



CHAPLAIN OFFICER APPOINTMENT CHECKLIST

INITIAL/REAPPOINTMENT/BREAK IN SERVICE OR COMMISSION



Name: _____ DOD: _____ Grade: _____

Branch/AOC: _____ Email Address: _____

Duty Status (select one): M-DAY TECH AGR

Unit: _____ UIC: _____ IPPS-A Position Number: _____

PARA/LINE: _____ Duty Position: _____

R&R POC: _____ Phone #: _____

REQUIRED ITEMS:	WORKCENTER		INITIALS
Type Appointment	R&R	Initial <input type="checkbox"/> Reappointment <input type="checkbox"/>	
NGB FORM 62E	R&R	With remarks page 3 (SGLI election/tax withholding/ Obligation SOU). Original Signatures.	
Approved Waiver(s)	R&R	REQUIRED if "YES" in section II blocks 14, 15, or 16 on NGB Form 62E. Must be approved by HRH prior to packet submission.	
NGB Form 337	R&R	Submit with full signatures. Date must match DA Form 71 and NGB Form 62E	
DA FORM 71 – Oath of Office	R&R	Submit with full signatures. Date must match NGB Form 337 and NGB Form 62E	
Copy of SSN Card	R&R	Photocopy of card or statement (Fig. 3-3, NGR 600-100)	
Birth Certificate or Naturalization Documents	R&R	Photocopy of birth certificate, DA Form 5252-R, or naturalization MFR plus passport or consular certificate	
Civilian Education	R&R	College transcript sent from school registrar to GA-G1-0 or GA-RR. Memorandum from G-1 education office validating transcript. Degree with "conferred" or "awarded" date	
Commissioning Physical	R&R	Chap II (DD Form 2808), GENESIS printout, or DODMERB physical dated within 24 months of effective date. (Waivers if applicable)	
Senior Chaplain Interview	R&R	56A Only	
Course Completion Certificate (If applicable)	R&R	OCS/Graduation Certificate/ DA Form 1059	
Chaplain Board Results	R&R	USAREC Approval Authority. If DCA is ever replaced, then use the electronic board results from the new platform	
Individual Training Report (ITR)	R&R	DTMS report showing ACFT within 12 months and HTWT within 6 months. See Appendix J in OPB SOP for instructions	
Security Clearance/ SOU	R&R	Verification of Security Clearance memo. Statement of Understanding required if clearance has not been awarded. Continuous evaluation within 5 years	
Prior Service Records/ Retirement Points Statement/ Initial Appointment Order (if applicable)	R&R	Appointments/promotions/orders/ DD 214s, NGB 22s or other component service records of service. Include: NGB Form 23 RPAM Statements, DA Form 1380 (Proof of duty performance), DARP 249 (proof of Army Reserve Duty), DD Form 1383 (proof of Army Reserve Duty), AF Form 526 (ANG/USAFR Point Summary), NAVPERS Form 1070-611 (Record of Naval Reserve Service), NAVPERS Form 1070-611 (Record of Naval Reserve Service), DA Form 1506 (Statement of Service)	
OERS/NCOERS (if applicable)	R&R	Last 3 evaluations. Provide a memo of explanation if Soldier has less than 3 evaluations signed by Commander	
O1E Verification	R&R	REQUIRED: RPAM statement downloaded and reviewed within 5 days of submitting packet. Must have 1460 points (IDT and AD cumulative).	DATE
Constructive Credit Worksheet	R&R	Chaplain Corop Constructive Credit Worksheet. See Appendix M in OPB SOP for example	
Ecclesiastical Endorsement	R&R	DD Form 2088	
Bonus Addendum	R&R	Attach Addendum (if applicable)	

Send packet as a PDF Portfolio via IPPS-A Customer Relationship Management (CRM)

CRM Naming Convention: INIT SPEC XXX CH NAME