

ARNG CHECKLIST

CHAPLAIN/CHAPLAIN CANDIDATE

POC: NGB-ASM-O Specialty Branch Recruiting (Chaplain)
1411 Jefferson Davis Highway, Arlington, VA 22202-3231
703-282-7106 or chaplain.accessions@ng.army.mil

Applicant Name _____ State of Origin _____

State OSM or POC: _____ Email: _____

CH	CC	ITEM	Required
		DD Form 2088 (Certificate of Ecclesiastical Endorsement for CH) or Ecclesiastical Approval (memo format) for CC: COPY included in the packet.	CH & CC
		Senior Chaplain Interview Statement: State CH or the State CH designee (05 or above). It is advisable for Chaplain Candidates to have an interview but one is not required.	CH
		Photograph: 5x7 full-length for NPS or official military compo photo for <u>ALL</u> PS applicants	CH & CC
		Essay: For CH—“Why I Want to be an Army Chaplain”, for CC—“Why the Army Chaplaincy?” One page double-spaced, title at the top, with signature and date at bottom right.	CH & CC
		NGB 62E: Application for Appointment: Must be signed by applicant.	CH & CC
		Multi-paragraph Application Letter: Must be CH or CC specific version.	CH&CC
		Official Undergraduate Transcripts: CTC only if already commissioned officer. MUST show graduation date, type of degree, and total number of hours.	CH&CC
		Official Graduate Transcripts: MUST show graduation date, type of degree, and total number of hours. If accessioning prior to graduation (180 days) must have registrar certification.	CH
		Letter of Acceptance/Enrollment: Either type of letter will suffice.	CC
		Security Documentation: SF 86 Part 2 (pages 7-11) is REQUIRED regardless of clearance/duty status (with signature). Current JPAS statement for those with existing clearance.	CH & CC
		DD 2808: Report of Medical Examination & DD 2807-2 Report of Medical History: Certified true copies. Current within 24 months for initial appointments or within 5 years for current officers. If physical is 6 months old or older, a current height and weight statement MUST show compliance with commissioning standards (AR 600-9). If applicant must be taped, a DA 5500 or DA 5501 MUST be included to reflect commissioning standards in AR 600-9, table 3-1. NO EXCEPTIONS!	CH & CC
		DD Form 368: Conditional Release (if applicable).	CH & CC
		DA 3574: (w/o prior service) or DA 3575: (w/prior service)	CH & CC
		Birth Certificate or Naturalization Documentation: Must be a certified copy if applicant is requesting an age waiver.	CH & CC
		Chronological Listing of Professional Ministry Experience	CH
		Prior Service Documents: Current RPAS required. DD 214 or NGB 22 (must be CTC if used to verify prior service), last three OERs/AERs/NCOERs, CH-BOLC completion certificate.	CH&CC
		Waiver Requests (other than medical): Check current OCCH waiver guidelines. Must have applicant request for waiver, Ecclesiastical Endorser/Approver request for waiver, and State request for waiver. See SOP for more details.	CH & CC
		TDA Request: Request TDA for a period of three years to begin on the date of the accession board and end on same date (three years later). NGB-ASM-O will route the request with a concurrence to NGB-ARH.	CC

DISCLAIMER: ANY AND ALL documents provided for any predetermination packet must be verified for authenticity by the Officer Strength Manager (OSM) preparing the predetermination packet. Providing fraudulent documents to this office, in any form, is punishable under UCMJ. NGB-ASM-O Specialty Branch Recruiting (Chaplain) **CANNOT** and **WILL NOT** certify ANY document(s).