

AIR FORCE CHAPLAIN CANDIDATE INFORMATION SHEETS



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AIR FORCE CHAPLAIN CANDIDATE INFORMATION SHEETS

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SECTION I

BACKGROUND

PURPOSE The purpose of these information sheets is to familiarize chaplain candidates and their supervisors with training responsibilities, policies, procedures and requirements.

ORGANIZATION The Chaplain Candidate Program was originally established in 1954 as a holding status for Reserve Officer Training Corps (ROTC) participants entering theological education. It was redesigned in the early 1970's and again in the early 1990's to directly recruit and train seminarians with an interest in future service as Air Force chaplains. Management responsibility of the program is entrusted to the Directorate of Chaplain Individual Reserve Programs (HC), Air Reserve Personnel Center. HC enlists the cooperation of chaplains throughout the Air Force to provide quality training experiences for the candidates. HC also maintains liaison with both ecclesiastical endorsing agencies and theological seminaries.

OBJECTIVES The objectives of the program are as follows:

- a. To provide a structured opportunity for exceptionally motivated and dedicated theological students to test their call and suitability for service as Air Force chaplains.
- b. To expose future community religious leaders and opinion-shapers to the mission, structure, and personnel of the USAF community.
- c. To serve as a quality procurement source for the Chaplain Service Reserve and Guard Forces.

- d. To provide a resource pool of highly qualified Guard and Reserve chaplains from which ecclesiastical endorsing agencies, registered with the Armed Forces Chaplains Board (AFCB) of the Department of Defense, may select persons to nominate for extended active duty service.

SECTION II

APPOINTMENT

QUALIFICATION To qualify for appointment as a chaplain candidate, applicants must meet both ecclesiastical and Air Force Standards.

ECCLESIASTICAL STANDARDS To serve as a chaplain candidate, seminarians must first apply for the consent of their ecclesiastical endorsing agency. You can locate your faith group endorsing agency through your seminary or by calling us. A certification of ecclesiastical approval ensures that seminarians maintain their faith group responsibilities while serving as chaplain candidates. **All approvals must reach HC by 30 November of each year** to allow adequate time for military processing and entrance into the program the following summer. **Ecclesiastical approval must remain in effect for service** as a chaplain candidate. If the approval is withdrawn or becomes invalid, the individual may no longer serve. If a candidate changes denominations and presents a new approval, HC considers retaining the candidate under the new ecclesiastical sponsorship.

AIR FORCE STANDARDS Upon receipt of ecclesiastical approval and initial verification of eligibility by HC Personnel Actions Board (PAB), a commissioning application packet is sent to the prospective candidate. The packet contains:

EDUCATIONAL REQUIREMENTS

Applicants must have a bachelor's (baccalaureate) degree or its equivalent from an accredited college or university. At the time of application, prospective candidates must be **full-time** in residence students enrolled in the Master of Divinity Program or equivalent, in a theological seminary or school of religion. Preferably they should be in their first semester of study, but no later than the fourth semester before graduation.

PHYSICAL REQUIREMENTS

Applicants must be **34 years old or less** on the date the oath is signed. Applicants must be **medically qualified** for general service according to AF standards. Final determination of eligibility is made by the HQ ARPC Directorate of Health Services, Individual Reserve Programs.

NATIONAL SECURITY

REQUIREMENTS All applicants must be United States citizens at the time of appointment. A security investigation, National Agency Check (NAC) is required for each applicant. Appointment as a candidate is usually accomplished before completion of the required NAC. Candidates determined unacceptable for appointment are processed for immediate honorable discharge. (Due to the time required to complete the NAC, candidates may participate in their first year of training before receiving a final clearance.)

PREVIOUS MILITARY SERVICE

Proof of honorable discharge from any previous military service is required. Any applicant who holds current Reserve officer or enlisted status in the Army, Navy, Air Force, Coast Guard, or National Guard in an active or inactive capacity must receive a conditional release, **DD Form 368**, from that component before chaplain candidate appointment. ARPC requests the release on the basis of information furnished in the application process and notifies the losing

service when the appointment is finalized. The **military commissioning process**, from the receipt of the application package by the candidate to the issuance of ARPC Form 92, Appointment Order, **usually takes about 90 days**. It is imperative that applicants accomplish each action **without delay** and comply with all suspense (deadline) dates received from ARPC.

ASSIGNMENT AS A CHAPLAIN CANDIDATE

CATEGORY OF RESERVE ASSIGNMENT

Candidates are assigned to **Category J**. This indicates they are in a specialized officer training program and authorized to participate for pay and points in only those categories of training specified by HC. **Candidates may not be mobilized or called to active duty.**

AIR FORCE SPECIALTY CODE (AFSC)

Chaplain Candidates are assigned the **AFSC 92RO**. This indicates that their "career field" is that of chaplain candidate. Previous AFSCs held by prior military are retained as a secondary AFSC for as long as provided in the appropriate regulations.

UNIT OF ASSIGNMENT Candidates are assigned to the:

9017 Air Reserve Squadron (ARS)
6760 E Irvington Pl #5100
Denver CO 80280-5100

This squadron is managed by the Directorate of Chaplain Individual Reserve Programs (HC) which has the primary responsibility for all personnel actions including recruiting, commissioning, training, discharge actions, and reappointment as chaplains. Although candidates train at various active duty units/bases, their unit of assignment always remains **9017 ARS**. For candidates, most actions or documents requiring

the approval of the unit commander **MUST be approved by the candidate program manager at HC.**

SECTION III

APPOINTMENT PROCESS

TENDER LETTER AND AIR FORCE FORM 133 After successful completion and approval of the appointment package, the seminarian is sent a tender letter. An **AF Form 133, Oath of Office (Military Personnel)**, will accompany the tender letter. Applicants must execute the Oath of Office before a commissioned officer (active, reserve, or retired) of any U. S. military service or before a properly appointed notary public. Execution and return of the Oath of Office constitutes official acceptance of appointment as a chaplain candidate, second lieutenant. Any other military status held (officer or enlisted) is vacated upon execution of the AF Form 133.

ARPC FORM 92, APPOINTMENT ORDER When ARPC receives a properly executed AF Form 133, Oath of Office, the candidate is issued an **ARPC Form 92, Appointment Order**, and is assigned to:

**9017 Air Reserve Squadron (ARS)
Air Reserve Personnel Center (ARPC)
6760 E Irvington Pl #5100
Denver CO 80280-5100**

Candidates should carefully review their appointment order to make sure all information is correct and file it permanently in a safe location for future reference as needed.

DD FORM 2 (Reserve) On receipt of the Oath of Office, HC forwards a **DD Form 1172, Application for Uniformed Services Identification Card DEERS Enrollment**, to

each candidate. Take this to the Pass and ID Registration Office at any military installation for issuance of a **DD Form 2 (Reserve), United States Uniformed Services Identification Card** (red in color).

Call the Pass and ID Registration Office to find out hours of service and whether appointments are required. It is not necessary to be in uniform to have the initial DD Form 2 (Air Force issued); however, facial and hair grooming should conform to AF Standards. (If DD Form 2 is not obtained earlier, one will be issued to the new candidate on the first day of candidate's training.)

The Reserve DD Form 2 is valid until there is a change of grade or until discharge. It should be replaced only if it is lost, stolen, defaced or if there is a change in name. This ID card should be carried on the candidate's person whenever on Active Duty Training (ADT) or when entering a military installation for any purpose.

NOTE: You must know your **blood type**. It is required on your DD Form 2.

An active duty DD Form 2 (green in color) may be obtained by all candidates on ADT for 30 consecutive days or more. The Customer Service Section of the base's Military Personnel Flight (MPF) will provide direction for obtaining this card upon presentation of the candidate's ADT orders. This card is valid only until the conclusion of the ADT tour and should be destroyed or returned at that time. If the candidate's Reserve (red) ID card was surrendered at the time the active duty (green) ID card was issued, the Reserve (red) card should be retrieved or reissued before departing the ADT base.

THE CHAPLAIN CANDIDATE STATEMENT OF UNDERSTANDING (current version dated 24 NOV 99) This agreement, signed as part of the commissioning

application packet, commits each candidate to fulfill obligations in the following areas for continuation in status:

a. Theological Education To retain a commission as a chaplain candidate, seminarians must remain **full-time students** in good standing at an accredited theological seminary or school of religion. By **1 November** annually, each candidate must **submit a certificate of seminary enrollment** issued by the school registrar to HC. This certificate must include a projected graduation date.

NOTE: If candidates anticipate withdrawal from seminary, they must obtain approval from HC **in advance** to transfer to **leave of absence status**. Leave of absence status is granted only for temporary absence from seminary and does **NOT** extend for **more than 18 months under any circumstance**. Failure to maintain full time accredited seminary enrollment status or failure to complete theological education can result in removal from the chaplain candidate program.

b. Reappointment as a Chaplain Each candidate agrees, by signing the Chaplain Candidate Contract, to request **ecclesiastical endorsement for reappointment as a Reserve chaplain** upon meeting ecclesiastical and Air Force qualifications and, if accepted, **to serve in an active Reserve position for a minimum of 3 years**.

SECTION IV

TRAINING

SELECTING TWO OR THREE YEAR PROGRAM

Upon entering the program, candidates must determine if they can participate in the 2- or 3-year program. The following information should

be helpful in making the determination.

Active Duty Training (ADT) tours for candidates are conducted in units between 35 and 50 days. A good Retirement/ Retention (R/R) year consists of 50 points (35 earned and 15 membership). Opting not to train creates a “bad year.” Normally, there is **NOT** a break between Commissioned Officer Training (COT), Chaplain Candidate Familiarization Course (CCFC) and the initial ADT.

THREE-YEAR PROGRAM Candidates who are able to complete **three special tours** of ADT **not later than 90 days** after seminary graduation, should elect to participate in the 3-year candidate program. In this program, a first year candidate would attend COT and CCFC. The candidate would then participate in a 35-day ADT tour in each of the two subsequent years and, thus, complete the program.

TWO-YEAR PROGRAM. In this program, a first year candidate would participate in a 30 day ADT tour immediately following COT and CCFC. The candidate would then have a second 35- day ADT tour the following FY to complete the program. Exceptions to these requirements are previous officers who do not need to attend COT. They would attend CCFC followed by a tour at an active duty base.

REQUIREMENTS FOR TRAINING

Training requirements for the Chaplain Candidate Program are established and monitored by HC. The training of each candidate involves three distinct, yet interrelated aspects:

a. COT: New candidates are required to attend the COT and the CCFC as part of the **formal** training. COT will introduce chaplain candidates to the customs, courtesies, traditions, and structure of the Air Force as well as basic training in officership in the USAF. It familiarizes

the newly commissioned chaplain candidates with the duties and responsibilities of all commissioned officers. (COT is not available for chaplain candidates in Europe)

b. CCFC: To familiarize chaplain candidates with the role of chaplains and chaplain service support personnel (CSSP), chaplain candidates engage in ministry in the USAF Chaplain Service. It stresses the role of the Air Force chaplain, explains the basis of the military chaplaincy, and unveils the nature of the pluralistic religious environment in which the chaplain works. CCFC also addresses the Air Force chapel program. Air Force Policy Directive (AFPD) 52-1 and Air Force Instruction (AFI) 52-101 are presented so students can better understand the responsibilities and limitations of chaplains as they develop a base-level program.

The Air Force Training Ribbon is authorized and awarded upon completion of COT and CCFC.

c. PROFICIENCY: Following the completion of COT and CCFC, candidates are authorized and **required** to successfully participate in **65 days** of ADT. Proficiency training **must** be accomplished **NOT** later than **90 days** (3 months) following seminary graduation. This training involves the supervised experience of observation and involvement in chaplain ministry at a minimum of 2 different active duty bases. It gives candidates a variety of experiential opportunities for “preparation in ministry” within Air Force communities. It enhances their professional expertise in these unique pastoral settings and furnishes a background of practical knowledge for their potential service in Reserve or Extended Activity Duty (EAD) chaplaincy.

Maximum benefit occurs when both candidates and their training supervisors make extensive **pre-tour preparations**, establish careful advance

training plans and objectives and meet at least once a week for a review of the training progress during the ADT. It is vital that only those chaplains with a personal commitment to the supervision of candidates be assigned to fulfill this important responsibility. It is also essential that **candidates take personal initiative** for accomplishing the training objectives.

Chaplain candidates should be given every opportunity to participate in, as well as observe, the full range of activities of the Chaplain Service. **Candidates may** perform pastoral and liturgical functions to the extent that they are:

- **Allowed** by the candidate’s ecclesiastical body;
- **Permitted** by Air Force instructions, policies and guidelines;
- **Authorized** by a designated chaplain candidate training supervisor.

Ordained candidates **may counsel** individuals. They are expected to adhere to the same standards of confidentiality that applies to chaplains. **HOWEVER, THEY DO NOT ENJOY A CLEARLY ESTABLISHED RIGHT OF PRIVILEGED COMMUNICATION AS CHAPLAINS DO. THIS MEANS** that they could be required by a military or civilian court to testify to what was told them in a counseling session. As a result, it is advisable that candidates refrain from counseling in situations which could possibly have criminal implications. Questions about the permissibility of candidate functions and activities should be referred to their supervisors.

d. CONTINUATION PROGRAM
Following completion of authorized ADT (100 days), candidates are transferred to the Chaplain Candidate Continuation Program if they are not ordained and have not graduated from seminary. They may do non-pay Inactive Duty Training (IDT) for points at a training attachment until they qualify

for reappointment as a chaplain. Candidates who enter continuation status receive additional information sheets.

NOTE: Candidate **training is scheduled and coordinated by HC**. Candidates may **NOT** engage in any activities or training other than those described in these information sheets, or authorized **in writing by HC**.

NOTE: Since candidates are not chaplains, the wearing of the **chaplain insignia** (Cross, Tablets or Crescent) is **NOT** permitted. Candidates are addressed as Lieutenant and their signature block is as follows:

JOHN E. DOE, 2Lt, USAFR
Chaplain Candidate

(Please notice the **NAME** is typed in **all capital letters**.)

ARPC Form 0-5, The Chaplain Candidate Training Record. This form is the most important document related to candidate training. It is used to elect participation in either the 2- or 3-year program. It is also used to indicate preferences in geographic area, bases, and inclusive dates for training during the subsequent FY. It is initially completed by all prospective candidates during the appointment processing. It is completed again by all candidates at the start of each FY until ADT is complete. This form certifies the completion of ADT and tracks candidates from completion of ADT until reappointment.

SECTION V

BASES FOR ACTIVE DUTY TRAINING

ASSIGNMENTS Remember that **HC is the Office of Primary Responsibility (OPR)** for

placing candidates to active duty bases for ADT tours. These training placements for TDY are made in light of the following factors:

a. Travel Funding Limitations Restrictions on the funding of travel for reserve training requires us to assign U.S. students to active duty bases in the continental U.S. Similarly, students attending seminary in Europe may only be assigned to Air Force installations in Europe for training.

b. Availability of Locations Active Duty Base Chapel staffs volunteer each year to provide supervised training for a specified number of candidates. Assignment of candidates for ADT tours are always made with consideration for the chapel staff's assessment of its needs and suitability as a training location.

c. Faith Group Affiliation To ensure the most beneficial supervision possible, and to provide broad ecumenical exposure, the faith group of the candidate is given careful consideration when training locations are selected.

d. Feedback on Previous Training Experiences At the end of each training tour, we ask candidates to provide feedback on the quality of the training and supervision they experience at their ADT base. This information assists us in selecting locations where the highest quality training experiences are available.

e. Candidate Preference Within the constraints imposed by the previous considerations, HC makes every effort to honor candidate location preferences in making training attachments.

f. Notification of Training Locations and Dates Individual candidates and training bases are notified at the same time of confirmed training placements.

SECTION VI

TRAVEL

NEW CANDIDATES Newly appointed candidates travel first to COT at Maxwell AFB Alabama. The **day preceding COT** is an authorized travel day. Candidates are released by 12 noon on the **final day of CCFC** and are expected to **arrive home** or at their follow-on **ADT base** by midnight of that **same day**. No additional travel is authorized. At the **end of their ADT tour**, candidates are normally **released** from their base of training in time to reach their address by midnight of that **same day** by commercial means. No additional travel day is authorized unless it is determined that it is impossible to reach the candidate's return address by midnight through commercial means. New candidates normally travel by commercial air. Tickets are procured for them by HC. New candidates are not usually allowed to travel by Privately Owned Vehicle (POV). **Requests** by new candidates to travel by POV **will be considered by HC**.

RETURNING CANDIDATES Returning candidates may elect to travel by commercial air or POV. However, candidates electing to travel to and from ADT by POV should remember that they are *in an official government travel status only on the days indicated*. Travel undertaken before or after these dates is done on the candidate's personal time. The government assumes no obligation for accident, injury, or illness incurred during this time and no additional paid travel days are authorized unless accident, injury or illness occurs on the day authorized for travel. Reimbursement for POV travel is limited to no more than the amount it would have cost the government to obtain a commercial airline ticket for the candidate.

TRAVEL ORDERS Don't leave home without them! Keep at least one copy on your person. All travel orders (**AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour**) are officially authorized and directed by ARPC. Travel orders specify the location and dates of training. Travel Orders verify ADT status; secure commercial transportation through government channels; establish entitlements; **AND** are **necessary** to receive military and travel pay!

Candidates should make additional copies of their ADT orders, **front and back sides**, before surrendering the last copy they have in their possession. If **any changes** in orders are required after publication, an Amendment (**AF Form 973, Request and Authorization for Change of Administrative Orders**) will be issued. A copy of each amendment to a specific travel order must be submitted any time a copy of the original travel order is required for any purpose.

FAMILY MEMBERS AND ADT HC is frequently asked if family members may accompany candidates for ADT. The government is only obligated to provide on-base billeting for the candidate. Because of the cost factor and the possible distractions involved, **HQ ARPC/HC strongly recommends that new candidates not plan to have family members accompany them to COT, CCFC, or their first base of ADT**.

Returning candidates with family members may elect to have their family members accompany them for all or part of their second or subsequent tours, as long as they are fully aware of limitations with respect to funding and billeting. It is understood that married candidates may wish to have their spouses and families experience the Air Force environment during candidate ADT in order to assist the total family in making decisions and projections. However, under Public Law as

presently written, it is impossible for the government to provide funding and guaranteed billeting support to achieve this objective.

SECTION VII

EVALUATION OF TRAINING

The training experience of chaplain candidates is evaluated through four separate processes.

a. Chaplain Candidate Proficiency Training Standards (CC-PTS 92RO) This document has been established to fulfill the mission requirements of the Air Force Chaplain Candidate Program as prescribed by the USAF Chief of the Chaplain Service and the Chief of Air Force Reserve. It lists the Tasks, Knowledge, and Study References (SR) necessary to plan and conduct individual training programs. It also defines the proficiency levels of candidate training and provides a convenient record of training completed.

The proficiency levels, as indicated by the proficiency code key, should be used to show a candidate's exposure, knowledge, and competence in relation to the 11 areas of the CC-PTS, and **NOT** as a method of describing a candidate's potential for future chaplain service. An official copy of the CC-PTS is created at the time of each candidate's appointment. It is provided to the training location, along with the candidate's biography, when the base is notified of the training assignment. It should be used in planning the candidate's training and recording proficiency level achieved each tour. It **must be returned** to HQ ARPC/HC, 6760 E Irvington Pl #5100, Denver CO 80280-5100 **not later than 30 days** following the conclusion of each candidate's tour. It is sent on to subsequent bases as described above and becomes a part of the candidate's record. The copy of the CC-PTS, sent with these information sheets, should be

maintained by the candidate as a personal copy. **Entries made on the official copy should be transferred to the personal copy before the end of ADT tour.**

b. Education Training Report (AF Form 475) This form should be prepared and processed by the candidate's supervisor in bullet format. Once completed, the report is especially useful to both HC and ecclesiastical endorsing agencies if the comments of the supervisor specifically address the following matters:

- Candidate is recommended for military chaplaincy.
- Not recommended for military chaplaincy.
- A comparison of candidate's level of maturity with contemporaries.
- Candidate's readiness for ministry on active duty.
- How well did the candidate fit into the military, especially as related to their acceptance of authority?
- How well did the candidate work in the interfaith environment?
- How well did the candidate work in a team ministry setting?

NOTE: Chaplain candidates are entitled to receive a copy of the AF Form 475. It takes about 60 days following the completion of any candidate ADT for the AF Form 475 to be processed and on file.

c. Chaplain Candidate Training Surveys Each candidate must complete a training survey for HC at the conclusion of the ADT. These surveys provide feedback to HC on the quality of service provided and the quality of training and supervision received. This allows HC to follow-up on problem areas and to schedule future training more effectively.

d. **Seminary Evaluation Forms** Some candidates require specific evaluation forms provided by their seminaries in order to receive field education credit or evaluation from their schools. Candidates will provide their supervisors with these forms.

SECTION VIII

CANDIDATE PERSONNEL ADMINISTRATION

The **primary source** of written information about personnel administrative actions are these:

a. **Candidate Information Sheets** These information sheets provide certain basic information about the Candidate program.

b. **Informational letters** HC periodically issues informational letters with specific information of interest to chaplain candidates.

c. **Correspondence** As questions arise, candidates are encouraged to correspond directly with HC. Candidates should keep copies of **ALL** correspondence in their personal files.

NOTE: Response to Correspondence. It is imperative that candidates **reply in a timely manner to all correspondence from ARPC**. We **MUST** have a current address and phone number as well as an exact record of your status both **before and after seminary graduation**. **Address and Telephone Number Changes.** Candidates must:

- a) Submit address changes to ARPC/ DPSSA Customer Service Branch
- b) Internet www.arpc.org under address change
- c) Email ARPC Customer Service at dpssa@arpc.denver.af.mil

- d) Call ARPC Customer Service at 1-800-525-0102, ext. 71388
- e) Go through your local MPF at your unit of attachment
- f) Also submit a copy of your address change to ARPC/HC. Fax, email or mail a copy of your change to HQ ARPC/HC. Do not call ARPC/HC with your change of address. Changes will not be accepted over the phone.
- g) Email change to hcs@arpc.denver.af.mil
- h) Keep a copy of your submitted change of address/phone number

SECTION IX

STATUS AS A CHAPLAIN CANDIDATE

RESERVE STATUS Upon appointment as a chaplain candidate, individuals are assigned as commissioned officers in the Individual Ready Reserve (IRR). They retain this status until they are reappointed as chaplains or discharged from this obligation.

STATUS AS A COMMISSIONED OFFICER Candidates are commissioned as USAF officers, entitled to all the rights and privileges of their rank. They are expected to maintain the same standards as other commissioned officers, they are to be models of self-discipline, integrity, and leadership in keeping with the position of trust to which they have been appointed by the President under the laws of the United States. It is vital that candidates maintain the personal and professional standards of an Air Force commissioned officer.

ACTIVE DUTY STATUS While performing both professional and proficiency training, candidates are in an active duty status. They are as much a military member as any other person

on EAD during these training periods. As a result:

a. They receive all active duty pay, benefits and entitlements authorized by the length of their active duty tour.

b. They are required to comply with all dress, grooming, personal appearance, and physical fitness standards as outlined in AFI 36-2903 and AFI 40-502.

c. They are not permitted to leave their place of training without proper authorization from their ADT supervisor or HC.

d. They are subject to all appropriate administrative, non-judicial or judicial actions relating to misconduct, dereliction of duty or actual or suspected criminal behavior.

e. While performing continuation training in a volunteer or “points only” status, candidates must also comply with the provisions of AFI 36-2903 and AFI 40-502 and act, at all times, in such a way as to reflect the highest standards and not bring discredit on the USAF or the Chaplain Service.

SECTION X

SUPPORT OFFICES

CUSTOMER SUPPORT BRANCH

(DPSSA/B) As with all Air Force members, chaplain candidates have a servicing personnel office. For most Air Force members, this is a Military Personnel Flight (MPF) located on their training location. The personnel office for Chaplain Candidates is the Customer Support Branch at Denver. Candidate field personnel records are maintained here and various personnel actions are accomplished on their behalf. Candidates needing assistance on **any personnel matter** should begin with HC. We may refer the candidate to:

ARPC/DPSSA/B
6760 E Irvington Pl #3800
Denver CO 80280-3800
1-800-525-0102, ext 71388

DD Form 93, Record of Emergency Data.

This information is used to notify persons designated if the candidate becomes a casualty during ADT. It also indicates beneficiaries designated to receive casualty payments. It is the candidate’s responsibility to keep this data up-to-date as changes occur. If change does occur, contact **DPSSA/B** for a new DD Form 93.

MILITARY PAY OFFICE ALL military pay transactions relating to candidates are handled by the Reserve Pay Office (RPO) in Denver. All candidate military pay documents, such as AF Form 938, should be submitted directly to:

AFRPO/FMFQ-P
6760 E Irvington Pl #3600
Denver CO 80280-3600
1-888-898-0886

ACCOUNTING AND FINANCE OFFICE

(AFO) This office is listed on the travel orders (AF Form 938). At the **end of each ADT**, candidates file a **DD Form 1351-2, Travel Voucher. You must always file a Travel Voucher.** Consult the travel section at your training base. Should you have any questions, call 1-800-525-0102, ext 71241. **Abuse in this area can result in serious disciplinary action including fines and imprisonment. All Reserve travel vouchers are filed at:**

AFRCAFO/FMFPT
PO Box 489
Marietta GA 30061-0489

DENTAL AND MEDICAL RECORDS

Upon appointment as a candidate, an official medical record file is established at **HQ ARPC/**

SG. Candidates are authorized medical and dental care while on ADT. When candidates **receive any medical care** at a base during ADT, they should notify the medical facility that all **records** of such treatment **should be forwarded to SGS** for inclusion in the candidate's official medical record files.

HQ ARPC/SGS
6760 E Irvington Pl #7200
Denver CO 80280-7200
1-800-525-0102, ext 71236

DD Form 1172, Application for Uniformed Services Identification Card DEERS Enrollment. Used by candidates with dependents to enroll them in the Defense Eligibility and Enrollment Reporting System (DEERS) as well as apply for a Reserve ID card. This is a cross-service computer data base to verify eligibility for receipt of family members' benefits, particularly medical care at any military medical facility while the candidate is on ADT. A copy of the marriage certificate for spouse and birth certificate for each child must be submitted with the DD Form 1172.

SECTION XI

DRESS AND PERSONAL APPEARANCE

During attendance at COT, CCFC and while participating in **any** type of Air Force training, candidates **must** conform to the standards of dress and appearance as described in AFI 36-2903 and weight standards as described in AFI 40-502. Failure to meet these standards could result in termination of ADT, withholding of pay and allowances, and possible initiation of disciplinary or administrative separation actions. All candidates may travel to and from their ADT in civilian clothing. New candidates may also delay the purchase of uniforms until their arrival at COT. Returning candidates are expected to

report for duty the first day of their ADT in proper uniform.

UNIFORMS

UNIFORM All new candidates receive \$200 initial uniform allowance upon completion of 14 days of ADT to help with the cost of purchasing uniforms. The average cost will be approximately \$900 which includes the Mess Dress Uniform, Service Dress Uniform and Battle Dress Uniform (BDU). These uniforms can be purchased at COT.

MEN

- Blue pants (2) 2Lt epaulet rank (2)
- Blue shirt (2) -Blue flight cap w/2Lt rank
- V-neck T-shirts (5) -Black shoes
- Belt w/buckle -Black socks (5)
- Blue necktie

WOMEN

- Blue pants/skirts (2) -2Lt epaulet rank (2)
- Blue blouse (2) -Blue flight cap w/2Lt
- Belt w/buckle -Black shoes/
Handbag
- Blue tie tab -Black socks/ nylon
hose

The short-sleeve blue shirt or blouse may be worn with or without the necktie or tie tab. The long-sleeve blue shirt or blouse **MUST** be worn with a necktie or tie tab.

The black shoes and socks do not have to be purchased through Air Force clothing channels, but they must conform to the standards specified in AFI 36-2903.

Candidates may also wish to purchase one or more of the following **optional items** – pullover or cardigan blue sweater, lightweight blue jacket with or without the liner, all weather blue coat with liner, and a black umbrella — especially if they anticipate a winter training tour or a summer tour in an unusually cold, damp, or rainy climate.

BATTLE DRESS UNIFORM (BDU) At some installations and for some duties, BDUs will be required. One set of BDUs, including a cap (w/2Lt rank), belt, boots, T-shirts (brown or black) should be sufficient.

UNIFORM PURCHASE Uniforms may be purchased at any base exchange or military clothing sales store. These are located on all active duty Air Force bases and most Reserve and Air National Guard facilities. Presentation of a DD Form 2 (ID Card) or Appointment Orders may be required to verify eligibility to purchase uniforms. Exchange and store personnel will assist you in selecting and fitting items. Normally these stores have available both government-issued and commercially-procured stocks of most uniform items. The commercially-procured items meet AF standards, but are generally of a higher quality and cost more than comparable government-issued items.

Candidates may elect to purchase either or a combination of both. Payment for uniforms may be made by cash, check, or approved credit card. Tailoring, if required, is normally available at the sales facility. **New candidates may delay purchasing uniforms until they report to COT if they prefer. You must be prepared to pay for your uniform upon arrival at COT. You will not receive the \$200 reimbursement until**

4-6 weeks after your ADT begins.

UNIFORM INSIGNIA, NAMETAGS, NAMETAPES, NAMEPATCHES

Chaplain candidates are **NOT** eligible to wear the chaplain insignia, but **MUST** wear the authorized nametag with the last name. One prepared nametag is made available to candidates, at cost, upon arrival at COT. **Men** wear the nametag on the blue shirt, centered immediately above the right breast pocket on the shirt (bottom edge resting on the seam). **Women** center nametags horizontally on the right side of the blouse, 1 1/2"-2 1/2" below the bottom of the tie tab. Candidates are authorized to wear badges, devices, and ribbons obtained as a result of prior military service.

NAMETAPES Nametapes are now required for all BDUs. You can order your nametapes at the Military Clothing Store. Candidates will wear the ARPC patch over the right pocket.

SECTION XII

WEIGHT STANDARDS AND PHYSICAL FITNESS

WEIGHT STANDARDS Please refer to the chart of maximum allowable weight below extracted from AFI 40-502. Do **NOT** report to ADT exceeding these standards.

Maximum Allowable Weight

Height Inches	Male	Female
58	149	132
59	151	134
60	153	136
61	155	138
62	158	141

Height Inches	Male	Female
63	160	142
64	164	146
65	169	150
66	174	155
67	179	159
68	184	164
69	189	168
70	194	173
71	199	177
72	205	182
73	211	188
74	218	194
75	224	199
76	230	205
77	236	210
78	242	215
79	248	221
80	254	226

PREGNANCY ADT may not be performed at certain stages of pregnancy. Candidates who are pregnant at the time of receipt of ADT assignment notification or travel orders, should **contact HC**. If ADT is still allowable, it may be necessary to purchase special maternity uniform items to wear during training.

SECTION XIII

LEAVE AND ADT

LEAVE Candidates, like all military personnel, accrue leave at the rate of 2 1/2 calendar days for each month of ADT. Due to the advance planning required for candidates to take leave and the disruption of training when accrued leave is taken, **candidates are urged to take leave only in unusual or emergency situations**. If leave

must be taken, the candidate **MUST** do the following:

a. Review their leave balance. (Leave may be approved only up to the maximum that will be accrued during the current ADT tour.)

b. Get **approval** of the Wing Chaplain of the ADT base where training is being performed.

c. Call **AFRPO/FMFQ-P** for leave authorization number 1-888-898-0886.

d. Complete **AF Form 988, Leave Request/Authorization** and **mail** the first copy (**Part I**) to **AFRPO/FMFQ-P**.

e. On termination of leave, **complete** the applicable portions of AF Form 988 (Part III) and request the **signature** of the Wing Chaplain of the ADT base. Keep the second copy (Member's copy, Part II) for personal files and **mail** Part III to AFRPO/FMFQ-P.

UNUSED LEAVE Leave is not granted in conjunction with the end of tour. (That means you **cannot** leave your tour early.) A lump sum payment for unused leave (calculated in Base Pay only) is automatically made from the end of tour AF Form 938, Statement of Tour of Duty, which is submitted on the last day of each ADT. Payment is usually received about 3 weeks after completion of ADT and submission of the final end of tour AF Form 938.

NOTE: There is a lifetime limit of 60 accrued leave days for which any military member may receive cash payment. Candidates, who may have reached that limit through **prior service**, cannot receive any cash payment for accrued leave. They can receive the benefit of leave **only** by using it during their tours.

SECTION XIV

CURTAILMENTS AND EXTENSIONS OF TOUR

TOUR CURTAILMENTS Should an unusual or emergency situation arise during an ADT which cannot be resolved through a short absence with the use of leave, HC may grant a curtailment (conclusion) of ADT. Candidates should coordinate with their Wing Chaplain and then **request approval** of a curtailment, if required, **from HC**. Amendments are issued to travel orders to reflect the new end date. Filing of the end of tour AF Form 938 and DD Form 1351-2 will have to be delayed until receipt of the amendments by the candidate. This means receipt of final military and travel pay will probably be delayed beyond the normal time frame.

TOUR EXTENSIONS In some years, a limited number of training mandays are available for HC to consider requests for tour extensions. If this is the case, extension requests will be considered subject to the following guidelines:

- a. Extension requests are **NOT** considered before June of each year or until a training tour has actually begun.
- b. Extension requests must be **submitted to HC in writing** by the Wing Chaplain at the ADT base.
- c. Extension requests must contain **specific justification** in terms of candidate training or military necessity. They cannot be granted solely for personal convenience or desire.

SECTION XV

PERSONAL BEHAVIOR AND CONDUCT

CHAIN OF COMMAND In the military, resolution of problems or grievances is best achieved through following what is known as the “chain of command.” This means that a service member gives his/her supervisor the opportunity to resolve a matter before taking it to a higher level. For candidates on ADT, the chain of command would generally begin with the CCFC course director or immediate chaplain supervisor at the ADT base. Then the “chain” moves up to the Wing Chaplain, the Chaplain Candidate Program Manager at HQ ARPC/HC, the Director of Chaplain Individual Reserve Programs at ARPC, and the ARPC Commander, in turn. For candidates not in an ADT status, or who have a problem not directly related to ADT training experience, the chain begins with the Chaplain Candidate Program Manager and moves up through the individuals as indicated above.

NON-FRATERNIZATION Officers should not associate with enlisted personnel or other officers in the same chain of command in intimate, off duty, social and personal relationships and activities. This policy, known as non-fraternization, helps maintain the distinction between officer and enlisted personnel and protects against implication, however unwarranted, of favoritism by any officer. Chaplains and candidates, of necessity, relate more closely with enlisted personnel than most line officers in order to accomplish their mission and ministry. However, certain bounds of professional propriety must still be maintained or the candidate’s or chaplain’s position within the Air Force may be compromised.

CHECK-CASHING AND CREDIT As a consideration for their military status, candidates are afforded check-cashing privileges at the base exchange, and possibly other facilities on and off base. It is vital that these privileges be used responsibly and with discretion. Any instance of returned checks or missed payments are reported

to HC and can be grounds for disciplinary actions.

VEHICLE REGISTRATION Base entry in a POV requires a **DOD registration sticker**. This can be obtained at a candidate's ADT base upon presentation of a valid driver's license, registration, proof of insurance and ID card. DOD registration sticker **MUST** be removed before an automobile is sold or disposed of. Follow carefully all base traffic laws. You don't want to explain an infraction to the Wing Commander!

SEAT BELTS Military personnel are **required** to wear seat belts on and off base. **NO EXCEPTIONS!**

HELMETS AND MOTORCYCLES Military personnel are **required** to wear helmets if driving a motorcycle on or off base. **NO EXCEPTIONS!**

SMOKING The Air Force actively discourages smoking. If you currently smoke, consider quitting! Most AF buildings are now designated as "No Smoking" areas.

ALCOHOL DRINKING AND DRIVING IS PROHIBITED. Arrest for Driving Under the Influence (DUI) is treated even more seriously in the military community than the civilian community and will probably terminate your chaplain candidacy.

ILLEGAL DRUGS Use of any illegal drug is **STRICTLY PROHIBITED**. Active duty personnel are subject to random, mandatory urinalysis tests to verify that they are drug free.

SECTION XVI

UNIFORM CODE OF MILITARY JUSTICE

During ADT, candidates are governed by the **Uniform Code of Military Justice (UCMJ)** which is the law, passed by Congress, under which active duty members of the military services are governed. The UCMJ includes offenses common in the civilian world, such as murder, rape, robbery, etc., as well as offenses unique to military status, such as Absent Without Leave (AWOL), insubordination, dereliction of duty, and conduct unbecoming an officer. In addition to defining offenses, the UCMJ prescribes procedures for investigation, arrest, trial, punishment, and protection of the accused in matters which may come to action under the UCMJ.

When military members are involved in a UCMJ matter, they face one of the following three levels of action:

a. Administrative Actions. This is an administrative, rather than disciplinary action, which brings the attention of the member to the offense committed and which officially reprimands them, either verbally or in writing, for the action. Any written reprimand received by candidates will be forwarded to ARPC and made part of their official record.

b. Non-judicial Punishment (Article 15). This is an official disciplinary action under the UCMJ and can involve forfeitures and other punishment as well as official reprimand. Normally, the first general officer in the chain of command can administer non-judicial punishment to an officer assigned to that base.

c. Trial by Courts-Martial. A courts-martial is the equivalent of a federal criminal trial court. The most serious offenses under the UCMJ are handled by courts-martial where the punishments may include confinement at hard labor, dishonorable discharge, and even execution in

some circumstances. Courts-martial is convened, when needed, by the senior ranking officer on each base. It is presided over by a certified military judge; and includes a jury of officers of higher grade than the accused.

Any adverse action taken against candidates under the provisions of the UCMJ will raise serious questions about their suitability for further service as either a candidate or chaplain. Any such action could become the basis for HC initiating administrative separation action against a candidate.

SECTION XVII

PAY

SURE-PAY Military pay is processed under **SURE-PAY**. This is the Air Force's system of making military pay action to members through direct deposit to a savings or checking account at a designated financial institution rather than through paper checks issued to members. Candidates **MUST enroll** in sure-pay. This prevents any problems with lost or misrouted checks. It ensures the earliest possible availability of military pay to members.

DFAS FORM 702, Leave and Earning Statement (LES) This form is sent at the time of direct deposit to itemize all earnings and deductions which explain the actual amount sent to the member's account.

TREASURY DEPARTMENT FORM W-2

Military pay is reported in summary to candidates at the end of each calendar year using this form. (Non-taxable allowances will **not** be included on this statement.)

MILITARY PAY AND ALLOWANCES Each candidate is authorized full pay and allowances at the grade of second lieutenant for each day of ADT performed. Pay represents base pay or

salary. An allowance (BAH/BAQ) is a cash entitlement which supplements base pay for military personnel. **Base pay is taxable, BAH and BAQ are not.**

BASE PAY This is the money candidates receive computed for the grade of second lieutenant, with allowable longevity, before the addition of other allowances. It is computed on a monthly basis and paid at the rate of 1/30th of the month's pay for each day of ADT. The time for which candidates receive base pay is determined from their official ADT travel orders (AF Form 938).

ALLOWANCES There are several allowances:

a. BAS (Basic Allowance for Subsistence (i.e. food)). This is an allowance for each day of ADT to partially reimburse candidates for the expense of personal subsistence (food) and is paid automatically from AF Form 938.

b. BAH (Basic Allowance for Housing). This is the money received by candidates to help pay for permanent housing not provided by the government. BAH is paid at a "with" or "without" dependent rate. **AF Form 594, Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH) or Dependency Redetermination**, and other documents (i.e., marriage certificate, birth certificates, divorce decrees, certified court adoption papers, etc.) are required to establish a "with" dependent rate for payment of BAH.

c. Initial Clothing Allowance. This is to offset the cost of uniforms and is payable upon completion of 14 days of ADT and the submission of **AF Form 1969, Officer Uniform Allowance Certification**, unless the allowance was previously received as a result of prior Air Force commissioned service.

d. FSA (Family Separation Allowance). This is partial compensation paid for expenses incurred

by continuous family separation for more than 30 days because of ADT. It is only authorized for candidates who are married or who have dependent children. It is \$75 per month regardless of grade or longevity. Payment is made automatically along with other ADT military pay entitlements provided that **DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance**, is submitted **with** the appropriate AF Form 938. FSA starts the day after the candidate departs for duty and ends the last day of the tour.

AF FORM 938, AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR This is the primary source document for the payment of reserve military pay items and authorization of retirement point credit. This form, and the required supporting documents indicated, must be completed and submitted as instructed to ensure proper and timely payment and reporting of point credit.

For ADT of less than 30 days, one AF Form 938 is submitted to cover the entire tour. Departure and return information is provided. Candidates sign to certify the completion of their training. Report and release information is entered by the chaplain supervisor who also signs to certify completion of training. The completed AF Form 938 is submitted to AFRPO/FMFQ-P, 6760 E Irvington #3600, Denver CO 80280-3600. Full payment for all military pay and allowances due is received in approximately 3 weeks.

For ADT of more than 30 days, two AF Forms 938 are submitted—one at the beginning of the tour and one at the end. On the **“opening tour”** AF Form 938, departure and arrival time is provided. Candidates sign to certify the beginning of their training. Report information is entered by the chaplain supervisor who also signs to certify the beginning of training. The completed AF Form

938 is submitted to AFRPO/FMFQ-P on the first day of the tour. AFRPO/FMFQ-P sends an acknowledgment of the receipt of the AF Form 938 when it arrives. Payment for all military pay and allowances begins on the next regular military pay day (1st or 15th day of the month), and continues each regular military pay day thereafter through the closing day of ADT as indicated on the ADT orders. Payment is made by SURE-PAY direct deposit. If HC grants candidates a tour curtailment or extension, HC attempts to provide the information to AFRPO/FMFQ-P immediately so an appropriate adjustment can be made to the end of tour date and pay.

On the **“closing tour”** AF Form 938, departure and return information is provided. Candidates sign to certify the completion of their training. Report and release information is entered by the chaplain supervisor who also signs to certify completion of training. The completed AF Form 938 is submitted to AFRPO/FMFQ-P on the last day of the tour. AFRPO/FMFQ-P sends an acknowledgment of receipt of the AF Form 938 when it arrives.

NOTE: Errors in completing and submitting AF Form 938 are the number one causes of candidate pay problems (Errors on the Travel Voucher, DD Form 1351-2, are number two). Please pay attention to details. Each AF Form 938 must be **signed** by both the candidate and the supervisor. It must have a copy of any **amendments** attached to it. This is to be submitted to AFRPO/FMFQ-P, **NOT HC**.

Acknowledgment of receipt of AF Form 938, will be mailed to the candidates' permanent mailing address as recorded in the ARPC computer system and **NOT** to the base of attachment for training. (If no one is home, you may want to have the postal system forward your mail.)

SECTION XVIII

TRAVEL PAY

In addition to military pay and allowances, each candidate is authorized travel pay as reimbursement for expenses related to travel to and from ADT to the extent authorized under the appropriate Joint Travel Regulations (JTR). Since travel pay is a direct reimbursement for the expense of government directed travel, it is **non-taxable** and is **not** reported on the W-2 Form at the end of the year. Travel pay consists of two main sub-areas, **reimbursement** and **per diem**.

REIMBURSEMENT FOR TRAVEL

Normally HC and Reserve Orders Branch obtain tickets for candidates if they wish to travel by **commercial air** to ADT. If not obtained by ARPC, tickets may be obtained through any authorized government Transportation Management Office (TMO) at no expense to the individual candidate upon presentation of official travel orders. This amount is now included in all ADT travel orders published by ARPC. All expenses associated with the TDY must be charged on the candidate's government travel card.

Candidates may be reimbursed a set amount **up to the maximum** of what it would have cost ARPC to obtain a commercial airline ticket for them if circumstances allow them to use a **privately owned vehicle (POV)**.

Miscellaneous travel expenses will be reimbursed for things such as taxi fare, baggage charges, etc. **Receipts** are only **required** for individual items **over \$75; however, billeting receipts are always required**.

PER DIEM This is a payment to help defray the extra costs of billeting and meals required by candidate ADT travel. Per diem is generally higher

if on-base or contract billeting is **NOT** available. Candidates should be sure to obtain a **statement of non-availability of billeting (DD Form 1351-5, Government Quarters and Mess)** and motel/hotel receipts if they are required to obtain their own commercial lodging for all or part of any ADT. This ensures that they are paid appropriate (higher) amount of per diem authorized in such circumstances.

NOTE: Candidates whose homes are **50 miles** or less from their assigned bases of training are considered within **reasonable commuting distance**. Therefore, they are **not authorized billeting** on base and they are entitled to **no reimbursement** for travel **or per diem**. Candidates should consider this in requesting training location preferences.

DD FORM 1351-2, TRAVEL VOUCHER OR SUBVOUCHER. This form is **submitted only once** at the end of each tour of ADT. It should be submitted **NOT later than 5 days** following completion of travel at the end of ADT. It is used to complete travel itinerary and substantiate claims for reimbursement for authorized travel expenses by candidates participating in ADT.

The following guidance may be helpful in preparation of a completed DD Form 1351-2.

a. Itinerary. The itinerary starts at one's home, or place of departure. In notification letters of ADT tour, HC requests candidates to return a confirmation copy listing the address from which they would depart and the address to which they would return. They are expected to depart from and return to these addresses. If circumstances arise necessitating a change in plans, candidates must notify HC at once, and request their orders be amended. These orders, and any amendments, must be consistent for reimbursement of authorized travel expenses to be made. If ADT

travel orders are amended, copies of the basic order and the amendments must accompany the DD Form 1351-2 when filed for reimbursement of travel expenses. If all itinerary entries will not fit on the basic DD Form 1351-2, then use DD Form 1351-2C.

b. Mode of Travel/Reason for Stop. In the itinerary an entry is added each time there is a change in means of travel or an authorized stop enroute. On the back of the DD Form 1351-2, there are sections titled SYMBOLS which will be used to complete the sections marked Mode of Travel and Reason for Stop.

c. Method of Payment. If the voucher is mailed to AFRCAFO/FMFPT, 1392 Second St, Dobbins AFB GA 30069-4823, candidates receive payment by **electronic fund transfer**.

d. Three Copies of Completed and Certified AF Form 938. This should be submitted with DD Form 1351-2.

e. Amendments to Orders. At least 3 copies should accompany DD Form 1351-2 if amendments have been made to original orders.

f. Government Transportation Request (GTR). If applicable, the white copies of GTR used to procure commercial airline tickets at no cost to the candidate or if ARPC sends the ticket, the members copy of that ticket should accompany DD Form 1351-2.

g. Base Billeting Receipts. Billeting receipts must accompany DD Form 1351-2. If applicable statement of non-availability of billeting must accompany DD Form 1351-2.

h. Receipts. If any “out-of-pocket” travel expenses occurred (i.e., taxi fares) were **greater than \$75**, these receipts must accompany DD Form 1351-2.

NOTE: Errors in completing and submitting DD Form 1351-2 is the number TWO cause of candidate pay problems. Please pay attention to details. **PRESS HARD** when filling it out. There are multiple copies, including one which is to be returned showing computation of payment. Remember to **SIGN** your name. Then **submit** the DD Form 1351-2 to **AFRCAFO/FMFPT, 1392 Second St, Dobbins AFB GA 30069-4823.**

SECTION XIX

BENEFITS

Benefits are non-cash entitlements and privileges. Some are usable only while on ADT, but some are usable throughout the year.

MEDICAL, PHARMACEUTICAL AND DENTAL SERVICES Candidates are entitled to these benefits, as available, while participating in ADT. These are provided by a military medical facility on or near the base on which the candidate trains. In some unusual circumstances, candidates may be referred to a civilian contract medical facility for needed services. Candidates on **ADT of 30 days or longer** are also entitled to medical and pharmaceutical care for their family members if required. This care may be secured or arranged by the **family members** at any military medical facility provided the family members have been **properly enrolled in DEERS** by the candidate at the start of the ADT tour.

LEGAL ASSISTANCE This is available to candidates and dependents through the installation staff judge advocate’s office. The base legal office (staff judge advocate) is **prohibited** from entering a formal appearance in a litigated matter on behalf of military members. However, assistance in the preparation of wills, powers of attorney, notary public service, and legal advice is available.

EXCHANGE SERVICES Base Exchange (BX) services are located on military bases. They usually include a small department store, as well as a variety of other concessions and services such as cleaners, tailor shop, television/video rental and repair, photography studio, barber and beauty shops, florist, fast food services, convenience stores, movie theater and service station. Prices of many items and services are less than comparable items and services in the civilian community. State sales tax is charged only on concession purchases and the profits made by the BX are reinvested in support of the morale, welfare, and recreation (MWR) services of the base.

COMMISSARY Commissaries are the armed services equivalents to supermarkets and grocery stores in civilian communities. They are located on almost all military installations

FAMILY SUPPORT CENTER Provides information concerning specific Air Force bases and adjoining areas and keeps a limited supply of household goods and utensils for temporary loan. Candidates may be helped in settling into their ADT bases through the use of this service.

SERVICES The Morale Welfare and Recreation (MWR) activity on each base provides a large variety of support and leisure time services: Officers' Club, library, child care center, bowling alley, golf course, hobby shops, gym, swimming pool, ticket and tour sales office, recreation equipment rental, (i.e., bicycles) and youth center. These services are provided free or at a much lower cost than in comparable civilian facilities. Subject to some restriction at the installation level, use of MWR facilities is available to Reservists and their family members year round, regardless of their ADT status.

SPACE AVAILABLE MILITARY AIR TRANSPORTATION Candidates, like all participating Reservists, are eligible to use military air transportation on a space-available basis. This privilege is for the Reservists only (not dependents) and is limited to travel within the United States or between the U.S. and its possessions or territories. However, for candidates needing to travel and having some flexibility about departure and arrival times and locations, this is a great, low cost way to travel. Candidates may learn about available flights by checking with the Air Passenger Terminal or Base Ops at the base from which they are interested in traveling. Those who anticipate making use of this benefit will need to obtain a **DD Form 1853, Authentication of Reserve Status for Travel Eligibility** from HC. Since one must be in a non-duty status to take advantage of space-available military air transportation, this is a service which would be of primary benefit at times other than during ADT training. **Candidate must be prepared to pay for a commercial ticket if space available cannot be secured.**

VETERAN'S GROUP LIFE INSURANCE (VGLI) Full-time, year round, insurance (up to \$200,000) is available in the form of Veteran's Group Life Insurance (VGLI). Candidates have 485 days from the date of assignment to submit your application. If you apply within 120 days from the date of your assignment there is no need to submit any medical proof of insurability. Medical proof will need to be supplied by all applicants applying after the 120 day point and before the 485 day period has expired. You will receive more information on VGLI from the Entitlements Branch, ARPC/DPSSE (1-800-525-0102, ext 71227/71228).

LIST OF ACRONYMS

AD	Active Duty
ADT	Active Duty Training
AF	Air Force
AFB	Air Force Base
AFCB	Armed Forces Chaplain Board
AFI	Air Force Instruction
AFO	Accounting and Finance Office
AFPC	Air Force Personnel Center
AFPD	Air Force Policy Directive
AFSC	Air Force Specialty Code
ANG	Air National Guard
ARPC	Air Reserve Personnel Center
ARPC/DPSSE	Entitlements and Casualty Branch
ARPC/DPAA	Officer Accessions Section
ARPC/DPSSB	Directorate of Customer Assistance
ARPC/FMFO	Orders Branch
ARPC/HC	Directorate of Chaplain Individual Reserve Programs
ARPC/HCX	Professional Division at ARPC is your program manager
ARPC/SG	Directorate of Health Services, Individual Reserve Programs
ARS	Air Reserve Squadron
ASAP	As Soon As Possible
AWOL	Absent Without Leave
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BDU	Battle Dress Uniform
BX	Base Exchange
CCFC	Chaplain Candidate Familiarization Course
CC-PTS	Chaplain Candidate-Proficiency Training Standards
CONUS	Continental United States
COT	Commissioned Officer Training
CSSP	Chaplain Service Support Personnel
DEERS	Defense Eligibility and Enrollment Reporting System
DD or DOD	Department of Defense
DSN	Defense System Network
DUI	Driving Under the Influence
EAD	Extended Active Duty
FL	Form Letter
FSA	Family Separation Allowance
FY	Fiscal Year
GTR	Government Transportation Request
HC	Chaplain (office symbol)
HCOI	Chaplain Operating Instruction
HQ	Headquarters

ID	Identification
IDT	Inactive Duty Training
IRR	Individual Ready Reserve
Lt	Lieutenant
MAJCOM	Major Command
MCM	Manual for Courts-Martial
MPF	Military Personnel Flight
NAC	National Agency Check
NCO	Noncommissioned Officer
NCOIC	Noncommissioned Officer In Charge
NLT	Not Later Than
PAB	Personnel Actions Board
PDS	Personnel Data System
POV	Privately Owned Vehicle
ROTC	Reserve Officer Training Corps
RPO	Reserve Pay Office
R/R	Retirement/Retention
SATO	Scheduled Airlines Ticket Office
SF	Standard Form
SGLI	Servicemen's Group Life Insurance
SR	Study Reference
SSN or SSAN	Social Security Number
TDY	Temporary Duty
TMO	Traffic Management Office
TR	Training Report
UCMJ	Uniformed Code of Military Justice
USAF	United States Air Force
USAF/HC	United States Air Force Chief of the Chaplain Service
USAFE	United States Air Forces in Europe
USAFR	United States Air Force Reserve
VGLI	Veteran's Group Life Insurance
VOQ	Visiting Officer's Quarters