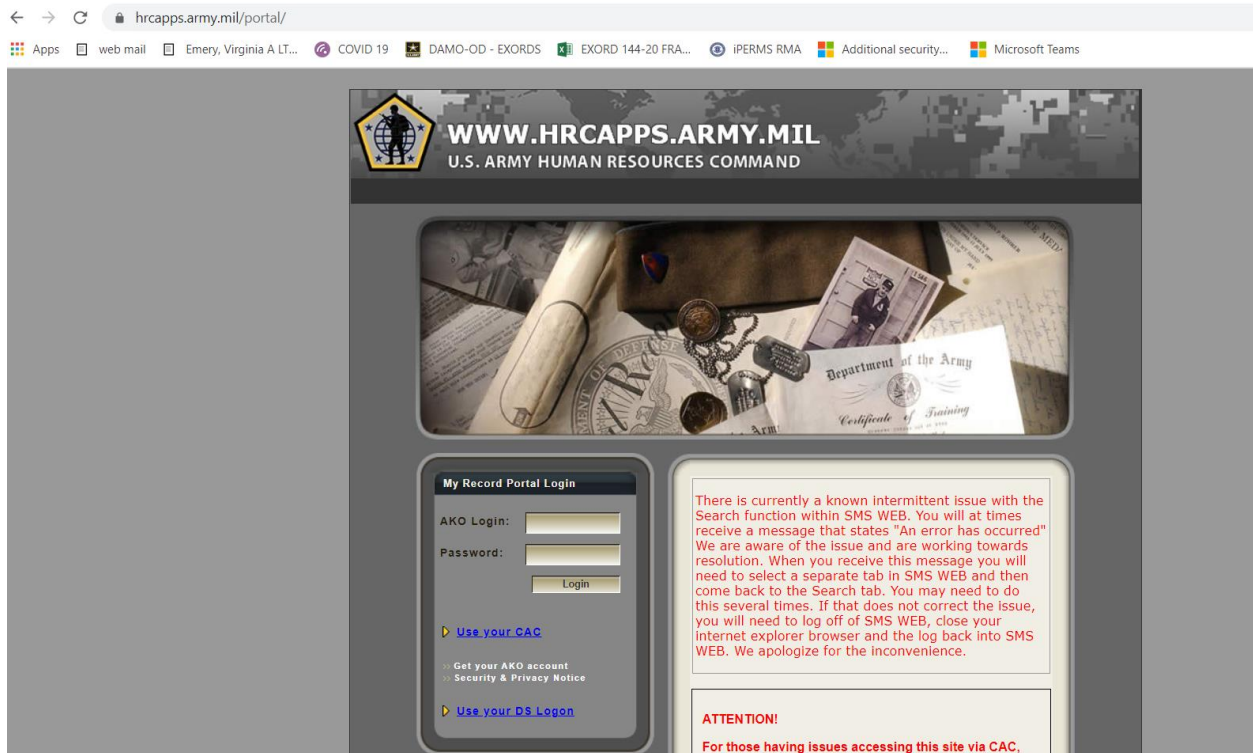


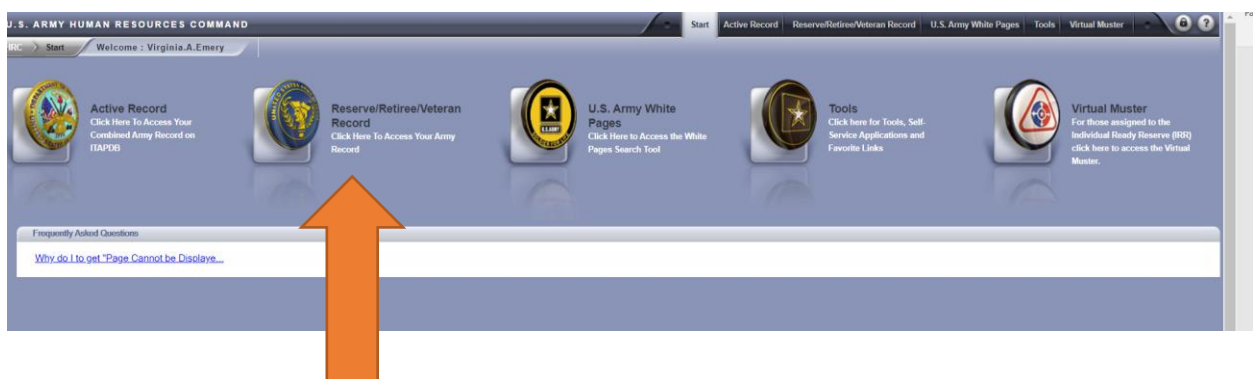
1. Go to My Record Portal

<https://www.hrcapps.army.mil/portal/>



2. Log in "Use your CAC"

3. Click Reserve/Retiree/Veteran Record



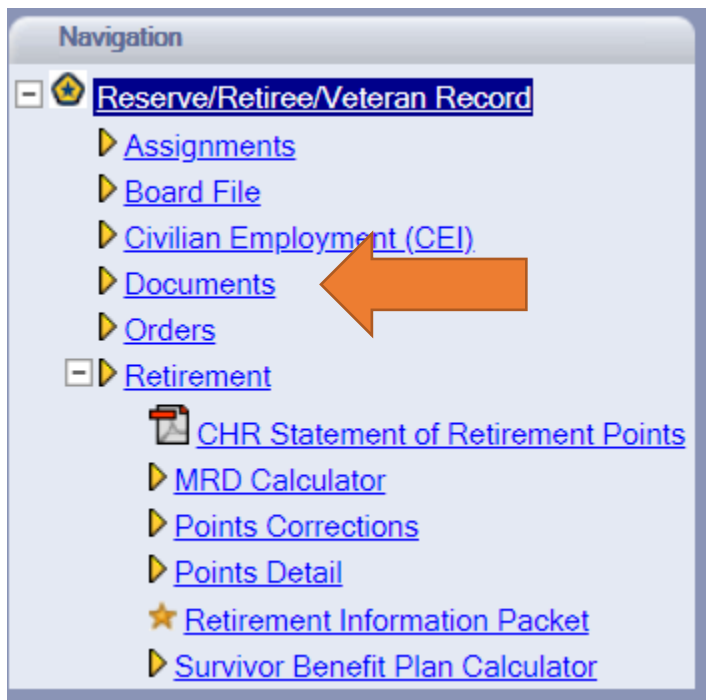
4. You will be in your record.

- Double check to see if your Address, Email (to include alt. email) and phone numbers are correct.
- Under personal data verify all of the information, marital and demographic information.
- Religion should match your endorser. As a member of the Chaplain Branch you should NOT have “No religious preference” or “Christian-non denominational” This is critical for the reporting and data gathering that is on-going for our branch.

If you have any updates, please let me know or see your S1.

5. Check your documents in iPerms.

On the left hand side of the portal you will see:



Click on “Documents” this will bring up all of the documents from across your career that have been uploaded into iPerms, your “interactive personnel electronic records management system” in essential a digital file drawer, with critical documents.

You want to start now, ensuring your records are complete and accurate. As a chaplain candidate you want to make sure that in your files are the following:

APPOINTMENT OFFER MEMO

DA 71 OATH OF OFFICE

DD2088 ECCLESIASTICAL ENDORSEMENT

(when complete) SEMINARY TRANSCRIPT

These documents support your commission, and your status as a religious professional in training.

If any of these are missing you need to send them to me, or your S1 for upload into iPerms. It can take several weeks to get documents uploaded, so don't procrastinate!