

USAREC Regulation 601-108

Personnel Procurement

Army Chaplain Recruiting Pro- gram

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, KY 40121-2725
15 April 2008**

UNCLASSIFIED

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Fort Knox, Kentucky 40121-2725
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***USAREC Regulation 601-108**
Effective 30 April 2008

Personnel Procurement
Army Chaplain Recruiting Program

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.

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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 interviews 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 accordance 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 memorandum 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 OCCHAR 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.

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY SPECIAL MISSIONS BRIGADE
1307 3RD AVENUE
FORT KNOX, KENTUCKY 40121-2725



RCSMB-SMC

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.

NUMBER	(Check)	COPIES	ITEM
1	Requested <input checked="" type="checkbox"/>		DD Form 2088 (Statement of Ecclesiastical Certification) (added at DACH)
2	Arranged <input checked="" type="checkbox"/>		Senior Chaplain Interview Statement (added at DACH)
3	Yes <input checked="" type="checkbox"/>	1	Photograph (5x7 or Official Military attached to 8 1/2 X 11 paper with name, SSN, and date of photograph)
4	Yes <input checked="" type="checkbox"/>	1	Chaplain Applicant's One-Page Essay - "Why I Want to be a Chaplain"
5	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Letters of Recommendation (not required, but may be included)
6	Yes <input checked="" type="checkbox"/>	1	DA Form 61 (Application for Appointment)
7	Yes <input checked="" type="checkbox"/>	1	Multiparagraph Application Letter
8	Yes <input type="checkbox"/>	1	Official Undergraduate Transcripts (copy only if already commissioned)
9	Yes <input type="checkbox"/>	1	Official Graduate Transcripts (copy only if already a Reserve Component chaplain)
10	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Statement Verifying Date of Latest National Agency Check
11	Yes <input checked="" type="checkbox"/>	1	EQUIP/SF 86 (Questionnaire for National Security Positions), Part 2
12	Yes <input checked="" type="checkbox"/>	1	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)
13	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	DD Form 368 (Request for Conditional Release From Reserve or Guard Component) or DA Form 4187 (Personnel Action)
14	Yes <input checked="" type="checkbox"/>	1	Copy of Birth Certificate or Naturalized Certificate of Citizenship (must be a certified copy if applicant is requesting an age waiver)
15	Yes <input checked="" type="checkbox"/>	1	USAREC Form 1285 (Chronological Listing of Ministry Experience)
16	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	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)
17	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Copies of Last Three Officer Evaluation Reports or Academic Evaluation Reports
18	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Copy of Chaplain Officer Basic Course or Chaplain Basic Officer Leadership Course completion certificate
19	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Copies of Latest and/or Highest Awards, Skill Badges, etc.
20	Yes <input checked="" type="checkbox"/>	1	DA Form 160 (Application for Active Duty)
21	Yes <input checked="" type="checkbox"/>	1	Family Member Information Document
22	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Copy of Memo Clearing Your Mandatory Service Obligation for Reserve Incentive (Tuition Assistance, Bonus, etc.)

USAREC Form 1164, 1 May 2008

V1.00

Figure 2-2. Sample of a completed USAREC Form 1164

ARMY RESERVE 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.

NUMBER	(Check)	COPIES	ITEM
1	Requested <input checked="" type="checkbox"/>	1	DD Form 2088 (Statement of Ecclesiastical Certification) (submitted directly to DACH)
2	Yes <input checked="" type="checkbox"/>	1	Senior Chaplain Interview Statement
3	Yes <input checked="" type="checkbox"/>	1	Photograph (5x7 or Official Military attached to 8 1/2 X 11 paper with name, SSN, and date of photograph)
4	Yes <input checked="" type="checkbox"/>	1	Chaplain Applicant's One-Page Essay - "Why I Want to be a Chaplain"
5	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Letters of Recommendation (not required by any applicant)
6	Yes <input checked="" type="checkbox"/>	1	DA Form 61 (Application for Appointment) or NGB Form 62-E (Application for Federal Recognition as an Officer or Warrant Officer in the ARNG)
7	Yes <input checked="" type="checkbox"/>	1	Multiparagraph Application Letter
8	Yes <input type="checkbox"/>	1	Official Undergraduate Transcripts (copy only if already commissioned)
9	Yes <input checked="" type="checkbox"/>	1	Official Graduate Transcripts (and/or certification of enrollment or graduation date)
10	Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/>	1	Statement Verifying National Agency Check or Check is in Progress
11	Yes <input checked="" type="checkbox"/> Part 2 Only <input type="checkbox"/>	1	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)
12	Yes <input checked="" type="checkbox"/>	1	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
13	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	DD Form 368 (Request for Conditional Release From Reserve or Guard Component) or DA Form 4187 (Personnel Action)
14	Yes <input checked="" type="checkbox"/>	1	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)
15	Yes <input checked="" type="checkbox"/>	1	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)
16	Yes <input checked="" type="checkbox"/>	1	USAREC Form 1285 (Chronological Listing of Ministry Experience)
17	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	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)
18	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Copies of Last Three Officer Evaluation Reports or Academic Evaluation Reports
19	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Copy of Chaplain Officer Basic Course Completion Certificate or DA Form 1059 (Service School Academic Evaluation Report)
20	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Copies of Latest and/or Highest Awards, Skill Badges, etc.
21	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Retirement Points Statement
22	Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/>	1	Written Agreement Officer Accession Bonus Acknowledgment

USAREC Form 1164-1, 1 May 2008

V1.00

Figure 2-3. Sample of a completed USAREC Form 1164-1

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.

NUMBER	(Check)	COPIES	ITEM
1	Requested <input checked="" type="checkbox"/>	1	Letter of Ecclesiastical Approval (sent directly to DACH)
2	Yes <input checked="" type="checkbox"/>	1	Photograph (5x7 or Official Military attached to 8 1/2 X 11 paper with name, SSN, and date of photograph)
3	Yes <input checked="" type="checkbox"/>	1	Candidate Applicant's One-Page Essay - "Why the U.S. Army Chaplaincy?"
4	Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/>	1	Letters of Recommendation (not required by any applicant)
5	Yes <input checked="" type="checkbox"/>	1	DA Form 61 (Application for Appointment) or NGB Form 62-E (Application for Federal Recognition as an Officer or Warrant Officer in the ARNG)
6	Yes <input checked="" type="checkbox"/>	1	Multiparagraph Application Letter
7	Yes <input type="checkbox"/>	1	Official Undergraduate Transcripts (copy only if already commissioned)
8	Yes <input checked="" type="checkbox"/>	1	Letter of Acceptance (may add copies of graduate transcripts if already enrolled)
9	Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/>	1	Statement Verifying National Agency Check or Check is in Progress
10	Yes <input checked="" type="checkbox"/> Part 2 Only <input type="checkbox"/>	1	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)
11	Yes <input checked="" type="checkbox"/>	1	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 of the MEDPRO from the AKO/My Records
12	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	DD Form 368 (Request for Conditional Release From Reserve or Guard Component) or DA Form 4187 (Personnel Action)
13	Yes <input checked="" type="checkbox"/>	1	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)
14	Yes <input checked="" type="checkbox"/>	1	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)
15	Yes <input checked="" type="checkbox"/> NA <input type="checkbox"/>	1	USAREC Form 1285 (Chronological Listing of Ministry Experience) (not required)
16	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	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)
17	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Copies of Last Three Officer Evaluation Reports or Academic Evaluation Reports
18	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Copy of Chaplain Officer Basic Course Completion Certificate or DA Form 1059 (Service School Academic Evaluation Report)
19	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Copies of Latest and/or Highest Awards, Skill Badges, etc.
20	Yes <input type="checkbox"/> NA <input checked="" type="checkbox"/>	1	Retirement Points Statement

USAREC Form 1164-2, 1 May 2008

V1.00

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

USAREC Form 1164-3, 1 May 2008

V1.00

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 3012 (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/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					2. GOVERNING REGULATION OR CIRCULAR (Specify appropriate section(s) if applicable)							
COMMISSIONED OFFICER - REGULAR ARMY					AR 135-100							
<input checked="" type="checkbox"/> COMMISSIONED OFFICER - ARMY RESERVE					3. GRADE FOR WHICH APPLYING (Reserve appointments only) 1LT							
WARRANT OFFICER - REGULAR ARMY					4. SOURCE OF APPLICATION (ROTC only)							
WARRANT OFFICER - ARMY RESERVE					DMG DATE DESIGNATED:							
OFFICER CANDIDATE SCHOOL					SCHOLARSHIP - ENTER 1, 2, 3 OR 4 YEARS:							
5. ONLY FOR APPLICANTS FOR APPOINTMENT AS WARRANT OFFICERS (List choice by MOS code and title)												
6. 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												
PREFER- ENCE	BRANCH	SPECIALTY	7. NAME (Last, first, middle) (Explain variations from birth certificate in Item 41)				8. GRADE	9a. SOCIAL SECURITY NUMBER				
			Jones, Robert Louis, Jr.				1LT	123-45-6789				
			10. BRANCH (MOS if ent or wo)	11. TOTAL YRS ACTIVE SERVICE	12. MARITAL STATUS	13. NUMBER OF DEPENDENTS UNDER 18 YEARS OF AGE		9b. SELECTIVE SERVICE NUMBER				
	AD		MI	7	M	1		1234567890				
	AG		14. DATE OF BIRTH	15. PLACE OF BIRTH (City, county, state)	16. SEX	17. COMPLETE MILITARY ADDRESS (If presently on active duty) (Include ZIP Code)						
	AR											
	AV											
	CA											
	CM											
	EN		18. PERMANENT ADDRESS (Include ZIP Code)			19. CURRENT MAILING ADDRESS (If difference from Item 18) (Include ZIP Code)						
	FA		000 Any Street Louisville, KY 00000									
	FI		PHONE (Include area code) (123) 456-7890			PHONE (Include area code)						
	IN		20. US CITIZEN	a. NATIVE	b. <input checked="" type="checkbox"/> NATURALIZATION	c. APPLICANT'S CERTIFICATE NO. (If Item b. checked) (Date, place, court)						
	MI		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> DERIVED	A6123456789 4 July 1976						
	MP		<input type="checkbox"/> NO	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> IMMIGRANT	US Federal District Court San Francisco, CA						
	OD											
	QM		21. CIVILIAN EDUCATION (See page 3 for additional requirements for professional personnel)									
	SC		a. HIGH SCHOOL GRADUATE			b. NAME AND LOCATION OF HIGH SCHOOL						
	SS		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			Manual High School, Louisville, KY 00000						
	TC		c. NAME AND LOCATION OF EACH COLLEGE OR UNIVERSITY ATTENDED (Include USMA, USNA, USAFA, USCGA, and USMMA)			(1) DEGREE	(2) SEMESTER CREDITS	(3) YEARS ATTENDED	(4) DATE GRADUATED OR WILL GRADUATE			(5) MAJOR SUBJECT
	AN								DAY	MONTH	YEAR	
I	CH	USAR	Southern Baptist Theological Sem Louisville, KY 00000			MDIV	90	3	30	05	2004	Theology
	JA		Univ of Louisville			BS	120	4	30	05	2001	History
	MS		Louisville, KY 00000									
	SP		d. SPECIAL EDUCATIONAL HONORS, SCHOLARSHIPS, ETC.			e. IF YOU HAVE EVER BEEN EXPELLED FROM SCHOOL, OR PLACED ON PROBATION, EITHER FOR ACADEMIC OR DISCIPLINARY REASONS, EXPLAIN (Continue in Item 41 (Remarks))						
	VC		Magna Cum Laude									
22. HIGHEST LEVEL SERVICE SCHOOL ATTENDED												
a. NAME OF SCHOOL			b. COURSE			c. DATES (Mo-Yr)		COMPLETED		d. IF NOT COMPLETED GIVE REASON		
						FROM	TO	YES	NO			
MIOBC			Basic			0790	0191	X				
23a. FOREIGN LANGUAGES AND DEGREE OF PROFICIENCY									b. ALAT SCORE (If applicable)			
German, Fluent												

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

24. ARE YOU NOW, OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR? YES NO (If yes, attach affidavit)

25. I 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 MARITAL STATUS AND/OR RESPONSIBILITY FOR DEPENDENTS; AND IT IS MY RESPONSIBILITY TO MAKE APPROPRIATE ARRANGEMENTS FOR THE CARE OF MY DEPENDENTS SHOULD I BE REQUIRED TO PERFORM DUTY IN AN AREA WHERE DEPENDENTS ARE NOT PERMITTED.

26. HAVE YOU EVER UNDER EITHER MILITARY OR CIVILIAN LAW BEEN INDICTED OR SUMMONED IN 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 PARDONED, 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)

	a. ORGANIZATION (US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)	b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
		FROM	TO			
ENLISTED	US Armed Forces	15 Mar 83	13 Mar 87	05H		E-4, US Army
WARRANT OFFICER						
COMMISSIONED						

f. DATE CURRENT ACTIVE DUTY TOUR TERMINATES _____ g. DATE OF LAST ADL PROMOTION _____

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

	a. ORGANIZATION (US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)	b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
		FROM	TO			
ENLISTED						
WARRANT OFFICER						
COMMISSIONED	US Armed Forces	5 May 89	15 Jul 92	MI		O-2, USAR

29. SOURCE OF CURRENT COMMISSION (If applicable) OTHER

ARNGUS: OCS DIRECT APPOINTMENT

USAR: ROTC ROTC (ECP) ROTC (SMP) OCS

DIRECT APPOINTMENT

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

31. HAVE YOU EVER APPLIED AND NOT BEEN SELECTED FOR: a. ROTC YES NO b. OCS YES NO

c. APPOINTMENT IN RESERVE COMPONENT (USAR/ARNG)	YES	NO	d. APPOINTMENT IN REGULAR ARMY	YES	NO
AS A WARRANT OFFICER		X	AS A WARRANT OFFICER		X
AS A COMMISSIONED OFFICER		X	AS A COMMISSIONED OFFICER		X

e. 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)

No

33. HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN IN LIEU OF ELIMINATION PROCEEDINGS; BEEN DISCHARGED IN LIEU OF ELIMINATION, FURLOUGHED (other than regular furlough or leave), OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US 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)

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34. APPLICANTS FOR JUDGE ADVOCATE GENERAL'S CORPS ONLY				35. APPLICANTS FOR CHAPLAINS BRANCH ONLY	
BARS OF WHICH YOU ARE A MEMBER <i>(Specify dates)</i>				RELIGIOUS DENOMINATION BY WHICH YOU WILL BE ENDORSED Southern Baptist Convention	
36. APPLICANTS FOR MEDICAL AND DENTAL CORPS ONLY					
a. TRAINING		b. NAME AND LOCATION OF HOSPITAL		c. DATES <i>(Month and Year)</i>	
LEVEL	TYPE			FROM	TO
INTERNSHIP					
RESIDENCY TNG					
SPECIALTY TNG					
d. SPECIALTY BOARDS				e. DATES OF CERTIFICATION <i>(Day, Month, Yr)</i>	
f. PLACE IN WHICH CURRENTLY LICENSED					
37. APPLICANTS FOR ARMY NURSE CORPS AND ARMY MEDICAL SPECIALIST CORPS ONLY					
a. NAME OF NURSING OR ACCREDITED PROFESSIONAL SCHOOL			b. LOCATION		
c. DATES OF ATTENDANCE <i>(Mo, Yr)</i>		d. STATE AND CURRENT REGISTRATION NUMBER		e. STATE AND DATE OF INITIAL REGISTRATION <i>(Day, Month, Year)</i>	
FROM	TO				
f. POSTGRADUATE COURSES <i>(Include courses at general hospitals, service schools, and short courses)</i>					
(1)	SUBJECT OR COURSE	(2)	NAME AND LOCATION OF SCHOOL OR HOSPITAL	(3)	SEMESTER CREDITS EARNED
				(4)	DATES OF ATTENDANCE <i>(Month, Year)</i>
				FROM	TO
38. HAVE YOU BEEN EMPLOYED BY THE US ARMY AS A DIETITIAN, OCCUPATIONAL OR PHYSICAL THERAPIST? <i>(If yes, give dates)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO					
39. ARMY ROTC <i>(To be completed only by prospective ROTC graduates applying for appointment in USAR or RA)</i>					
SUCCESSFULLY COMPLETED AROTC PROGRAM AS FOLLOWS					
COURSE	DATES ATTENDED <i>(Month and Year)</i>		c. CAMP TRAINING		
	FROM	TO			COMPLETION DATE <i>(Month, Year)</i>
a. BASIC			(1) INSTALLATION <i>(Basic)</i>		
b. ADVANCED			(2) INSTALLATION <i>(Advanced/Ranger)</i>		
40. MAIN CIVILIAN EMPLOYMENT					
a. NAME AND ADDRESS OF EMPLOYER			b. JOB TITLE		c. MONTH AND YEAR
Locust Street Baptist Church Louisville, KY 00000			Pastor		FROM TO 0694 0797
b. PRINCIPAL DUTIES <i>(Describe briefly)</i> Preaching, Teaching, Counseling					
41. REMARKS <i>(Experience, proficiencies and special abilities not shown elsewhere in this application. Those required to enter primary entry specialties, see Para 1-27d, e, AR 601-100). (If more space is required, attach additional sheet)</i> I understand that I must complete the Chaplain Officer Basic Leadership Course within 36 months from the date of appointment or be subject to discharge per AR 135-175 for failure to complete a basic branch course. I understand my present Reserve status will be vacated by acceptance of appointment. I am in compliance with the height and weight standards per AR 600-9 and have passed my most recent APFT.					
42. THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.			DATE	SIGNATURE OF APPLICANT	
				/signed/	

Figure 2-6. Sample of a completed DA Form 61 (Continued)

USAPPC V2.00

THIS PAGE NOT TO BE COMPLETED BY APPLICANT

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: (Name and Address of Institution)	TO: (Appropriate Region Commander)	
a. APPLICANT WILL HAVE SUCCESSFULLY COMPLETED AT THIS INSTITUTION THE PRESCRIBED COURSE FOR THE UNIT ON _____ (Date) b. APPLICANT <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT COMPLETED SUCCESSFULLY THE REQUIRED CAMP TRAINING. c. APPLICANT <input type="checkbox"/> WILL HAVE ATTAINED <input type="checkbox"/> 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 <input type="checkbox"/> REGULAR <input type="checkbox"/> 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 351-5)		
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 <input type="checkbox"/> DO <input type="checkbox"/> 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 <input type="checkbox"/> DO <input type="checkbox"/> 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)

USAPPC V2.00

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)

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 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)

**QUESTIONNAIRE FOR
 NATIONAL SECURITY POSITIONS**

Part 2

OFFICIAL
 USE
 ONLY

19 YOUR MILITARY RECORD Yes No

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

Month/Year	Type of Discharge		
------------	-------------------	--	--

20 YOUR SELECTIVE SERVICE RECORD Yes No

a Are you a male born after December 31, 1959? If "No," go to 21. If "Yes," go to b.

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

Registration Number	Legal Exemption Explanation
---------------------	-----------------------------

21 YOUR MEDICAL RECORD Yes No

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.

Month/Year	Month/Year	Name/Address of Therapist or Doctor	State	ZIP Code
	To			
	To			

22 YOUR EMPLOYMENT RECORD Yes No

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

Month/Year	Code	Specify Reason	Employer's Name and Address (Include city/Country if outside U.S.)	State	ZIP Code

23 YOUR POLICE RECORD Yes No

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.

a Have you ever been charged with or convicted of any felony offense? (Include those under Uniform Code of Military Justice)

b Have you ever been charged with or convicted of a firearms or explosives offense?

c Are there currently any charges pending against you for any criminal offense?

d Have you ever been charged with or convicted of any offense(s) related to alcohol or drugs?

e 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.)

f 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.).

Month/Year	Offense	Action Taken	Law Enforcement Authority/Court (Include City and county/country if outside U.S.)	State	ZIP Code

Enter your Social Security Number before going to the next page

Figure 2-9. Sample of a completed SF 86, part 2

24 YOUR USE OF ILLEGAL DRUGS AND DRUG ACTIVITY		Yes	No
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.			
a Since the age of 16 or in the last 7 years, whichever is shorter, have you <u>illegally</u> used any controlled substance, for example, marijuana, cocaine, crack cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.), or prescription drugs?			✓
b Have you <u>ever</u> 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?			✓
c 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, hallucinogen, 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.

Month/Year	Month/Year	Controlled Substance/Prescription Drug Used	Number of Times Used
To			
To			

25 YOUR USE OF ALCOHOL		Yes	No
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.

Month/Year	Month/Year	Name/Address of Counselor or Doctor	State	ZIP Code
To				
To				

26 YOUR INVESTIGATIONS RECORD		Yes	No
a 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.		✓	

Codes for Investigating Agency 1 - Defense Department 2 - State Department 3 - Office of Personnel Management	4 - FBI 5 - Treasury Department 6 - Other (Specify)	Codes for Security Clearance Received 0 - Not Required 1 - Confidential 2 - Secret 3 - Top Secret 4 - Sensitive Compartmented Information 5 - Q	6 - L 7 - Other
---	---	--	--------------------

Month/Year	Agency Code	Other Agency	Clearance Code	Month/Year	Agency Code	Other Agency	Clearance Code
02/1998	6	Don't recall	7				

b To your knowledge, have you ever had a clearance or access authorization denied, suspended, or revoked, or have you ever been debarred from government employment? If "Yes," give date of action and agency. Note: An administrative downgrade or termination of a security clearance is not a revocation.		Yes	No
			✓

Month/Year	Department or Agency Taking Action	Month/Year	Department or Agency Taking Action

27 YOUR FINANCIAL RECORD		Yes	No
a In the last 7 years, have you filed a petition under any chapter of the bankruptcy code (to include Chapter 13)?			✓
b In the last 7 years, have you had your wages garnished or had any property repossessed for any reason?			✓
c In the last 7 years, have you had a lien placed against your property for failing to pay taxes or other debts?			✓
d 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:

Month/Year	Type of Action	Amount	Name Action Occurred Under	Name/Address of Court or Agency Handling Case	State	ZIP Code

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

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

Figure 2-10. Sample of a completed USAREC Form 1163

CHRONOLOGICAL LISTING OF MINISTRY EXPERIENCE (For use of this form see USAREC Reg 601-108)		
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): <u>10/05</u> to <u>Pres</u>	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): <u>06/03</u> to <u>08/05</u>	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): <u>06/01</u> to <u>05/03</u>	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): <u>06/97</u> to <u>05/01</u>	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): _____ to _____	EMPLOYER, CITY, AND STATE:
	POSITION (include hours per week):	DUTIES (list below to include significant contributions):
6.	DATES (MM/YY): _____ to _____	EMPLOYER, CITY, AND STATE:
	POSITION (include hours per week):	DUTIES (list below to include significant contributions):
7.	DATES (MM/YY): _____ to _____	EMPLOYER, CITY, AND STATE:
	POSITION (include hours per week):	DUTIES (list below to include significant contributions):

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.)					
1. SERMONS PREACHED	0	1-20	21-40	41-60	61+
2. BIBLE STUDIES LED	0	1-25	26-50	51-75	76+
3. BAPTISMS PERFORMED	0	1-5	6-10	11-15	16+
4. COMMUNION SERVICES	0	1-5	6-10	11-15	16+
5. WEDDINGS CONDUCTED	0	1-5	6-10	11-15	16+
6. FUNERALS OFFICIATED	0	1-5	6-10	11-15	16+
7. HOSPITAL VISITATIONS	0	1-10	11-20	21-30	31+
8. COUNSELING SESSIONS	0	1-15	16-30	31-45	46+
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	

USAREC Form 1285, 1 May 2008 (Reverse)

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

MEMORANDUM FOR Office of the Chief of Chaplains, Directorate of Personnel and Ecclesiastical Relations, ATTN: Accessions, 2511 Jefferson Davis Highway, Suite 12500 Presidential Tower, Arlington, VA 22202-3907

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

SGM

sergeant major

USAREC

U.S. Army Recruiting Command

Section II**Terms****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.

USAREC

ELECTRONIC PUBLISHING SYSTEM

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