



ECCLESIASTICAL ENDORSEMENT FOR VETERANS AFFAIRS CHAPLAINCY*

Applicant Information

Name: _____

Address: _____

(Street)

(City)

(State)

(Zip Code)

Telephone Number: _____ E-mail Address (if any): _____

Endorsement

I hereby certify that the above named individual is in good standing with _____
(Name of religious organization/faith group)

The individual is qualified, in the opinion of the Authorized Endorsing Official, to perform the full range of ministry required by persons of this faith group, and is authorized to represent this organization/faith group in ministry to veterans and other who receive care from Veterans Health Administration facilities.

I, therefore, endorse him/her for the Department of Veterans Affairs as a:

- Full time Chaplain Part time Chaplain Intermittent Chaplain
- Contract Chaplain Fee Basis Chaplain All Categories

Additional Comments as desired:

Signature of Authorized Endorsing Official (Sign in ink) Date Signed

Typed or Printed Name of Official

Phone Number of Official

***NOTE:** This is not a Federal form. The requirement for ecclesiastical endorsement is described in VA Handbook, 5005, Part II, Appendix F1. An ecclesiastical endorsement may be submitted in any format as long as the applicant information is present, the certification in the endorsement section is included, and the form is signed by the authorized official of an ecclesiastical endorsing organization.

INFORMATION

To Whom Sent:

Please do not send endorsements to the National VA Chaplain Service. Applicants are responsible for submitting their ecclesiastical endorsement in accordance with instructions given in job announcements.

Additional Comments:

This section has been provided for any additional comments the endorser may desire to make about the candidate or about the endorsement. For example, in the event this is a time limited endorsement, it would be appropriate to state the time limitation in this section.

Definitions:

- Full Time Chaplains: Clergy employed to work at least 40 hours per week, plus on call responsibilities.
- Part Time Chaplains: Clergy who are employed to work at least 4 hours per week, but less than full time on a pre-scheduled regular basis.
- Intermittent Chaplains: Clergy who are employed to work less than full time with no pre-scheduled tour of duty. Utilized on an as-needed basis.
- Fee Basis Chaplains: Clergy who are appointed at VA health care facilities to provide specified services for which they are compensated by fees. Fee-basis individuals are covered by Social Security (FICA), but receive no other benefits.
- Contract Chaplains: Clergy utilized on a contractual basis to provide specified services to supplement the employed chaplains at a VA health care facility.

Notes:

Each applicant must have an endorsement dated within the past year at the time they begin work for VA. VA Chaplains do not have to get updated endorsements after they are hired.