October 9, 2023

[NGID-CH]

MEMORANDUM FOR: [EXAMPLE IDNG G-3 Office]

SUBJECT: [STUDENT NAME] Participation in Clinical Pastoral Education

1. The purpose of this memorandum is to outline the Clinical Pastoral Education training that [STUDENT NAME] participated in from [PROGRAM BEG. DATE – PROGRAM END DATE]. This training was approved by the National Guard Bureau and the [STATE/WING] Chaplain and was taken through The School of Military Formation, an affiliate center of The Institute of Clinical Pastoral Training and Clinical Pastoral Education-International. The objective of this training is to offer members of the Chaplain Corps professional development to improve their pastoral skills which will impact the spiritual health of the force. The completion of this training provides a skill identifier to his MOS.
2. [STUDENT NAME] began [Unit 1 on October 3, 2022] and concluded [Unit 4 on September 25, 2023].

Unit 1 began October 3, 2022 and concluded December 25, 2022.

Unit 2 began January 3, 2023 and concluded March 26, 2023.

Unit 3 began April 3, 2023 and concluded June 25, 2023.

Unit 4 began July 3, 2023 and concluded September 25, 2023.

1. [STUDENT NAME] received a passing grade on each unit of Clinical Pastoral Education and is authorized 1 Retirement Point per week of training. Input dates will correspond with the dates of his cohort and no points will be awarded for dates that [STUDENT NAME] was previously in a military status. All Unit Certificates are attached.
2. POC for this recommendation is the undersigned at [STATE/WING CHAPLAIN NAME], [EMAIL].

[SIGNATURE]

[STATE/WING CHAPLAIN NAME]

[RANK], CH, [STATE/BRANCH – EX. IDARNG]

CHAPLAIN

ENC.

*Unit Syllabi*

*Unit Certificates of Completion*

*Requested Dates for Retirement Points Only Orders*