



Chaplain/Chaplain Candidate Application Checklist

- **Direct Commission Accession (DCA) Applicant worksheet:** The information request will be used to complete the following documents as noted below (Must be typed).
- **NGB Form 62E:** “Application for Federal Recognition as an Army National Guard Officer”. Original signature required by applicant (Must be typed).

Note 1: Section 1, line 1 & 2 enter grade/rank which applicant is eligible for (E.g., O3/CPT), follow by CH/Chaplain Corps (56A) for chaplain’s. Enter O1/2LT, SS/Staff Specialist (00E56) for Chaplains Candidates.

Note 2: “Yes” Answers to section 2p, q, or r requires a civil conviction waiver approval before submitting package to Office of Chief of Chaplain (OCCH) Board.

- **Original, Certified Undergraduate Transcript:** CTC only if already commissioned officer. MUST show graduation date, type of degree, and total numbers of hours.
- **DD Form 368:** “Request for Conditional Release” from other U.S. military component (if applicable)
- **Acknowledgment of Service Requirements**, either a. or b

- _____ a. **DA Form 3574** for non-prior service.
- _____ b. **DA Form 3575** for prior service with more than 8 years

- **Photograph:** 5x7 full-length for non prior service or official military compo photo for ALL PS applicants.
- **SF 86, Part 2 (page 7-11)** is required REGARDLESS of security clearance/duty status with signatures. If you do not have a valid secret clearance you need complete a-e below. Current JPAS statement for those with existing clearance.

_____ a. SF 86, Questionnaire for National Security Positions. OSM provides from DCA Applicant worksheet above the following items to be signed

- _____ (1) **Certification of completeness and correctness of information by applicant**
- _____ (2) **Authorization for the release of information**
- _____ (3) **Authorization for the release of medical information**
- _____ (4) **Credit Check Authorization**
- _____ b. SF 87, Fingerprint Card (in duplicate) (OSM provides).
- _____ c. **SF 312, Classified Information Nondisclosure Agreement (OSM provides).**

- ___ d. **DD Form 369**, Police Record Check (OSM Provides).
- ___ e. **Statement of Understanding for Appointment** as a commissioned officer prior to award of security clearance (OSM Provides).

- **Birth Certificate or Naturalization Documentation:** Must be certified copy if applicant is requesting an age waiver. Also, a **USCIS Form G-845** will be submitted for verification of naturalization certificate.
- Copy of **DD Form 2808/2807-1, Chapter II, Commissioning Physical**. Must be within 24 months of appointment. Current ARNG officers Chapter III physical is authorized. If not, the following documents will be generated thru **Direct Commission Accession (DCA) Applicant worksheet** to schedule applicant for a Chapter II, Commissioning Physical. **NOTE:** Chapter III physicals must include completed HIV & DAT Testing. If physical is 6 month old or older, a current height and weight statements **MUST** show compliance with commissioning standards (AR 600-9).

___ a. **USMEPCOM Form 680-3E**, Request Medical Exam (OSM provides from DCA Applicant Worksheet above).

___ b. **DD Form 2807-2**, Medical History Report (OSM provides from DCA Applicant worksheet above).

___ c. Copies of actual treatment records for all yes answers showing 100% fit for duty to include lab & x-rays' reports to 8b above.

___ d. **DA Form 5500 or DA Form 5501** "Body Fat Content Worksheet", if applicable (OSM provides). Must be within 6 months.

- **Prior Military Service Records**, if applicable. Note: Army personnel can download their record from <https://statepermsompf.hoffman.army.mil/rms/login.jsp> using their AKO ID and password.

___ a. Last 3 NCOERs/AERs/OERS

___ b. DA Form 2-1/ or DA Form 4037

___ c. All DD 214s or DA 220

___ d. DA Form 1059 for CH-OBLC completion for Chaplain Candidates applying for Chaplain Corps

- **Waiver Request (other than medical):** Applicant must request waiver, Ecclesiastical Endorser must request waiver and State must request waiver

- **TDA Request:** TDA Request for a period of three years to begin on the date of accession board and end on same date (three years later). NGB-ASM-O will route the request with a concurrence to NGB-ARH.

- **NG Application:** National Guard Application letter example.

FOR CHAPLAIN APPLICATIONS ONLY

- **Original, Certified Graduate Transcript:** Minimum of 72 credit hours or equal. **MUST** Show graduation date, type of degree, and total numbers of hours. If accessioning prior to graduation (180 days) must have registrar certificate

- **Essay:** For CH-"Why I want to be an Army Chaplain" One page double-spaced, title at the top, with signature and date at the bottom right

- **Multi-paragraph Application Letter:** Must be Chaplain specific version

- **Senior Chaplain Interview Statement:** Call CH (COL) Ken Duvall at (406) 324-3307 or email at Kenneth.E.Duvall@us.army.mil.

- **CC Application:** Chaplain Candidate Application Letter example.

- **DD Form 2088 (Certificate of Ecclesiastical Endorsement for Chaplain)** Must be signed by the approved Ecclesiastical Endorsers by the Armed Forces Chaplain Board for your denomination.
- **Letter of Acceptance/Enrollment:** Letter from school registrar office verifies status of full-time student in graduate degree in RELIGION / THEOLOGY or a “related subject”.
- **Essay:** For CC-“Why the Army Chaplain?” One page double-spaced, title at the top, with signature and date at the bottom right
- **Ecclesiastical Approval:** The letter must be signed by the approved person by the Armed Forces Chaplain Board for your denomination



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