCA that are not required on the checklist*******

Appendix D: Statements

D-1 Interview Statement Format for Chaplains

D-2 Interview Statement for Chaplain Candidates

D-3 Application Letter for Chaplains

D-4 Application Letter for Chaplain Candidates

D-5 Chronological Statement of Professional Ministry Experience

D-6 Chaplain Essay, “Why I Want to be an Army Chaplain”

D-7 Chaplain Candidate Essay, “Why the Army Chaplaincy?”

D-8 Sample Chaplain Interview Statement

D-9 Sample Chaplain Candidate Interview Statement



ARNG CHAPLAIN RZ-DCA HANDBOOK

This manual includes Recruiter Zone instructions, DCA flowchart, DCA instructions, Security Clearance instructions, DCA Scanning checklist, DCA QC checklist for Chaplain and Chaplain Candidates & Prior Service Records Request.

Keith C. Lehman

Version: 2

Last Update: 15 Feb 2011

Intro & Summary of Changes (JAN 2011)

The RZ-DCA handbook will provide the ARNG Chaplain Recruiter with a step by step guide to use to construct a Chaplain DCA packet. The following changes have been approved by OCCH and below are brief summary of the changes.

- 1.) Prior service records request process using the SF 180
- 2.) DCA Scanning location of the DA FORM 5500/5501. If applicant weight is not in accordance with AR 600-9 then DA 5500/5501 is required. If applicant meets HT/WT standard of AR 600-9 and PE is over 6 months old then DA form 5500/5501 is needed, no measurements need to be taken or added to the DA form 5500/5501 since applicant meets HT/WT standard. DA form 5500/5501 must have 2 signatures with the supervisor signature being a commissioned officer.
- 3.) DD 2088 or EA Memo: Recruiters are not to contact endorsing agencies; this is the responsibility of the applicant to follow up with the endorser. Originals do not need to be mailed; the endorsing agency can either email them to Felando.thigpen@us.army.mi or fax them to OCCH, Fax # 571-256-8775. Recruiter needs to advise applicant to have the endorser email them a copy of the document.

Recruiters can email Mr Thigpen a copy of the document. OCCH DOES NOT want the recruiter loading this document in DCA at all, not even as a courtesy copy because it then shows in view packet as two of the same document. OCCH recommends that you email Mr. Thigpen a copy of it and they will handle loading the document in DCA.
- 4.) Required scanning documents that was removed: SF 180, DA form 3575/3574 & DA Form 4571/4572.
- 5.) DD 368's must be signed by O-5 as approval authority.
- 6.) Last 3 OER's, NCOER's or AER's "MUST be loaded in DCA or memo in lieu from current unit Commander stating why there is none available. Prior service applicants that are no longer in service need SF 180 submitted to HRC-STL to obtain what documents are available and if they was ever assigned to another branch.



CHAPLAIN RZ-DCA HANDBOOK

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CHAPTER 8: DCA QC CHECKLIST

QC checklist for Chaplain & Chaplain Candidates

CHAPTER 1

NGB CHAPLAIN PRIOR SERVICE RECORD REQUEST PROCESS (Jan 2011)

As soon as you become aware the applicant is prior service complete the SF 180.

All records obtained must be scanned into the PS folder in DCA upon receipt.

PS Army, Army Reserve, IRR/ING and currently serving National Guard:

1: Complete SF 180

2. Scan as PDF file to following email address: (No cover sheet is needed)

marcus.keeling@US.ARMY.MIL

SFC Marcus Keeling ARNG Rep: 314-592-0815 OR 800-325-4389

Note 1: It can take up to 30 days or longer to get the records depending how long ago the applicant was discharged.

Note 2: If no records are on file you will get a memo via email from HRC-STL and it will need to be scanned into DCA in the PS folder as other document titled "PSR MEMO".

SF 180 Notes:

1. SF 180 "MUST" be signed by applicant.

2. SF 180 Block 5, Approx dates are okay. See example attached

FORMER AIR FORCE RESERVES & AIR NATIONAL GUARD

1. Complete the SF 180 only, it must be signed by the applicant or Authorization for Release of Information attached.

2. On the SF 180 Section 3 Block 2 needs to have the recruiter requesting complete information.

Notes:

Address: Air Force Reserve Personnel Center

ATTN: DSMF 7300 East 1st Avenue

Denver, CO 80280

This agency is real good about doing this via email and phone. Phone # is: 800-525-0102

ALL NAVY RECORDS

1. Complete the SF 180 only, it must be signed by the applicant or Authorization for Release of Information attached.

Mail to : Naval Reserve Personnel Center

5720 Integrity Drive

Millington, TN 38055-3120

Customer Service: 901-874-3596

MARINE CORPS RESERVE RECORDS

1. Complete the SF 180 only, it must be signed by the applicant or Authorization for Release of Information attached.

Can be emailed to the following address: csc@cdc.usmc.mil

Mail to: Marine Corp Reserve Support Command

ATTN: MMD-1 1530 Andrews Road

Kansas City, MO 64147-5400

COAST GUARD RECORDS

1. Complete the SF 180 only, it must be signed by the applicant or Authorization for Release of Information attached.

Currently serving send to block 3 of SF 180 page.

Separated Coast Guard members, follow same procedures as Army.

PUBLIC HEALTH RECORDS

1. Public Health DOES NOT accept SF 180's. A signed letter from the applicant and reason for the request.

Mail to: Division of Commissioned Personnel

Parklawn Building Room 4-35 5600 Fishers Lane Rockville, MD 20587-0001

Special Instructions

1. Reference example showing multiple components such as Army, Navy, Air Force, etc., you still must submit SF 180 to each individual component.

2. If using IPERMS to obtain records you are still required to submit SF 180's to all components as well.

Documents needed for CHAPLAIN BOARD: Recruiter MFR's are not acceptable for missing current prior service records, the memo needs to come from the current unit that the applicant is actually assigned to.

Appointment orders for all commissioned officers.

All NCOER's & OER's, AER's , All DD 214's & Promotions orders for E-5 above and 2LT and above

REQUEST PERTAINING TO MILITARY RECORDS

* Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/evetrecs/> *

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)		2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH		
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)						
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE COMPONENT						
b. RESERVE COMPONENT						
c. NATIONAL GUARD						
6. IS THIS PERSON DECEASED? If "YES" enter the date of death. <input type="checkbox"/> NO <input type="checkbox"/> YES _____				7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES		

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU WOULD LIKE TO REQUEST A COPY OF:

- DD Form 214 or equivalent.** This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. NOTE: If more than one period of service was performed, even in the same branch, there may be more than one DD214. **Check the appropriate box below to specify a deleted or undeleted copy.** When was the DD Form(s) 214 issued? YEAR(S):
 - UNDELETED:** Ordinarily required to determine eligibility for benefits. Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.
 - DELETED:** The following items are deleted: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.
- All Documents in Official Military Personnel File (OMPF)**
- Medical Records** (Includes Service Treatment Records (outpatient), inpatient and dental records.) If hospitalized, provide facility name and date for each admission:
- Other (Specify):** _____

2. PURPOSE: (An explanation of the purpose of the request is **strictly voluntary**; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

- Benefits Employment VA Loan Programs Medical Medals/Awards Genealogy Correction Personal
- Other, explain:** _____

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS: (Signature Required in # 3 below of veteran, next of kin, legal guardian, authorized government agent or "other" authorized representative. If "other" authorized representative, provide copy of authorization letter.)

- Military service member or veteran identified in Section I, above
- Next of kin of deceased veteran (Must provide proof of death).
Show relationship: _____
(See item 2a on accompanying instructions.)
- Legal guardian (Must submit copy of court appointment.)
- Other (specify) _____

2. SEND INFORMATION/DOCUMENTS TO:
(Please print or type. See item 4 on accompanying instructions.)

3. AUTHORIZATION SIGNATURE REQUIRED (See items 2a or 3a on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct.

Name _____		Signature Required - Do not print _____	
Street _____	Apt. _____	Date of this request _____	Daytime phone _____
City _____	State _____	Zip Code _____	Email address _____

CHAPTER 2

Recruiter Zone Step by Step Instructions

***** This process will take your record from Lead to Prospect to Applicant and transfer record to DCA*****

Select Guard located in middle of screen: Select a Role: AMEDD or Chaplain

1: Adding a new record.

Select People, Add Person

Add First and Last name, then either phone #, or SSN.

Select Lead Source (Recruiter or Referral), Click Add

Method of Contact: Email

Click Add and continue

2: Blueprint Info (1st Tab)

Add gender, Ed Level select "K", Years select "16"

Add Corp & AOC

Click on box next to Privacy Act, Add current date to Pre-qualify date

Click on "Qualify this person", add remarks

Click Save

3: Person Info:

Add Email address and select type

Click Save

4: School Info: Do not need to add anything, click Save

5: Contact History: (Next step is moving the record from Lead to Prospect)

Add type, current date, and use contact as "1300".

Results: Contacted Disposition category: Follow-up

Disposition: Follow-up Remarks: GTG

Next Action: Must select **"Appointment Initial"**

Date: Today's date Time: Use "1315" hrs

Click Save. **This has moved you record from Lead to Prospect**

New screen appears: (Next step is to move the record from Prospect to Applicant)

Go to the right of the record and under "Quick actions" and select "Log Call"

Contact Time: "1330" hrs.

Results: Contacted

Disposition: **"Agreed to Process"** (Must scroll up when using the dropdown)

Remarks: GTG

Next Action: Anything you want

Date: Use future date and time

Click Save

Record has been changed to Applicant and is in DCA.



CHAPTER 3

Disposition Status:

Agreed to Process: Record was transferred from RZ to DCA. Record will automatically change to Packet Prep once the "Person" screen is saved.

Packet Preparation: Record will remain in packet prep until Steps 1, 2 & 3 are completed and QC process has been initiated

Pending QC: Record will remain in Pending QC at recruiter, state and NGB level. Once approved by NGB then it will change to Pending Board QC

Pending Board QC: Awaiting QC and approval at OCCH

Board Ready: Packet has been cleared for next scheduled board

Pending Board Results: Packet was boarded and awaiting board results from OCCH.

Board Non-Select: Applicant was not selected by the board.

Pending Waivers: NA to Chaplain Packets

Pending Exceptions: NA to Chaplain Packets

AFSP'S: Future Soldier Program Records will remain in FSP program until end of the current FY and then will disappear. Record can be pulled up using SSN or last name search option in DCA.

Board Select: Applicant will remain in board select status for 12 months, then automatically go back to packet prep unless the proper steps have been taken to move them to Commissioned/Accessed

Declined: Update DCA if applicant declines commission

Commissioned: NGB 337 or Oath of Office has been loaded

Accessed: Perm Fed Rec process completed and updated by recruiter

E valuation & QC Summary Codes :

2N: Recruiter level errors: Record has corrections that need completed

2Y: Recruiter level: Record has passed Evaluation

***** Record at recruiter, State OSM level & NGB level will always be 2Y until the record is sent to OCCH.**

3N: OCCH level: Record missing DD 2088, will be loaded by OCCH personnel

3Y: OCCH level: Record has all required documents and awaiting QC by OCCH

4N: OCCH level: Record has been reviewed by OCCH personnel and awaiting final review by OCCH

4Y: OCCH level: Record is approved for the next scheduled board.

"I WANT TO" Dropdown (Located on top right of the applicant profile screen)

Workflow Locator Report: Once the packet is approved by the recruiter in the workflow, this report will show where it went and date and time it went to the next level.

Workflow History Report: First time packets are QC'ed by NGB and thereafter, DCA will keep a rolling report of the callouts from all levels and store it for historical data.

View Packet: All documents scanned in can be opened and reviewed, except the Interview Letter & DD 2088.

View QC summary Report: This is used to QC the packet at all levels

Remove Documents: This will allow you to "hide" any documents that were scanned. All documents scanned in and was removed can only be retrieved by OCCH only.

View Board Memo Report: Once packet goes to board select status you can review the actual Board Results.

View Assignment/Scroll screen: Location of adding the unit of assignment

SPECIAL NOTE:

****** State Chaplain Interview Letter:** This interview letter will not be visible at the recruiter or state level after it is scanned in to DCA. Only NGB & OCCH has visibility on this document. If the interview letter is not in the packet at NGB during QC it will be listed as callout. DO NOT scan this document in any other folder. This document "ONLY" gets scanned into Source Folder, Interview file only!!

CHAPTER 3

DCA Applicant Profile Screen

STEP # 1:

Role: Make sure you are in Chaplain Role in both RZ & DCA.

All areas in Step 1 must go from “Not started” (red) to “Complete” (green) in order for the packet to validate at the recruiter level.

Person screen:

Full Name: (Last, First Middle JR, SR, etc) as appears on Birth cert unless married or applicant had a legal name change.

SSN#: Taken from SSN card, DD 214 or numident.

DOB: Taken from Birth Certificate or Passport

Processing Option: National Guard Appointment

Actual PE Date: Taken from DD 2808 block # 1 or DODMERB Form 2351 Block # 1

HT/WT: Taken from DD 2808 block #'s 53 & 54 or DODMERB block #'s 11 & 12 or if applicant is not in accordance with AR 600-9 then DA from 5500/5501 or if PE is over 6 months then use DA 5500/5001.

BF %: Taken from DA form 5500 or 5501

PULHES: Taken from DD 2808 unless waiver needed, then use PULHES from SF 507 (Medical waiver). DODMERB comes from SF 507 from NGB Chief Surgeon's office.

Prior Service: Must answer yes they have prior service time, even if one day of service

Date of Birth: Day, month, year, Must be exactly as it appears on Birth Certificate or Passport

Primary Email: Add applicants email address

Faith Group & Endorsing agent: Must be completed

Step 1: Applicant Profile Screen

Physical information

Processing Info	
Initial Interview Scheduled:	30 Aug 2010
Actual Interview Date:	30 Aug 2010
Physical Scheduled Date:	
Projected Board Date:	
Actual Physical Date:	17 Feb 2010
MIRS Physical Date:	
PE Expiration Date:	
Chaplain Interview Projected Date:	
Chaplain Interview Actual Date:	
Physical Info	
Gender: *	Male
Height: *	72.00 [Help]
Weight: *	200.00 [Help]
Max Weight:	200.00
Eye Color: *	Brown Color Of Eyes
Hair Color: *	Brown Color Of Hair
% Body Fat:	
Current PULHES:	111111

Taken from DD 2808 block # 1 or DODMERRB Form 2351 Block # 1

Taken from DD 2808 block #'s 53 & 54 or DODMERRB block #'s 11 & 12 or if applicant is not in accordance with AR 600-9 then DA from 550/5501 or if PE is over 6 months then use DA 5500/5001.

Max WT for females in DCA is incorrect, use AR 600-9

Taken from DA form 5500 or 5501

Taken from DD 2808 unless waiver needed, then use PULHES from SF 507 (Medical waiver). DODMERRB comes from SF 507 from NGB Chief Surgeon's office.

AOC-Corp Screen:

CORPS: Chaplain or Chaplain Candidate

AOC & Mission Category: Must have correct category for the AOC applying for. (CH 56A or CC 00E)

Incentives: Verify using current NGB Incentive policy

Endorsing Agent: Must be completed

Reserve Rank: If unsure of rank contact NGB-GSS

Constructive Credit: Not Required for Chaplain Corp

CWSL: If applicant getting incentives this AOC should match AOC above

Current Grade Held/Reserve Phase points: Not used by ARNG

Physical Screening:

****If any yes answers then more information will be needed at the bottom of the screen after saving the page.**

**** The answer to these questions on physical screening does not need to match the actual PE.**

**** For additional information use DD 2807-1/2808 or DODMERB, dates and address, etc do not have be exact.**

Page 1, 2: Yes & No questions **Page 3:** Yes or No questions (If applicant rec'd disability must answer yes) **Page 4, 5, 6, 7:** Yes or No questions **Page 8:** Yes or No questions (If applicant has tattoo's must answer yes) & (Current Medical Insurance & Primary Doctor if known)

Personal Screening:

Page 1 & 2: Yes or No questions

Moral Screening:

**** Any yes answers, refer to Chaplain SOP to verify if waiver(s) are needed!!**

Page 1: Question # 3 civil court (Only answer yes if applicant is being sued by someone, do not include law violations)

Page 2: Question # 6 Drug use, Review 2807-1 page 2 & 3. One time use or more must be added if annotated on DD 2807-1, DD 2808 or DODMERB PE.

Technology Screen:

Page 1: If yes to any questions contact security manager, applicant might be denied security clearance

Group/Member Associations:

Page 1: If yes to any questions contact security manager, applicant might be denied security clearance

Contact Method:

Must have current and permanent phone number & primary email address

Aliases: (If none "Mark as Complete")

Add former maiden name, former name, former married name, married name & nicknames.

Residences:

**** Must have permanent address & mailing address, can be the same place.**

**** For current residence leave "to date" blank**

**** Middle name of references, can use "Unk" for Unknown**

**** Zip code must be correct . (www.usps.com)**

If applicant needs security clearance, references and phone number are very important.

Prior Service Applicants: Add civilian employment first, then add Military History Second , then go back up to Military employment

Employment / Military Service History

Record Summary: Employment / Military Service History

[Return to Appli](#)

Employment Periods

Employment History must cover the last 10 years or back to your 16th birthday, whichever is shorter. For each period of Military Service in this range, provide information for each unit assignment.

Complete the entries below regarding places worked in the last 10 years and individuals with whom you worked that can attest to your employment history. **'Add Civilian Employment'** to add a Civilian Employment record. If you are prior service, and after you have entered US Military History below, select **'Add Military Employment'** to add an Employment record related to a period of Military Service. Select **'Add Foreign Military Employment'** to add a Foreign Employment record. Select **'Mark as Complete'** to set the function's status to Complete.

Nothing found to display

1

3

Add Civilian Employment

Add U.S. Military Employment

Add Foreign Military Employment

US Military Service Periods

Enter all U.S. Military Service History. Select **'Add U.S. Military History'** to add a U.S. Military Service History. Select **'Mark as Complete'** to set the function status to Complete.

Nothing found to display

2

Add U.S. Military History

Employment History: (Civilian & Military)

SPECIAL INSTRUCTIONS: Add all civilian employment, then add Military Service Period second, then go back to the top of the screen and “ADD” U.S. Military Employment.

*** Do not enter military service in civilian employment; all military service will go in military history screen & and then will need added under military employment

*** If applicant is currently in school and has no employment list him as unemployed student. Reference can be anyone that can verify applicant was unemployed.

*** Job Responsibilities: Brief job description for all AOC related jobs

*** Each entry must be marked as complete to pass validation

Add all civilian employment, must go back 10 years

Employment Section: Military Service Periods

Active: All periods of Active duty (If applicant has DD 214 then it is considered active duty time)

Active Reserve: AGR

Inactive: IRR/ING

Unit Member: Drilling reservist, M Day, ETC

Rank: Current rank

Current/Highest grade: Highest rank for that time period of service for date listed on this entry. (Not for total service)

From & To date: Use source documents for exact dates. **(TO DATE: IF CURRENT LEAVE BLANK)**

Discharge information: If currently in ARNG or any branch of service leave discharge type, narrative reason, separation code & RE code blank or choose “select”

PMOS/AOC: Must have current MOS or AOC for each entry.

Supervisor name: For current unit assigned to should be Current CDR's name.

*** **Lost Time:** Only AWOL, confinement, etc.

Employment History: (Civilian & Military)

SPECIAL INSTRUCTIONS: Add all civilian employment, then add Military Service Period second, then go back to the top of the screen and "ADD" U.S. Military Employment.

*** Do not enter military service in civilian employment; all military service will go in military history screen & and then will need added under military employment

*** If applicant is currently in school and has no employment list him as unemployed student. Reference can be anyone that can verify applicant was unemployed.

*** Job Responsibilities: Brief job description for all AOC related jobs

*** Each entry must be marked as complete to pass validation

Add all civilian employment, must go back 10 years or until 16th birthday

Employment Section: Military Service Periods

Active: All periods of Active duty (If applicant has DD 214 then it is considered active duty time)

Active Reserve: AGR ,Currently on orders

Inactive: IRR/ING

Unit Member: Drilling reservist, M Day, ETC

Rank: Current rank

Current/Highest grade: Highest rank for that time period of service for date listed on this entry. (Not for total service)

From & To date: Use source documents for exact dates. **(TO DATE: IF CURRENT LEAVE BLANK)**

Discharge information: If currently in ARNG or any branch of service leave discharge type, narrative reason, separation code & RE code blank or choose "select"

PMOS/AOC: Must have current MOS or AOC for each entry.

Supervisor name: For current unit assigned to should be Current CDR's name.

*** **Lost Time:** Only AWOL, confinement, etc.

U.S. MILITARY EMPLOYMENT (Top of screen)

Military service period: Select dates from dropdown

Click on button "Use Previously Entered Unit" and select correct unit (This will allow for data from screen below to populate the screen)

Employment Code: Select either Active, ARNG or USPHS

Dates: Enter dates as they appear from top of screen

Click on box that says: "Applicant work address same as unit address"

Rank & Employment status for that period of time

Supervisor name: Can use Unk if already have a security clearance, click on box that says "Supervisor work address same as unit address"

Answer the Yes or no question

Military Service Schools Screen:

** Add all service schools or at least the three highest schools, etc.

Does this qualify for active duty service? Always answer "NO".

ROTC School: Dates must come from ROTC contract

Foreign History Screen:

Page 1 & 2: Yes & No questions

Government & Military Screen:

Military Awards: AAM's, ARCOM, & higher

*** Do not to add all awards. Recommend scanning in the three highest award

Pages 1, 2, 3, & 4: Yes or No questions (Selective Service #: WWW.SSS.GOV)

Education Screen:

Page 1: Yes or no questions

Education: Use school lookup to find college (street address must start with number, if no numbers delete entry and lookup by city, state and under school name select school not found, this will allow for manual entry of the school address.

Degree/Diploma: Use transcripts/diploma to add data. If applicant did not graduated from this school, then degree is blank and grad date is blank.

Major: Obtain data from transcripts

Graduation date: Must match diploma or transcript (DD/MM/YY)

Reference name: Can use registrar that is listed on transcripts

Qualifying degree: Check if this the degree qualifies for the AOC applying for.

Credit Hours: Need total credit hours, semester hours, etc . Obtain data from transcripts

*** If currently in school leave "TO DATE" blank

Advanced Education: No action needed

Financial History Screen:

*** Any yes answers, need to check Chaplain SOP to verify if waiver is needed!!

Page 1 & 2: Yes or No questions. If any yes answers and they need a security clearance contact state security manager to see if it will be a problem on obtaining a security clearance.

Family & Associates:

*** If applicant already has a security clearance then all you need to add is Mother, Father, Mother in Law, Father in Law, and if married need Children(s) & Spouse.

*** If applicant needs a security clearance then must have complete family info.

Citizenship:

**** See Chaplain SOP for documents accepted. Use actual document to complete screen**

Page 1: If yes see security manager for guidance.

Character References:

This section is used for security clearance process only, Please read instructions listed on the screen. Basically cannot be anyone that was used anywhere else in the packet. One reference must go back 10 years.

Beneficiaries:

Must select "None" and "By Law "under DD 93. Applicant will actually complete these form when they in process at the unit.

Assignment Screen: (Located in top right under "I Want To"

****** When you open up this screen and you cannot add information look at the top of the screen, Rank, AOC, PE date, PULHES must be already entered on the screen, otherwise if they are missing go to the Person screen for Actual PE date & PULHES & AOC/CORP screen for AOC & Rank.**

Must complete Unit, Para, Lin # & complete address. (Street address must have # at the beginning)

Click the "Lock" box.

Click Save

****** Do not enter anything in Appointment dates**

STEP 2 SCANNING:

DD 2088: Will be scanned in by OCCH only.

*****Packet can pass validation and be QC'ed at State and NGB LEVEL with the DD 2088 listed as "Outstanding"**

DCA Does Not list every document required in Step 2, see DCA Chaplain scanning document for complete list of required documents.

For items listed in Step 2, you can click on the "RED" Outstanding and will automatically select the correct folder to go in.

Recommend scanning all documents with appropriate title to your desktop. Create a folder on your desktop and scan everything to that location. Make sure you open each file to make sure document was scan correctly and is legible.

**** The next 2 pages are the DCA scanning documents for CHAPLAIN 56A & CHAPLAIN CANDIDATE 00E**

Folder Name	Required	Notes
Medical		
DD 2808, Report of Medical Exam and Waiver Docs (4 pages)	Y	
DD 2807-1, Report of Medical History (3 Pages)	Y	
DA 5500/5501	Y	Scan in as "Other med docs" titled DA fm 5500 or 5501
DODMERRB PE with 507 (DD 2492 (2 Pages & DD 2351 2 Pages)		If DODMERRB was used for physical exam, do not include any additional documents
Medical Waiver Memo (if needed)	Y	If PE has a 3 or 3P in the PULHES. File med waivers in front of DD 2808
HIV/DAT Results	Y	Scan in as "Other med docs" titled Lab results
Source		
Birth Certificate or DA Form 5252-R for Naturalized Citizens	Y	Stamp/sign "Certified True Copy"
SSN Card, DD 214 or Numident	Y	Stamp/sign "Certified True Copy"
Official Undergraduate Transcripts	Y	Stamp/sign "Certified True Copy"
Official Graduate/Seminary Transcripts	Y	Stamp/sign "Certified True Copy"
DD Form 368, Conditional Release (if applicable)	Y	Per Chaplain SOP guidelines
Photograph	Y	
Academic Evaluation Worksheet	Y	ONLY required for Chaplain Applicants
Senior State Chaplain Interview Statement	Y	Scan into Source Folder under "Interview," effective 23 OCT 2010
Chronological Listing of Professional Ministry Experience	Y	ONLY required for Chaplain Applicants
Multi-Paragraph Application Letter	Y	Use DEC 2009 SOP version to include statement regarding AR 670-1
Applicant Essay	Y	Use correct SOP version for Chaplain or Chaplain Candidate
Verification of Security Clearance (if applicable)	Y	(Can use DA FORM 4572 for Non-Prior Service applicants)
Waiver Requests (if applicable)	Y	Recruiter Waiver Memorandum, Applicant Statement (except age)
BOARD		
Certification of Applicant (Security Clearance Application)	Y	Signature must be within 120 days of board, with SSN at bottom
Signature Release of Info (Security Clearance Application)	Y	Signature must be within 120 days of board, with SSN at bottom
Signature of Medical Release (Security Clearance Application)	Y	Signature must be within 120 days of board, with SSN at bottom
Signature Release of Credit Check	Y	Signature must be within 120 days of board, with SSN at bottom
NGB 62E, Application for Federal Recognition	Y	Only DCA generated 62E
APPOINTMENT		
Security Clearance Application	Y	Generated by DCA in Step 4
PRIOR SERVICE		
RPAS, NGB Form 23B (or equivalent)	Y	For all Current and Prior Service National Guard applicants
DD 214/DD215/NGB 22	Y	With RE Code
OER/AER/NCOER	Y	Last 3 OERs, NCOERs or AERS
DA 1059's (AER - Academic Evaluation Report)	Y	If CH-BOLC graduate, indicate in last paragraph of Application Letter
E-MAIL		
DD Form 2088, Certificate of Ecclesiastical Endorsement (EE)	Y	E-mail to OCCH: felando.thigpen@us.army.mil

Folder Name	Required	Notes
Medical		
DD 2808, Report of Medical Exam and Waiver Docs (4 pages)	Y	
DD 2807-1, Report of Medical History (3 Pages)	Y	
DA 5500/5501	Y	Scan in as "Other med docs" titled DA fm 5500 or 5501
DODMERRB PE with 507 (DD 2492 (2 Pages) & DD 2351 (2 Pages)		If DODMERRB was used for physical exam, do not include any additional documents
Medical Waiver Memo (if needed)	Y	If PE has a 3 or 3P in the PUIHES. File med waivers in front of DD 2808
HIV/DAT Results	Y	Scan in as "Other med docs"
Source		
Birth Certificate or DA Form 5252-R for Naturalized Citizens	Y	Stamp/sign "Certified True Copy"
SSN Card, DD 214 or Numident	Y	Stamp/sign "Certified True Copy"
Official Undergraduate Transcripts	Y	Stamp/sign "Certified True Copy"
DD Form 368, Conditional Release (if applicable)		
Photograph	Y	Per Chaplain SOP guidelines
Senior State Chaplain Interview Statement	Y	Scan into source folder under "Interview," effective 23 OCT 2010
Letter of Acceptance/Enrollment	Y	Per Chaplain SOP guidelines
Multi-Paragraph Application Letter	Y	Use DEC 2009 SOP version to include statement regarding AR 670-1
Applicant Essay	Y	Use correct SOP version for Chaplain or Chaplain Candidate
Verification of Security Clearance (if applicable)	Y	(Can use DA FORM 4572 for Non-Prior Service applicants)
Waiver Requests (if applicable)	Y	Recruiter Waiver Memorandum, Applicant Statement (except age)
BOARD		
Certification of Applicant (Security Clearance Application)	Y	Signature must be within 120 days of board, with SSN at bottom
Signature Release of Info (Security Clearance Application)	Y	Signature must be within 120 days of board, with SSN at bottom
Signature of Medical Release (Security Clearance Application)	Y	Signature must be within 120 days of board, with SSN at bottom
Signature Release of Credit Check	Y	Signature must be within 120 days of board, with SSN at bottom
NGB 62E, Application for Federal Recognition	Y	Only DCA generated 62E
APPOINTMENT		
Security Clearance Application	Y	Generated by DCA in Step 4
PRIOR SERVICE		
RPAS, NGB Form 23B (or equivalent)	Y	For all Current and Prior Service National Guard applicants
DD 214/DD215/NGB 22	Y	With RE Code
OER/AER/NCOER	Y	Last 3 OERs or NCOERs
DA 1059's (AER - Academic Evaluation Report)	Y	If CH-BOLC graduate, indicate in last paragraph of Application letter
E-MAIL		
Ecclesiastical Approval (EA) Letter/Memo	Y	E-mail to NGB-ASM-O - felando.thigpen@us.army.mil
TDA Request for Temporary Duty Assignment	Y	E-mail to NGB-ARZ-CH - wayne.lehto@us.army.mil

Tattoo requirements:

Add date in Request date and then click on Save to the left.

Step 2: Collect required documents.

Based on the information you provided in the questionnaires, you are required to provide the documents listed below as "Outstanding", you will need to scan or upload the original document into the system.

<u>Required Documents</u>	<u>Document Status</u>	<u>Request Date</u>
Full Length Photo Required	Collected	
Requesting Endorsement (UF 2088)	<u>Outstanding</u>	
Review Tattoo Requirements	Collected	20100525



STEP 3 WAIVERS:

All waivers need to be completed via paper and scanned into DCA in accordance with Chaplain SOP and DCA scanning checklist.

Each waiver listed in Step 3 needs to be initiated in DCA so the packet will move forward to the next level. Chaplain SOP might require waiver(s) that DCA does not ask for in Step 3. In this case need to scan the documents in correct folder in accordance with Chaplain DCA Scanning List & SOP.

When completing the waivers in DCA any UIC can be used.

CHAPTER 4

PERFORM E –VALIDATION

Click on Perform E-validation button.

Applicant profile screen: Eval will either be a 2Y or 2N.

2N's: Two options to review Eval errors

(A): Click on the 2N

(B): Go to "I want to" drop down and select view E-Validation Report

You can either minimize this screen or print it off

Correct all errors

Perform Eval again

If still 2N, click on it and review the date and time, make sure date and time have changed since last report. If not, you need to refresh the record in order to get accurate report. It can take up 10 minutes to update.

Fix any new errors and repeat the steps above until you get a 2Y

INITIATE QC

Initiate QC by clicking on Initiate QC button, Your QC summary which is located right under the Eval should show **2I**.

To view QC summary report, go to "I want to" QC summary report. (This is what NGB, OCCH & Board members review)

CHAPTER 5

STEP 4: Generating the Security Clearance Application and obtaining four signature pages (Certification of Applicant, Signature of Medical Release, Signature of Credit Check & Signature of Release of Information)

This will allow you to pull up and print the documents selected.

Click on each document so it will highlight the following documents. Certification of Applicant, Signature of Medical Release, Signature of Credit Check & Signature of Release of Information. Then click on Add, this will move the documents to the right. Click on Get Signature and Save. Top left of the screen click on the printer icon.

NGB 62E: Do the same steps to print this form. Should be last document you print and scan into DCA.

You can print these documents or you can save them a PDF.

A: Adobe Pro

Saving the 62E if you have Adobe Pro.

1. Generate 62E through DCA in Step 4 of the applicant profile screen - image will pop up as a pure edge viewer for internet explorer.
2. Select print from top left. Do not complete the print job. Instead of selecting your regular printer, select PDF Maker. You will have to name your document here and place it in a folder on your desktop.
3. The 62E in PDF format will automatically pop up in the Adobe program. At this point print out page four from the 62E and have my applicant sign it.
4. Scan in the signed Page 4 into a PDF file in Adobe and save it to another file on your desktop.
5. Go back into the 62E saved in PDF format and select the fourth tab in the top left, "Document". Scroll down to "Insert Pages". You will have to browse through your saved files on your computer to get the signed page 4 from the 62E that you scanned in. Select that document.
6. Adobe will prompt you to choose where in the 62E document you would like this new file inserted. For this situation I select after page 4.
7. Last step is to make sure the old, unsigned page four is deleted. Go back to the "document" tab, and scroll down to "delete pages". Make sure you delete the unsigned page four. The PDF document numbers may not coordinate with the actual 62E page numbers.
8. Save the updated version of the 62E and upload to DCA.

Submitting Security Clearance application to OPM

Scan three Security Clearance documents (Release of Info, Medical Release, Certification of Applicant), & Credit Check & NGB 62E to a folder on your desktop.

Then go to Step 2 on applicant profile screen and scan documents into **Board** folder.

(*** The only time you can upload the 62E & above documents is when you have a 2Y/2I, otherwise they will not appear as option in the dropdown until you have the 2Y/2I and they must be scanned in the correct folder and **NOT** as "Other Board Document".

**** Special Note: If applicant already has a security clearances then DO NOT click on the Submit for Clearance button.**

If applicant requires a security clearance then select the "Submit for Clearance" button.

(Within minutes you should get a Clearance submit date on the applicant profile screen, and shortly thereafter that you should get Clearance complete date. (Might need to refresh page). If there is error with the security clearance submission you get a Clearance Error Report with a blue date (hyperlink) click on the hyperlink and review the errors and correct it.

Correcting Security Clearance Errors:

Upon completion of the errors do the following steps again:

Must re-do the steps listed above, Perform Eval, Initiate QC, Create Security Clearance application and re-submit clearance.

Completion of Security Clearance Submission Process

***** Security Clearance Submit Date and Clearance Accept Date will display on applicant profile screen**

Fingerprint Card Submission Process:

****** Fingerprint cards not received at the address below within 30 days the record will be removed from the system at OPM and FP cards will be returned. This can cause major problems in obtaining a interim clearance.**

Mail Fingerprint cards to:

U.S. Office of Personnel Management
Federal Investigations Processing Center
ATTN: SAC Department
1137 Branchton Road, Box 618
Boyers, PA 16018-0518

Once FP cards are mailed to address above, go into DCA, applicant profile screen and click on the FP card button.

Until the FP cards are mailed and button selected you will receive email every 5 days for 30 days to make sure you have mailed them. DO NOT hit reply to all on this email, it is just a reminder to mail the cards and click on the FP button mailed in DCA.

Obtaining Security Clearance Report

Click on Reports

Click on JPAS Submission report

Search by: From and To date

Applicant type: Chaplain

Report Format: Excel

Report Delivery: Display on screen

CHAPTER 6

Submitting DCA application to the next level for QC'ing

Applicant profile screen, Click on "Workflow Tab"

Record will be in workflow inbox titled 'QC Approval'

Click on QC Approval on the left side, enter comments, etc, (You can open up QC Summary and view packet and match the source documents with the QC summary report. QC the packet using the checklist at end of this handbook.

Click Finish Task

Record will go directly to your State ASM or NGB & do the steps above in order to keep the packet moving to the next level.

*** There is no longer a DCSPER Role in the workflow for Chaplain or AMEDD.

NGB Level:

All packets rec'd at NGB level are QC'ed normally within 24 hrs. If packet has callouts you will receive email stating what the callouts are and packet will be returned to Packet Prep with Eval of 2N.

You must restart from **Step 3** again, you do not need to re-do the Generate Security Clearance Application or re-scan the 3 PAI's and credit check again.

If changes made in DCA under step 1 you might need to re print the NGB 62E and re scan in again in Step 7 to show the changes made.

Once the packet is forwarded to OCCH you will receive a Level 2 email stating packet forwarded with comments such as "Fwd'ed to OCCH"

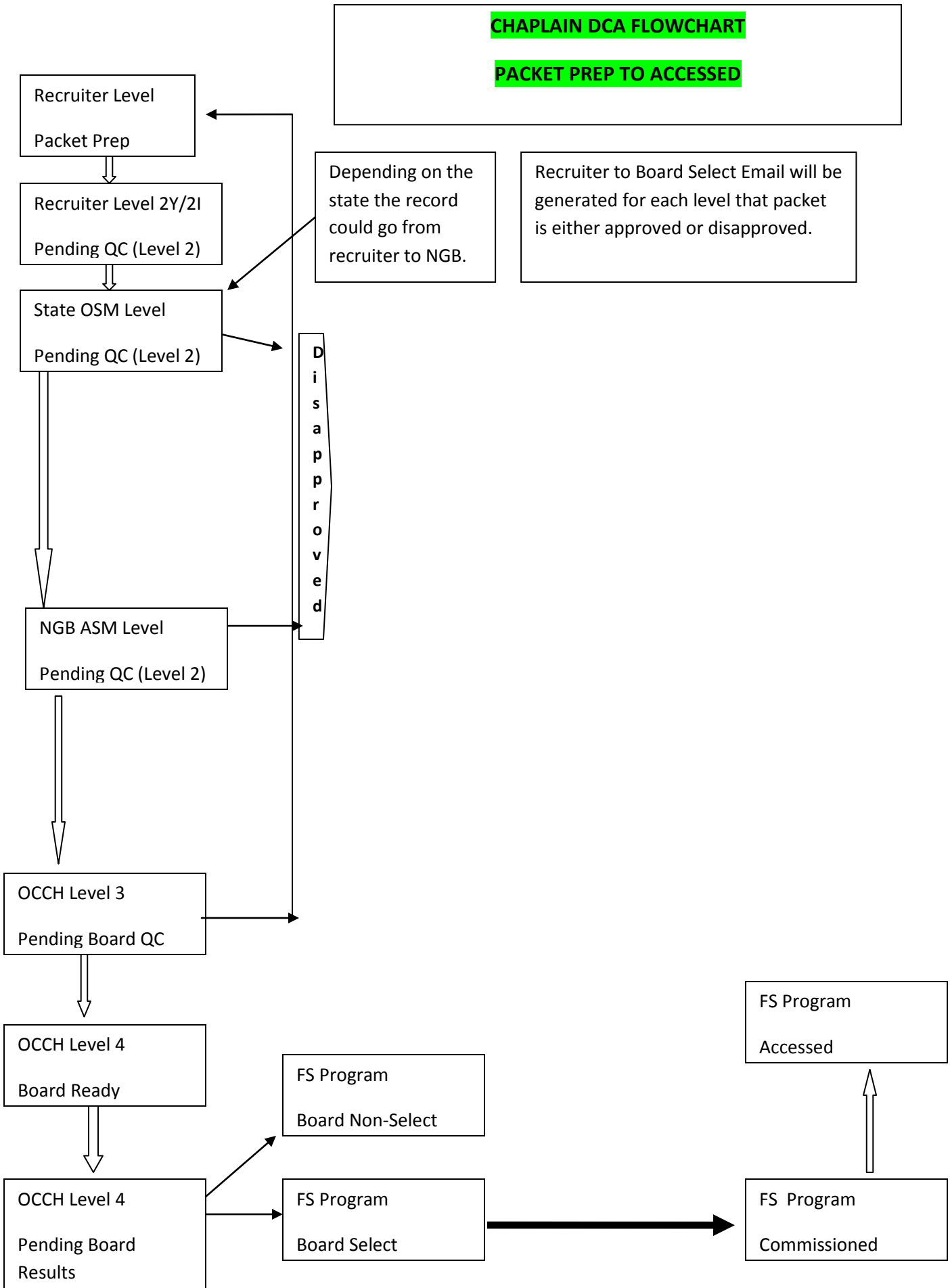
Upon review at OCCH if packet has callouts same will apply as if coming from NGB level.

**** CAUTION: DO NOT attempt to add anything, re-run Eval, etc., once the packets leave the recruiter/tech without approval from NGB personnel.

**** DO NOT contact OCCH in reference callouts, etc; contact NGB Personnel for further guidance.

CHAPLAIN DCA FLOWCHART

PACKET PREP TO ACCESSED



OCCH Level:

OCCH will load the DD 2088

You will receive a Level 3 email stating that your applicant is Board Ready.

Packets at OCCH will normally not be made board ready till after the application deadline date at OCCH.

After OCCH Accession Board is over within a few days you will get email stating your applicant was a Select or Non-Select. Official board results will be forwarded by NGB Chaplain's office.

Upon receipt of Board Select email, board results are located in the View packet of DCA.

DCA record upon receipt of Board Select email the record will move to FS PGM status and be located under Board Select.

CHAPTER 7

FS PROGRAM

Upon commissioning do the following:

STEP BY STEP INSTRUCTION FOR MOVING RECORDS FROM BOARD SELECT TO COMMISSIONED TO ACCESSION STATUS IN DCA

STEP #1:

1. Open the record up in DCA to applicant profile screen.

2. After commissioning scan the NGB 337 into DCA

Appointment folder

Common Document

Document name "NGB 337"

Click Upload.

3. Upon receipt of State orders scan into DCA

Document type "State"

Document name "State Order"

Click Upload ******* This will change the records Disposition from Board Select to Commission***

4. Applicant profile screen, select "I Want To" Assignment and Scroll screen

Add date State RFO sent and Date State Orders Rec'd, Click Save

STEP #2:

1. Upon receipt of PFR orders scan into DCA

Document type "Appointment"

Document category" Common Documents"

Document Name Appointment Orders/PFR"

2. Applicant profile screen select "I Want To" Assignment and Scroll screen

You can add TFR orders date if you want prior to PFR

Add PFR requested date, PFR Issued date

Click Save

3. Applicant profile screen select "I Want To" Boards and Accession screen

Add date Accessed, Click Save *** **This will change your record from Commission to Accessed in DCA**

DO NOT RUN EVAL AFTER THEY ARE BOARD SELECTS

***** If the record is not moved from Board Select to Commission within 12 months it will automatically move back to PKT Prep!!

**** Applicant that was boarded as Chaplain Candidate and is ready to re-board for Chaplain 56A. The same DCA record that was used to board a candidate can be reset to packet prep. This will allow you to update the record and submit it without inputting the data over again.

CHAPLAIN (56A) DCA PACKET QC CHECKLIST

**** All documents need to scanned into DCA so they do not have to be rotated.****

MEDICAL FOLDER

**** Do not include med docs, eye exams, hearing test, etc. ***

DD 2808: (Only needed if PE is from MEPS or ARNG Med Det)

____ Verify all 4 pages are scanned in to DCA

____ Verify DD 2808 is not outdated (2 yrs for NPS & other officers & 5 yrs for CH Candidates)

____ Verify name on 2808 is correct applicant

____ Date of Exam (Block 1) should match QC summary medical section date

____ Verify Block 15A (Army), 15B (NG), 15C(Commission) is marked.

____ Verify DAT/HIV (Block 49 & 50) results are annotated on 2808 or lab results are attached

____ Check PULHES (Block 74B) to match DCA unless waiver is needed, then PULHES from approved medical waiver must match DCA medical section

____ Verify block 74 is check "Qualified", if not should have SF 507 (Medical waiver)

____ HT & WT (Block 53 & 54) from 2808 needs to match QC Summary medical section, unless applicant is over- weight then need DA 5500 or 5501 needs to be completed

____ Verify that PE was signed off by medical provider.

***** PE's taken at ARNG Med Dets, etc for PS personnel must have MEDPROS for HIV or lab results. DAT must either MFR from current unit that applicant participates in random drug testing or need recent drug testing results scanned into DCA.

DD 2807-1: (Only needed if PE is from MEPS or ARNG Med Det)

____ Verify scanned document is correct applicant

____ Verify block 6 is marked "Commission": and Location of PE is completed

____ Verify all 3 pages are scanned into DCA

____ Yes answer to drug use must be entered in DCA under " Moral screening , page 2" per SOP Paragraph 7-3d and will need waiver.

DODMERB PE's: (DODMERB PE's do not require HIV/DAT)

____ DD 2492 (2 pages) & DD 2351 (2 pages) are scanned into DCA

____ Does PE have DODMERB stamp on DD 2351, page 1 top right

_____ Is there a completed SF 507 scanned in?

_____ Does Height from Blk 11 & Weight from Blk 12 of DD 2351 match QC Summary

_____ Does applicant meet HT/WT standard in accordance with AR 600-9, if no need DA 5500 or DA 5501

Medical Waiver Memo: (If 3P in PULHES of 2808)

_____ Verify medical waiver is the same applicant as DCA

_____ Verify PULHES on approved medical waiver matches DCA medical section

_____ Verify medical waiver is signed by NGB approving official

DA 5500 or DA 5501: (If applicant is over weight by PS standards)

_____ Verify 5500 or 5501 is the same applicant as DCA

_____ Verify applicant meets BF standard in accordance with AR 600-9

_____ Verify HT/WT from 5500/5501 matches QC Summary medical section

_____ Verify BF % matches QC summary medical section

_____ Verify 5500 or 5501 has 2 signatures and dated with one being a commissioned officer

SOURCE FOLDER

Birth Certificate:

_____ Verify First, Middle and Last name on Birth Certificate is spelled exactly same on QC Summary

_____ Does Birth Certificate have "Certified True Copy" Stamp or Statement

_____ Has recruiter printed their name, signed and dated document below stamp

_____ Verify Date of Birth matches QC Summary

_____ Verify Place of Birth matches QC Summary

_____ Document must be legible

USAREC 5252R (Only need if using Certificate of Citizenship or Naturalization Certificate)

_____ Verify 5252 is same applicant as QC Summary

_____ Verify all information matches QC Summary

_____ Must be signed by a Commissioned Officer

_____ Verify Certificate of Citizenship & Naturalization Certificates are removed from DCA. Not authorized to copy these documents.

SSN Card, DD 214 or Numident:

- ____ Verify SSN# on document is exactly identical as QC Summary
- ____ Does SSN document have "Certified True Copy" Stamp or Statement
- ____ Verify recruiter printed their name, signed and dated below Certified True Copy

Official Undergraduate Transcripts SOP Paragraph 4-1, j.

- ____ Transcripts must be stamped/signed "Certified True Copy" on every page.
- ____ Transcripts "MUST" be scanned so they do not have to be rotated to be viewed.
- ____ Circle or highlight degree awarded, grad date & cumulative GPA.
- ____ Degree must be from an accredited college or university listed in the ACE 2006-2007 (or latest) Accredited Institutions of Postsecondary Education. If not, a Letter of Equivalency ("WASH Letter") is required.
- ____ Semester hours, quarter hours, etc must match transcripts.
- ____ The order for transcript file is:
 1. Projected Graduation Letter.
 2. Transcripts.
 3. Class Registration Document.
 4. Letter of Equivalency ("WASH Letter").

Official Graduate/Seminary Transcripts (Chaplain). SOP Paragraph 4-1, j.

- ____ Transcripts must be stamped/signed "Certified True Copy" on every page.
- ____ Graduate school qualification, there must be at a minimum a degree of 72 hrs. Credits for CHBOLC, Advanced undergraduate classes, and life experience will not be counted toward the minimum 72 hrs.
- ____ Transcripts "MUST" be scanned so they do not have to be rotated to be viewed.
- ____ Circle or highlight degree awarded, grad date & cumulative GPA.
- ____ Degree must be from an accredited college or university listed in the ACE 2006-2007 (or latest) Accredited Institutions of Postsecondary Education. If not, three Letters of Equivalency ("WASH Letters") is required.
- ____ Seminary degrees must have a minimum of 72 hours.
- ____ If degree has less than 90 hours, an Academic Evaluation Worksheet is required.
- ____ The order for transcript file is:
 1. Projected Graduation Letter.
 2. Transcripts.
 3. Class Registration Document.
 4. Three Letters of Equivalency ("WASH Letters").

DD 368, Conditional Release Form **SOP Paragraph 4-1, o.**

- ___ Conditional Release (if applicable for transfer from another branch of service).
- ___ Has recruiter and applicant signed & dated the form.
- ___ Has the branch signed and dated form and is expiration/valid date at least 30 days after board.
- ___ Approval authority must be 0-5 or higher in chain of command

Photograph **SOP Paragraph 4-1, e.**

- ___ All photos must be in COLOR.
- ___ DA photos are preferred for current members of any service of the military.
- ___ If a DA photo is not available, dress uniform is required (unless applicant is deployed).
- ___ NPS applicants that are not in the military, a business suit is preferable (no robes).
- ___ Non-DA photos must show applicant's head and feet and must have the following information entered and centered at the bottom of the photo: Name, SSN, and Date, typed in Times New Roman/28 pitch. Photo size 5"x7" or digital photo.
- ___ All photos must be dated within 6 months of the board.

Academic Evaluation Worksheet **SOP Paragraph 4-1, k.**

Senior State Chaplain Interview Statement **SOP Paragraph 4-1, f., Appendix D-1.**

- ___ Scan into the Source Folder in DCA under Document Name: "Interview."
- ___ Must be completed by State Chaplain or the State Chaplain designee (O5 or above).

DD FORM 2088 Ecclesiastical Endorsement (EE) **SOP Paragraph 4-1, c.**

- ___ Verify document is not older than one calendar year from date of signature for accessions.
- ___ Contact the applicant and advise them to contact Endorsing Agency and verify they have emailed the or fax to OCCH. (Fax 3 571-256-8775). Endorsing can email copy to the recruiter.
- ___ E-mail copy to Mr. Thigpen at OCCH: felando.thigpen@us.army.mil.

Chronological Listing of Professional Ministry Experience **SOP Appendix D-5.**

- ___ Verify all sections are complete and the appropriate numbers are circled in bottom section.
- ___ Verify form is signed and dated.

Multi-Paragraph Application Letter SOP Appendix D-3 for Chaplains

- _____ Verify the correct version of the letter is used.
- _____ Verify statement regarding AR 670-1 is included.
- _____ Verify the correct paragraphs are included.
- _____ Verify all blanks are completed.
- _____ If the applicant completed CH-BOLC (Chaplain Basic Officer Leaders Course), the last paragraph should indicate completion.
- _____ Verify the letter is signed.

Essay SOP Appendix D-6 for Chaplain

- _____ Verify title of essay is correct. For Chaplain: "Why I Want to be an Army Chaplain."
- _____ Essay may not be longer than one page in length, with 1-inch margins, double-spaced.
- _____ Font size and type should be Times New Roman with 12 point font (or nearest match).
- _____ Must be signed and dated at the bottom right.

Waiver Requests (other than medical) SOP Chapter 7, Appendix E.

- _____ Verify all waiver requests meet OCCH waiver guidelines (see Chaplain Recruiting SOP).
- _____ Waiver requests should be scanned under the "Moral Waiver Documentation" file.
- _____ Order of file must be:
 1. Request from applicant.
 2. Ecclesiastical acknowledgement.
 3. Any court documents.
- _____ If multiple waivers are required, scan them all into the same file.
- _____ Age Waiver requests are scanned into "Other Source Documents-Age Waiver Request."
- _____ The only document required for age waiver requests is the request from the state.

BOARD FOLDER

NGB 62E, Application for Federal Recognition (Must use DCA generated 62E) SOP Paragraph 4-1, gh

_____ Section I – Verify the requested Grade and Branch are completed for the Federal Recognition line and Appointment as a Reserve Officer line. The Certificate of Eligibility line should not be completed.

_____ Verify the form is signed.

_____ All 6 pages must be scanned in.

3 Security application signature pages: Certification of applicant, Release of Info, Medical Release & Credit Check

_____ Verify forms are same applicant as QC Summary

_____ Verify date signed is within 120 days of OCCH board date (If security clearance is needed)

_____ If applicant has AKA's make sure other names used added

_____ Verify applicant has signed and date

PRIOR SERVICE FOLDER

RPAS Statements (Retirement Point Statement, NGB Form 23B).

_____ Required for all members of the ARNG. Retirement point statements are very helpful for members of other services but not required..

DD 214's & NGB 22's with RE Code, & any DD 215's.

_____ Required for all Active Federal Service (they must be Member Copy with RE Code).

Additional PS records:

_____ Must have last 3 OERs or most recent AERs, NCOERs or memo from current unit Commander stating why no OER's AER's or NCOER'S.

_____ CH-BOLC Academic Evaluation Report (DA Form 1059) if applicant completed course.

_____ Citations for individual awards (not required).

_____ Latest promotion orders for officers

_____ Oath of office, NGB 337 or DA 71 (Chaplain Candidates & former officers)

CHAPLAIN CANDIDATE DCA PACKET QC CHECKLIST

**** All documents need to scanned into DCA so they do not have to be rotated.****

MEDICAL FOLDER

**** Do not include med docs, eye exams, hearing test, etc. ***

DD 2808: (Only needed if PE is from MEPS or ARNG Med Det)

___ Verify all 4 pages are scanned in to DCA

___ Verify DD 2808 is not outdated and is CH 2 Commissioning PE within 2 yrs from date of board.

___ Verify name on 2808 is correct applicant

___ Date of Exam (Block 1) should match QC summary medical section date

___ Verify Block 15A (Army), 15B (NG), 15C (Commission) is marked.

___ Verify DAT/HIV (Block 49 & 50) and Alcohol (Block 51) results are annotated on 2808 or lab results are attached

___ Check PULHES (Block 74B) to match DCA unless waiver is needed, then PULHES from approved medical waiver must match DCA medical section

___ Verify block 74 is check "Qualified", if not need SF 507 (Medical waiver)

___ HT & WT (Block 53 & 54) from 2808 needs to match QC Summary medical section, unless applicant is over- weight then need DA 5500 or 5501 needs to be completed

___ Verify that PE was signed off by medical provider.

***** PE's taken at ARNG Med Dets, etc for PS personnel must have MEDPROS for HIV or lab results. DAT must either MFR from current unit that applicant participates in random drug testing or need recent drug testing results scanned into DCA.

DD 2807-1: (Only needed if PE is from MEPS or ARNG Med Det)

___ Verify scanned document is correct applicant

___ Verify block 6 is marked "Commission": and Location of PE is completed

___ Verify all 3 pages are scanned into DCA

___ Yes answer to drug use must be entered in DCA under " Moral screening , page 2" per SOP Paragraph 7-3d and will need waiver.

DODMERB PE's: (DODMERB PE's do not require HIV/DAT)

- ___ DD 2492 (2 pages) & DD 2351 (2 pages) are scanned into DCA
- ___ Does PE have DODMERB stamp on DD 2351 page 1 top right
- ___ Is there a completed SF 507 scanned in?
- ___ Does Height from Blk 11 & Weight from Blk 12 of DD 2351 match QC Summary
- ___ Does applicant meet HT/WT standard in accordance with AR 600-9, if no need DA 5500 or DA 5501

Medical Waiver Memo: (If 3P in PULHES of 2808)

- ___ Verify medical waiver is the same applicant as DCA
- ___ Verify PULHES on approved medical waiver matches DCA medical section
- ___ Verify medical waiver is signed by NGB approving official

DA 5500 or DA 5501: (If applicant is over weight by PS standards)

- ___ Verify 5500 or 5501 is the same applicant as DCA
- ___ Verify applicant meets BF standard in accordance with AR 600-9
- ___ Verify HT/WT from 5500/5501 matches QC Summary medical section
- ___ Verify BF % matches QC summary medical section
- ___ Verify 5500 or 5501 has 2 signatures and dated with one being a commissioned officer

SOURCE FOLDER

Birth Certificate:

- ___ Verify First, Middle and Last name on Birth Certificate is spelled exactly same on QC Summary
- ___ Does Birth Certificate have "Certified True Copy" Stamp or Statement
- ___ Has recruiter printed their name, signed and dated document below stamp
- ___ Verify Date of Birth matches QC Summary
- ___ Verify Place of Birth matches QC Summary
- ___ Document must be legible

USAREC 5252R (Only need if using Certificate of Citizenship or Naturalization Certificate)

____ Verify 5252 is same applicant as QC Summary

____ Verify all information matches QC Summary

____ Must be signed by a Commissioned Officer

____ Verify Certificate of Citizenship & Naturalization Certificates are removed from DCA. Not authorized to copy these documents.

SSN Card, DD 214 or Numident:

____ Verify SSN# on document is exactly identical as QC Summary

____ Does SSN document have "Certified True Copy" Stamp or Statement

____ Verify recruiter printed there name, signed and dated below Certified True Copy

Official Undergraduate Transcripts SOP Paragraph 4-1, j.

____ Transcripts must be stamped/signed "Certified True Copy" on every page.

____ Transcripts "must" be scanned so they do not have to be rotated to be viewed.

____ Circle or highlight degree awarded, grad date & cumulative GPA.

____ Degree must be from an accredited college or university listed in the ACE 2006-2007 (or latest) Accredited Institutions of Postsecondary Education. If not, a Letter of Equivalency ("WASH Letter") is required.

____ Semester hours, quarter hours, etc must match transcripts.

____ The order for transcript file is:

1. Projected Graduation Letter.
2. Transcripts.
3. Class Registration Document.
4. Letter of Equivalency ("WASH Letter").

DD 368, Conditional Release Form SOP Paragraph 4-1, o.

____ Conditional Release (if applicable for transfer from another branch of service).

____ Has recruiter and applicant signed & dated the form.

____ Has the branch signed and dated form and is expiration/valid date at least 30 days after board.

____ Approval authority must be O-5 or higher in chain of command

Photograph SOP Paragraph 4-1, e.

- ___ All photos must be in COLOR.
- ___ DA photos are preferred for current members of any service of the military.
- ___ If a DA photo is not available, dress uniform is required (unless applicant is deployed).
- ___ NPS applicants that are not in the military, a business suit is preferable (no robes).
- ___ Non-DA photos must show applicant's head and feet and must have the following information entered and centered at the bottom of the photo: Name, SSN, and Date, typed in Times New Roman/28 pitch. Photo size 5"x7" or digital photo.
- ___ All photos must be dated within 6 months of the board.

Letter of Acceptance/Enrollment SOP Paragraph 4-1, i.

- ___ Letters should be for the current semester.
- ___ Acceptance Letters must state that the applicant is accepted into a Master of Divinity program.
- ___ Enrollment Letters must also state that the applicant is a full-time student.

Ecclesiastical Approval (EA) Memo SOP Paragraph 4-1, d.

- ___ Verify document is not older than one calendar year from date of signature for accessions.
- ___ Contact the applicant and advise them to contact Endorsing Agency and verify they have emailed (Felando.thigpen@us.army.mil) or faxed the document to OCCH. (Fax 3 571-256-8775). Endorsing agency can email copy to the recruiter
- ___ E-mail copy to Mr. Thigpen at OCCH: felando.thigpen@us.army.mil.

Multi-Paragraph Application Letter Appendix D-4 for Chaplain Candidates.

- ___ Verify the correct version of the letter is used.
- ___ Verify statement regarding AR 670-1 is included.
- ___ Verify the correct paragraphs are included.
- ___ Verify all blanks are completed.
- ___ If the applicant completed CH-BOLC (Chaplain Basic Officer Leaders Course), the last paragraph should indicate completion.
- ___ Verify the letter is signed.

Essay SOP Appendix D-7 for Chaplain Candidates

- ___ Verify title of essay is correct. For Chaplain: "Why the Army Chaplaincy."
- ___ Essay may not be longer than one page in length, with 1-inch margins, double-spaced.
- ___ Font size and type should be Times New Roman with 12 point font (or nearest match).
- ___ Must be signed and dated at the bottom right.

Waiver Requests (other than medical) SOP Chapter 7, Appendix E.

- ___ Verify all waiver requests meet OCCH waiver guidelines (see Chaplain Recruiting SOP).
- ___ Waiver requests should be scanned under the "Moral Waiver Documentation" file.
- ___ Order of file must be:
 1. Request from applicant.
 2. Ecclesiastical acknowledgement.
 3. Any court documents.
- ___ If multiple waivers are required, scan them all into the same file.
- ___ Age Waiver requests are scanned into "Other Source Documents-Age Waiver Request."
- ___ The only document required for age waiver requests is the request from the state.

BOARD FOLDER

NGB 62E, Application for Federal Recognition (Must use DCA generated 62E) SOP Paragraph 4-1, h.

- ___ Section I – Verify the requested Grade and Branch are completed for the Federal Recognition line and Appointment as a Reserve Officer line. The Certificate of Eligibility line should not be completed.
- ___ Verify the form is signed.
- ___ All 6 pages must be scanned in.

3 Security application signature pages: Certification of applicant, Release of Info, Medical Release & Credit Check

- ___ Verify forms are same applicant as QC Summary
- ___ Verify date signed is within 120 days of USAREC board date (If security clearance is needed)
- ___ If applicant has AKA's make sure other names used added
- ___ Verify applicant has signed and date

PRIOR SERVICE FOLDER

RPAS Statements (Retirement Point Statement, NGB Form 23B).

_____ Required for all members of the ARNG. Retirement point statements are very helpful for members of other services but not required..

DD 214's & NGB 22's with RE Code, & any DD 215's.

_____ Required for all Active Federal Service (they must be Member Copy with RE Code).

Additional PS records:

_____ Must have last 3 OERs or most recent AERs, NCOERs or memo from current unit Commander stating why no OER's AER's or NCOER'S.

_____ CH-BOLC Academic Evaluation Report (DA Form 1059) if applicant completed course.

_____ Citations for individual awards (not required).

_____ Latest promotion orders

_____ Oath of office, NGB 337 or DA 71

END

SOP will now resume numbering at page 32 (Appendix D).

D-1 Interview Statement Format for Chaplains

(Headquarters Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR: Office of the Chief of Chaplains, ATTN: DACH-PEC,
2700 Army Pentagon 1D143A-3 Washington, DC 20310-2700

SUBJECT: Interview Statement for (*Applicant's name*)

1. I interviewed (*Applicant's name*), an applicant for a commission in the Regular Army (*USAR, NGB, etc*) as an active duty (*reserve component*) Chaplain, on (*Date*).

2. My evaluation of the applicant is as follows: (*Answer each item below with at least 25 words*)

a. Professional and academic qualifications. Review transcripts (distance learning v. in residence; were any credits advanced, life experience, or from CHBOLC?)

b. Ministerial experience (volunteer v. paid staff; congregational leader v. small group; congregational v. institutional setting; size and scope of responsibility; sacraments, rites, ceremonies). Has the person developed a mature religious leader identity?

c. Military experience. (Summarize prior/current military service.)

d. Motivation for ministry in the Army Chaplaincy.

e. Willingness to work cooperatively with chaplains of various faith groups, ethnic backgrounds, and gender- respecting the importance of diversity within the Chaplain Corps.

f. Ability to deal with people.

g. Personality traits. (Does the applicant require waivers (age, moral, PWE, RE code, over 10 years AFS) for the accessioning process?)

h. Appearance, poise, and general physical condition.

i. Overall potential for ministry in the Army Chaplaincy.

j. Assignment limitations.

k. Demonstrates clear verbal and written proficiency in the English Language. "*The applicant (will) or (will not) be able to communicate effectively with the Command, Staff, Soldiers, and Families of his or her unit.*" Have applicant submit a sermon (or appropriate sacred communication for one's faith group) for review (video and manuscript).

3. I (*recommend*) (*strongly recommend*) or (*do not recommend*) (*the applicant*) for a commission as an Army National Guard Chaplain for the following reason/s. (*Give the reason for reaching your decision- Is it a strong recommendation? Just a recommendation? A hesitant recommendation? A recommendation that the applicant be accepted for the Reserve component if applying for Active in order to further develop necessary skills? A recommendation that the individual not be commissioned in any component? Please help the board members make an informed recommendation to the Chief of Chaplains by clearly explaining the reason for your recommendation.*)

(Name)

(Rank)

(Position)

See Formatted Example in Appendix D-8

**D-2 Interview Statement Format for Chaplain Candidates
(Headquarters Letterhead)**

(Office Symbol)

(Date)

MEMORANDUM FOR: ARNG STAFF CHAPLAIN, 111 S. George Mason Drive,
Arlington, VA 22204

SUBJECT: Interview Statement for Chaplain Candidate Applicant (**applicant's name**)

1. I interviewed (**Applicant's name**), an applicant for a commission in the Army National Guard as a Chaplain Candidate, on (**Date**).

2. My evaluation of the applicant is as follows:

a. Professional and academic qualifications. Review transcripts (distance learning v. in residence; were any credits advanced, life experience, or from CHBOLC?)

b. Ministerial experience (volunteer v. paid staff; congregational leader v. small group; congregational v. institutional setting; size and scope of responsibility; sacraments, rites, ceremonies). Has the person developed a mature religious leader identity?

c. Military experience. (Summarize prior/current military service.)

d. Motivation for ministry in the Army Chaplaincy.

e. Willingness to work cooperatively with chaplains of various faith groups, ethnic backgrounds, and gender- respecting the importance of diversity within the Chaplain Corps.

f. Ability to deal with people.

g. Personality traits. (Does the applicant require waivers (age, moral, PWE, RE code, over 10 years AFS) for the accessioning process?)

h. Appearance, poise, and general physical condition.

i. Overall potential for ministry in the Army Chaplaincy.

j. Assignment limitations.

k. Demonstrates clear verbal and written proficiency in the English Language. *"The applicant (will) or (will not) be able to communicate effectively with the Command, Staff, Soldiers, and Families of his or her unit."* Have applicant submit a sermon (or appropriate sacred communication for one's faith group) for review (video and manuscript).

3. I (**recommend**) (**strongly recommend**) or (**do not recommend**) (**applicant name**) for a commission in the Army National Guard as a Chaplain Candidate for the following reasons. *(Give the reason for reaching your decision- Is it a strong recommendation? Just a recommendation? A hesitant recommendation? A recommendation that the individual not be commissioned in any component? Please help the board members make an informed recommendation to the Chief of Chaplains by clearly explaining the reason for your recommendation).* The justification for this decision must also clearly address the following:

a. Justify the request for a temporary TDA position. Consider current authorized paragraph/lines for your State. Paragraph/line projected for this Chaplain Candidate?

b. What critical faith group or diversity issues may be considered?

(Name)

(Rank)

(Position)

See Formatted Example in Appendix D-9

D-3 Application Letter for Chaplains

John E. Doe
1234 Main Street
Town, State 00000
C: (123) 456-7890
john.e.doe@us.army.mil

Department of the Army
Office of the Chief of Chaplains
ATTN: DACH-PEC
2700 Army Pentagon 1D143A
Washington, DC 20310

To Whom It May Concern:

...All applicants will include this statement dealing with qualifications for chaplaincy service:

I understand that I have been endorsed to serve as a chaplain with the National Guard by the {Name of Endorsing Organization}. As certified by the endorsement which I have received, I am a fully qualified member of the clergy of the {Name of Endorsing Organization} and consider myself spiritually, morally, intellectually, and emotionally qualified to serve as a chaplain. I have completed {number of years} years of full-time active professional clergy service. Of that, I have completed {number of years} years of full-time service after meeting the minimum educational requirements required for applying to the U.S. Army Chaplaincy.

...All applicants will include this statement dealing with religious pluralism, the accommodation of religious practices, and branch diversity:

While remaining faithful to my denominational beliefs and practices, I understand that, as a chaplain, I must be sensitive to religious pluralism and will provide for the free exercise of religion by military personnel, their families, and other authorized personnel served by the Army. I further understand that, while the Army places a high value on the rights of its members to observe the tenets of their respective religions, accommodation is based on military need and cannot be guaranteed at all times and in all places.

I also recognize the importance of a diverse Army Chaplaincy representing all faiths, genders, and ethnic backgrounds. I fully support the diversity of the Corps that enables the branch to minister to the plurality of America's Soldiers.

Department of Defense policy is to accommodate religious practices when accommodation will not have an adverse impact on military readiness, unit cohesion, standards, health, safety or discipline. The Army places a high value on the rights of its members to observe the tenets of their respective religions. Unit commanders are authorized to initially approve or deny requests for accommodation of religious practices. Conditions of accommodation may change based on military need. Policy guidelines are contained in AR 600-20 and AR 165-20. I understand the Army cannot guarantee accommodation of religious practices.

...All applicants will include this statement dealing with the interview process:

I attest that the application interview with the field screening chaplain considered my professional qualifications, pastoral abilities, military experience, motivation for ministry in the Army Chaplaincy, and willingness to work cooperatively with other faith groups. Furthermore, the interview examined my ability to deal with people and my personality traits. The interviewer had the opportunity to assess my appearance, poise, general physical condition, and verbal and written proficiency in the English language. The interviewer discussed whether or not any personal concerns affecting myself or my family would result in limitation of assignment world-wide. My responses in the interview constitute a valid tool for assessment of my overall potential for service with the Army Chaplaincy.

...All applicants must include this statement:

I fully understand that I must meet the applicable height/weight standards as listed in Army Regulation 600-9, when reporting for any military duty. Failure to meet this height/weight standard may delay my completion of the chaplain basic officer leadership course, and/or may ultimately result in my discharge from the Army. I acknowledge I will come under the authority of the Regulations and Policies of the Army to include grooming standards as set forth in Army Regulation 670-1.

...If there is no verification of a security clearance is available, include this statement:

I understand that my appointment as a commissioned officer in the United States Army is being accomplished prior to completion of a required National Agency Check and a Federal Bureau of Investigation Name Check. I further understand that if as a result of the post-commissioning investigative processes, I am determined disqualified for a secret clearance and therefore unacceptable for appointment as a commissioned officer, I will be discharged from the United States Army and that I will receive an appropriate discharge certificate.

...If the applicant, at the time of the accessioning board, will be above the maximum age or does not have enough creditable prior service to qualify for a 20 year retirement before MRD, include this statement:

I acknowledge that, because of my age and under existing legislation, I may not be entitled to military retirement benefits.

... if you are applying for a Reserve Appointment, you must also include this Acknowledgment of a Military Service Obligation (MSO)

In accordance with Army Regulation 350-100 (Officer Service Obligations) and in consideration of being granted a commission in the Reserves of the Army with appointment in the Chaplain Corps, I acknowledge that I incur an eight (8) year mandatory service obligation (MSO). This MSO commences upon execution of the oath of office.

I further understand that if I am currently serving an MSO due to previous commissioning, I incur no additional obligation other than the three year active duty commitment.

I further understand that I must complete the Chaplain Officer Basic Leader Course with 24 months from the date of appointment or be subject to discharge per AR 135-175 for failure to complete a basic branch course.

{Applicant's Original Signature}

JOHN EDWARD DOE

SSN (Last 4)

Date Signed

D-4 Application Letter for Chaplain Candidates

John E. Doe
1234 Main Street
Town, State 00000
C: (123) 456-7890
john.e.doe@us.army.mil

Department of the Army
Office of the Chief of Chaplains
ATTN: DACH-PEC
2700 Army Pentagon 1D143A
Washington, DC 20310

To Whom It May Concern:

...All applicants will include this statement dealing with religious pluralism, the accommodation of religious practices, and branch diversity:

While remaining faithful to my denominational beliefs and practices, I understand that, as a chaplain, I must be sensitive to religious pluralism and will provide for the free exercise of religion by military personnel, their families, and other authorized personnel served by the Army. I further understand that, while the Army places a high value on the rights of its members to observe the tenets of their respective religions, accommodation is based on military need and cannot be guaranteed at all times and in all places.

I also recognize the importance of a diverse Army Chaplaincy representing all faiths, genders, and ethnic backgrounds. I fully support the diversity of the Corps that enables the branch to minister to the plurality of America's Soldiers.

Department of Defense policy is to accommodate religious practices when accommodation will not have an adverse impact on military readiness, unit cohesion, standards, health, safety or discipline. The Army places a high value on the rights of its members to observe the tenets of their respective religions. Unit commanders are authorized to initially approve or deny requests for accommodation of religious practices. Conditions of accommodation may change based on military need. Policy guidelines are contained in AR 600-20 and AR 165-20. I understand the Army cannot guarantee accommodation of religious practices.

...All applicants will include this statement dealing with the interview process:

I attest that the application interview with the field-screening senior chaplain considered my professional qualifications, pastoral abilities, military experience, motivation for ministry in the Army Chaplaincy, and willingness to work cooperatively with other faith groups. Furthermore, the interview examined my ability to deal with people and my personality traits. The interviewer had the opportunity to assess my appearance, poise, general physical condition, and verbal and written proficiency in the English language. The interviewer discussed whether or not any personal concerns affecting myself or my family would result in limitation of assignment

world-wide. My responses in the interview constitute a valid tool for assessment of my overall potential for service with the Army Chaplaincy.

...All applicants must include this statement:

I fully understand that I must meet the applicable height/weight standards as listed in Army Regulation 600-9, when reporting for any military duty. Failure to meet this height/weight standard may delay my completion of the chaplain basic officer leadership course, and/or may ultimately result in my discharge from the Army. I acknowledge I will come under the authority of the Regulations and Policies of the Army to include grooming standards as set forth in Army Regulation 670-1.

...If there is no verification of a security clearance is available, include this statement:

I understand that my appointment as a commissioned officer in the United States Army is being accomplished prior to completion of a required National Agency Check and a Federal Bureau of Investigation Name Check. I further understand that if as a result of the post-commissioning investigative processes, I am determined disqualified for a secret clearance and therefore unacceptable for appointment as a commissioned officer, I will be discharged from the United States Army and that I will receive an appropriate discharge certificate.

...If the applicant, at the time of the accessioning board, will be above the maximum age or does not have enough creditable prior service to qualify for a 20 year retirement before MRD, include this statement:

I acknowledge that, because of my age and under existing legislation, I may not be entitled to military retirement benefits.

... if you are applying for a Reserve Appointment, you must also include this Acknowledgment of a Military Service Obligation (MSO)

In accordance with Army Regulation 350-100 (Officer Service Obligations) and in consideration of being granted a commission in the Reserves of the Army with appointment in the Chaplain Candidate Program, I acknowledge that I incur an eight (8) year mandatory service obligation (MSO). This MSO commences upon execution of the oath of office.

I further understand that if I am currently serving an MSO due to previous commissioning, I incur no additional obligation other than the three year active duty commitment.

I further understand that I must complete the Chaplain Officer Basic Leader Course with 36 months from the date of appointment or be subject to discharge per AR 135-175 for failure to complete a basic branch course.

{Applicant's Original Signature}

JOHN EDWARD DOE

SSN (LAST 4)

Date Signed:

D-5 Chronological Statement of Professional Ministry Experience

CHRONOLOGICAL LISTING OF MINISTRY EXPERIENCE

(START WITH THE PRESENT AND GO BACK NO MORE THAN 7 YEARS)

LAST, FIRST MI:

<u>FROM</u> <u>(mth/yr)</u>	<u>TO</u> <u>(mth/yr)</u>	<u>EMPLOYER/</u> <u>LOCATION</u>	<u>POSITION</u> <u>(hrs per week)</u>	<u>RESPONSIBILITIES</u> <u>(major duties/tasks)</u>
1.				

Circle one answer for each religious activity that you have served as the principle religious leader performing the pastoral/cleric function (do not count those times you simply assisted or participated) – If there are religious duties, rites, ceremonies of your faith group that are not listed, please enumerate.

Sacred Communication

By your faith group

(i.e. sermons, homilies): 0 1-20 21-40 41-60 61+

Led Holy Writing

Teachings: 0 1-25 26-50 51-75 76+

Holy Rites Performed: 0 1-5 6-10 11-15 16+

(Please list: baptisms, communion/Eucharist, Bar Mitzvah, other)

: 0 1-5 6-10 11-15 16+

: 0 1-5 6-10 11-15 16+

: 0 1-5 6-10 11-15 16+

Weddings Conducted?: 0 1-5 6-10 11-15 16+

Funerals Officiated?: 0 1-5 6-10 11-15 16+

Hospital Visitations?: 0 1-10 11-20 21-30 31+

Counseling Sessions?: 0 1-15 16-30 31-45 46+

“I certify this is a true accounting of all my vocational ministry experience”

Signature Date:

D-6 Sample Chaplain Essay, “Why I Want to be an Army Chaplain”

Why I Want to be an Army Chaplain

From a very young age I was ingrained with the importance of serving others, I watched this in my parents, I heard it in speeches and feel a great sense of accomplishment by serving others. The words of John F. Kennedy echo in my mind, “Ask not what your country can do for you, but what you can do for your country.” This sense of duty to serve has lead me to be involved in my home town where I have served as a volunteer firefighter and emergency medical technician with the emergency medical services. I have been an active participant in my community church where I served as a Youth Leader and Elder. During this time I completed my under graduate degree and began to feel a sense of call to the ministry. Continuing to see where this would lead I was encouraged to attend seminary and after 3 grueling years of study graduated in April 2004. I served a small Church for 2 years, performing funerals, preaching sermons, teaching Sunday school classes and yet I did not feel a sense of fulfillment. I wanted a job where I could use my life experiences that include ministry to soldiers. Initially I was told that the only opportunity would be as a Chaplain Assistant, I thought that if this is where the Lord wanted me than that is where I would go. When Chaplain Smith and Thomas discovered that I had a Masters in Divinity and a desire to serve the Lord I was asked if being a Chaplain was an option for me.

I will apply my skills and talents to the very best of my ability to minister to soldiers. Serving as a Chaplain in the Army is, to me, the best way to meet fulfill my spiritual goals while at the same time providing a patriotic service to my country.

John Smith

John Smith
06 April 2007

D-7 Sample Chaplain Candidate Essay, “Why the Army Chaplaincy?”

Why the Army Chaplaincy?

From a very young age I was ingrained with the importance of serving others, I watched this in my parents, I heard it in speeches and feel a great sense of accomplishment by serving others. The words of John F. Kennedy echo in my mind, “Ask not what your country can do for you, but what you can do for your country.” This sense of duty to serve has lead me to be involved in my home town where I have served as a volunteer firefighter and emergency medical technician with the emergency medical services. I have been an active participant in my community church where I served as a Youth Leader and Elder.

I am currently a student at Big Baptist Bible Seminary and continue to nourish my call to the ministry. I also serve a small Church, performing funerals, preaching sermons, teaching Sunday school classes. I feel that the Army Chaplaincy will be a place where I can use my life experiences to ministry to soldiers.

I will train to apply my skills and talents to the very best of my ability to minister to soldiers. Serving as a Chaplain Candidate in the Army is, to me, the best way to meet fulfill my spiritual goals while at the same time providing a patriotic service to my country.

John Smith

John Smith
06 April 2007

D-8 Sample Chaplain Interview Statement

ABRN-CH

25 October 2011

MEMORANDUM FOR: Office of the Chief of Chaplains, ATTN: DACH-PEC, 2700 Army Pentagon, 1D143A, Washington, DC 20310-2700

SUBJECT: Interview Statement for Reverend John Appleseed

1. I interviewed Reverend John Appleseed, an applicant for commission in the Regular Army as an active duty Chaplain, on 23 October 2009.

2. My evaluation of the applicant is as follows:

a. **Professional and academic qualifications.** Reverend Appleseed has a solid academic pedigree. He received an in residence 125 hour Bachelor of Arts degree in the Classics cum laude from University of Kansas, Lawrence, Kansas. He earned an in residence 96 credit hour Master of Divinity degree from Assemblies of God Seminary, Springfield, Missouri in May, 2007. He is endorsed by the Assembly of God (AOG) for active duty.

b. **Pastoral Abilities.** Reverend Appleseed is serving as associate minister at Coal Dust AOG Church, Charleston, West Virginia. His primary ministries include: preaching, weekly Bible study, funerals, weddings, counseling and pastoral care of visiting the sick and retired members of the church and community. In addition to his church ministerial experience he is doing an internship as a college minister, where he counsels with students and provides religious education for their development. John also has ministerial experience working with missions to South Africa and Switzerland. He has been actively involved in ministry as a pastor for two years.

c. **Military Experience.** John doesn't have much military experience except serving as a Chaplain Candidate. As a Chaplain Candidate he successfully completed Airborne school. He has a great appreciation for the Army and the Chaplaincy.

d. **Motivation for ministry in the Army Chaplaincy.** John expressed a strong call to serve God and Country in the Army Chaplaincy. He says, "I want to provide for the religious needs of soldiers and their families ." The Army Chaplaincy is where John is motivated to serve. His wife is very supportive of his call to the Army Chaplaincy and is ready to support him all the way. He is sincere and will serve well as a Chaplain.

e. **Willingness to work cooperatively with chaplains of other faith groups and respect the integrity of other faith groups.** John refers to his CH-BOLC experience as a positive continuation of ecumenism and working with colleagues who share a common goal. He is genuine and desires to work cooperatively with chaplains of other faiths. He states, "In fact

we had our first Buddhist attend CHBOLC, along with Catholic, Protestant and Jewish. It was a good experience." He expressed a willingness to support others in a pluralistic setting. I don't anticipate Johnny having a problem in this area.

f. **Ability to deal with people.** John has a good reputation of working very well with others. He has served youth and elderly, along with college students and community leaders. He appears to be a hard worker and thrives on getting people involved in active ministry. He will be great for our young Soldiers.

g. **Personality Traits.** John was energetic and appropriately upbeat during the interview. He has the kind of personality that will inspire people to greater achievement. Commanders will welcome him to their organization. In addition, he is not requesting any waivers with his application.

h. **Appearance, poise, and general physical condition.** John is in great shape easily scoring 300 on the APFT. He is outgoing, professional, and articulate. He will relate to soldiers of all ranks. I see him quickly being embraced by his unit.

i. **Overall potential for ministry in Army Chaplaincy.** He has unlimited potential to be a great Chaplain. He wore ASUs for his interview. He is Airborne qualified and ready for a challenging assignment.

j. **Assignment Limitations.** Unlimited potential. Assign to deploying airborne unit as he will thrive in that environment.

k. **Demonstrates verbal and written proficiency in the English language.** John communicates extremely well. I watched a tape of him preaching at a worship service. He was engaging, thoughtful, and challenging. He also submitted a devotion he published in his denominational newspaper which was well done. I anticipate that he will contribute to the "Army Chaplaincy Professional Bulletin of the Unit Ministry Team" in the future.

3. I strongly recommend his application for commission in the Army National Guard as a Chaplain due to his pastoral leadership experience, his outstanding physical fitness, and his passion to serve Soldiers and Families in a time of persistent conflict.

Jeremy E. Chaplain

JEREMY E. CHAPLAIN
Chaplain (COL) USA
Senior Chaplain

D-9 Sample Chaplain Candidate Interview Statement

(Use State Letterhead)

UR-OFFICE SYM

28 September 2011

MEMORANDUM FOR: Office of the Chief of Chaplains, ATTN: DACH-PEC, 2700 Army Pentagon, 1D143A, Washington, DC 20310-2700

SUBJECT: Interview Statement for Chaplain Candidate Applicant Stan Holyman

1. I interviewed Stan Holyman, an applicant for commission in the Army National Guard (ARNG) as a Chaplain Candidate, on 28 January 2011.

2. My evaluation of the applicant is as follows:

a. **Professional and academic qualifications.** Mr. Holyman has a solid academic pedigree. He received an in residence 125 hour Bachelor of Arts degree in the Classics cum laude from University of Kansas, Lawrence, Kansas. He is enrolled in an in-residence 96 credit hour Master of Divinity degree from the Flaming Sword of Truth Seminary, Springfield, Missouri with a projected graduation date of May, 2014. He is endorsed by the he will pursue ecclesiastical approval from Ecclesia Fellowship for the Army National Guard.

b. **Pastoral Abilities.** Mr. Holyman does not have any experience as a pastor but he occasionally fills the pulpit at his church, Living Waters Fellowship, under the supervision of Pastor John Bradshaw. He was ordained as a Deacon in 2008 and leads a weekly Bible study there at LWF each Sunday evening. Based on my observations, I see great pastoral potential for this applicant.

c. **Military Experience.** Mr. Holyman has no military experience but states that his Father was an infantryman in Vietnam. He has a great appreciation for the ARNG and the Chaplaincy.

d. **Motivation for ministry in the Army Chaplaincy.** Mr. Holyman expressed a strong call to serve God and Country in the Chaplaincy. He says, "I want to complete seminary and learn from ARNG Chaplains so that I can one day provide for the religious needs of Soldiers and their Families." The ARNG is where Stan is motivated to serve. His wife is very supportive of his call to Chaplaincy in the ARNG and is ready to support him all the way.

e. **Willingness to work cooperatively with chaplains of other faith groups and respect the integrity of other faith groups.** Mr. Holyman affirms the concept of ecumenism and working with colleagues who share a common goal regardless of gender, race, or faith group. He is genuine and desires to learn alongside chaplains of other faiths. He expressed a willingness to support others in a pluralistic setting. I don't anticipate Mr. Holyman having a problem in this area.

f. **Ability to deal with people.** Mr. Holyman has a good reputation of working very well with others. He has served youth and elderly, along with college students and community leaders.

g. **Personality Traits.** Stan was energetic and appropriately upbeat during the interview. He has the kind of personality that will inspire people to greater achievement. In addition, he is not requesting any waivers with his application.

h. **Appearance, poise, and general physical condition.** Mr. Holyman is in great shape and works out on a regular basis.

i. **Overall potential for ministry in Army Chaplaincy.** He has unlimited potential to be a great Chaplain.

j. **Assignment Limitations.** Unlimited potential.

k. **Demonstrates verbal and written proficiency in the English language.** John communicates extremely well. He also submitted a written copy of one of the lessons from his weekly Bible Study at his church.

3. I strongly recommend for a commission in the Army National Guard as a Chaplain Candidate in light of Mr. Holyman's potential for ministry and service to ARNG Soldiers and their families. In addition, the following considerations were taken into account when arriving at this decision.

a. **Justify the request for a temporary TDA position.** Due to an ample supply of Chaplain Candidates all existing vacancies or projected vacancies are accounted for well into FY15.

b. **If justification cannot be made with regards to existing vacant authorizations or attrition management.** Mr. Holyman is African American and out of 22 Chaplain authorizations we do not have any African American Chaplains.

Ima Chaplain

IMA CHAPLAIN
(Your signature block)

Appendix E: Sample Requests

E-1 Sample RE Code Waiver Request

E-2 Sample Age, Age-in-Grade Waiver Request

E-3 Sample Moral/Civil Conviction Waiver Request

E-4 Sample Education Waiver Request

E-5 Sample Moral (Financial) Waiver Request

E-6 Sample Temporary Additional Position Request

E-7 Sample DAT Memo

E-1 Sample RE Code Waiver request

Military Letterhead

Office Symbol

Date

MEMORANDUM THRU Office of the Chief of Chaplains, ATTN: DACH-PEC, 2700 Army Pentagon
1D143A-3 Washington, DC 20310-2700

FOR Office of the Chief of Chaplains, ATTN: DACH-PER, 2700 Army Pentagon 1D143A-3 Washington,
DC 20310-2700

SUBJECT: Request for RE Code Waiver (Smith, Snuffy, F., 777-77-7777)

1. References:

- a. AR 135-100
- b. AR 601-210, Table 3-1
- c. Waiver table of the U.S. Army Office of the Chief of Chaplains, RE Code Waivers for Appointment for Chaplain Candidate.

2. Request favorable consideration for an RE Code waiver for predetermination of the professional qualifications of Chaplain Candidate applicant, Snuffy Smith, 777-77-7777.

3. On 10 December 1991, Snuffy Smith was separated from the ARMY/RA. The narrative reason cited on the DD214 was, "Separated as part of the Army Early Release Program." As a result of the 10 December 1991 separation, PFC Smith was assigned an RE-3 re-entry code.

4. PFC Smith's service record is unblemished and there is no evidence to suggest that any derogatory activity is associated with the RE-3 granted on 10 December 1991.

5. I request an RE Code waiver. This waiver is required for federal recognition as an Army National Guard Chaplain Candidate.

6. POC is the undersigned at commercial: 703-607-1102 or email: lam.a.minimumof05@us.army.mil.

AFFIX THE APPROPRIATE COMMAND LINE:

4 Encls
DD 214
Soldier Statement/Request for Waiver
Army Early Release Program Documents
Memorandum from Ecclesiastical Agency

SIGNATURE BLOCK
Per your State's Policy
(minimum of an 05)

E-2 Sample Age Waiver Request

Military Letterhead

Office Symbol

10 April 2007

MEMORANDUM THRU Office of the Chief of Chaplains, ATTN: DACH-PEC, 2700 Army Pentagon
1D143A-3 Washington, DC 20310-2700

FOR Office of the Chief of Chaplains, ATTN: DACH-PER, 2700 Army Pentagon 1D143A-3 Washington,
DC 20310-2700

SUBJECT: Request for Age Waiver (Smith, Snuffy, 777-77-7777)

1. References:

- a. AR 135-100
- b. NGR (AR) 600-100, dated 15 Apr 1994
- c. Waiver table of the U.S. Army Office of the Chief of Chaplains, Age Waiver for Appointment for Chaplain.

2. Request favorable consideration for an age waiver for predetermination of the professional qualifications of the Chaplain applicant Snuffy Smith, 777-77-7777.

3. Mr. Smith is 47 years old. Per AR 135-100 Table 1-1, he requires an age waiver for commissioning. However, he has three good years of military service.

4. I request an age waiver. This waiver is required for federal recognition as an Army National Guard Chaplain.

5. POC for this action is 1LT John Smith, Specialty Branch Recruiter, 1300 Tandy Lane, Yazoo City, MI 73026, at commercial (777) 999-4022 or john.smith@us.army.mil.

AFFIX APPROPRIATE COMMAND LINE:

SIGNATURE BLOCK
PER YOUR STATE'S POLICY

E-3 Sample Civil Conviction/Moral Waiver Request

Military Letterhead

Office Symbol

Date

MEMORANDUM THRU Office of the Chief of Chaplains, ATTN: DACH-PEC, 2700 Army Pentagon
1D143A-3 Washington, DC 20310-2700

FOR Office of the Chief of Chaplains, ATTN: DACH-PER, 2700 Army Pentagon 1D143A-3 Washington,
DC 20310-2700

SUBJECT: Request for Moral Waiver (Smith, Snuffy, 777-77-7777)

1. Request favorable consideration for a moral (or civil conviction) waiver for predetermination of the professional qualifications of the Chaplain Applicant Snuffy Smith, 777-77-7777.
2. Date Offense: (month and year)
3. Place of offense: (city and state)
4. Punishment imposed: (Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)
5. Mitigating circumstances surrounding the charge: Three points to address: accepting responsibility for your actions; (2) lessons learned; and (3) how you now contribute to your unit, community, and military service.
6. I request a moral (or civil conviction) waiver. This waiver is required for federal recognition as an Army National Guard Chaplain.
7. POC for this action is the undersigned at commercial (777) 999-4222 or lam.a.recruiter@us.army.mil

AFFIX APPROPRIATE COMMAND LINE:

3 Encls
Applicant Statement/Request for Waiver
Court Documents
Endorsing Agency Acknowledgement/Request for Waiver

Signature Block
Per State Policy

E-4 Sample Education Waiver

Military Letterhead

Office Symbol

Date

MEMORANDUM THRU Office of the Chief of Chaplains, ATTN: DACH-PEC, 2700 Army Pentagon
1D143A-3 Washington, DC 20310-2700

FOR Office of the Chief of Chaplains, ATTN: DACH-PER, 2700 Army Pentagon 1D143A-3 Washington,
DC 20310-2700

SUBJECT: Request for Education Waiver for (Smith, Snuffy, F., 777-77-7777)

1. References:

- a. AR 165-1, 8-2
- b. DA PAM 165-17
- c. DODi 1304.28, 6.2
- d. Waiver table of the U.S. Army Office of the Chief of Chaplains, Education Waivers for Appointment for Chaplain/Chaplain Candidates.

2. Request favorable consideration for an education waiver for predetermination of the professional qualifications of Chaplain applicant, Snuffy Smith, 777-77-7777.

3. Snuffy Smith holds a Masters of Divinity (96 semester hours) from The Reformed Protestant Seminary in Lake Tomahawk, VA. The Reformed Protestant Seminary is not currently accredited by any agency recognized by the DOD.

4. IAW the Department of the Army Chief of Chaplains FY08 Waiver Guidance, three (3) "WASH" letters have been obtained from fully accredited institutions and are enclosed for review. Snuffy Smith has submitted a request for waiver as well as his ecclesiastical endorser, World Wide Faith, Inc.

5. I request an education waiver. This waiver is required for federal recognition as an Army National Guard Chaplain.

6. POC is the undersigned at commercial: 703-607-1102 or email: lam.a.recruiter@us.army.mil.

AFFIX THE APPROPRIATE COMMAND LINE:

6 Encls
Endorser's Waiver Request
WASH Letters-1-3

SIGNATURE BLOCK
Per State Policy

E-5 Sample Moral (financial) Waiver Request

Military Letterhead

Office Symbol

Date

MEMORANDUM THRU Office of the Chief of Chaplains, ATTN: DACH-PEC, 2700 Army Pentagon
1D143A-3 Washington, DC 20310-2700

FOR Office of the Chief of Chaplains, ATTN: DACH-PER, 2700 Army Pentagon 1D143A-3 Washington,
DC 20310-2700

SUBJECT: Request for Moral Waiver (Smith, Snuffy, 777-77-7777)

1. Request favorable consideration for a moral waiver (financial) for predetermination of the professional qualifications of Chaplain Candidate applicant Snuffy Smith, 777-77-7777.
2. Date of Bankruptcy: 12 October 2000 (Chapter 7)
3. Place of offense: Swampville, Maryland
4. Date of Discharge: 11 May 2004
5. It is apparent from the attached letter by Mr. Smith that he accepts responsibility for his actions. He has learned valuable life lessons that will help him in his future ministry as an Army National Guard Chaplain. Mr. Smith is a family man who is active in his church. He serves his church as a teacher and Assistant Pastor. He will be a valuable asset to the Maryland Army National Guard.
6. I hereby request an moral (financial) waiver. This waiver is required for federal recognition as an Army National Guard Chaplain Candidate.
7. POC for this action is 2LT James T. Barney, NGB Chaplain Recruiter, 4900 108th Avenue, Gumbly, MD 88888, at commercial (111) 111-1111 or James.barney@us.army.mil

AFFIX APPROPRIATE COMMAD LINE:

3 Encls
Applicant Waiver Request
Court Documents
Endorser Waiver Request

SIGNATURE BLOCK
Per State Policy

NOTE:

Most all of the moral waivers follow this same format. The primary considerations are content (details as to the event) and supporting documents.

E-6 Sample Temporary Additional Position Request

MILITARY LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: NGB-ARH-O, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231

SUBJECT: Request for Temporary Additional Position, JFHQ, and XXXX

1. Request a temporary additional position in JFHQ, XXXX for the following individual:

Name: Smith, Snuffy SSN: 777-77-7777 Grade: 01
Branch: Staff Specialist AOC: 00E56 DOB: 2 February 1929
Effective Date: 15 December 2007
Expiration Date: 15 December 2010
Current Status: Active Duty Service Member (indicate PS or NPS)
Predetermination Board (Month/Year): December 07

2. MTOE/TDA position availability assessed for assignment: NA

3. Submit justification for request.

a. No MTOE/TDA positions exist and this individual has a skill or specialty that is a critical AOC. This individual's specialty is _____.

b. XX This is a seminary student and requires a temporary position until completion of seminary school.

c. Other(s): _____

d. Explanation: N/A

4. Request a temporary additional position IAW NGB-ARP-PO Rescission of the Reserve Component Over-strength Policy, dated 1 Sep 95.

5. POC for this function is CPT Ima Recruiter at 705-999-1102 or ima.recruiter@us.army.mil.

FOR THE COMMANDER

NOTE:

DO NOT submit a temporary additional position request (TEMP-TDA) without a corresponding Senior Chaplain interview (now required for candidates) indicating a justification and concurrence. The application and the request will be returned to the State without consideration in the absence of a favorable Senior Chaplain interview. It is advisable to get approval prior to submission to DCA. For submission instructions see chapter 4-1v.

IMA RECRUITER
CPT, IN
Strength Maintenance Division

E-7 Sample DAT Memo

MILITARY LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Drug and Alcohol Testing (DAT) for CPT Doe, John J., Last 4: 9999

1. The above listed soldier is required to participate in random unit drug and alcohol testing conducted as member of ARNG. In accordance with AR 600-85 which requires all ARNG units to test at a minimum rate of 10% of Soldiers per month or 25% per quarter based on available strength. This soldier has not tested positive on their recent test.

2. Point of contact is undersigned at (999) 999-9999 or john.smith@us.army.mil

SIGNATURE BLOCK

Appendix F: FY12 Waiver Standards

F-1 Age Waiver—Chaplain

F-2 Age Waiver—Chaplain Candidate

F-3 Moral Waiver (financial)

F-4 Moral Waiver (legal/criminal/UCMJ)

F-5 RE Code

F-6 Medical

F-7 Education

F-8 Appointment Grade and Rank

F-9 OCCH Waiver Protocol

F-1 Age Waiver—Chaplain

AGE

Reserve Components

STANDARD: AR 135-100, 1-6, Table 1-1 – “less than 40”.

WAIVER AUTHORITY:

- 1) AR 135-100, 1-8, 2-1 - Chaplains may request waiver above the maximum limits.
- 2) 10 USC 14703 – Secretary of the Army may extend chaplains through their 67th birthday.

FY 2011 WAIVERS: CHANGE – LOWER AGE WAIVER TWO YEARS

- 1) “Less than 47” with at least three years of prior AFS or creditable Reserve service, at the time of commissioning.
- 2) “Less than 45” for those without prior service, at the time of commissioning.

FY 2012 WAIVERS: NO CHANGE

- 1) “Less than 47” with at least three years of prior AFS or creditable Reserve service, at the time of commissioning.
- 2) “Less than 45” for those without prior service, at the time of commissioning.

JUSTIFICATION / POLICY / COMMENTS:

An extended age waiver reflects the requirement to fill persistent shortages facing the reserve components. While the ARNG and USAR continue to shape their respective force structures, shortages in the company grade Chaplaincy remain an issue.

The ability to support ARFORGEN is impacted by limited numbers of Company Grade Reserve chaplains having to remain mobilized or recalled for additional duty.

This waiver commits the ARNG and USAR to coordinating MRD extensions for those chaplains accessed above 39 years of age. Over a three year period (FY09-FY07), USAR chaplain Accessions who were appointed at 45 years or older numbered 36.

ARNG may request exceptions for states with critical shortages. USAR may request exceptions for regions with critical shortages.

The plan is in five years, the age waiver for the USAR and ARNG will be phased out.

Enclosure One
Chief of Chaplains Waiver Policy FY12

F-2 Age Waiver—Chaplain Candidate

AGE

Chaplain Candidates

STANDARD: AR 135-100, 1-6, Table 1-1 – “less than 34”.

WAIVER AUTHORITY:

- 1) AR 135-100, 1-8, 2-1 - Chaplains may request waiver above the maximum limits.
- 2) AR 135-178, 1-11 & NGR 600-200, 7-10 – Those with at least 18-years creditable service may be extended until attaining 20 qualifying years
- 3) 10 USC 14703 – Secretary of the Army may extend chaplains through their 67th birthday.

FY 2011 WAIVERS:

“Less than 40” at the time of commissioning, with or without prior service.

FY 2012 WAIVERS: CHANGE

“Less than 39” at the time of commissioning, with or without prior service.

JUSTIFICATION / POLICY / COMMENTS:

The Chaplain Candidate (CC) Program provides a critical pipeline for the Chaplain Corps. Accessioning chaplain candidates at or below the age standard maximizes the return on investment.

Commitment to the long term health of the Branch means that the CC program cannot become so old that significant numbers of candidates are not able to serve as chaplains through a full 20-year career.

Average age for seminarians in the US is 38 years old.

States or regions with critical shortages may request an exception to policy. Requests for exceptions will be reviewed on a case by case basis.

Enclosure One
Chief of Chaplains Waiver Policy FY12

F-3 Moral Waiver (financial)

MORAL

Financial

STANDARD: AR 135-100, 1-6, AR 601-100, 1-12 - "Applicant must be of good moral character".

WAIVER AUTHORITY:

- 1) AR 135-100, 1-8; AR 601-100, 1-13 – RA/RC waiver limits authorized.
- 2) AR 601-210, 4 – Army waivers defined.

FY 2011 WAIVERS:

- 1) Bankruptcies – must be at least one year since final disposition.
- 2) Delinquencies of 90 days or more/Garnishments/Repossessions – must be at least one (1) year since last occurrence.

FY 2012 WAIVERS: No Change.

- 1) **Bankruptcies – must be at least one year since final disposition.**
- 2) **Delinquencies of 90 days or more/Garnishments/Repossessions – must be at least one (1) year since last occurrence. Financial history that would result in a denied security clearance will not be waived.**

JUSTIFICATION / POLICY / COMMENTS:

Regulation allows the waiver; the time limits imposed are according to the CCH policy.

In regard to loss of property/funds or delinquencies, a 12 month period following a court adjudication or formal implementation of a repayment plan should be sufficient to show an Accessions Board the applicant's ability to manage funds, pay off debts, and serve as a better steward of God's blessings.

The Waiver Authority will consider current enlisted waiver policies when reviewing requests for moral waivers to ensure decisions are in concert with enlisted standards.

Enclosure One
Chief of Chaplains Waiver Policy FY12

F-4 Moral Waiver (legal/criminal/UCMJ)

MORAL

Legal - Civil / Criminal / UCMJ

STANDARD: AR 135-100, 1-6, AR 601-100, 1-12 - "Applicant must be of good moral character".

WAIVER AUTHORITY:

- 1) AR 135-100, 1-8; AR 601-100, 1-13 – AC/RC waiver limits authorized.
- 2) AR 601-210, 4-22; 4-23 – Non-waivable offenses.

FY 2011 WAIVERS:

- 1) Arrests and Convictions – may involve a conviction that results in no more than 6 months incarceration; must have taken place at least 10 years prior or before the applicant turned 26 years old.
- 2) Minor Violations – may not involve incarceration or more than \$250 in fines.

FY 2012 WAIVERS: No change.

1) Arrests and Convictions – may involve a conviction that results in no more than 6 months incarceration; must have taken place at least 10 years prior or before the applicant turned 26 years old. Arrests or convictions history that would result in a denied security clearance will not be waived.

2) Minor Violations – may not involve incarceration or more than \$250 in fines.

JUSTIFICATION / POLICY / COMMENTS:

The CCH policy remains in effect concerning those convicted as a youthful offender or of a violent felonious act involving drugs, weapons, or bodily injury. These offenses will not be waived.

Those arrested and convicted of any domestic violence will not be waived.

Use of one or more illegal drugs more than five (5) times, regardless of arrest or conviction within 10 years of application is not waived.

The Waiver Authority will consider current enlisted waiver policies when reviewing requests for moral waivers to ensure decisions are in concert with enlisted standards.

Enclosure One
Chief of Chaplains Waiver Policy FY12

F-5 RE Code Waiver

RE-ENLISTMENT CODE (RE Code)

All Components

STANDARD: AR 601-210, 3-19 - Prior service applicants must have an RE Code "1" in order to re-enter the Army service.

WAIVER AUTHORITY: AR 601-210, 3-21 – Requests for waiver may be submitted for RE Code "2" or "3" discharges, as long as the discharge was characterized under honorable conditions.

FY 2011 WAIVERS:

Applicant and/or Recruiter must submit a request for waiver fully explaining the circumstances for the discharge and reasons for re-entry to the service as a chaplain or chaplain candidate. Circumstances surrounding discharge with a bar to re-entry must not negatively impact on present and future situation of the applicant.

FY 2012 WAIVERS: CHANGE - AR 601-210, 3-22 added.

Applicant and/or recruiter must submit a request for waiver fully explaining the circumstances for the discharge and reasons for re-entry to the service as a chaplain or chaplain candidate. Circumstances surrounding discharge with a bar to re-entry must not negatively impact on present and future situation of the applicant. IAW AR 601-210, 3-22, no waiver requests are required for reentry codes for personnel who were released early to attend school or received SSB/VSI separation pay and received an SPD code of KCB, KCF, MCA, MCB, MCF, or KCA. Personnel who enlisted in the AR who never shipped to IADT that subsequently were discharged for being an unsatisfactory participant may enlist without a waiver.

JUSTIFICATION / POLICY / COMMENTS:

Applicants who re-enlisted and/or are currently serving are considered waived from a previous bar to re-entry.

Enclosure One
Chief of Chaplains Waiver Policy FY12

F-6 Medical Waivers

MEDICAL

All Components

STANDARD: AR 40-501, 2; AR 135-100, 1-6; AR 600-9, Table 1; AR 601-100, 1-5 - All applicants must be certified as being physically fit for commissioning by a military medical authority.

WAIVER AUTHORITY: AR 40-501, 1-6 – Waiver authority for RA/USAR personnel is USAREC Surgeon; waiver authority for ARNG is NGB Surgeon.

FY 2011 WAIVERS:

Only applicants with approved waivers from the offices listed above are accepted.

FY 2012 WAIVERS: No change.

Only applicants with approved waivers from the offices listed above are accepted.

JUSTIFICATION / POLICY / COMMENTS:

All applicants for commissioning must meet the height and weight standards of AR 600-9.

If the applicant's physical is more than 6 months old at the time of the board, a HT/WT memo or Tape Test (DA Form 5500) must be submitted by Army personnel, showing continued compliance with the regulations. NOTE: Accessioned personnel must have HT/WT within 6 months IOT appoint.

DODMERB does not include HIV nor drug testing which are required for accessioning. If an applicant chooses to use DODMERB, they must have those tests done by a civilian physician.

Enclosure One
Chief of Chaplains Waiver Policy FY12

F-7 Education Waiver

EDUCATION

All Components

STANDARD: AR 165-1, 8-2 - Applicants must have an accredited degree for commissioning and appointment to the chaplaincy.

WAIVER AUTHORITY: DODI 1304.28, 6.2 – Applicants may submit degrees issued from non-accredited institutions providing that they meet DOD requirements.

FY 2011 WAIVERS:

1) Unaccredited undergraduate degrees must receive at least one “wash” letter from an institution listed in the American Council of Education (ACE) annual.

2) Unaccredited graduate degrees must receive at least three “wash” letters from institutions listed in the American Council of Education (ACE) annual.

FY 2012 WAIVERS: CHANGE

1) **Unaccredited undergraduate degrees must receive at least one “wash” letter from an institution listed in the American Council of Education (ACE) annual.**

2) **Unaccredited graduate degrees must receive at least three “wash” letters from institutions listed in the American Council of Education (ACE) annual.**

3) **Credit for CHBOLC, advancing undergraduate credits to graduate credits, Military Evaluation credits, and life experience credits may not be counted toward minimum 72 hour degree.**

JUSTIFICATION / POLICY / COMMENTS:

If an accredited seminary or graduate school has enrolled someone with an undergraduate degree from an unaccredited institution, the acceptance by the accredited school may be counted as the one wash letter requirement.

AFCB letter dated 8 January 2010 clarifies DODI 1304.28: the 72 hour minimum must be a singular degree of at least the minimum required hours.

Enclosure One
Chief of Chaplains Waiver Policy FY12

F-8 Appointment Grade and Rank

APPOINTMENT GRADE / RANK

All Components

STANDARD: AR 135-100, 3-7; AR 600-8-29, 1-42; AR 601-100, 2-4 - Applicants will be appointed in the proper grade as allowed by law and regulations DA PAM 165-17, 2-13 and Table 2-1 provides a summation of the standard.

WAIVER AUTHORITY: Recommendation by Chief of Chaplains to the Secretary of the Army or designee (AR 135-100, Table 3-1).

FY 2011 WAIVERS:

None.

FY 2012 WAIVERS: CHANGE.

Appointments for ARNG Chaplain Candidate Program will not exceed CPT/O-3

JUSTIFICATION / POLICY / COMMENTS:

RA appointment will not exceed CPT/O-3.

RC appointment will not exceed MAJ/O-4.

CHANGE: Appointments for ARNG Chaplain Candidate Program will not exceed CPT/O-3.

Enclosure One
Chief of Chaplains Waiver Policy FY12

F-9 OCCH Waiver Protocol



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF CHAPLAINS
2700 ARMY PENTAGON 1D143A
WASHINGTON DC 20310-2700

DACH-PEZ

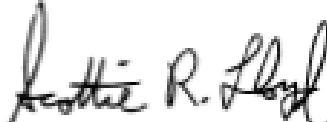
16 February 2011

MEMORANDUM FOR ATTN: Chief, Army National Guard Strength, Strength Division (ARNG-GSS), 1411 Jefferson Davis Highway Arlington, VA 22202

SUBJECT: Accessions Waivers for ARNG Chaplains and Chaplain Candidates

1. Purpose: To establish protocol regarding waiver approvals for ARNG applicants accessioned at the Army Chief of Chaplains Accessions Boards.
2. The Personnel Directorate of the Office of the Chief of Chaplains reviews all waiver requests presented to the Accession Board and either approves or denies such requests prior to accession.
3. The official results of the Accessions Board will indicate that waiver requests have been properly adjudicated for individuals accessioned. Applications with waiver requests that are denied are notified through the proper channels.
4. Point of contact is the Accessions Officer at 571-256-8768.

FOR THE CHIEF OF CHAPLAINS:


SCOTTIE R. LLOYD
Chaplain (COL) US Army
Director, Human Resources
and Ecclesiastical Relations

Appendix G: (FY12) Academic Evaluation Worksheet

ACADEMIC EVALUATION WORKSHEET

FOR USE WITH 72 HOUR GRADUATE DEGREES, DETERMINING A 36 HOUR "CORE" FOR QUALIFICATION
IAW DOD INSTRUCTIONS 1304.28, 6.1.4, DATED JUNE 04

AREA	HOURS (MIN-MAX)	CORE COURSES	EXAMPLES
Theology/ Religious Philosophy	6-12	1. 2. 3. 4.	Systematic, Practical, Doctrines, Thematic, Philosophy of Religion, Epistemology, Sacraments, Moral, Commandments, Mishneh, Talmudic, Ceremonial, Ritual
Religious Ethics	3-6	1. 2.	Introductions, Surveys, Thematic, Social Issues, Religious Law, Cultural, Mussar, Medical, Moral Philosophy
General Religion: With at least one course in Religious History	6-9	1. 2. 3.	Religious / Faith Group / Denominational Histories, Religious Movements, Ecclesiology, Vocational, Formational, Education, Faith Development
World Religions	3-6	1. 2.	Practices, Cross-Culture, Social Process, World, Religion in World Affairs, Comparative, Religious Studies
Practice of Religion With at least one course in Verbal Communications	6-12	1. 2. 3. 4.	Preaching, Homiletics Public Speaking, , Communication, Foundational, Pastoral Ministry/Care, Missions, Evangelism, Discipleship, Marriage & Family, Counseling, Teaching, Leadership, Apologetics, Community Formation
Foundational Writings	6-12	1. 2. 3. 4.	Ancient Languages, Religious Expositions, Surveys, Canon, Koranic, Fiqh, Hadith, Torah, Chumash, Exegesis, Biblical, Denominational, Standards, Foundational, Founder's Writings, Hermeneutics, Critical, Backgrounds, Archeology

NOTE: The "min-max" hours in each category are provided to allow flexibility in the evaluation. Each applicant must have at least the minimum number of hours to meet the requirement, but no more than the maximum allowed for each area, so that the total is equal to or greater than 36 total hours. Knowing that the applicant is qualified to represent a unique faith group, the purpose of this matrix is to insure that each individual has a comparable preparation for military ministry through these core religious competencies.

Appendix H: (FY12) Chaplain Candidate Minimum GPA Requirement



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF CHAPLAINS
2700 ARMY PENTAGON 1D143A
WASHINGTON, DC 20310

DACH-PEZ

AUG 31 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Additional Chaplain Candidate Accessioning Requirements

1. References.
 - a. AR 165-1
 - b. DA PAM 165-17
2. Purpose. Establish a minimum Grade Point Average (GPA) and require an interview by a Senior Chaplain for those applying to either the Army National Guard (ARNG) or US Army Reserve (USAR) Chaplain Candidate Programs.
3. Applicants for the ARNG or the USAR Chaplain Candidate Programs will have:
 - a. No less than a 2.5 GPA undergraduate degree.
 - b. An interview conducted by a Senior Chaplain of the respective component.
4. Effective date: 1 October 2011.
5. Point of contact is the Accessions Officer at (571) 256-3763/DSN 312-260-8768.

FOR THE CHIEF OF CHAPLAINS:

A handwritten signature in black ink that reads "Scottie R. Lloyd".

SCOTTIE R. LLOYD
Chaplain (COL) USA
Director, Human Resources
and Ecclesiastical Relations

Encl

DISTRIBUTION:
Chief, National Guard Bureau, ATTN: Staff Chaplain