DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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NGB-ARM

15 February 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Chaplain Loan Repayment Program (CLRP) Implementation guidance for Fiscal Year (FY) 2008, 1 January 2008 – 31 December 2008

1. References.

a. Title 10, United States Code (USC), Section 16303, 6 January 2006.

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

c. Department of Defense Instructions (DoDI) 1303.28, Guidance for the Appointment of Chaplains for the Military Departments, 11 June 2004.

d. DoDI 1205.21, Reserve Component Incentive Program Procedures, 20 September 1999.

e. Army Regulation 165-1, Chaplain Activities in the United States Army, 25 March 2004.

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

3. 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 and AR 165-1 for accessioning and commissioning as a Chaplain in the ARNG.

b. Currently hold an appointment or commission as a Chaplain in the ARNG.

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

d. 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 in accordance with Section 16303, 10 USC. These loans must have been applied towards a basic professional qualifying degree or graduate education.

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

4. Maximum Amount: The maximum amount of the ARNG CLRP is limited to $20,000 by law and covers the loan's principle, interest and related expenses. Therefore, the maximum annual payment given to an eligible participant under the CLRP may not exceed $6,666.66 for each year of the incentive term.

5. Method of Payment: Qualifying individuals will receive a total of three annual payments during their CLRP incentive term. Each annual payment 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.

6. 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 3c above.

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

d. The ARNG CLRP does not reimburse any amount paid towards outstanding loans by individual applicants or by any other agency on their behalf.

e. Repayment of any loan shall not exceed the outstanding balance.

f. 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.

g. 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.

7. Termination: The ARNG CLRP will be terminated under the following circumstances.

a. Failure to complete the 3-year period of obligated service specified in the service agreement unless due to injury, illness, death or impairment that is not the result of the Soldier's own misconduct. Termination will be effective on the date of transfer, release or discharge.

b. Transfer to an ineligible military specialty, unless by the express direction of the Director of the Army National Guard. Termination will be effective on the date of transfer.

c. Failure to extend the contracted term of service for any period spent in authorized nonavailability. Termination will be effective on the start date of the order to inactive status.

d. Separates from the ARNG for any reason (including appointment or voluntary order to active duty in the active forces) other than by death, injury, illness, or other impairment not the result of the Soldier's own misconduct, or involuntary separation as a result of unit inactivation, relocation or reorganization.

8. The point of contact for this message is MSG Mitchell T. Flemming, DSN 327-7230/CML 703-607-7230 or mitchell.flemming@us.army.mil or SFC Eric A. Bell, DSN 327-7738/CML 703 607-7738 or eric.a.bell@ng.army.mil.

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