



**NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382**

NGB-EDU

09 October 2008

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Army National Guard (ARNG) Chaplain Loan Repayment Program (CLRP)
Implementation guidance for Fiscal Year (FY) 2009, 1 October 2008 – 30 September 2009
(Policy 09-04)**

1. References:

a. DODI 1304.28, Guidance for the Appointment of Chaplains for the Military Departments, Change 1, 7 August 2007.

b. AR 135-100, Appointment of Commissioned and Warrant Officers of the Army, 1 September 1994.

c. AR 165-1, Chaplain Activities in the United States Army, 25 March 2004.

d. 10 USC 16303, Loan Repayment Program: Chaplains Serving in the Selected Reserve, 3 January 2007.

e. DODI 1205.21, Reserve Component Incentive Program Procedures, 20 September 1999.

f. DODD 1304.19, Appointment of Chaplains for the Military Departments, 11 June 2004.

g. Memorandum, Office of the Secretary of Defense – Reserve Affairs (OSD-RA), 14 April 2006, Subject: Enhancements to the Reserve Component Incentive Programs.

2. General: This policy supersedes the current ARNG CLRP policy. This memorandum establishes policy to administer the ARNG CLRP for the period of 01 October 2008 through 30 September 2009 unless otherwise noted, superseded or suspended. Commanders at all levels are required to ensure that this policy is managed effectively in order to preclude any occurrence of fraud, abuse, or mismanagement.

3. Purpose: The ARNG CLRP is offered for the purpose of maintaining adequate numbers of qualified Chaplains within the ARNG.

4. Eligibility: Individuals meeting the following criteria may be eligible to participate in the CLRP:

a. Must meet all requirements set forth in DODI 1304.28, AR 135-100, Chapter 3, Section III, and AR 165-1, Chapter 6 for accessioning and commissioning as a Chaplain in the ARNG.

NGB-EDU

SUBJECT: Army National Guard (ARNG) Chaplain Loan Repayment Program (CLRP)
Implementation guidance for Fiscal Year (FY) 2009, 1 October 2008 – 30 September 2009
(Policy 09-04)

b. Currently hold or be fully qualified for an appointment as a Chaplain in the ARNG.

c. Must sign a written agreement to serve not less than three-years as a Chaplain in the ARNG.

d. Must possess a current endorsement from a religious organization listed as an endorser with the Armed Forces Chaplains Board.

e. Must possess outstanding educational loans secured on or after October 1, 1975 IAW, 10 USC Section 16303. These loans must have been applied towards a basic professional qualifying degree or graduate education resulting in a Masters of Divinity Degree. All degrees must be obtained from an accredited theological seminary as listed in the Association of Theological Schools (ATS) handbook and/or accredited institution of post-secondary education handbook. New loans incurred after signing a three-year CLRP service agreement will not be eligible for repayment until the current term of service is completed and a new three-year CLRP service agreement is initiated.

f. Individuals enrolled in the Chaplain Candidate Program are **not** eligible to participate in the ARNG CLRP.

5. Maximum Amount: The amount of CLRP will not exceed \$20,000 for each three-year period of obligated service that the person agrees to serve. Therefore, the maximum payment given to an eligible participant under the CLRP will not exceed \$6,666.66 for each year of the incentive term. The maximum lifetime benefit will not exceed \$40,000. The payment will consist of the loan's principal, interest and related expenses.

6. Method of Payment:

a. Qualifying individuals will receive a total of three annual payments during each CLRP incentive term. Annual payments will be processed on the anniversary date of their respective service agreement and be equal to one-third of the value of the loans that were present and verified upon entry into the program. New loans incurred after signing a 3-year CLRP service agreement will not be eligible for repayment until the term is complete and a new 3-year CLRP service agreement is initiated.

b. Repayment of any such loans under this program shall be made after each year of satisfactory service performed as a chaplain commissioned officer in the ARNG, beginning on the date the CLRP service agreement is signed. This program will not reimburse amounts paid by the individual or any other agency. Repayment of any loan shall not exceed the outstanding balance.

NGB-EDU

SUBJECT: Army National Guard (ARNG) Chaplain Loan Repayment Program (CLRP)
Implementation guidance for Fiscal Year (FY) 2009, 1 October 2008 – 30 September 2009
(Policy 09-04)

7. Program Management: The following guidelines are established for processing CLRP payments:

a. All applicants will provide copies of the promissory notes for each loan to their Servicing Recruiter, Career Counselor, Unit Administrator or authorized enlistment/extension personnel for review. All loans must be verified prior to signing the service agreement or they will not be eligible for repayment.

b. If found eligible, applicants will complete the 3-year CLRP service agreement IAW 4c above.

c. All documentation will be forwarded to the respective State Incentive Manager for review, input and payment.

d. Payments shall be made to the promissory note holder beginning with the first anniversary date following completion of a satisfactory year of service undertaken pursuant to the signed agreement to participate in the CLRP.

e. It is the individual Soldier's responsibility to request their annual loan repayment in writing within 45-days of completing each year of satisfactory service, as well as to provide copies of such documentation to their servicing state incentive manager for payment.

8. Termination: Refer to ARNG Officer Incentive Policy Suspension and Termination policy guidance.

9. The point of contact for this message is the Incentive Manager for each respective state or territory. The points of contact for State Incentive Managers are MSG Mitchell T. Flemming, DSN 327-7230/CML 703-607-7230 or mitchell.flemming@us.army.mil; or MSG Larry W. Esposito, DSN 327-7738/CML 703 607-7738 or larry.esposito@us.army.mil.



DIANA CRAUN
LTC, FI
Chief, Education, Incentives, and
Employment Division

DISTRIBUTION:

Each State DCSPER/MILPO
Each State Incentive Manager
Each State RRC