For the Commander:

HUBERT E. BAGLEY
Colonel, GS
Chief of Staff

Official:

BRUCE W. MORRIS
Assistant Chief of Staff, G-6

History. This publication is a new USAREC Reg 601-108, which is effective 30 April 2008.

Summary. This regulation prescribes eligibility criteria governing the appointment of persons into the Army Chaplain Corps, with or without prior service, for Regular Army and Army Reserve. It provides the policies and procedures to process applicants for direct appointments.

Applicability. This regulation is applicable to all chaplain recruiters.

Proponent and exception authority. The proponent of this regulation is the Commander, U.S. Army Special Missions Brigade. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USASMB, ATTN: RCSMB-SMC, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is intended for command level A.

*This regulation supersedes USAREC Regulation 350-12, dated 4 March 1998.

USAREC Reg 601-108 • 15 April 2008
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Glossary
Chapter 1
Introduction

1-1. Purpose
This regulation prescribes eligibility criteria governing the appointment of persons into the Army Reserve (AR) Chaplain Program with or without prior service (PS). It provides policies and procedures to process applicants for degree appointments and student programs.

1-2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms
Abbreviations and special terms are explained in the glossary.

1-4. Responsibilities
a. The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, is responsible for all policies and procedures governing AR appointments and appointments of commissioned and warrant officers in the Regular Army (RA). Specific responsibilities of other agencies are specified when applicable.
b. The Office of the Chief of Chaplains (OCCH) has overall general staff responsibility for the policy, procedures, and eligibility criteria for the appointment of commissioned officers and assignment as Army chaplains.
c. The Commander, U.S. Military Entrance Processing Command has the responsibility to process applicants for physical examinations (PEs) in accordance with AR 40-501.
d. Chaplain recruiters have the responsibility for processing applications in accordance with guidance provided in this regulation.

Chapter 2
Processing

2-1. Application process
a. Recruiters will encourage applicants to contact their endorser, as early as possible in the application process, and begin the ecclesiastical endorsement and approval procedures. Once an endorser has been identified, the recruiter will make telephonic or e-mail contact with the endorser to inform them one of their clergy is applying for Army chaplaincy.
b. Complete DD Form 2807-2 (Medical Prescreen of Medical History Report) for each applicant to help determine their medical eligibility.
c. Use the Direct Commissioning and Accessioning (DCA) System to schedule Military Entrance Processing Station (MEPS) physicals for all applicants.
d. Complete USMEPCOM Form 680-3A-E (Request for Examination) after the applicant has been scheduled for a physical. Mail or e-mail the completed DD Form 2807-2 and USMEPCOM Form 680-3A-E to the applicant. The applicant must deliver the forms to the MEPS when they report for their PE.
e. Provide applicants with USAREC Form 1230 (United States Army Chaplain and Chaplain Candidate Commissioning Application) with instructions to return the completed form to the recruiter.
f. When all required forms are received from the applicant the recruiter will complete the application packet on DCA. The application packet will then be transmitted to the applicant for their signatures. Once signed, the applicant will return the completed application packet to the recruiter for an initial quality control (QC) check. The recruiter will then forward the application packet to the U.S. Army Special Missions Brigade, Chaplain Recruiting Branch (CRB), for final QC and submission to OCCH for selection board consideration.

Note: Applicants currently serving or with PS as an officer, must contact the OCCH, AR Chaplain Career Manager, to verify their promotion and eligibility status before processing.

2-2. Medical processing
a. All applicants must take a PE. Initial entry applicants must meet preappointment medical fitness standards as prescribed in AR 40-501, chapter 2. Currently commissioned officers must meet retention medical fitness standards as prescribed in AR 40-501, chapter 3. All PEs include a Human Immunodeficiency Virus test and a drug and alcohol test screening. Physicals can be taken at any MEPS or a U.S. Army Health Care Facility. For new appointments, physicals...
must have been completed within 24 months of selection board review. Recruiters are responsible to complete the
processing of applicants who have passed their physical.

b. Recruiters will use the DD Form 2807-2 to uncover any medical information that may require additional medical
documentation. Additional medical documentation will be forwarded to the physical examining facility prior to the
applicant’s scheduled PE. Provide the applicant with a memorandum of instruction for the servicing MEPS prior to their
PE (fig 2-1). If an applicant is disqualified at the MEPS, medical documents should be forwarded to Headquarters, U.S.
Army Recruiting Command for medical waiver consideration. The U.S. Army Recruiting Command (USAREC) Surgeon
has final decision authority.

c. Recruiters will make sure all permanently disqualified applicants understand the reason(s) for their disqualification(s).
Recruiters will also advise applicants with temporary disqualifications what must be done (in accordance with the
doctor’s recommendation) to correct the disqualification.

2-3. Applicant interview

a. An applicant interview is required for all Army chaplain applicants. Applicant interviews are not required for
chaplain candidate applicants. This interview must be conducted in accordance with AR 135-100, paragraph 3-6b, fig 3-
2; and DA Pam 165-17, appendix B.

b. When a chaplain applicant has been medically qualified, the recruiter is responsible to inform the applicant of the
interview process and arrange an interview.

   (1) AR applicants will be interviewed by a senior Army chaplain (lieutenant colonel or above).

   (2) RA applicant interviews will be conducted through the OCCH. (The OCCH is responsible for scheduling inter-

   views for RA chaplain applicants.)

Note: USAREC chaplain recruiters are not involved in the interview process.

c. The interviewer will forward the completed interview in accordance with AR 135-100, figure 3-2, to OCCH.

2-4. Board packet process and procedures

a. The application packet will include all required forms and documents as listed on the appropriate checklist (see
below). The applicant’s current military status, PS history, and type program (chaplain and chaplain candidate (CH/CC))
they are applying for will determine the exact makeup of the packet.

b. Application packets presented to the accessions board will include:

   (1) One of the following checklists:

   (a) Copy of USAREC Form 1164 (Regular Army Chaplain Checklist) (fig 2-2).

   (b) Copy of USAREC Form 1164-1 (Army Reserve Chaplain Checklist) (fig 2-3).

   (c) Copy of USAREC Form 1164-2 (Army Reserve Chaplain Candidate Checklist) (fig 2-4).

   (d) Copy of USAREC Form 1164-3 (Chaplain Candidate Educational Delay Checklist) (fig 2-5).

   (2) Interview statement (chaplain applicants only).

   (3) Full-length photo (business attire or official military photo).

   (4) Application essay. The essay must be original and completed by the applicant, without coaching or editing

   assistance from any recruiter or member of the Army Chaplaincy community. The essay will be prepared using the

   following guidelines:

   (a) No more than one page in length.

   (b) Double-spaced, one-inch margins.

   (c) Font, Times New Roman, 12 pitch.

   (d) Signed and dated by applicant.

   (5) Commander’s recommendation if currently in a military unit (optional).

   (6) DA Form 61 (Application for Appointment) (fig 2-6). One copy with applicant’s original signature.

   (7) Multiparagraph application letter for chaplains (fig 2-7) and chaplain candidates (fig 2-8).

   (8) Undergraduate transcripts. Original copies mailed directly by the school to the recruiter.

   (9) Graduate transcripts. Original copies mailed directly by the school to the recruiter.

   (10) Statement of seminary enrollment (chaplain candidates only). An original signed document prepared in accor-

       diance with AR 135-100, paragraph 3-6d(3), sent by the school directly to the recruiter.

   (11) Verification of security clearance. If a clearance is 10 years old or less prior to appointment a signed memoran-

       dum or certified true copy of DA Form 873 (Certificate of Clearance and/or Security Determination) will be submitted. If

       a clearance is more than 10 years old, an SF 86 (Questionnaire for National Security Positions) will be completed and

       submitted via DCA. If an applicant’s clearance is less than 10 years old at the time of appointment, complete and submit

       SF 86, part 2 (fig 2-9).
(12) FBI Form FD 258 (Applicant Fingerprint Card). Two copies (not required for applicants whose clearance is 10 years old or less prior to appointment). Completed forms will be mailed to U.S. Office of Personnel Management, Federal Investigations Processing Center, 1137 Branchton Rd., Box 618, Boyers, PA 16018-0618.

(13) DD Form 2808 (Report of Medical Examination) and DD Form 2807-2 including the original MEPS physical in accordance with AR 40-501. Certified true copies are authorized.

Note: If a physical is more than 6 months old at the time of the accession board, a completed DA Form 5500 (Body Fat Content Worksheet (Male)) or DA Form 5501 (Body Fat Content Worksheet (Female)) must be included.

(14) DD Form 368 (Request for Conditional Release From Reserve Component). Completed by applicants who are current members of any active duty (AD) branch of service other than the Army or any branch of the Reserve Components. Form must be signed in block 6e by the first O-5 or above in the applicant’s chain of command.

(15) DA Form 4187 (Personnel Action). Completed by applicants currently serving on AD in the Army. Form must be approved in block 11 and signed in block 13 by an O-6 or above in the applicant’s chain of command.

(16) DA Form 3574 (Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, As Applicable, Individuals Without Prior Service) for applicants without PS. One signed copy generated by DCA will be included.

(17) DA Form 3575 (Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, As Applicable, Individuals Without a Statutory Service Obligation) for applicants with PS. One signed copy generated by DCA will be included.

(18) Official verification of birth. Original or copy issued by the birth state.

Note: An original or notarized certified true copy of the original verified by a raised seal or notary stamp is required if an age waiver is required.

(19) USAREC Form 1163 (Verification of Naturalization or Residency Status) (fig 2-10). Include this completed form if the applicant is not a native-born U.S. citizen. The following will also be included:

(a) Certified true copy of the applicant’s INS Form I-551 (Permanent Resident Card) if applicable.

(b) Certified true copy of the applicant’s U.S. Naturalization Certificate (if applicable).

(20) USAREC Form 1285 (Chronological Listing of Ministry Experience) (fig 2-11). Include all periods of ministry and religious service to include any volunteer work.

(21) DD Form 214 (Certificate of Release or Discharge From Active Duty). Include a certified true copy for those applicants with prior AD service. Be sure the copy shows the reentry eligibility (RE) code if applicable.

(22) Official Military Personnel File and/or source documents. Copies of all military awards, last five chronologically consecutive copies of their noncommissioned officer evaluation reports or officer evaluation reports and any other military documents the applicant may want to submit.

(23) NGB Form 23B (Army National Guard Retirement Points History Statement) or DARP Form 249-2-E (Chronological Statement of Retirement Points). Submit if applicable.

(24) DA Form 160-R (Application for Active Duty). Two original signed copies and a memorandum signed and dated by the applicant that gives the name(s), age(s), and social security number(s) of all dependents who will accompany the applicant to his or her first AD assignment.

(25) Applicant’s request for any applicable waivers (fig 2-12).

c. The recruiter is responsible to ensure the application is accurate and complete in accordance with this regulation, the sample packet (figs 2-2 through 2-12), AR 135-100, and DA Pam 165-17 prior to submitting to the CRB. Packets submitted to the CRB will not contain the interview statement (sent directly to Department of the Army Chaplain by the interviewer) or fingerprint cards. Upon receipt of a packet, the human resources technician will have 2 working days to perform an initial QC and annotate any errors, missing documents, or other packet problems on the CH/CC data report. The CRB will regularly send the CH/CC data report to recruiters, via e-mail or DCA, to inform them of their applicant’s packet status and any errors or omissions that must be corrected. When the technician determines the packet is complete, a final QC will be performed by the CRB within 3 working days.

d. Appointment applications with five or more administrative errors will be returned to the recruiter for correction and resubmission to the CRB.

2-5. Waiver processing

Waivers for chaplaincy are divided into five categories: Moral (AR 135-100, para 1-7b), medical (AR 40-501, chaps 2 and 3), RE code (AR 601-210, paras 3-21 through 3-24), age (AR 135-100, table 1-1 and this regulation, d below), and Department of the Army (DA) policy (see current policy messages). The following procedures will be used for each category:

a. Moral. When it is determined an applicant requires a moral waiver, all processing must stop and the following steps taken. First, the recruiter will direct the applicant to inform their ecclesiastical endorsing agency of the moral
waiver situation. Second, the recruiter will contact the CRB to inform them of the moral waiver issue. Moral waiver applications will not be considered by the OCCH until the following actions are taken:

1. The endorsing agent for the DD Form 2088 (Statement of Ecclesiastical Certification) or the ecclesiastical approval letter must include a written statement that affirms they are aware of the moral waiver situation and are endorsing or approving the applicant regardless of the situation.

2. The CRB will contact Department of the Army Chaplain, Personnel Directorate (DACH-PER), Accessions Branch, to inform them of the waiver request and whether or not it will be considered. Most moral waivers will be considered on a case-by-case basis in accordance with OCCH policy.

3. When notification is received that an applicant’s waiver will be considered, the CRB will immediately notify the recruiter to resume processing. The applicant will be instructed to prepare a memorandum requesting a moral waiver (fig 2-12) and include it with the application.

4. The entire application with memorandums will be sent to DACH-PER, Accessions Branch, for review and processing.

b. Medical. If an applicant is medically disqualified, the recruiter must ensure the examining facility forwards the DD Form 2807 with supporting documentation to the U.S. Army Special Missions Brigade, ATTN: CRB.

1. The CRB will follow the waiver procedures established by the USAREC Surgeon.

2. The CRB will inform the recruiter of the USAREC Surgeon’s final disposition. If the waiver is approved, the recruiter can continue processing the applicant. If the waiver is disapproved, the recruiter must notify the applicant within 5 working days of notification.

c. RE code. When a PS applicant has an RE code that requires a waiver (see AR 601-210) the recruiter will stop all processing and notify the CRB. The CRB, in coordination with DACH-PER, will determine on a case-by-case basis, required processing procedures.

d. Age. AR 135-100, table 1-1, and the current fiscal year waiver standards establish the age requirements for commissioning in the Army Chaplain Branch; however, the Chief of Chaplains has approval authority to waive those requirements.

1. Waivers will be considered on a case-by-case basis for faith groups designated as “critically short” by the Chief of Chaplains. If a waiver is considered, the recruiter will resume processing; if a waiver will not be considered, the recruiter will notify the prospect no later than 5 working days after the determination.

2. Waivers will not be considered for nonprior service applicants who are not members of a “critically short” faith group or for applicants with PS who cannot meet the current waiver approval requirements.

e. DA and OCCH policy. DA and OCCH may change or add new requirements for those applying for a commission. If applicants do not meet the established qualifications, a waiver may be considered. The recruiter will stop processing and inform the CRB of the disqualification. The CRB will contact the OCCH, Director of Personnel, who will determine if a waiver will be considered. If a waiver will be considered, the recruiter will resume processing; if a waiver will not be considered, the recruiter must notify the applicant within 5 working days of the determination.

2-6. Selection and nonselection

The CRB will advise the recruiter of applicant selection or nonselection. The recruiter will execute the following actions:

a. Enter select or nonselect on USAREC Form 200-7 (Chaplaincy Prospect Data Record) and USAREC Form 533-C (Chaplaincy Processing List) in accordance with USAREC Reg 601-107.

b. Inform the applicant of their status within 24 hours of the determination. The recruiter may assist with an applicant’s formal commissioning ceremony.

c. Applicants selected will follow the instructions in the DA appointment letter from the U.S. Army Human Resources Command, Appointments Directorate.

d. The OCCH accessions officer, AR chaplain career manager, or chaplain candidate manager together with the applicant will schedule their attendance at the Chaplain Basic Officer Leadership Course.

Chapter 3
Future Chaplains

3-1. Followup, contact, and mentor program

a. The recruiter will:

1. Make appropriate annotations on USAREC Form 533-C upon notification of an applicant’s board selection.
(2) Congratulate applicants within 24 hours of selection board results.

(3) Initiate, plan, and conduct Future Chaplain followup.

(4) Explain the Chaplain Mentor Program to all Future Chaplains and give them an idea of what to expect during their initial assignment. Answer questions relating to pay and benefits. Provide a summary of their responsibilities while awaiting appointment such as referrals, physical qualifications, and contact requirements.

   b. The recruiter will make contact with all Future Chaplains a minimum of once every 2 weeks until appointed or reappointed. Record results of the contact on USAREC Form 200-7. Verify basic qualifications during the followup, ensure they maintain eligibility, and ask for referrals.

   c. Coordinate with OCCH AR chaplain career manager or the supporting reserve readiness command staff chaplain to ensure that as many Future Chaplains as possible are assigned a mentor or unit sponsor.

3-2. Referrals

   a. Recruiters should strive to receive a referral from every Future Chaplain prior to their appointment.

   b. A Future Chaplain referral is defined as an individual, referred by a Future Chaplain, who has agreed to an appointment with a recruiter and for whom a USAREC Form 200-7 has been initiated.

   c. During followup the recruiter will ask Future Chaplains for the names of qualified individuals who may have an interest in the chaplaincy. All referrals will be reported to the CRB on USAREC Form 1204 (Chaplain and Chaplain Candidate Referral Card).

   d. Contact all referrals within 72 hours of receipt. Enter referral information in the “Remarks” section of the appropriate Future Chaplain’s USAREC Form 200-7 in chronological order. When referrals are selected, it must be recorded on the referring Future Chaplain’s USAREC Form 200-7. To request the retirement point incentive authorized by AR 140-185 for Future Chaplains who make referrals, the recruiter must complete a DA Form 1380 (Record of Individual Performance of Reserve Duty Training).

3-3. Loss management

   a. Reporting. The recruiter will immediately report any moral, physical, or administrative disqualifications uncovered during Future Chaplain followup to the CRB.

   b. Projection. The recruiter will immediately report any circumstances that may lead to the immediate or eventual loss of a Future Chaplain to the CRB noncommissioned officer in charge and annotate same on their USAREC Form 200-7.

Chapter 4
Command and Control

4-1. Command functions

   a. The chaplain recruiting team (CRT) consists of one or more recruiting chaplains and one or more chaplain recruiting noncommissioned officers.

   b. The CRB is responsible for the mission, supervision, and training of CRTs.

   c. The officer in charge (OIC) is responsible for the supervision, training, and welfare of all the other members of the CRT.

4-2. After-action review

An after-action review (AAR) between the OIC and the CRB is the method used to establish command and control of chaplain production. An AAR is required at a minimum once per quarter and may be accomplished by video teleconference, telephonically, or in person. It is the process the Chief, CRB and the CRB sergeant major (SGM) use to continuously evaluate the prospecting and processing activities of the CRT. A secondary purpose is to give guidance concerning recruiting operations, administration, and logistics support. An AAR between the OIC and the other members of the CRT will also be conducted once a week for administrative, planning, and operational purposes.

4-3. Selection, training, and integration

The selection of OICs is the responsibility of the OCCH. The selection of the chaplain recruiting noncommissioned officers is the responsibility of the CRB SGM in close coordination with either the U.S. Army Reserve Command chaplain SGM or USAREC Command Sergeant Major. The OIC will ensure that newly assigned CRT members receive the prescribed initial training and are adequately sponsored. Initial training of OICs and chaplain recruiters will be con-
ducted by the CRB. Time and place will be coordinated by the CRB. This training should be scheduled as far in advance as possible. Chaplain recruiters are required to attend the Army Recruiter Course and additional training administered by the CRB.

4-4. Supervision
The Chief, CRB, will function as the rater for OICs. The CRB will determine the senior rater. For chaplain recruiters, the rater will be the OIC and the senior rater should be the OIC’s rater. Final determination of the rating scheme will be determined by the CRB.

4-5. Mission credit
Mission credit is granted when an applicant is approved for Army chaplaincy by the OCCH Chaplain Selection Board and the Chief of Chaplains. The CRB will notify the recruiter of this determination.

4-6. Administration
The CRB will ensure recruiters have access to the necessary automation assets and an adequate supply of production-related materials. The supervisor will properly maintain reference files, functional files, and all forms and records described within this regulation in the active files for a period of 24 months, unless otherwise stated.

4-7. Security
The supervisor will ensure:
   a. Recruiters secure all Government-issued equipment.
   b. Recruiters are aware of actions they must take in the event of bomb threats, civil disturbances, or terrorist situations.

4-8. Logistics
The OIC will ensure:
   a. Recruiters present a professional appearance.
   b. All assigned property is properly inventoried and managed.
   c. Personal telephone calls that do not meet the Commanding General’s policy guidelines are not authorized at Government expense.
MEMORANDUM FOR  Commander, U.S. Military Entrance Processing Station

SUBJECT: Medical Examination for Chaplain and Chaplain Candidate Applicants

1. The following person is applying for the Army Chaplaincy. You are requested to administer a complete physical examination with DAT and HIV screening per AR 40-501, chapter 2. This “precommissioning” physical is for Appointment in the U.S. Army and is a necessary part of their application process.

   Full Name: Hager, Melanie J.
   SSN: 555-55-5555
   Mailing Address: 123 Any Street, Vine Grove, KY 40000
   Daytime Phone: (111) 111-1111

2. When the applicant has completed the portion of the examination that requires their presence, please provide the individual with a “working copy” of the DD Form 2808 and DD Form 2807-1 before they leave your facility. When the physical is complete and all results have been recorded, send the original (with supporting documentation) to:

   HQ US ARMY SMB
   ATTN: RCSMB-SMC
   1307 3rd Ave
   Fort Knox, KY 40121-2725

   Also, please send a “certified true copy” to the applicant to provide insurance in case the original is lost in the mail. This is different from your normal procedures; however, due to the complicated chaplain accessioning process, it is necessary to follow these guidelines.

3. I greatly appreciate your assistance. For any questions or concerns please call a member of the Chaplain Recruiting Branch at 1-800-223-3735, extension 6-0435 or 6-0702.

   SIGNATURE BLOCK

Figure 2-1. Sample memorandum for medical examination
### REGULAR ARMY CHAPLAIN CHECKLIST

(For use of this form see USAREC Reg 601-108)

Instructions: Use this checklist to verify that all the required documents are present. Place documents in the following order prior to forwarding to DACH-PEC.

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>(Check)</th>
<th>COPIES</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Requested</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Arranged</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>1</td>
<td>Photograph (5x7 or Official Military attached to 8 1/2 X 11 paper with name, SSN, and date of photograph)</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>1</td>
<td>Chaplain Applicant’s One-Page Essay - &quot;Why I Want to be a Chaplain&quot;</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>Letters of Recommendation (not required, but may be included)</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>1</td>
<td>DA Form 61 (Application for Appointment)</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>1</td>
<td>Multiparagraph Application Letter</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>1</td>
<td>Official Undergraduate Transcripts (copy only if already commissioned)</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>1</td>
<td>Official Graduate Transcripts (copy only if already a Reserve Component chaplain)</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>Statement Verifying Date of Latest National Agency Check</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>1</td>
<td>EQUIP/SF 86 (Questionnaire for National Security Positions), Part 2</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>1</td>
<td>DD Form 2808 (Report of Medical Examination) and DD Form 2807-1 (Report of Medical History) (certified true copies) (done at MEPS or Army installation)</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td>DD Form 368 (Request for Conditional Release From Reserve or Guard Component) or DA Form 4187 (Personnel Action)</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>1</td>
<td>Copy of Birth Certificate or Naturalized Certificate of Citizenship (must be a certified copy if applicant is requesting an age waiver)</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>1</td>
<td>USAREC Form 1285 (Chronological Listing of Ministry Experience)</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>1</td>
<td>Copy of DD Form 214 (Certificate of Release or Discharge From Active Duty) or NGB Form 22 (Report of Separation and Record of Service) (DD Form 214 must be a certified true copy if applicant is requesting an Age Waiver Based on Prior Service)</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td>Copies of Last Three Officer Evaluation Reports or Academic Evaluation Reports</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>1</td>
<td>Copy of Chaplain Officer Basic Course or Chaplain Basic Officer Leadership Course completion certificate</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>1</td>
<td>Copies of Latest and/or Highest Awards, Skill Badges, etc.</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>1</td>
<td>DA Form 160 (Application for Active Duty)</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>1</td>
<td>Family Member Information Document</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>1</td>
<td>Copy of Memo Clearing Your Mandatory Service Obligation for Reserve Incentive (Tuition Assistance, Bonus, etc.)</td>
</tr>
</tbody>
</table>

**Figure 2-2. Sample of a completed USAREC Form 1164**
<table>
<thead>
<tr>
<th>NUMBER</th>
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<th>COPIES</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>1</td>
<td>DD Form 2088 (Statement of Ecclesiastical Certification) (submitted directly to DACH)</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>1</td>
<td>Senior Chaplain Interview Statement</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>1</td>
<td>Photograph (5x7 or Official Military attached to 8 1/2 X 11 paper with name, SSN, and date of photograph)</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>1</td>
<td>Chaplain Applicant's One-Page Essay - &quot;Why I Want to be a Chaplain&quot;</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>1</td>
<td>Letters of Recommendation (not required by any applicant)</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>1</td>
<td>DA Form 61 (Application for Appointment) or NGB Form 62-E (Application for Federal Recognition as an Officer or Warrant Officer in the ARNG)</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>1</td>
<td>Multiparagraph Application Letter</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>1</td>
<td>Official Undergraduate Transcripts (copy only if already commissioned)</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>1</td>
<td>Official Graduate Transcripts (and/or certification of enrollment or graduation date)</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>1</td>
<td>Statement Verifying National Agency Check or Check is in Progress</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>1</td>
<td>SF 86 (Questionnaire for National Security Positions) or Electronic Personnel Security Questionnaire (Part 2 only from ARNG applicants and those who already have a current clearance)</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>1</td>
<td>DD Form 2808 (Report of Medical Examination) and DD Form 2807-1 (Report of Medical History) (certified true copies) (done at MEPS or Army installation) or Sign and Date a Printout From the AKO/My Records or iPERMS</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>1</td>
<td>DD Form 368 (Request for Conditional Release From Reserve or Guard Component) or DA Form 4187 (Personnel Action)</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>1</td>
<td>DA Form 3574 (Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, as Applicable - Individuals Without Prior Service) or DA Form 3575 (Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, as Applicable - Individuals Without a Statutory Service Obligation)</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>1</td>
<td>Copy of Birth Certificate, Naturalization, or INS Form I-555 (Resident Alien Card) for Noncitizen (permanent resident card or certified statement per AR 135-100, fig 2-1) (must be a certified copy if applicant is requesting an age waiver)</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>1</td>
<td>USAREC Form 1285 (Chronological Listing of Ministry Experience)</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>1</td>
<td>Copy of DD Form 214 (Certificate of Release or Discharge From Active Duty) or NGB Form 22 (Report of Separation and Record of Service) (must be a certified true copy if applicant is requesting an age waiver)</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>1</td>
<td>Copies of Last Three Officer Evaluation Reports or Academic Evaluation Reports</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>1</td>
<td>Copy of Chaplain Officer Basic Course Completion Certificate or DA Form 1059 (Service School Academic Evaluation Report)</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>1</td>
<td>Copies of Latest and/or Highest Awards, Skill Badges, etc.</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>1</td>
<td>Retirement Points Statement</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>1</td>
<td>Written Agreement Officer Accession Bonus Acknowledgment</td>
</tr>
</tbody>
</table>
**ARMY RESERVE CHAPLAIN CANDIDATE CHECKLIST**

(For use of this form see USAREC Reg 601-108)

Instructions: Use this checklist to verify that all the required documents are present. Place documents in the following order prior to forwarding to DACH-PEC.

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<thead>
<tr>
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<th>ITEM</th>
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<tr>
<td>20</td>
<td></td>
<td>Yes</td>
<td>1</td>
</tr>
</tbody>
</table>

Figure 2-4. Sample of a completed USAREC Form 1164-2
**CHAPLAIN CANDIDATE EDUCATIONAL DELAY CHECKLIST**  
(For use of this form see USAREC Reg 601-108)

Instructions: Use this checklist to verify that all the required documents are present. Place documents in the following order prior to forwarding to DACH-PEC.

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<tr>
<th>NUMBER</th>
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<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X</td>
<td>1</td>
<td>Letter of Ecclesiastical Approval (sent directly to DACH)</td>
</tr>
<tr>
<td>2</td>
<td>X</td>
<td>1</td>
<td>Letter From CRT Certifying that the Applicant is an Educational Delay and will be Commissioned Through the U.S. Army Cadet Command</td>
</tr>
<tr>
<td>3</td>
<td>X</td>
<td>1</td>
<td>Photograph (5x7 or Official Military attached to 8 1/2 X 11 paper with name, SSN, and date of photograph)</td>
</tr>
<tr>
<td>4</td>
<td>X</td>
<td>1</td>
<td>Candidate Applicant's One-Page Essay - &quot;Why the U.S. Army Chaplaincy?&quot;</td>
</tr>
<tr>
<td>5</td>
<td>NA X</td>
<td>1</td>
<td>Letters of Recommendation (not required by any applicant)</td>
</tr>
<tr>
<td>6</td>
<td>X</td>
<td>1</td>
<td>Multiparagraph Application Letter</td>
</tr>
<tr>
<td>7</td>
<td>X</td>
<td>1</td>
<td>Official Undergraduate Transcripts (copy only if already commissioned)</td>
</tr>
<tr>
<td>8</td>
<td>X</td>
<td>1</td>
<td>Letter of Acceptance (may add copies of graduate transcripts if already enrolled)</td>
</tr>
<tr>
<td>9</td>
<td>NA X</td>
<td>1</td>
<td>USAREC Form 1285 (Chronological Listing of Ministry Experience) (not required)</td>
</tr>
<tr>
<td>10</td>
<td>NA X</td>
<td>1</td>
<td>Prior Service Records</td>
</tr>
</tbody>
</table>

Figure 2-5. Sample of a completed USAREC Form 1164-3
**APPLICATION FOR APPOINTMENT**

For use of this form, see AR 135-100, AR 145-1, AR 351-5, and AR 601-100; the proponent agency is DCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10 United States Code, Section 30 12 (Title 5 United States Code, Section 552a)

**PRINCIPAL PURPOSE:** To obtain an appointment as a commissioned or warrant officer in the Regular Army or Army Reserve, or to obtain selection to attend the US Army Officer Candidate School.

**ROUTINE USES:** Basis for determination of qualifications and background information for eligibility for consideration for appointment as a Regular Army or Army Reserve commissioned or warrant officer or for selection for attendance at the US Army Officer Candidate School.

**DISCLOSURE**

Disclosure of information requested in DA Form 61 is voluntary. Failure to provide the required information will result in non-acceptability of the application.

1. **TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED**
   - COMMISSIONED OFFICER - REGULAR ARMY
   - WARRANT OFFICER - REGULAR ARMY
   - WARRANT OFFICER - ARMY RESERVE
   - OFFICER CANDIDATE SCHOOL

2. **GOVERNING REGULATION OR CIRCULAR**
   - AR 135-100

3. **GRADE FOR WHICH APPLYING**
   - (Reserve appointment only)
   - (ROTC only)

4. **SOURCE OF APPLICATION**
   - CM
   - EN
   - FA
   - FI
   - IN
   - MI
   - MP
   - OD
   - CM

5. **BRANCH AND SPECIALTY PREFERENCES**
   - Regular Army and Officer Candidate applicants and all ROTC graduates:
     - In numerical sequence, indicate 10 branch preferences other than CA and SS.
   - USAR applicants: If applying for a specific Reserve vacancy, indicate ONLY the branch of the vacant position; all other applicants may enter more than one branch.

**PERSONAL DATA**

<table>
<thead>
<tr>
<th>PREFERENCE</th>
<th>BRANCH</th>
<th>SPECIALTY</th>
</tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>7. NAME</th>
<th>8. GRADE</th>
<th>9a. SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones, Robert Louis, Jr.</td>
<td>1LT</td>
<td>123-45-6789</td>
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<table>
<thead>
<tr>
<th>10. BRANCH (MOS if enlisted or and MI)</th>
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<tbody>
<tr>
<td>AD</td>
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<tr>
<td>AG</td>
</tr>
<tr>
<td>AR</td>
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<tr>
<td>AV</td>
</tr>
<tr>
<td>CA</td>
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<table>
<thead>
<tr>
<th>14. DATE OF BIRTH</th>
<th>15. PLACE OF BIRTH</th>
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<tr>
<td>07/02/64</td>
<td>Frankfort, Germany</td>
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<table>
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<th>16. SEX</th>
<th>17. COMPLETE MILITARY ADDRESS</th>
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<td>M</td>
<td>(If present or on active duty)</td>
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<table>
<thead>
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<th>18. PERMANENT ADDRESS</th>
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<tbody>
<tr>
<td>000 Any Street</td>
</tr>
<tr>
<td>Louisville, KY 00000</td>
</tr>
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<table>
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<th>19. CURRENT MAILING ADDRESS</th>
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</thead>
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<td>PHONE AND/or AUTOVON NUMBER</td>
</tr>
<tr>
<td>(Include area code)</td>
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<tr>
<th>20. U.S. CITIZEN</th>
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</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
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<table>
<thead>
<tr>
<th>21. CIVILIAN EDUCATION</th>
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<tbody>
<tr>
<td>(See page 3 for additional requirements for professional personnel)</td>
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</table>

<table>
<thead>
<tr>
<th>22. HIGHEST LEVEL SERVICE SCHOOL ATTENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. NAME OF SCHOOL</td>
</tr>
<tr>
<td>b. COURSE</td>
</tr>
<tr>
<td>c. DATES (Mo-Yr)</td>
</tr>
<tr>
<td>d. IF NOT COMPLETED GIVE REASON</td>
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<table>
<thead>
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<th>MI OB GC</th>
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<tr>
<td>Basic</td>
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<tr>
<td>0790</td>
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</table>

<table>
<thead>
<tr>
<th>23a. FOR EIGN LANGUAGES AND DEGREE OF PROFICIENCY</th>
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<tbody>
<tr>
<td>German, Fluent</td>
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<tr>
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</tr>
</tbody>
</table>

**Figure 2-6. Sample of a completed DA Form 61**

**USAREC Reg 601-108 • 15 April 2008**
### 24. ARE YOU NOW, OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR?  
- [ ] YES  
- [ ] NO  
(If yes, attach affidavit)

### 25. UNDERSTAND THAT IF I AM SELECTED FOR APPOINTMENT, I WILL BE EXPECTED TO ACCEPT SUCH ASSIGNMENTS AS ARE IN THE BEST INTEREST OF THE SERVICE REGARDLESS OF MY MARRITAL STATUS AND/OR RESPONSIBILITY FOR DEPENDENTS, AND IT IS MY RESPONSIBILITY TO MAKE APPROPRIATE ARRANGEMENTS FOR THE CARE OF MY DEPENDENTS IF REQUIRED TO PERFORM DUTY IN AN AREA WHERE DEPENDENTS ARE NOT PERMITTED.

### 26. HAVE YOU EVER UNDER MILITARY OR CIVILIAN LAW BEEN INDICTED OR SUMMONED TO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING (including any proceedings involving juvenile offenses, article 15, UCMJ, and any court martial), REGARDLESS OF THE RESULT OF TRIAL, OR CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, PAROLED OR PAROISONED, OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE? (Exclude traffic violations involving a fine or forfeiture of $100 or less).

- [ ] YES  
- [ ] NO  
(If yes, attach request for waiver listing the date, the nature of each alleged offense or violation, the name and location of the court or place of hearing, and the penalty imposed or other disposition of each case and furnish copy of court action or detailed statement in affidavit form as to the outcome of each case)

### 27. ACTIVE MILITARY SERVICE  
(Indicate tour with each organization separately - show ROTC Camps in Item 39)

<table>
<thead>
<tr>
<th>a. ORGANIZATION</th>
<th>b. DATES (Day, Month, Year)</th>
<th>c. BRANCH/MOS</th>
<th>d. PRIOR SERVICE NO.</th>
<th>e. HIGHEST GRADE AND COMPONENT</th>
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<tbody>
<tr>
<td>US Armed Forces</td>
<td>15 Mar 83  13 Mar 87  05H</td>
<td>E-4, US Army</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 28. RESERVE OR NATIONAL GUARD SERVICE (Not on active duty)

<table>
<thead>
<tr>
<th>a. ORGANIZATION</th>
<th>b. DATES (Day, Month, Year)</th>
<th>c. BRANCH/MOS</th>
<th>d. PRIOR SERVICE NO.</th>
<th>e. HIGHEST GRADE AND COMPONENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Armed Forces</td>
<td>5 May 89  15 Jul 92  M1</td>
<td>O-2, USAR</td>
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<td></td>
</tr>
</tbody>
</table>

### 29. SOURCE OF CURRENT COMMISSION  
(If applicable)

#### ARNGUS:
- [ ] OCS  
- [ ] DIRECT APPOINTMENT  
- [ ] OTHER  
- [ ] AIRWARS (Do not list theater or service medals)

#### USAR:
- [ ] ROTC  
- [ ] ROHC (ECP)  
- [ ] ROHC (SMP)  
- [ ] DCS  
- [ ] DIRECT APPOINTMENT

### 30. AWARDS  
(Do not list theater or service medals)

### 31. HAVE YOU EVER APPLIED AND NOT BEEN SELECTED FOR:

- a. ROTC  
- b. OCS  
- c. APPOINTMENT IN RESERVE COMPONENT  
- d. APPOINTMENT IN REGULAR ARMY

#### AS A WARRANT OFFICER:
- [ ] YES  
- [ ] NO

#### AS A COMMISSIONED OFFICER:
- [ ] YES  
- [ ] NO

#### a. IF ANswer IS "YES", EXPLAIN FULLY

### 32. ARE YOU NOW OR HAVE YOU EVER BEEN IN THE MILITARY SERVICE OF OR BEEN EMPLOYED BY A FOREIGN GOVERNMENT?  
(If yes, give dates, country and type of service or employment)

- [ ] YES  
- [ ] NO

### 33. HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN IN LIEU OF ELIMINATION PROCEEDINGS; BEEN DISCHARGED IN LIEU OF ELIMINATION, FURLUGHED (other than regular furlough or leave), OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE U.S. ARMED FORCES; OR, HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN FROM A POSITION WHILE IN PRIVATE OR GOVERNMENT EMPLOYMENT?  
(If yes, state circumstances; if more space is required, continue on separate sheet)

- [ ] YES  
- [ ] NO

---

**Figure 2-6. Sample of a completed DA Form 61 (Continued)**
Figure 2-6. Sample of a completed DA Form 61 (Continued)
PART I - RECOMMENDATION FOR APPOINTMENT OF ROTC GRADUATE AS A (REGULAR) OR (RESERVE) COMMISSIONED OFFICER OF THE ARMY (AR 601-100, AR 145-1) (To be completed by PMS only)

FROM: ________________________________

TO: ________________________________

a. APPLICANT WILL HAVE SUCCESSFULLY COMPLETED AT THIS INSTITUTION THE PRESCRIBED COURSE FOR THE UNIT ON ________________________________ (Date)

b. APPLICANT HAS HAS NOT COMPLETED SUCCESSFULLY THE REQUIRED CAMP TRAINING.

c. APPLICANT WILL HAVE ATTAINED WILL NOT HAVE ATTAINED A BACCALAUREATE DEGREE UPON SUCCESSFUL COMPLETION OF THE ROTC COURSE.

d. I CONSIDER APPLICANT PHYSICALLY, MENTALLY, MORALLY, AND PROFESSIONALLY QUALIFIED FOR APPOINTMENT AS A ______ REGULAR ______ RESERVE COMMISSIONED OFFICER OF THE ARMY RECOMMEND HIS APPOINTMENT.

e. APPLICANT WILL ATTAIN FULL QUALIFICATION FOR, AND SHOULD BE APPOINTED ON ________________________________ (Day, Month and Year)

DATE

BRANCH FOR ASSIGNMENT

SIGNATURE AND GRADE (PMS)

PART II - RECOMMENDATION FOR APPLICANTS FOR OCS ONLY (AR 351-9)

a. STATEMENT

TO: ________________________________

DATE

1. I HAVE KNOWN THE APPLICANT FOR ___________ MONTHS. HE HAS SERVED UNDER ME FOR ___________ MONTHS. HIS PRINCIPAL DUTY IS ________________________________

2. I ___ DO ___ DO NOT RECOMMEND THE APPLICANT.

3. REMARKS (Include your opinion as to his/her overall ability (to include leadership) and value to the service).

ENCLOSURES

SIGNATURE

ORGANIZATION

TYPED NAME, GRADE AND TITLE

b. STATEMENT

TO: ________________________________

DATE

1. I HAVE KNOWN THE APPLICANT FOR ___________ MONTHS. HE HAS SERVED UNDER ME FOR ___________ MONTHS. HIS PRINCIPAL DUTY IS ________________________________

2. I ___ DO ___ DO NOT RECOMMEND THE APPLICANT.

3. REMARKS (Include your opinion as to his/her overall ability (to include leadership) and value to the service).

ENCLOSURES

SIGNATURE

ORGANIZATION

TYPED NAME, GRADE AND TITLE

Figure 2-6. Sample of a completed DA Form 61 (Continued)
John E. Doe  
1234 Maindrag Street  
Somewhere, Somestate 00000  
C: (123) 456-7890  
john.e.doe@us.army.mil  
(Current Date)

Department of the Army  
Office of the Chief of Chaplains  
ATTN: DACH-PER  
2511 Jefferson Davis Highway  
Arlington, VA 22202-3907

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 *(U.S. Army Reserve/Army 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. To date, I have completed *(number of years)* years of full-time active professional clergy service.

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.

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

I attest that the application interview with the field screening chaplain, *(Name of the Interviewing Chaplain)*, considered my professional and academic 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 worldwide. 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 and weight standards as listed in Army

*Figure 2-7. Sample application letter for chaplain*
Regulation 600-9, when reporting for any military duty. Failure to meet this height and weight standard may delay my completion of the Chaplain Basic Officer Leadership Course, or may ultimately result in my discharge from the Army.

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

I understand that my appointment as a commissioned officer in the U.S. 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 postcommissioning 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 U.S. 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 (39) and requires a waiver in order to qualify for a 20-year retirement before mandatory removal date, 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 commission and are not a citizen of the United States and you have a Resident Alien Registration Card, include this statement:

I understand that due to my immigrant alien status, I will not be eligible to obtain a security clearance during my tenure in the U.S. Army. I further understand that I will be precluded from assignment to positions and duties requiring access to classified information. If I decide to become a citizen of the United States of America, I understand that I will be eligible to apply for a security clearance after I have attained citizenship.

If you are applying for a Reserve Component appointment for the USAR or ARNG chaplaincy, you must also include this acknowledgment of a mandatory service obligation (MSO):

In accordance with Army Regulation 350-100 (Officer Service Obligations) and in consideration of being granted commission in the Reserve of the Army with appointment in the Chaplain Corps, I acknowledge that I incur an 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 in another branch of military service, I incur no additional obligation.

(Applicant’s Original Signature)
JOHN EDWARD DOE
123-45-6789

Figure 2-7. Sample application letter for chaplain (Continued)
Department of the Army  
Office of the Chief of Chaplains  
ATTN: DACH-PER  
2511 Jefferson Davis Highway  
Arlington, VA 22202-3907

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 candidate, 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.

All applicants must include this statement:

I fully understand that I must meet the applicable height and weight standards as listed in Army Regulation 600-9, when reporting for any military duty. Failure to meet this height and weight standard may delay my completion of the Chaplain Basic Officer Leadership Course, disqualify me for ministry practicum training, and/or may ultimately result in my discharge from the Army.

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

I understand that my appointment as a commissioned officer in the U.S. 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 postcommissioning investigative processes, I am determined unacceptable for appointment as a commissioned officer, I will be discharged from the U.S. Army, and that I will receive an appropriate discharge certificate.

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

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

Figure 2-8. Sample application letter for chaplain candidate
If you are not a citizen of the United States and you have a Resident Alien Registration Card, include this statement:

I understand that due to my immigrant alien status, I will not be eligible to obtain a security clearance during my tenure in the U.S. Army. I further understand that I will be precluded from assignment to positions and duties requiring access to classified information. If I decide to become a citizen of the United States of America, I understand that I will be eligible to apply for a security clearance after I have attained citizenship.

If you are applying for a Reserve Component appointment for the USAR or ARNG chaplain candidate program, you must also include this acknowledgment of a mandatory service obligation (MSO):

In accordance with Army Regulation 350-100 (Officer Service Obligations) and in consideration of being granted commissioning in the Reserve of the Army with appointment in the Chaplain Candidate Program (Staff Specialist), I acknowledge that I incur an 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 in another branch of military service, I incur no additional obligation.

(Applicant’s Original Signature)
JOHN EDWARD DOE
123-45-6789

Figure 2-8. Sample application letter for chaplain candidate (Continued)
**Part 2**

**YOUR MILITARY RECORD**

Have you ever received other than an honorable discharge from the military? If "Yes," provide the date of discharge and type of discharge below.

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Type of Discharge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**YOUR SELECTIVE SERVICE RECORD**


- Have you registered with the Selective Service System? If "Yes," provide your registration number. If "No," show the reason for your legal exemption below.

<table>
<thead>
<tr>
<th>Registration Number</th>
<th>Legal Exemption Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**YOUR MEDICAL RECORD**

In the last 7 years, have you consulted with a mental health professional (psychiatrist, psychologist, counselor, etc.) or have you consulted with another health care provider about a mental health related condition?

If you answered "Yes," provide the dates of treatment and the name and address of the therapist or doctor below, unless the consultation(s) involved only marital, family, or grief counseling, not related to violence by you.

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Month/Year</th>
<th>Name/Address of Therapist or Doctor</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**YOUR EMPLOYMENT RECORD**

Has any of the following happened to you in the last 7 years? If "Yes," begin with the most recent occurrence and go backward, providing date fired, quit, or left, and other information requested.

Use the following codes and explain the reason your employment was ended:

- 1 - Fired from a job
- 2 - Quit a job after being told you'd be fired
- 3 - Left a job by mutual agreement following allegations of misconduct
- 4 - Left a job by mutual agreement following allegations of unsatisfactory performance
- 5 - Left a job for other reasons under unfavorable circumstances

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Code</th>
<th>Specify Reason</th>
<th>Employer's Name and Address (Include city/County if outside U.S.)</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**YOUR POLICE RECORD**

For this item, report information regardless of whether the record in your case has been "sealed" or otherwise stricken from the court record. The single exception to this requirement is for certain convictions under the Federal Controlled Substances Act for which the court issued an expungement order under the authority of 21 U.S.C. 844 or 18 U.S.C. 3607.

- Have you ever been charged with or convicted of any felony offense? (Include those under Uniform Code of Military Justice)
- Have you ever been charged with or convicted of a firearms or explosives offense?
- Are there currently any charges pending against you for any criminal offense?
- Have you ever been charged with or convicted of any offense(s) related to alcohol or drugs?
- In the last 7 years, have you been subject to court martial or other disciplinary proceedings under the Uniform Code of Military Justice? (Include non-judicial, Captain's mast, etc.)
- In the last 7 years, have you been arrested for, charged with, or convicted of any offense(s) not listed in response to a, b, c, d, or e above? (Leave out traffic fines of less than $150 unless the violation was alcohol or drug related.)

If you answered "Yes" to a, b, c, d, e, or f above, explain below. Under "Offense," do not list specific penalty codes, list the actual offense or violation (for example, arson, theft, etc.).

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Offense</th>
<th>Action Taken</th>
<th>Law Enforcement Authority/Court (Include City and county/county if outside U.S.)</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Enter your Social Security Number before going to the next page.

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**Figure 2-9. Sample of a completed SF 86, part 2**
24 YOUR USE OF ILLEGAL DRUGS AND DRUG ACTIVITY

The following questions pertain to the illegal use of drugs or drug activity. You are required to answer the questions fully and truthfully, and your failure to do so could be grounds for an adverse employment decision or action against you, but neither your truthful responses nor information derived from your responses will be used as evidence against you in any subsequent criminal proceeding.

1. Since the age of 16 or in the last 7 years, whichever is shorter, have you regularly used any controlled substance, for example, marijuana, cocaine, crack cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogens (LSD, PCP, etc.), or prescription drugs?

2. Have you ever illegally used a controlled substance while employed as a law enforcement officer, prosecutor, or courtroom official, while possessing a security clearance, or while in a position directly and immediately affecting the public safety?

3. In the last 7 years, have you been involved in the illegal purchase, manufacture, trafficking, production, transfer, shipping, receiving, or sale of any narcotic, depressant, stimulant, hallucinogenic, or cannabis for your own intended profit or that of another?

If you answered "Yes" to a or b above, provide the date(s), identify the controlled substance(s) and/or prescription drugs used, and the number of times each was used.

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Controlled Substance/Prescription Drug Used</th>
<th>Number of Times Used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25 YOUR USE OF ALCOHOL

In the last 7 years, has your use of alcoholic beverages (such as liquor, beer, wine) resulted in any alcohol-related treatment or counseling (such as for alcohol abuse or alcoholism)?

If you answered "Yes," provide the dates of treatment and the name and address of the counselor or doctor below. Do not repeat information reported in response to item 21 above.

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Name/Address of Counselor or Doctor</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

26 YOUR INVESTIGATIONS RECORD

3. Has the United States Government ever investigated your background and/or granted you a security clearance? If "Yes," use the codes that follow to provide the requested information below. If "Yes," but you can't recall the investigating agency and/or the security clearance received, enter "Other" agency code or clearance code, as appropriate, and "Don't know" or "Don't recall" under the "Other Agency" heading, below.

If your response is "No," or you don't know or can't recall if you were investigated and cleared, check the "No" box.

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Agency Code</th>
<th>Other Agency</th>
<th>Clearance Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

27 YOUR FINANCIAL RECORD

6. In the last 7 years, have you filed a petition under any chapter of the bankruptcy code (to include Chapter 13)?

7. In the last 7 years, have you had your wages garnished or had any property repossessed for any reason?

8. In the last 7 years, have you had a lien placed against your property for failing to pay taxes or other debts?

9. In the last 7 years, have you had any judgments against you that have not been paid?

If you answered "Yes" to a, b, c, or d, provide the information requested below:

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Type of Action</th>
<th>Amount</th>
<th>Name Action Occurred Under</th>
<th>Name/Address of Court or Agency Handling Case</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter your Social Security Number before going to the next page

Page 8

Figure 2-9. Sample of a completed SF 86, part 2 (Continued)
After completing Parts 1 and 2 of this form and any attachments, you should review your answers to all questions to make sure the form is complete and accurate, and then sign and date the following certification and sign and date the release on Page 10.

Certification That My Answers Are True

My statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See section 1001 of title 18, United States Code).

Signature (Sign in ink) Date

Enter your Social Security Number before going to the next page

Figure 2-9. Sample of a completed SF 86, part 2 (Continued)
UNITED STATES OF AMERICA

AUTHORIZATION FOR RELEASE OF INFORMATION

Carefully read this authorization to release information about you, then sign and date it in ink.

I Authorize any investigator, special agent, or other duly accredited representative of the authorized Federal agency conducting my background investigation, to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, credit bureaus, consumer reporting agencies, collection agencies, retail business establishments, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal history record information, and financial and credit information. I authorize the Federal agency conducting my investigation to disclose the record of my background investigation to the requesting agency for the purpose of making a determination of suitability or eligibility for a security clearance.

I Understand that, for financial or lending institutions, medical institutions, hospitals, health care professionals, and other sources of information, a separate specific release will be needed, and I may be contacted for such a release at a later date. Where a separate release is requested for information relating to mental health treatment or counseling, the release will contain a list of the specific questions, relevant to the job description, which the doctor or therapist will be asked.

I Further Authorize any investigator, special agent, or other duly accredited representative of the U.S. Office of Personnel Management, the Federal Bureau of Investigation, the Department of Defense, the Defense Investigative Service, and any other authorized Federal agency, to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for access to classified information and/or for assignment to, or retention in a sensitive National Security position, in accordance with 5 U.S.C. 9101. I understand that I may request a copy of such records as may be available to me under the law.

I Authorize custodians of records and sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative of any Federal agency authorized above regardless of any previous agreement to the contrary.

I Understand that the information released by records custodians and sources of information is for official use by the Federal Government only for the purposes provided in this Standard Form 86, and that it may be redisclosed by the Government only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for five (5) years from the date signed or upon the termination of my affiliation with the Federal Government, whichever is sooner. Read, sign and date the release on the next page if you answered "Yes" to question 21.

Signature (sign in ink)  Full Name (Type or Print Legibly)  Date Signed

Other Names Used  Social Security Number

Current Address (Street, City)  State  ZIP Code  Home Telephone Number (Include Area Code) (  )

Figure 2-9. Sample of a completed SF 86, part 2 (Continued)
UNITED STATES OF AMERICA

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

Carefully read this authorization to release information about you, then sign and date it in ink.

Instructions for Completing this Release

This is a release for the investigator to ask your health practitioner(s) the three questions below concerning your mental health consultations. Your signature will allow the practitioner(s) to answer only these questions.

I am seeking assignment to or retention in a position with the Federal government which requires access to classified national security information or special nuclear information or material. As part of the clearance process, I hereby authorize the investigator, special agent, or duly accredited representative of the authorized Federal agency conducting my background investigation, to obtain the following information relating to my mental health consultations:

Does the person under investigation have a condition or treatment that could impair his/her judgment or reliability, particularly in the context of safeguarding classified national security information or special nuclear information or material?

If so, please describe the nature of the condition and the extent and duration of the impairment or treatment.

What is the prognosis?

I understand the information released pursuant to this release is for use by the Federal Government only for purposes provided in the Standard Form 86 and that it may be redisclosed by the Government only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for 1 year from the date signed or upon termination of my affiliation with the Federal Government, whichever is sooner.

Signature (Sign in ink)  
Full Name (Type or Print Legibly)  
Date Signed  
Other Names Used  
Social Security Number  
Current Address (Street, City)  
State ZIP Code  
Home Telephone Number (Include Area Code)  

Figure 2-9. Sample of a completed SF 86, part 2 (Continued)
Verification of Naturalization or Residency Status

(For use of this form see USAREC Reg 350-12)

A. Citizenship by naturalization:

I have this date seen the original certificate of citizenship, Number ________________(or certified copy of the court order establishing citizenship) stating that (Name) Robert L. Jones ________________ was admitted to the United States citizenship by the court of ________________________________ at (city and state) ________________________________ on (date) ________________.  

B. Citizenship through naturalization of parent:

I have this date seen the original certificate of citizenship, Number ________________, issued to (Name) Robert L. Jones ________________ by the Immigration and Naturalization Service, Department of Justice, stating that (Name) Robert L. Jones ________________ acquired citizenship on (date) ________________.  

C. Noncitizen who has declared his/her intention to become a citizen of the United States:

I have this date seen the original Alien Registration Receipt Card I-151, bearing Number ________________ issued to (Name) Robert L. Jones ________________ on (date) ________________.  

________________________  ____________________________
Date                          Signature of Army Officer or Notary Public

**Seal**

________________________
Printed Name
### SECTION I - ADMINISTRATIVE DATA

**NAME** (Last, first, middle initial):
White, Randy A.

**SSN:**
123-45-6789

### SECTION II - WORK EXPERIENCE

(List in order from most recent to earliest ministry experience spanning a 7-year period. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for performing military pastoral duties.)

1. **DATES (MM/YY):** 10/05 to Pres  
   **EMPLOYER, CITY, AND STATE:** 1st Baptist Church, Kenosha, WI  
   **POSITION** (include hours per week):  
   Associate Pastor - 55 hours/week  
   **DUTIES** (list below to include significant contributions):  
   Worship leader, weekly preaching, pastoral care, teach bible study, administration, moderator of church officers’ meetings.

2. **DATES (MM/YY):** 06/03 to 08/05  
   **EMPLOYER, CITY, AND STATE:** 2nd Baptist Church, Racine, WI  
   **POSITION** (include hours per week):  
   Co-Pastor - 50 hours/week  
   **DUTIES** (list below to include significant contributions):  
   Worship leader, weekly preaching, pastoral care, teach bible study, administration, moderator of church officers’ meetings.

3. **DATES (MM/YY):** 06/01 to 05/03  
   **EMPLOYER, CITY, AND STATE:** 3rd Baptist Church, Waukegan, IL  
   **POSITION** (include hours per week):  
   Associate Pastor - 20 hours/week  
   **DUTIES** (list below to include significant contributions):  
   Worship leader, weekly preaching, pastoral care, teach bible study, youth ministry.

4. **DATES (MM/YY):** 06/97 to 05/01  
   **EMPLOYER, CITY, AND STATE:** Hope Baptist Church, Gary, IN  
   **POSITION** (include hours per week):  
   Associate Pastor - 55 hours/week  
   **DUTIES** (list below to include significant contributions):  
   Worship leader, weekly preaching, pastoral care, teach bible study, youth ministry.

5. **DATES (MM/YY):**  
   **EMPLOYER, CITY, AND STATE:**  
   **POSITION** (include hours per week):  
   **DUTIES** (list below to include significant contributions):  

6. **DATES (MM/YY):**  
   **EMPLOYER, CITY, AND STATE:**  
   **POSITION** (include hours per week):  
   **DUTIES** (list below to include significant contributions):  

7. **DATES (MM/YY):**  
   **EMPLOYER, CITY, AND STATE:**  
   **POSITION** (include hours per week):  
   **DUTIES** (list below to include significant contributions):  

---

**USAREC Form 1285, 1 May 2008**

**V1.00**

---

**Figure 2-11. Sample of a completed USAREC Form 1285**
### SECTION III - PASTORAL DUTIES MATRIX
(Circle one number option for each religious activity that you served as the principle minister performing the pastoral function. Do not count those times you simply assisted or participated.)

<table>
<thead>
<tr>
<th></th>
<th>SERMONS PREACHED</th>
<th>1-20</th>
<th>21-40</th>
<th>41-60</th>
<th>61+</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>BIBLE STUDIES LED</td>
<td>0</td>
<td>1-25</td>
<td>26-50</td>
<td>51-75</td>
</tr>
<tr>
<td>3</td>
<td>BAPTISMS PERFORMED</td>
<td>0</td>
<td>1-5</td>
<td>6-10</td>
<td>11-15</td>
</tr>
<tr>
<td>4</td>
<td>COMMUNION SERVICES</td>
<td>0</td>
<td>1-5</td>
<td>6-10</td>
<td>11-15</td>
</tr>
<tr>
<td>5</td>
<td>WEDDINGS CONDUCTED</td>
<td>0</td>
<td>1-5</td>
<td>6-10</td>
<td>11-15</td>
</tr>
<tr>
<td>6</td>
<td>FUNERALS OFFICIATED</td>
<td>0</td>
<td>1-5</td>
<td>6-10</td>
<td>11-15</td>
</tr>
<tr>
<td>7</td>
<td>HOSPITAL VISITATIONS</td>
<td>0</td>
<td>1-10</td>
<td>11-20</td>
<td>21-30</td>
</tr>
<tr>
<td>8</td>
<td>COUNSELING SESSIONS</td>
<td>0</td>
<td>1-15</td>
<td>16-30</td>
<td>31-45</td>
</tr>
</tbody>
</table>

### SECTION IV - COMMENTS
(Use this section if needed to continue explaining items from previous sections.)

---

**SECTION V - SIGNATURE**

1. NAME (Last, first, middle initial):
   White, Randy A.
2. SIGNATURE:
   /signed/
3. DATE (YYYYMMDD):
   2008/04/15

---

Figure 2-11. Sample of a completed USAREC Form 1285 (Continued)

SUBJECT: Request for Moral Waiver

1. I request a waiver for the following offense: *(State specifically with what you were charged.*)

2. Date of offense: *(Month and year)*

3. Place of offense: *(City, county, and state)*

4. Final disposition of charges: *(Fine, community service, extra duty, letter of reprimand, probation, reduced to (be specific), etcetera.)*

5. Mitigating circumstances and/or reasons waiver should be granted: *(Show circumstances and positive behaviors since offense).*

*(Signature)*  
FULL NAME  
TITLE (RANK)  
Social Security Number

Figure 2-12. Sample request for moral waiver
Appendix A
References

Section I
Required Publications

AR 40-501
Standards of Medical Fitness. (Cited in paras 1-4c, 2-2a, 2-4b(13), and 2-5.)

AR 135-100
Appointment of Commissioned and Warrant Officers of the Army. (Cited in paras 2-3a, 2-3c, 2-4b(10), 2-4c, 2-5, and 2-5d.)

AR 140-185
Training and Retirement Point Credits and Unit Level Strength Accounting Records. (Cited in para 3-2d.)

AR 601-210
Active and Reserve Components Enlistment Program. (Cited in paras 2-5 and 2-5c.)

DA Pam 165-17
Chaplain Personnel Management. (Cited in paras 2-3a and 2-4c.)

USAREC Reg 601-107
Operational Management Systems. (Cited in para 2-6a.)

Section II
Related Publications

AR 135-101
Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches.

AR 600-9
The Army Weight Control Program.

Section III
Prescribed Forms

USAREC Form 1163
Verification of Naturalization or Residency Status. (Prescribed in para 2-4b(19).)

USAREC Form 1164
Regular Army Chaplain Checklist. (Prescribed in para 2-4b(1)(a).)

USAREC Form 1164-1
Army Reserve Chaplain Checklist. (Prescribed in para 2-4b(1)(b).)

USAREC Form 1164-2
Army Reserve Chaplain Candidate Checklist. (Prescribed in para 2-4b(1)(c).)

USAREC Form 1164-3
Chaplain Candidate Educational Delay Checklist. (Prescribed in para 2-4b(1)(d).)

USAREC Form 1204
Chaplain and Chaplain Candidate Referral Card. (Prescribed in para 3-2c.)

USAREC Form 1230
United States Army Chaplain and Chaplain Candidate Commissioning Application. (Prescribed in para 2-1e.)
USAREC Form 1285
Chronological Listing of Ministry Experience. (Prescribed in para 2-4b(20).)

Section IV
Referenced Forms

DA Form 61
Application for Appointment.

DA Form 160-R
Application for Active Duty.

DA Form 873
Certificate of Clearance and/or Security Determination.

DA Form 1380
Record of Individual Performance of Reserve Duty Training.

DA Form 3574
Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, As Applicable, Individuals Without Prior Service.

DA Form 3575
Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, As Applicable, Individuals Without a Statutory Service Obligation.

DA Form 4187
Personnel Action.

DA Form 5500
Body Fat Content Worksheet (Male).

DA Form 5501
Body Fat Content Worksheet (Female).

DARP Form 249-2-E
Chronological Statement of Retirement Points.

DD Form 214
Certificate of Release or Discharge From Active Duty.

DD Form 368
Request for Conditional Release From Reserve Component.

DD Form 2088
Statement of Ecclesiastical Certification.

DD Form 2807-2
Medical Prescreen of Medical History Report.

DD Form 2808
Report of Medical Examination.

FBI Form FD 258
Applicant Fingerprint Card.
INS Form I-551
Permanent Resident Card.

NGB Form 23B
Army National Guard Retirement Points History Statement.

SF 86
Questionnaire for National Security Positions.

USAREC Form 200-7
Chaplaincy Prospect Data Record.

USAREC Form 533-C
Chaplaincy Processing List.

USMEPCOM Form 680-3A-E
Request for Examination.
Glossary

Section I
Abbreviations

AAR
after-action review

AD
active duty

AR
Army Reserve

CH/CC
chaplain and chaplain candidate

CRB
Chaplain Recruiting Branch

CRT
chaplain recruiting team

DA
Department of the Army

DACH-PER
Department of the Army Chaplain, Personnel Directorate

DCA
direct commissioning and accessioning

MEPS
Military Entrance Processing Station

OCCH
Office of the Chief of Chaplains

OIC
officer in charge

PE
physical examination

PS
prior service

QC
quality control

RA
Regular Army

RE
reentry eligibility
chaplain
An ordained member of the clergy from a Department of Defense recognized faith group, who has completed at least 72 semester hours of graduate-level education in theology, and provides religious support to Soldiers.

chaplain candidate
A graduate-level theological student or graduate commissioned in the AR in the grade of second lieutenant, who is enrolled in an Army training program to prepare for the U.S. Army Chaplaincy.

chaplain mentor
An RA, AR, or retired chaplain or senior chaplain’s assistant, who volunteers to counsel and guide CH/CC applicants in their area. The U.S. Army Reserve Command CH/CC Mentor Program will guide their activities.

ecclesiastical approval
Approval provided to a theology student from their faith group headquarters to serve as a chaplain candidate.

ecclesiastical endorsement
An endorsement provided to a member of the clergy from a faith group headquarters, recognized by the Armed Forces Chaplains Board, allowing the individual to serve in the military as a chaplain representing that distinctive faith group.

faith group
Any religious body or group voluntarily united in the practice of their faith, by commonly held distinctive religious convictions and mutual adherence to doctrines requiring worship separate from other religious groups, either as a matter of regular practice or by preference.

future chaplain
A chaplain candidate who is commissioned but still attending school or performing denominational requirements prior to attending the Chaplain Basic Officer Leadership Course.

ordained
Appointed or conferred per the ceremonial ritual or discipline of a faith group, church, religious sect, or organization established on the basis of the community’s doctrine and practices of a religious character, to preach and teach the doctrines of such faith group, church, sect, or organization, and to administer the rites and ceremonies in public worship.

reentry eligibility codes
Codes that are assigned to Soldiers who do not immediately reenlist at the last duty station to which assigned. The purpose of these codes is to inform the CRT of the prospect’s eligibility to reenter the service.