



Chaplain/Chaplain Candidate Application Checklist (As of Crtkl4233)



**Being a Texas Army National Guard chaplain is a “Mission Trip”
on life cutting edge, serving God and country!
You will be highly visible and effective in ministry
that is an integral part of a dynamic community**

Documents to be completed and return. Electronic documents are available upon request or you can down load the documents from the [TXARNG/Officer Accession Branch](#) web page under the [DOCUMENTS](#) button on the tool bar.

- [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)(Preference is Digital at MEPS).
_____ c. **[SF 312, Classified Information Nondisclosure Agreement \(OSM provides\).](#)**

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- ___ 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 with in 6 months.
- Prior Military Service Records**, if applicable. Note: Army personnel can download their record from <http://www.archives.gov/veterans/military-service-records/index.html> 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

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) Postma, State Chaplain at 512- 751-4543(Cell) or email bruce.postma@us.army.mil to schedule interview.
- 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.](#)

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- [Chaplain Load Repayment Program Addendum \(\\$20,000.00\)](#). Available for Chaplains upon being Federal Recognized/Commission, Optional.
- [\\$10,000.00 Affiliation or Accession Bonus](#). Officer Strength Manager (OSM) provides, if applicable.
- Constructive credit:** Previous Work Experience (PWE) Credit. Chaplain (Only) applicant who has seven or more years of full-time vocational ministry experiences after meeting minimum requirement to qualify for Army Chaplaincy.
 - ___ a. PEW waiver request. OSM provides with following
 - ___ (1) Endorsing agent detailed summary of the experience that equals to 2 years of post-graduate professional experience.
 - ___ (2) [Chronology of Ministry Experience](#)

FOR CHAPLAIN CANDIDATE APPLICATIONS ONLY

- 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
- Senior Chaplain Interview Statement:** Call CH (COL) Postma, State Chaplain at 512-751-4543 (Cell) or email bruce.postma@us.army.mil to schedule interview, required.
- Multi-paragraph Application Letter:** Must be Chaplain Candidate specific version
- Ecclesiastical Approval:** The letter must be signed by the [approved person by the Armed Forces Chaplain Board for your denomination](#)

Federal Recognition Board (FRB)/Initial Appointment Documents: Note: After Department of the Army Chaplain Board approves the applicant’s predetermination package. The applicant must appear before the FRB in person. The FRB is held once a month; date TBD at JFHQs, 2200 W 35th St BLDG 8, Austin TX 78703.

- Social Security Card** copy
- SF 1199A:** “Direct Deposit Sign up Form”. Note: Attach copy of a VOID check, if you do not have your financial institution certified direct deposit document.
- DD Form 93:** “Record of Emergency Data” (Must be type).
- SGLV 8286:** “Servicemember’s Group Life Insurance” (\$400,000 Life Insurance-Optional) (Must be Typed).
- Military Service Obligation Statement:** Officer Strength Manager (OSM) provides.
- Statement of Understanding to Complete CH-Officer Basic Course** (OSM provides).

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- Personnel Qualification Record (PQR).** Verify/sign a copy of their PQR. *Only for current VYARNG soldiers*
- [Official Military Personnel File Review Form \(OMPRF\).](#)** *Only for current VYARNG soldiers*
- Notification to the first Command Sergeant Major (CSM),** in the chain of command that the applicant is going before the FRB for a direct commission. *Only for current VYARNG soldiers*
- [DA Form 71:](#)** "Oath of Office to U.S" (OSM provides).
- [NGB Form 337:](#)** "Oath of Office to TX" (OSM provides).

NOTE: Policy on Age Waivers by Department of the Army for the National Guard:

Applicants with no prior service may be accessed into the Chaplaincy, when otherwise qualified, through age forty-four, but not beyond age 47; Chaplain Candidates may access applicants through age 55, but not beyond age 42. Applicants with prior service may be accessed into the Chaplaincy through age 49, when otherwise qualified, up to the last creditable year of service. The ARNG does not access anyone into the Chaplaincy beyond age 69. While the Active Component, on a case by case basis, will access Roman Catholic priests beyond the age of 50, there is no provision in current ARNG policy allowing for the over-age accessioning of Chaplains, despite our shortages.

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FEDERAL BENEFITS FOR GUARDMEMBERS:

- **[Chaplain Load Repayment Program \(CLRP\):](#)** Chaplain Candidate's are not eligible until commission as an Army Chaplain. The amount is \$20,000.00 for each three years paid in 3 allotments to the promissory note holders with a maximum of \$6,666.66 each year of the service agreement and be equal to 1/3 of the value of the student load that were present and verified upon entry into the program. The maximum lifetime benefit will not exceed \$40,000.00. The payment will consist of the loan's principle, interest and related expenses to the basic professional qualifying degree or graduate education resulting in Master of Divinity degree or equal. Repayment of qualifying loans is not automatic you must submit documents 90 prior, **[see instructions](#)** and Form **2475**.
Basic requirements:
 - a. Must be a newly accessed Chaplain in the ARNG or currently hold an appointment as an ARNG Chaplain.
 - b. Sign a written agreement to serve in the ARNG for 3 years.
 - c. Have a current endorsement that is recognized by Armies Force Chaplain Board.
 - d. Must possess outstanding educational loads secured after 1 Oct 75 that applied towards a basic professional qualifying degree or graduate education
- **[TRICARE Reserve Select \(TRS\) Program](#)** (Health insurance) for reserve component members who are serving in the Texas Army National Guard (TXARNG).

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- **Additional Chaplain Education Courses available to name a few.** These education programs will be applicable in both GUARD and civilian ministries.
 - Critical Incident Stress Management
 - Clinical Pastoral Education
 - Suicide Prevention
 - Marriage and Relationship Enhancement
- **Education assistant towards your 1st professional degree** (\$4,500.00 yr). Please down load the TXARNG "Civilian Education Benefits Student Handbook" at the web page listed below. Then if you have any questions, please call our TXARNG Education Office at (512) 782-5515 .
- **Thrift Saving Plan (TSP):** You can sign up to contribute to the TSP within 60 days of when you join the Army National Guard (ARNG) or during the two Open Seasons each year. If you are a member leaving active duty and joining the ARNG, you may also make TSP elections within 60 days of your change in status. To participate in the TSP by submitting a TSP Election Form (TSP-U-1) www.tsp.gov/uniserv/forms/tsp-u-1.pdf.

Go to TSP website for detail information at <http://www.tsp.gov/index.html>

- **Guard Recruiting Assistance Program (G-RAP) & Guard Recruiting Assistance Program-Officer (GRAP-O).** Traditional & retired guardsmen are afford opportunity to supplement or full-time Recruiting & Retention Force (RRF) and Officer Strength Managers (OSM) by identify potential new NG members, officers or enlisted soldiers. You must go to the webpage below to register as a Recruiter Assistant (RA). There is a 60 min block of instructions that you must complete to learn the do & don't of the G-RAP/GRAP-O program. Payment to RAs occurs at a one time payment upon verification accession into the VZARNG and/or contracting into ROTC/OCS/WOCS against the SIDPERS data base. Commission officers or CWO vary on branch from \$2,500 for non-critical officers and warrant officers to \$7,500 for medical doctors. Types of accessions are: Transfer from Active Duty, Direct Commission, IRR, USAR, other military components, etc). Go to the below web site for details and enrollment instructions.

<http://www.guardrap.com>



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