



**SPECIALTY BRANCH
CHAPLAIN CORPS**

Figure 2-18
1 October 2025



Section A: Administrative Data

NAME:		DOD:		GRADE:		DOR:		BRANCH	
UIC:		POSN TITLE:		PARA/LIN:		POSITION #:		POSCO:	
DUTY STATUS:				PACKET COMPLETED BY:					
MDAY		AGR		TECH					
FRB DATE				PACKET SUBMITTED TO OPM BY:				DATE	

Section B: These items will be reviewed in the system of record and verified by OSM.

REVIEWED ITEMS	COMMENTS/NOTES	INITIALS
NONE		

Section C: These documents will be provided to G1 OPM after review at OSM.

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
Birth Certificate or Naturalization Documents	BC	Name matches SSN Y/N:	
Copy of SSN Card	SSN	Name matches Birth Certificate Y/N:	
Civilian Education	CIVED	LEVEL: IPERMS:	
NGB Form 62E	NGB62E	Name matches Birth Certificate Y/N:	
		Name matches SSN Y/N:	
		Name matches DA 71 Y/N:	
		Name matches NGB 337 Y/N:	
		Remarks (pg 3):	
		Signature (pg 4):	
		Signature (pg 5):	
NGB Form 337	NGB337	Name matches Birth Certificate Y/N:	
		Name matches SSN Y/N:	
		Date matches DA Form 71:	
DA Form 71	DA71	Name matches Birth Certificate Y/N:	
		Name matches SSN Y/N:	
		Date matches DA Form 337:	

Section C: These documents will be provided to G1 OPM after review at OSM.

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
Security Clearance Memo	SECURITY	Statement of Understanding if clearance has not been awarded. CE date must be within 5 years.	
Commissioning Physical DD Form 2808	DD2808/ GENESIS	Date:	
		Drug and Alcohol Results:	
		Pregnancy Test:	
*Periodic Health Assessment (For currently serving Officers & appointment after a break in service <12 months)	PHA	PHA Date: MRC:	
		PHA Date must be within 1 year. MRC must be 1/2/3.	
	PHAMemo	Validation memo signed by State/Deputy Surgeon IAW PPOM 23-044	
Ecclesiastical Endorsement	DD2088		
Chaplain Board Results	CHBRD	USAREC Approval Authority or Electronic Board Results	
Constructive Credit Worksheet	CCW	No adjudication memo. Signed by the OSM and QC'd by ARNG SB Accessions,	
Approved Waiver(s)	WAIVER	Must be approved by HRH prior to packet submission.	
Age Waiver (if applicable)	AGE	Current Age: Waiver Required:	
		Age Waiver Approved:	
		Age-In-Grade waivers must come from HRR via request through IPPS-A CRM.	
Prior Commissioned Service Records	PR SVC	Appointments/promotions/orders/ DD 214s, NGB 22s or other component service records of service.	

All required documents will be labeled as Last Name_DOC and added to a PDF Portfolio for submission to OPM.

RESET