

USAF CHAPLAIN AND CHAPLAIN CANDIDATE APPOINTMENT KIT CHECKLISTS

EACH APPLICANT SHOULD KEEP A COPY OF ALL COMPLETED FORMS IN A PERSONAL FILE OF CORRESPONDENCE AND FORMS TO ESTABLISH A CAREER RECORD.

THIS FORM COMBINES 3 CHECKLISTS PLEASE USE ONLY ONE.

- A. AIR FORCE CHAPLAIN CANDIDATE APPOINTMENT KIT CHECKLIST
- B. USAF RESERVE CHAPLAIN APPOINTMENT KIT CHECKLIST
- C. CHECKLIST FOR A CANDIDATE REAPPOINTING AS A USAF RESERVE CHAPLAIN

A. CHAPLAIN CANDIDATE APPOINTMENT KIT CHECKLIST (ONLY)

- AF FORM 24, APPLICATION FOR APPOINTMENT AS RESERVES OF THE AIR FORCE OR USAF WITHOUT COMPONENT .
 - FD FORM 258, FINGERPRINT CARD . OPM STATEMENT. RECRUITER WILL PROVIDE CLEARANCE PAPERWORK TO BE FORWARDED TO HQ ARPC/HC.
 - EPSQ DISC METHOD. RECRUITER WILL PROVIDE(COMPUTERIZED).
 - AF FORM 2030, USAF DRUG AND ALCOHOL ABUSE CERTIFICATE .
 - CHAPLAIN CANDIDATE STATEMENT OF UNDERSTANDING.
 - UNDERSTANDING OF ACCELERATED APPOINTMENT.
 - CONSENT TO PUBLICATION OF PERSONAL DATA.
 - CONTINUANCE OF ECCLESIASTICAL APPROVAL.
 - DECLARATION OF RELIGIOUS DENOMINATION COMPLETED.
 - FEDERAL GOVERNMENT EMPLOYEE MUST PROVIDE A CERTIFICATE OF AVAILABILITY.
 - YOUR PHOTOGRAPH (3 X 5 INCHES) .
 - TRANSCRIPT OF COLLEGE CREDITS WITH IMPRESSED SEAL AND OFFICIAL SIGNATURE. ASK YOUR SCHOOL TO FORWARD THE TRANSCRIPT DIRECTLY TO HQ ARPC/HC, 6760 E IRVINGTON PL #5100, DENVER CO 80280-5100.
 - NATURALIZED CITIZEN STATEMENT IF NOT BORN A CITIZEN OF THE UNITED STATES OF AMERICA.
 - DIRECT DEPOSIT/MONTHLY BASIC PAY TABLE.
 - PAY RECORD PACKET: SF 1199A, DIRECT DEPOSIT SIGN-UP FORM , ACCRUED LEAVE STATEMENT, DD FORM 2058, STATE OF LEGAL RESIDENCE CERTIFICATE, AF FORM 594, APPLICATION AND AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ) OR DEPENDENCY REDETERMINATION, AND TDW-4, EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE . (HC ONLY)
 - BANK OF AMERICA CREDIT CARD APPLICATION(OPTIONAL, BUT ENCOURAGED FOR GOVERNMENT TRAVEL).
 - AF FORM 1288, APPLICATION FOR READY RESERVE ASSIGNMENT.
 - SGLV 8286, SERVICEMEN'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE, TO BE DATED UPON COMMISSIONING (AFTER OATH OF OFFICE).
 - REQUEST FOR MEDICAL EXAMINATION(HC ONLY) - RETURN BOTTOM PORTION TO HQ ARPC/HC - WEIGHT STANDARDS CHART ATTACHED.
 - LETTER FROM YOUR SEMINARY REGISTRAR'S OFFICE STATING YOUR CURRENT ENROLLMENT STATUS(HC ONLY).
 - BIOGRAPHY INFORMATION SHEETS(HC ONLY) - REQUIRED BEFORE THE PERSONNEL ACTIONS PANEL CAN CONSIDER YOUR APPLICATION.
 - ARPC FORM O-5, CHAPLAIN CANDIDATE TRAINING RECORD. (HC ONLY)
 - CUSTOMER SURVEY.
 - TWO ENVELOPES.
- PRIOR MILITARY SERVICE**
- COPY OF DISCHARGE CERTIFICATE, COPY OF DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY, AND/OR STATEMENT OF SERVICE (ALL PRIOR SERVICE DOCUMENTS THAT ARE APPLICABLE).
 - DD FORM 368, REQUEST FOR CONDITIONAL RELEASE, IF IN CURRENT ACTIVE OR RESERVE STATUS, FROM YOUR UNIT(INITIATE WITH YOUR UNIT).

ARPC FORM 84, 20040109 (IMT)

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www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

B. USAF RESERVE CHAPLAIN APPOINTMENT KIT CHECKLIST (ONLY)

- AF FORM 24, APPLICATION FOR APPOINTMENT AS RESERVES OF THE AIR FORCE OR USAF WITHOUT COMPONENT.
- FD FORM 258, FINGERPRINT CARD. OPM STATEMENT. RECRUITER WILL PROVIDE CLEARANCE PAPERWORK TO BE FORWARDED TO HQ ARPC/HC.
- EPSQ DISC METHOD. RECRUITER WILL PROVIDE (COMPUTERIZED).
- AF FORM 1288, APPLICATION FOR READY RESERVE ASSIGNMENT.
- AF FORM 3010, USAF STATEMENT OF UNDERSTANDING, DEPENDENT CARE RESPONSIBILITY.
- ARPC FORM O-81, CATEGORY E TRAINING AGREEMENT (IF APPLICABLE).
- ARPC FORM O-80, CATEGORY E AGREEMENT (IF APPLICABLE).
- UNDERSTANDING OF ACCELERATED APPOINTMENT.
- CONTINUANCE OF ECCLESIASTICAL ENDORSEMENT.
- DECLARATION OF RELIGIOUS DENOMINATION.
- CERTIFICATE OF SEMINARY GRADUATION AND ORDINATION.
- CONSENT TO PUBLICATION OF PERSONAL DATA.
- MOBILIZATION AUGMENTEE ASSIGNMENT AGREEMENT.
- PRIVACY ACT STATEMENT (SEE RECRUITER).
- REQUEST FOR MEDICAL EXAMINATION (HC ONLY) - RETURN BOTTOM PORTION TO HQ ARPC/HC - WEIGHT STANDARDS CHART ATTACHED.
- DIRECT DEPOSIT/MONTHLY BASIC PAY TABLE.
- PAY RECORD PACKET: SF 1199A, DIRECT DEPOSIT SIGN-UP FORM, ACCRUED LEAVE STATEMENT, DD FORM 2058, STATE OF LEGAL RESIDENCE CERTIFICATE, AF FORM 594, APPLICATION AND AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ) OR DEPENDENCY REDETERMINATION, AND TDW-4, EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (CHOICES) (KEEP AND TAKE ON FIRST DRILL).
- TRANSCRIPT OF COLLEGE CREDITS WITH IMPRESSED SEAL AND OFFICIAL SIGNATURE. ASK YOUR SCHOOL TO FORWARD THE TRANSCRIPT DIRECTLY TO HQ ARPC/HC, 6760 E IRVINGTON PL #5100, DENVER CO 80280-5100.
- SEMINARY TRANSCRIPT WITH IMPRESSED SEAL AND OFFICIAL SIGNATURE. ASK YOUR SCHOOL TO FORWARD THE TRANSCRIPT DIRECTLY TO HQ ARPC/HC, 6760 E IRVINGTON PL #5100, DENVER CO 80280-5100.
- FEDERAL GOVERNMENT EMPLOYEE MUST PROVIDE A CERTIFICATE OF AVAILABILITY.
- NATURALIZED CITIZEN STATEMENT IF NOT BORN A CITIZEN OF THE UNITED STATES OF AMERICA.
- CUSTOMER SURVEY.
- TWO ENVELOPES.

PRIOR MILITARY SERVICE

- COPY OF DISCHARGE CERTIFICATE, COPY OF DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY, AND/OR STATEMENT OF SERVICE (ALL PRIOR SERVICE DOCUMENTS THAT ARE APPLICABLE).
- DD FORM 368, REQUEST FOR CONDITIONAL RELEASE, IF IN CURRENT ACTIVE OR RESERVE STATUS, FROM YOUR UNIT (INITIATE WITH YOUR UNIT).

C. CHECKLIST FOR A CANDIDATE REAPPOINTING AS A USAF RESERVE CHAPLAIN

- SEMINARY TRANSCRIPT WITH IMPRESSED SEAL AND OFFICIAL SIGNATURE. ASK YOUR SCHOOL TO FORWARD THE TRANSCRIPT DIRECTLY TO HQ ARPC/HC, 6760 E IRVINGTON PL #5100, DENVER CO 80280-5100.
- DD FORM 2088, CERTIFICATE OF ECCLESIASTICAL ENDORSEMENT.
- AF FORM 1288, APPLICATION FOR READY RESERVE ASSIGNMENT.
- CURRENT RCPHA VERIFICATION BY E-MAIL OR LETTER FROM HQ ARPC/SGP SHOWING THAT MEMBER IS MEDICALLY QUALIFIED.

ARPC/HC USE ONLY