



DEPARTMENT OF THE AIR FORCE
OFFICE OF THE CHIEF OF CHAPLAINS
UNITED STATES AIR FORCE
WASHINGTON DC 20330

AFI52-101_AFGM2018-01

24 January 2018

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: HQ USAF/HC
1380 Air Force Pentagon, Rm 4E260
Washington, DC 20330-1380

SUBJECT: Air Force Guidance Memorandum to AFI 52-101, *Planning and Organizing*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes AFI 52-101, *Planning and Organizing*, dated 5 December 2013. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

This Air Force Guidance Memorandum establishes policy and procedures for conducting criminal history checks for personnel participating in chapel programs involving minors in accordance with the requirements of Department of Defense Instruction 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, dated 11 September 2015 (incorporating change 1, effective 14 July 2016).

The provisions of this memorandum are effective immediately. This instruction applies to Regular Air Force, the Air National Guard, and Air Force Reserve, unless otherwise stated. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

This memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon publishing of an Interim Change or rewrite of AFI 52-101 whichever is earlier.

DONDI E. COSTIN
Chaplain, Major General, USAF
Chief of Chaplains

Attachment:
Guidance Changes

Attachment

Guidance Changes

3.7.6. **(Changed)** Volunteers. All volunteers must execute a DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities/Nonappropriated Fund Instrumentalities*, IAW DoDI 1100.21, *Voluntary Services in the Department of Defense*. All volunteers must be trained and supervised as appropriate to their role. Additionally, for programs involving minors, volunteers must follow guidance in paragraph 3.10 of this publication. (T-0).

3.10. **(Added)** Background Checks for Children's Ministry Programs.

3.10.1. **(Added)** Air Force Chaplain Corps leaders at all levels must ensure the safety and welfare of minors, age 17 years and under, participating in Chaplain Corps activities as well as safeguard Chaplain Corps employees and volunteers in accordance with Department of Defense Instruction 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*. The senior installation chaplain serves as office of primary responsibility for this policy at the local level.

3.10.2.1. **(Added)** Approval authority. The senior installation chaplain will have final approval authority for members working or participating in chapel programs involving minors.

3.10.2.2. **(Added)** This guidance applies to all military, General Schedule civilian personnel, contractors and volunteers working or participating in military-sanctioned chapel programs.

3.10.3. **(Added)** Responsibilities.

3.10.3.1. **(Added)** Line-of-sight supervision will be provided for non-specified volunteers and individuals pending favorable adjudication who will have interaction with minors in chapel programs. (T-0).

3.10.3.1.1. **(Added)** Line-of-sight supervision is continuous visual observation and supervision in the same room or via technology such as closed-circuit television located in the same facility. (T-0).

3.10.3.1.2. **(Added)** Individuals restricted to interaction with minors solely under line-of-sight supervision may otherwise interact with minors without line-of-sight supervision only if the interaction occurs in the presence of the minor's parent or guardian, or is necessary to prevent death or serious harm to the minor and line-of-sight supervision is impractical or unfeasible. (T-0).

3.10.4. **(Added)** Requirements.

3.10.4.1. **(Added)** Line-of-Sight Supervisors.

3.10.4.1.1. **(Added)** Line-of-sight supervisors are individuals that have favorably adjudicated Tier 1 with Child Care coverage or Tier 3 or 5 with State Criminal History Repository, plus FBI fingerprint check, complied with reverification requirements, and have not previously exhibited reckless disregard for an obligation to supervise an employee, contractor, or volunteer. The term "supervise" is not necessarily the same as a supervisor for employment purposes (e.g., ratings, assignment of duties). Thus, line-of-sight supervisors may include chaplains, chaplain assistants, chapel employees and contractors. Line-of-sight supervisors provide line-of-sight supervision for non-specified volunteers and for individuals pending favorable adjudication whom will have interaction with minors in chapel programs. (T-1).

3.10.4.1.2. **(Added)** Line-of-sight supervisors require one of the following:

3.10.4.1.2.1. **(Added)** Favorably adjudicated Tier 1 investigation with Child Care Coverage, plus FBI fingerprint check and installation records check. (T-0).

3.10.4.1.2.2. **(Added)** Favorably adjudicated Tier 3 or 5 investigation with State Criminal History Repository check, which includes child abuse and neglect and sex offender registries for all states lived in during the previous five years, plus FBI fingerprint check and installation records check. (T-0).

3.10.4.1.3. **(Added)** Line-of-sight supervisors may provide line-of-sight supervision as well as interact alone with minors in chapel programs. (T-1).

3.10.4.1.4. **(Added)** Whenever possible, it is preferred to have two members who have cleared background checks (either line-of-sight supervisors or specified volunteers or both) in the room with minors. (T-3).

3.10.4.1.5. **(Added)** Chaplains, chaplain assistants, all chapel employees, and contractors who may come into contact with minors in chapel programs must meet line-of-sight supervisor requirements. (T-1).

3.10.4.2. **(Added)** Specified Volunteers

3.10.4.2.1. **(Added)** Specified volunteers are individuals who could have extensive or frequent interaction with minors in chapel programs over a period of time. Specified volunteers include, but are not limited to: religious education instructors, positions involving extensive interaction alone with minors, those who will participate in extended travel or overnight activities with minors, and volunteers providing childcare for Chaplain Corps classes (e.g. marriage enhancement seminars, faith book studies, etc.). (T-1).

3.10.4.2.2. **(Added)** Specified volunteers (Ref DoDI 1402.05 E3.2.d.) require an FBI advanced fingerprint check plus installation records check. Specified volunteers do not require a Tier 1 investigation with Child Care Coverage and State Criminal History Repository Check. (T-0).

3.10.4.2.3. **(Added)** Specified volunteers may interact alone with minors, but will NOT serve as line-of-sight supervisors. (T-0).

3.10.4.2.4. **(Added)** Whenever possible, it is preferred to have two members who have cleared background checks (either line-of-sight supervisors or specified volunteers or both) in the room with minors. (T-3).

3.10.4.3. **(Added)** Non-Specified Volunteers.

3.10.4.3.1. **(Added)** Non-specified volunteers (Ref DoDI 1402.05 E4.c.) are individuals who interact with minors in a chapel program that is shorter in duration than is required to perform a criminal history background check (e.g. one day class trips, class party, Vacation Bible School, etc.). (T-0).

3.10.4.3.2. **(Added)** Non-specified volunteers MUST always be under line-of-sight supervision when interacting with minors. Non-specified volunteers do not require a background check. (T-0).

3.10.4.4. **(Added)** Installation Records Check.

3.10.4.4.1. **(Added)** An installation records check includes a review of records, from a period of a minimum of two years before the date of the application. (T-0)

3.10.4.4.2. **(Added)** The following three areas will be checked for chapel program installation records checks: Installation Law Enforcement (Security Forces Management Information Systems); Alcohol and Drug Abuse Prevention Treatment; Family Advocacy (Central Registry). (T-0).

3.10.5. **(Added)** Overseas Guidelines. As applicable, foreign government checks of individuals serving on DoD installations overseas must be requested directly by the employing agency. The Host National Agency Security Check must be obtained and such checks must be comparable to those required by written instructions. Where it is not possible to obtain criminal history checks comparable to those required by instructions, foreign nationals will be considered non-specified volunteers and always be under line-of-sight when in the presence of minors.

3.10.6. **(Added)** Conspicuous Identification.

3.10.6.1. **(Added)** Specified, non-specified, and line-of-sight supervisors will be conspicuously marked by means of distinctive badges, clothing, or other visible and apparent markings. Posted or printed information (e.g. worship bulletins, newsletters, signs in religious education classrooms, chapel hallways, etc.) will communicate the purpose of such markings to staff and program participants. (T-1).

3.10.6.2. **(Added)** Conspicuous identification of personnel interacting with minors may include creative elements such as hats, shirts, smocks, lanyards, etc., however, minimum requirements must be met. Anything beyond minimum requirements will be considered mission enhancement. (T-1).

3.10.6.3. **(Added)** Minimum Identification Requirements.

3.10.6.3.1. **(Added)** Line-of-Sight Supervisors. Green Badges. Found on Chaplain Corps Sharepoint under “Resources” tab. (T-1).

3.10.6.3.2. **(Added)** Specified Volunteers. Yellow Badges. Found on Chaplain Corps Sharepoint under “Resources” tab. (T-1).

3.10.6.3.3. **(Added)** Non-Specified Volunteers. Red Badges. Found on Chaplain Corps Sharepoint under “Resources” tab. (T-1).

3.10.7. **(Added)** Self-Reporting. Persons providing volunteer services involving minors are required to immediately report to their position supervisor or the program chaplain subsequent automatic disqualification criteria or presumptive disqualification criteria as outlined in DoDI 1402.05, and will be immediately suspended from providing services pending review and final disposition of their case. (T-0).

3.10.8. **(Added)** Reverification. Chaplains, chaplain assistants, General Schedule civilians and contractors, and all line-of-sight supervisors must complete reverification of the State Criminal History Repository check which includes child abuse and neglect and sex offender registries for all states lived in or worked in the previous 5 years, plus installation records check. Specified volunteers must complete reverification of the FBI fingerprint check plus installation records check every 5 years. (T-0).

Attachment 1, References **(Added)**: Department of Defense Instruction 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, dated 11 September 2015 (incorporating change 1, effective 14 July 2016)

Attachment 1, References **(Added)**: Department of Defense Instruction 1100.21, *Voluntary Services in the Department of Defense*, dated 11 March 2002 (incorporating change 1, effective 26 December 2002)

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 52-101

5 DECEMBER 2013



Chaplain

PLANNING AND ORGANIZING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering

RELEASABILITY: This publication has no releasability restrictions

OPR: AF/HCX

Certified by: AF/HC

Supersedes: AFI 52-101, 10 May 2005

Pages: 16

This instruction implements AFPD 52-1, Chaplain Corps. It directs procedures that ensure the Air Force Chaplain Corps is structured and organized to meet mission requirements. Requests for waivers must be submitted to the OPR listed above for consideration and approval. This instruction applies to active duty, Air Reserve Component (ARC), and civilian personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and conflicts between this and other publications to AF/HCX, 1380 Air Force Pentagon, Room 4D286, Washington, DC 20330-1380, on Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their printed supplement to AF/HCX and an electronic copy to hcx.workflow@pentagon.af.mil; other organizations send one copy of each printed supplement to the next higher headquarters. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include guidance as to how the Chief of Chaplains manages the Air Force Chaplain Corps. It also includes the incorporation of the duty title of “Deputy Chief of Chaplains,” omitted from the previous interim change of the Air Force Instruction (AFI).

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1. Mission. The Air Force Chaplain Corps provides spiritual care and ensures all Airmen and their families have opportunities to exercise their constitutional right to the free exercise of religion.

1.1. Core Capabilities.

1.1.1. Spiritual Care. Meeting the diverse spiritual needs of Airmen and their families.

1.1.2. Advise Leadership. Inform Air Force leaders on matters related to religious, spiritual, ethical, moral and morale concerns and advocate for the religious and spiritual needs of Airmen and their families.

2. Responsibilities and Authorities. This directive establishes the following responsibilities and authorities.

2.1. Chief of Chaplains. Principal advisor for religious matters to the Secretary of the Air Force (SECAF) and Chief of Staff of the Air Force (CSAF) and is responsible for recruiting, organizing, developing and equipping Chaplain Corps personnel. Chief of Chaplains is responsible to the Assistant Vice Chief of Staff of the Air Force.

2.1.1. Develops tactical doctrine and guidance providing oversight of Air Force Chaplain Corps echelons to meet the religious and spiritual needs of Air Force members, their families and other authorized personnel.

2.1.2. Serves on the Armed Forces Chaplains Board (AFCB) in accordance with DoDI 5120.08, *Armed Forces Chaplains Board*.

3. Chaplain Corps Personnel.

3.1. Advisory Bodies.

3.1.1. The HQ USAF/HC staff provides support to the Chief of Chaplains and advises on issues impacting the Air Force.

3.1.2. The Chaplain Corps Council is the senior advisory body to the Chief of Chaplains on policies and programs affecting the Air Force and makes recommendations for action.

Members of the Council include MAJCOM senior Religious Support Teams (RST) and others determined by AF/HC.

3.1.3. The Chaplain Corps Readiness Working Group (RWG) is a consultative body in support of the Chief of Chaplains and ensures effective communication and coordination on readiness issues throughout the Air Force. (See AFI 52-104, *Chaplain Corps Readiness* for composition).

3.1.4. The Chaplain Development Team (DT) is the primary advisory group to the Chief of Chaplains on all chaplain force development and utilization issues. (See AFI 52-102V1, *Chaplain Professional Development* for composition). The Deputy Chief of Chaplains chairs the Chaplain DT.

3.1.5. The Chaplain Assistant DT is the primary advisory group to the Chief of Chaplains on all chaplain assistant force development and utilization issues. (See AFI 52-102V2, *Chaplain Assistant Professional Development* for composition). The Chaplain Assistant Career Field Manager chairs the Chaplain Assistant DT.

3.2. Positions and Responsibilities.

3.2.1. MAJCOM, FOA and DRU chaplains and functional managers are the principal advisors for religious matters to their respective leadership. In consultation with their staffs, they implement Chaplain Corps guidance and provide functional oversight of Chaplain Corps personnel within their area of responsibility. They also provide advice to the Chief of Chaplains and Chaplain Assistant Career Field Manager.

3.2.2. Wing/installation/group chaplains and Superintendents/NCOICs, Chapel Operations are the principal advisors for religious matters to their respective leadership, and function as the Senior Religious Support Team (RST). They lead their teams to accomplish the Chaplain Corps mission through engaging RSTs in squadron-level units, providing opportunities for the free exercise of religion, and providing spiritual care to Airmen and their families. (T-2) They implement Chaplain Corps guidance and provide oversight of Chaplain Corps personnel within their area of responsibility. They provide advice to the MAJCOM/FOA/DRU/HC staff.

3.2.3. Chaplains. IAW Title 10, United States Code, Section 8067 (h), chaplains provide religious worship and rites, religious accommodation, pastoral care, unit engagement, counseling and spiritual care. Chaplains will not perform duties incompatible with their endorsing organizations, professional role and noncombatant status. (T-0) Chaplains will not serve in any military capacity other than those specific duties contained in the 52XX Specialty Description found in the Air Force Officer Classification Directory. (T-1)

3.2.4. Chaplain Assistants. As non-clergy members of the Chaplain Corps, chaplain assistants partner with chaplains to form Religious Support Teams. They provide religious program management, advice to leadership, crisis intervention, and unit engagement. . Chaplain assistants are trained to provide spiritual care in a religiously pluralistic environment. The chaplain assistant specialty description is specified in the Air Force Enlisted Classification Directory. The chaplain assistant is vital to the Chaplain Corps mission and will not serve in long-term additional Ready Program duties in accordance with the AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations* and AFPAM 10-243, *Augmentation Duty*. Chaplain assistants

coordinate and facilitate force protection for chaplains. Chaplain assistants will qualify on the M9 and draw it as their primary weapon.

3.2.5. Religious Support Team (RST). The RST is comprised of one Air Force Chaplain and one Chaplain Assistant at home and deployed locations. An RST will be assigned and actively engaged in each squadron and provide warrior care that is supportive of all Airmen. (T-2) The RST provides or provides for religious support (to include rites, religious observances, religious education, unit engagement, and spiritual care). RSTs also provide advice to leadership (to include advice concerning spiritual, ethical, moral, morale and religious accommodation matters affecting personnel, as well as religious issues in the operational area).

3.3. Terms of address or salutation for chaplains.

3.3.1. Use title and rank (Chaplain, Captain Brown) in official correspondence. (T-3)

3.3.2. Address chaplains as “chaplain” regardless of rank.

3.3.3. Chaplains may also be addressed by traditional or denominational titles (i.e. Father White, Rabbi Green, etc.).

3.4. Standardized duty titles for chaplains. Standardization of duty titles assists Chaplain Corps officer career progression and clearly defines duty distinctions. The following duty titles are the only authorized titles for chaplains. Duty titles other than those listed in this AFI are not authorized. (NOTE: Grade references below serve as a guide for granting duty titles to individuals. The establishing of required and authorized grades on unit manpower documents shall follow appropriate 38-series manpower guidance.)

3.4.1. Headquarters Air Force (HQ USAF).

3.4.1.1. Chief of Chaplains (AF/HC). A chaplain, in the grade of major general, responsible to the Secretary of the Air Force and the Chief of Staff of the Air Force for all USAF Chaplain Corps personnel, operations and resources.

3.4.1.2. Deputy Chief of Chaplains. A chaplain, in the rank of brigadier general, assigned as deputy to the Chief of Chaplains.

3.4.1.3. Chief, Personnel, Budget and Readiness (AF/HCP). A chaplain, in the rank of colonel, responsible to the Chief of Chaplains. Serves as the 52R Career Field Manager (CFM) (see HAF Mission Directive 1-34, *Chief of Chaplains* for roles and responsibilities).

3.4.1.4. Deputy Chief, Personnel, Budget and Readiness. A civilian or military member in the rank of lieutenant colonel, responsible to the Chief, Personnel, Readiness and Budget who performs assigned functions.

3.4.1.5. Chief, Plans and Programs (AF/HCX). A chaplain, in the rank of colonel, responsible to the Chief of Chaplains (see HAF Mission Directive 1-34, *Chief of Chaplains* for roles and responsibilities).

3.4.1.6. Deputy Chief, Plans and Programs. A chaplain in the rank of lieutenant colonel, responsible to the Chief, Plans and Programs who performs assigned functions.

- 3.4.1.7. Director, Chaplain Corps Resource Development Center (AF/HCXR). A chaplain, in the rank of lieutenant colonel, responsible to the Chief, Plans and Programs who performs project development, resourcing and other assigned functions.
- 3.4.1.8. Staff Chaplain. A chaplain, responsible to a division chief/director, who performs assigned functions.
- 3.4.1.9. Executive Officer (AF/HC). An officer responsible for executive and administrative support to the Chief and Deputy Chief of Chaplains.
- 3.4.1.10. Mobilization Assistant to the Chief of Chaplains. A chaplain, in the rank of brigadier general, responsible to the Chief of Chaplains for training, readiness and resourcing the Air Force Reserve Chaplain Corps.
- 3.4.1.11. Mobilization Assistant to the Deputy Chief of Chaplains. A chaplain, in the rank of colonel, responsible to the Deputy Chief of Chaplains for training, readiness and resourcing the Air Force Reserve Chaplain Corps.
- 3.4.2. MAJCOM.
- 3.4.2.1. Command Chaplain. A chaplain, in the rank of colonel, responsible to the MAJCOM commander for Chaplain Corps personnel, operations and resources.
- 3.4.2.2. Deputy Command Chaplain. A chaplain, in the rank of colonel or lieutenant colonel, responsible to the Command Chaplain who performs assigned functions.
- 3.4.2.3. Staff Chaplain. A chaplain, responsible to the Command Chaplain, who performs assigned functions.
- 3.4.3. Field Operating Agency (FOA).
- 3.4.3.1. Chief, Chaplain Force Development Branch, Air Force Personnel Center. A chaplain, in the rank of colonel, responsible to the division chief of Directorate of Personnel Assignments for Chaplain Corps Force Development. Serves under the functional oversight of Chief, Personnel, Budget and Readiness. (T-2)
- 3.4.3.2. Chief, Air Force Chaplain Accessions, Air Force Recruiting Service. A civilian responsible for chaplain accessions and recruiting. Responsible to the Division Chief of Recruiting Operations. Serves under the functional oversight of Chief, Personnel, Budget and Readiness. (T-2)
- 3.4.3.3. Deputy Chief, Air Force Chaplain Accessions, Air Force Recruiting Service. A chaplain, in the rank of lieutenant colonel, major or major-select responsible to the Chief, Air Force Chaplain Accessions, who supervises at least one active duty chaplain. (T-2)
- 3.4.3.4. Senior Agency Staff Chaplain, Headquarters Air Force Intelligence, Surveillance and Reconnaissance Agency (ISRA). A chaplain, in the rank of colonel, responsible to the AF ISRA commander for Chaplain Corps personnel, operations and resources. (T-2)
- 3.4.3.5. Staff Chaplain. A chaplain, responsible to the FOA chaplain, who performs assigned functions. (T-2)

3.4.4. Direct Reporting Unit (DRU).

3.4.4.1. Air Force District of Washington (AFDW)

3.4.4.1.1. Air Force District of Washington Chaplain. A chaplain, in the rank of colonel, responsible to the Commander, Air Force District of Washington for Chaplain Corps personnel, operations and resources. (T-2)

3.4.4.1.2. Senior Chaplain, Arlington National Cemetery. A chaplain, in the rank of colonel, responsible to the 11th Operations Group Commander for Chaplain Corps personnel, operations and resources. (T-2)

3.4.4.1.3. Senior Chaplain, Air Force Mortuary Affairs Operations (AFMAO). A chaplain, in the rank of major, responsible to the Commander, AFMAO for Chaplain Corps personnel, operations and resources. (T-2)

3.4.4.1.4. Chaplain. A chaplain responsible to the DRU chaplain, who performs assigned functions. (T-2)

3.4.4.2. United States Air Force Academy (USAFA).

3.4.4.2.1. United States Air Force Academy Chaplain. A chaplain, in the rank of colonel, responsible to the Superintendent, United States Air Force Academy, for Chaplain Corps personnel, operations and resources. (T-2)

3.4.4.2.2. Wing Chaplain. A chaplain, in the rank of lieutenant colonel, responsible to the USAFA Chaplain for all Chaplain Corps personnel, operations and resources assigned to the USAFA Cadet Wing (USAFA/HCX). (T-2)

3.4.4.2.3. Deputy Wing Chaplain. A chaplain, in the rank of lieutenant colonel, major or major-select responsible to the wing chaplain, who supervises at least one active duty chaplain. (T-2)

3.4.4.2.4. Branch Chief. A chaplain, in the rank of lieutenant colonel, major or major-select responsible to the wing chaplain for a branch at the USAFA Cadet Wing. Must supervise at least one active duty chaplain. (T-2)

3.4.4.2.5. Chaplain. A chaplain responsible to the branch chief or deputy wing chaplain for Chaplain Corps operations who performs assigned functions. (T-2)

3.4.4.3. Chaplain Corps College.

3.4.4.3.1. Commandant, Chaplain Corps College. A chaplain, in the rank of colonel, responsible for implementing Chaplain Corps education and training programs. Responsible to the Ira C. Eaker Center Commander, Maxwell AFB, AL. Serves under functional oversight of Chief, Personnel, Readiness and Budget. (T-2)

3.4.4.3.2. Deputy Commandant, Chaplain Corps College. A chaplain, in the rank of colonel or lieutenant colonel, responsible to the Commandant, Chaplain Corps College who performs assigned functions. (T-2)

3.4.4.3.3. Staff Chaplain. A chaplain, responsible to the Commandant, Chaplain Corps College who performs assigned functions. (T-2)

3.4.5. Joint Base.

3.4.5.1. Joint Base Senior Chaplain. A chaplain responsible for Chaplain Corps personnel, operations and resources at joint base installations. This duty title is based upon the Joint Base Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA). Responsible to Joint Base Commander or delegate. (T-2)

3.4.5.2. Deputy Joint Base Chaplain. A chaplain, in the rank of lieutenant colonel, major or major-select who supervises at least one active duty chaplain and is assigned as deputy to the wing, installation or group chaplain. (T-2)

3.4.5.3. Branch Chief. A chaplain, in the rank of lieutenant colonel, major or major-select responsible to the Joint Base Senior Chaplain for operations at Joint Base San Antonio (Lackland AFB), who supervises at least one active duty chaplain. (T-2)

3.4.5.4. Chaplain. A chaplain responsible to the Joint Base Senior Chaplain or delegate who performs assigned functions. (T-2)

3.4.6. Wing.

3.4.6.1. Wing Chaplain. A chaplain responsible for all Chaplain Corps personnel, operations and resources supporting the wing mission. Responsible to the Wing Commander or delegate. (T-2)

3.4.6.2. Deputy Wing Chaplain. A chaplain, in the rank of lieutenant colonel, major or major-select responsible to the wing chaplain, who supervises at least one active duty chaplain or equivalent. (T-2)

3.4.6.3. Branch Chief. A chaplain in the rank of lieutenant colonel, major or major-select who is responsible to an O-6 wing chaplain for operations at a branch chapel or program. Must supervise at least one active duty chaplain. (T-2)

3.4.6.4. Chaplain. A chaplain responsible to the Wing Chaplain or delegate who performs assigned functions. (T-2)

3.4.7. Units below wing-level.

3.4.7.1. Group Chaplain. A chaplain, below wing-level, responsible to the unit commander for all Chaplain Corps personnel, operations and resources supporting the installation mission. (T-2)

3.4.7.2. Chaplain. A chaplain responsible to the Group Chaplain who performs assigned functions. (T-2)

3.5. Standardized duty titles for chaplain assistants. Standardization of duty titles assists Chaplain Corps enlisted career progression and clearly defines duty distinctions. The following duty titles are the only official, authorized titles for chaplain assistants. Duty titles other than those listed in this AFI are not authorized. (NOTE: Grade references below serve as a guide for granting duty titles to individuals. The establishing of required and authorized grades on unit manpower documents shall follow appropriate 38-series manpower guidance.)

3.5.1. Headquarters Air Force (HQ USAF).

3.5.1.1. Chaplain Assistant Air Force Career Field Manager (AFCFM). A chaplain assistant, in the rank of Chief Master Sergeant (CMSgt), responsible to the Chief of Chaplains for organizing and managing the chaplain assistant career field.

3.5.1.2. Manager, (Insert Function). A S/NCO who is a program, project, and policy manager at the Air Staff level. He/she may or may not supervise others and may be the enlisted leader of the branch, division, or directorate.

3.5.2. MAJCOM/FOA/DRU.

3.5.2.1. Chaplain Assistant MAJCOM/FOA/DRU Functional Manager (MFM). A chaplain assistant in the rank of Chief Master Sergeant, Senior Master Sergeant or Master Sergeant responsible for organizing and managing the chaplain assistant career field within a MAJCOM/FOA/DRU (e.g., ACC Chaplain Assistant Functional Manager; USAFA Chaplain Assistant Functional Manager). (T-2)

3.5.2.2. Manager, (Insert Function). A S/NCO who is a program, project, and policy manager at the MAJCOM, FOA, or DRU levels. He/she may or may not supervise others and may be the enlisted leader of the branch, division, or directorate. (T-2)

3.5.2.3. Chief, Chaplain Corps College. A chaplain assistant, in the rank of Chief Master Sergeant, who directs the implementation of technical training courses to meet Specialty Training Standard (STS) requirements, works with ECPD/MSOT on technical training matters, and provides oversight to the Career Development Course (CDC) Writer and the Manager, Chaplain Corps College Education Department to ensure effective education and training programs that are consistent with STS requirements. (T-2)

3.5.3. Wing-level and below.

3.5.3.1. Superintendent or NCOIC, Chapel Operations. A SNCO (Superintendent) or NCO (NCOIC) in charge of wing-level chapel operations. (T-2)

3.5.3.2. NCOIC, (Insert Function). A NCO subordinate to the Superintendent or NCOIC, Chapel Operations who performs an assigned function within the chapel program (e.g., NCOIC, Resource Management). (T-2)

3.5.3.3. Chaplain Assistant. A chaplain assistant in the rank of Senior Airman or below. (T-2)

3.6. Special Duty Positions. A chaplain assistant serving in unique duty positions such as Technical Training Instructor or Career Development Course (CDC) Writer will use duty titles commonly identified for those positions.

3.7. Resource Personnel. The wing chaplain (or equivalent) authorizes and directs qualified resource personnel to provide for religious program requirements that cannot be provided by assigned Chaplain Corps personnel.

3.7.1. Certifying Resource Personnel. The wing chaplain (or equivalent) will annually validate all resource personnel requirements and performance agreements, ensure required letters of certification from a recognized religious organization are on file and brief these personnel on requirements, restrictions, prohibitions, and performance

expectations. (T-1) A statement of work (SOW) for contractors fulfills the requirement for a performance agreement. The wing chaplain and resource personnel will sign the performance agreement(s). (T-2) Maintain documentation in official files. (T-2)

3.7.2. Civilian Clergy. Personnel who serve in Civil Service positions or as contractors. These individuals are not chaplains and will not use the duty title of "chaplain". (T-2) They must meet the same educational requirements outlined in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and United States Air Force* and provide a valid DD Form 2088, *Statement of Ecclesiastical Endorsement* from a recognized religious organization. (T-0)

3.7.3. Distinctive Religious Group Leaders (DRGLs)/Non-chaplain Lay Leaders. Personnel (e.g., Buddhist Lay Leader, Church of Christ Lay Leader, Muslim Lay Leader) must provide written validation of their credentials on official letterhead (original; no photocopies) by a recognized religious organization, which will serve as the credential recognized by the Armed Forces Chaplains Board (AFCB). (T-0) Documentation must be maintained in official files. (T-2)

3.7.4. Civil Air Patrol (CAP) Chaplains. In contingencies and local emergencies, or in exceptional cases where active duty and ARC chaplains are unavailable, wing chaplains (or equivalents) are authorized to use fully qualified volunteer CAP chaplains to provide chaplain ministries as needed. (T-1) Serving as Air Force Auxiliary chaplains, CAP chaplains are covered by Title 10, Subtitle D, Part III, Chapter 909, Section 9442, *Federal Tort Claims Act and Federal Employee Compensation Act*. (See AFI 10-2701, *Organization and Function of the Civil Air Patrol*)

3.7.5. Special Resource Personnel. Qualified personnel who provide program or support functions for mission-specific religious requirements (e.g., Religious Education Director or Parish Coordinator).

3.7.6. Volunteers. Anyone serving Chaplain Corps programs who teaches or cares for youth (18 years and under) on a reoccurring basis must obtain an Installation Records Check (IRC) to meet the requirements in DoDI 1402.5, *Criminal History Background Checks on Individuals in Child Care Services*. (T-0) Upon favorable completion of the IRC, volunteers may provide services. While awaiting IRC completion, volunteers may provide services ONLY when they are always within line-of-sight supervision of an individual with a favorable completed IRC.

3.8. Chapel Organizations. Wing chaplains (or equivalents), in coordination with their staffs and advisory groups, will provide oversight to organizations enhancing the Chaplain Corps mission. (T-2) These organizations are a part of the Chaplain Corps program. They are not private organizations and do not require charters (e.g., Protestant Women of the Chapel, Catholic Youth of the Chapel).

3.9. Lay Organizations. Chaplains may support faith group-specific lay organizations with the concurrence of the wing/installation chaplain (or equivalent). Lay organizations have a primarily religious focus but are not Chaplain Corps programs. Their activities are consistent with the Chaplain Corps mission of providing spiritual care and opportunities for the free exercise of religion (e.g., Officers' Christian Fellowship (OCF), Mothers of Preschoolers

(MOPS), The Navigators, The Knights of Columbus, Campus Crusade for Christ and Worldwide Marriage Encounter).

3.9.1. Lay Organization Oversight. The wing chaplain has oversight of all religious activities at a wing/installation. Lay organizations are required to sign a Memorandum of Agreement (MoA) annually with the wing chaplain (or equivalent). The MoA, at minimum, must outline the roles, responsibilities (to include funding) and relationships between the wing and the lay organization. The MoA must also delineate the appropriate professional behaviors required for the lay organization to operate at a wing/installation. (T-2)

3.9.2. Lay Organizations Resourcing. Lay organizations are financially and operationally self-sustaining, primarily through dues, contributions, service charges, fees, or special assessment of members. Their funds are independent of Chapel Tithes and Offerings funds (CTOF). Lay organizations will not be included in the comprehensive Chapel Program Plan Appropriated or CTOF budget. They may apply for and receive occasional CTOF support.

4. Religious Services and Education. On behalf of the commander, the wing/installation/senior chaplain is responsible for religious rites, services and education conducted on Air Force bases, joint bases, installations, sites and other locations governed by a MoU/MoA.

4.1. Religious Accommodation. Chaplain Corps personnel advise and assist commanders and supervisors in responding to and facilitating religious accommodation requests. In accordance with DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*, section 4, “it is DoD policy that requests for accommodation of religious practices should be approved by commanders when accommodation will not have an adverse impact on mission accomplishment, military readiness, unit cohesion, standards, or discipline.” (T-0)

4.2. Religious Services.

4.2.1. Religious Holy Days. To facilitate the free exercise of religion of military personnel, the Chaplain Corps advises leadership regarding Holy Day observances in order to minimize scheduling conflicts. The Chaplain Corps provides or provides for accommodation of these observances.

4.2.2. Worship. The senior RST with their team plan, provide, and advertise worship opportunities in response to the religious needs of assigned Airmen and their families, with consideration of staff capabilities and available resources. (T-1)

4.2.2.1. Leading Worship. Chaplains conduct worship services consistent with the tenets of their respective endorsing religious organization.

4.2.2.2. Protestant Worship. When there is only one worship service, led by a Protestant Chaplain it may be advertised as “Protestant Worship”. When there is a need to offer multiple Protestant services in various styles, they will be advertised using the terms: liturgical, traditional, contemporary, gospel, and community. (T-3)

4.2.2.3. Additional Worship. When the wing chaplain (or equivalent) validates and documents a need for worship opportunities or other religious support the assigned

chaplains cannot provide, he/she may coordinate with civilian religious leaders in the area to provide for the religious needs of Airmen and their families. (See 3.7.5.) (T-3)

4.3. Religious Education Resources.

4.3.1. Religious Education Curricula. Wing chaplains (or equivalents), in consultation with their staffs, ensure curricula meet the needs of religious communities and does not denigrate any religious faith group. (T-3)

4.3.2. Religious Literature. Wing chaplains (or equivalents), in consultation with their staffs, review the contents and display of religious literature and ensure these do not denigrate any religious group. (T-2)

5. Spiritual Care.

5.1. Privileged Communication. Privileged communication is protected communication IAW Military Rule of Evidence 503. Under this rule, “a person has a privilege to refuse to disclose and to prevent another from disclosing a confidential communication by the person to a clergyman or to a clergyman’s assistant, if such communication is made either as a formal act of religion or as a matter of conscience.”

5.1.1. Written Consent. Under no circumstances may a chaplain or chaplain assistant disclose privileged communication revealed in the practice of his/her official capacity without the individual’s informed, written consent. (T-0) The individual’s written consent must be signed, dated and witnessed by a disinterested third party. The written consent must be maintained by the Chaplain Corps member in his or her personal files. A release from privileged communication is inapplicable in cases where a chaplain is bound by the requirements of sacramental confession. (T-0)

5.1.2. Judicial Proceedings. The Manual for Courts-Martial further affirms the absolute character of such privileged communication within the context of judicial proceedings and investigations for chaplains and chaplain assistants.

5.1.3. Ownership. The privilege against disclosure belongs to the individual and extends beyond the death of the individual.

5.1.4. Protected Information. Chaplains’ notes from privileged communication are to be clearly marked “Confidential: Privileged Communication” and distinguished in the chaplain’s personal files. (T-0) Protected information will be properly secured and safeguarded from inadvertent disclosure and password-protected if stored electronically.

5.1.5. Official and Private File Systems. Files containing privileged communication are the personal files of the individual chaplain or chaplain assistant. These files are not to be maintained in any system of records that may be subject to the Freedom of Information Act, 5 U.S.C. § 552. (T-0) All privileged communication must be secured and safeguarded by chaplains and chaplain assistants, who will personally dispose of them and ensure their destruction through a secure means (e.g., shredder). In the case of a death of a Chaplain Corps member, a chaplain will be appointed to review the deceased’s personal files and dispose of any files containing privileged communication.

5.1.6. Chapel Staff and Privileged Communication. Under Military Rule of Evidence 503, chaplains and chaplain assistants may receive privileged communication.

Additionally, in the event secretaries, contractors or volunteers inadvertently or unintentionally receive or overhear intended privileged communication, they must protect such information.

5.1.7. Privileged Communication between Chaplain Corps Personnel. Communication between supervisors and subordinates is not privileged communication. Supervisors should avoid counseling subordinates and their family members due to a conflict of interest. Chaplain Corps staff members are encouraged to exercise this privilege with a chaplain outside their chain of command when such communication is needed.

5.1.8. Violation of Privileged Communication. Actions inconsistent with the policies/standards outlined above will constitute a failure to meet Air Force standards and may result in administrative or Uniform Code of Military Justice (UCMJ) action. Wing chaplains (or equivalents) must consult with the local Staff Judge Advocate should they become aware of such actions.

5.1.9. Incompatible Taskings. Commanders will not task chaplains or chaplain assistants to serve in a capacity in which they may be called upon to reveal privileged communication. (T-0)

5.2. Death Notifications. Chaplains serve on commander-led death notification teams. They provide pastoral care and support for next-of-kin and death notification team members. Chaplains will not be assigned the duty of Casualty Notification Officer. (T-3)

5.3. Airmen Ministry Centers. Chaplain Corps may sponsor facilities dedicated to meeting the religious, spiritual and pastoral care needs of Airmen. (See AFI 65-601V1, *Budget Guidance and Procedures*).

6. Advising Leadership. Chaplain Corps personnel at all echelons advise leadership in all matters pertaining to religion and the accommodation of practices arising from religious faith, ethical decision-making and moral reasoning. Additionally, Chaplain Corps personnel serve as principal advisors to leadership regarding the spiritual pillar of Comprehensive Airman Fitness (CAF). Chaplain Corps personnel provide the following:

6.1. Advice regarding the potential mission impact of religion at the strategic, operational and tactical level.

6.2. Updates on the religious, ethical, and moral health of the unit and opportunities for religious expression.

6.3. Advice regarding public prayer, memorials, prayer at official functions and meetings, visits by ecclesiastical endorsing agencies and relations with civilian religious leaders and their communities.

7. Reporting Death, Hospitalization and Illness of Chaplain Corps Personnel. Wing and MAJCOM-level senior RSTs report to the next functional level the death, hospitalization or serious illness of Chaplain Corps personnel and are encouraged to report this same information regarding their sponsored family members. (T-3) Reports are made within 24 hours using AF Form 4376.

8. Air Force Chaplain Corps Activity Reporting System (AFCCARS).

8.1. AFCCARS translates Chaplain Corps functional activities and strategic priorities into weighable and objective data. It tracks warrior care and core activities to assist in tactical, operational, and strategic trend analysis, risk assessment, and execution planning.

8.2. All wing/installation-level active duty chaplains, chaplain assistants and auxiliary clergy assigned to Air Force reporting organizations will use AFCCARS on a daily basis to record their participation in Chaplain Corps functional activities, to include unit engagement, pastoral and crisis intervention counseling, and religious and spiritual accommodation. (T-1)

8.2.1. The recording of functional activities is an individual responsibility and cannot be delegated or reassigned to anyone other than the member completing or sponsoring the activity.

8.3. AFCCARS data aggregates will be generated and routed to HQ USAF/HC as directed by HQ USAF/HCXR. (T-1)

HOWARD D. STENDAHL
Chaplain, Major General, USAF
Chief of Chaplains

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, *Armed Forces*, Sections 8067(h)

Title 10, United States Code, Subtitle D, Part III, Chapter 909, Section 9442

Freedom of Information Act, 5 U.S.C. § 552

Military Rules of Evidence 503

DoDD 1304.19, *Appointment of Chaplains for the Military Departments*, 11 June 2004

DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*,
10 February 2009

DoDI 1304.28, *Guidance for the Appointment of Chaplains in the Military*, 11 June 2004

DoDI 1402.5, *Criminal History Background Checks on Individuals in Child Care Services*, 19
January, 1993

DoDI 5120.08, *Armed Forces Chaplains Board*, 20 August 2007

HAF Mission Directive 1-34, *Chaplain Corps*, 30 May 2013

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AFPD 52-1, *Chaplain Corps*, XX XXXXX 2013

AFPAM 10-243, *Augmentation Duty*, 1 August 2002

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*, 24 January
2007

AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 29 July 2006

AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in
Professional Categories – Reserve of the Air Force and United States Air Force*, 19 May 2003

AFI 52-102V1, *Chaplain Professional Development*, 19 August 2013

AFI 52-102V2, *Chaplain Assistant Professional Development*, 1 August 2012

AFI 52-104, *Chaplain Corps Readiness*, 30 August 2012

AFI 65-601V1, *Budget Guidance and Procedures*, 16 August 2012

Prescribed and Adopted Forms

DD Form 2088, *Statement of Ecclesiastical Endorsement*, October 2011

AF Form 4376, *Death, Hospitalization, and Serious Illness Notification Worksheet*, 27
November 2007

Abbreviations and Acronyms

AF ISRA—Air Force Intelligence, Surveillance and Reconnaissance Agency

AFCB—Armed Forces Chaplains Board

AFCCARS—Air Force Chaplain Corps Activity Reporting System

AFCCC—Air Force Chaplain Corps College

AFCFM—Air Force Career Field Manager

AFDW—Air Force District of Washington

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMAO—Air Force Mortuary Affairs Operations

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

ARC—Air Reserve Component

CAF—Comprehensive Airman Fitness

CAP—Civil Air Patrol

CDC—Career Development Course

CFM—Career Field Manager

CTOF—Chapel Tithes and Offering Fund

DODD—Department of Defense Directive

DODI—Department of Defense Instruction

DPA—Directorate of Personnel Assignments

DRGL—Distinctive Religious Group Leaders

DRU—Direct Reporting Unit

DT—Development Team

FOA—Field Operating Agency

IRC—Installation Records Check

MAJCOM—Major Command

MoA—Memorandum of Agreement

MOPS—Mothers of Preschoolers

MoU—Memorandum of Understanding

MRE—Military Rules of Evidence

OCF—Officers' Christian Fellowship

PWOC—Protestant Women of the Chapel

PYOC—Protestant Youth of the Chapel

RDS—Records Disposition Schedule

RST—Religious Support Team

RWG—Readiness Working Group

SOW—Statement of Work

STS—Specialty Training Standard

UCMJ—Uniform Code of Military Justice

USAFA—United States Air Force Academy

USD P&R—Office of the Under Secretary of Defense, Personnel and Readiness

Terms

Religious Accommodation— Chaplain Corps personnel advise and assist commanders and supervisors in facilitating religious accommodation requests. In accordance with DODI 1300.17, *Accommodation of Religious Practices Within the Military Services*, section 4, “it is DoD policy that requests for accommodation of religious practices should be approved by commanders when accommodation will not have an adverse impact on mission accomplishment, military readiness, unit cohesion, standards, or discipline.”