

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



**AIR FORCE INSTRUCTION 52-106**

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**Chaplain**

**RELIGIOUS PROFESSIONAL  
SCHOLARSHIP AND DEFERMENT  
PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements the process for accessing qualified commissioned officers onto active duty to serve as Air Force chaplains through the Religious Professional Scholarship and Deferment Programs. It also outlines the eligibility criteria, application, and participation process required of scholarship and deferment candidates, as well as the managerial and implementation roles and responsibilities of the various offices involved. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for Religious Professional Scholarship and Deferment Programs. This instruction interfaces with AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*, Air Force Policy Directive 52-1, *Chaplain Corps*, and AFI 52-102 Volume 1, *Chaplain Professional Development*. This instruction implements AFPD 52-1, *Chaplain Corps*, which describes the process for designating officers as chaplains under Title 10 United States Code (10 USC), Section 8067(h) and outlines the structure and programs for chaplain accession and professional development. It applies to Regular Air Force (RegAF), the Air Force Reserve and Air National Guard (ANG). 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. This publication requires the collection and/or maintenance of

information protected by the Privacy Act of 1974, Title 37, United States Code, Section 303a and DoDI 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*. The applicable SORN Chaplain Applicant Processing Folder (June 11, 1997, 62 FR 31793) is available at: <http://dpclo.defense.gov/Privacy/SORNsIndex/tabid/5915/Article/5963/f052-afhc-d.aspx>.) This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval; MAJCOM-level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. 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 (AF).

**SUMMARY OF CHANGES**

AF Form 4397, *United States Air Force Religious Professional Scholarship Program Participant Agreement* will not be used for RPDP, therefore paragraph 4.4. is changed to add a participant’s compliance statement to AF Form 24, *Application For Appointment As Reserve Of The Air Force Or USAF Without Component*.

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## Chapter 1

### PROGRAM OVERVIEW

#### 1.1. Religious Professional Scholarship Program

1.1.1. RPSP was initiated in 2009 as an incentive program for interested personnel to fill high-demand, low-density religious faith group needs within the AF Chaplain Corps. The program offered RegAF officers and enlisted members, civilians and graduating Air Force Reserve Officer Training Corps (AFROTC) and United States Air Force Academy (USAFA) cadets the opportunity to be accessed into the Air Force Reserve in order to participate in the Air Force Chaplain Candidate Program.

1.1.2. AF pays tuition and applicable fees/educational expenses for those currently in RPSP as they pursue their studies and continue to meet all program requirements. Participants also receive a monthly stipend for living expenses except while on active duty. Participants incur an Active Duty Service Commitment (ADSC) as a result of their participation in the RPSP, IAW AFI 36-2107, *Active Duty Service Commitment*.

1.1.3. RPSP will continue until all current participants successfully complete the program, voluntarily withdraw from the program or are removed from the program.

#### 1.2. Religious Professional Deferment Program

1.2.1. RPDP succeeds RPSP as the new incentive program for those interested in filling critical high-demand, low-density religious faith group needs of the AF. RPDP became available in May 2013 and is open to all prospective Total Force applicants, AFROTC or USAFA cadets. RPDP allows approved, qualified candidates to be appointed as Ready Reservists, upon approval for original reserve appointment from the Secretary of Defense (SecDef), and become participants in the AF Chaplain Candidate Program. Once program and ecclesiastical requirements are met and upon AF/HC approval, candidates must be resubmitted for SecDef approval to reappoint as chaplains in the AF Reserve.

1.2.2. RPDP defers any prior outstanding ADSC until the candidates successfully completes the program, voluntarily withdraws from the program, or is removed from the program. At that point each candidate must complete any outstanding ADSC. RPDP does not provide financial compensation for the enrollees.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Responsibilities for the Religious Professional Scholarship Program

2.1.1. **AF Chief of Chaplains.** Develops policy for the RPSP; establishes program goals, objectives, requirements, and procedures to meet chaplain recruiting requirements; selects RPSP participants and alternates from qualified applicants; and assists in accessing qualified commissioned officers onto AD by offering the RPSP. AF Chief of Chaplains, Personnel, Readiness, and Budget Division (AF/HCP) is responsible for managing RPSP and conducting Agency Reviews which determine requirements of the Chaplain Corps. AF/HCP and Air Force Recruiting Service, Chaplain Accessions (AFRS/RSOCC) establish and implement the Agency Review process.

2.1.2. **Air Force Recruiting Service, Chaplain Accessions.** Implements RPSP policy and procedures, including the Agency Review process for participant recommendations. Serves as primary point of contact for participant inquiries concerning RPSP; recruits and advertises for the RPSP.

2.1.2.1. Reviews the progress of RPSP participants annually.

2.1.2.2. Reviews and recommends approval/disapproval of all requests for inter-service transfer to AFRC/HC. Applicants are identified as eligible if they meet requirements IAW DoDI 1304.28.

2.1.2.3. Convenes agency reviews, as required, to evaluate and recommend best qualified RPDP applicants. Forwards RPDP selected applicant packages to AF/HCP, AFRC/HC, and Air Force Institute of Technology, Civilian Institution Programs (AFIT/CI) for scrolling and commissioning as second lieutenants in the Chaplain Candidate Program.

2.1.3. **United States Air Force Academy and Air Force Reserve Officer Training Corps (AFROTC).**

2.1.3.1. USAFA/DP and/or AFROTC Detachments notify all cadets of the RPSP.

2.1.3.2. USAFA/HC serves as liaison with AFRS/RSOCC and assists cadets applying for RPSP.

2.1.3.3. AFROTC cadets contact AFRS/RSOCC for information on applying for RPSP.

2.1.3.4. USAFA/HC serves as liaison with AFRS/RSOCC and AFPC/HC to commission as a second lieutenant chaplain candidate upon graduation.

2.1.4. **Air Force Personnel Center (AFPC).** Upon request of AFRC, ARPC/DPTTS determines whether officers disenrolled from RPSP are qualified to fill published line officer accession targets. As required, AFPC/DPS classifies and orders disenrolled participants to RegAF.

2.1.5. **Jeanne M. Holm Center for Officer Accessions and Citizen Development.** Conducts Commissioned Officer Training (COT) and allocates class seats to accommodate participants in the RPSP. Also serves as a liaison with AFRS/RSOCC and AFRC/HC to commission second lieutenant chaplain candidates upon graduation.

**2.1.6. Air Force Institute of Technology, Civilian Institution Programs (AFIT/CI).**

- 2.1.6.1. Approves and processes school transfers in coordination with AF/HC.
- 2.1.6.2. Coordinates program extensions and leaves of absence with AFRS/RSOCC and AFRC/HC to ensure maintenance of program integrity. If acceptable, grants leaves of absence and authorizes program extensions up to one year.
- 2.1.6.3. Monitors participant academic progress.
- 2.1.6.4. Coordinates vacated scholarships with AF/HC and AFRS/RSOCC.
- 2.1.6.5. Updates participants on program developments.
- 2.1.6.6. Identifies participants for possible disenrollment from RPSP. Terminates participant benefits if the participant fails to:
  - 2.1.6.6.1. Meet academic standards of the institution.
  - 2.1.6.6.2. Meet medical, academic, conduct, or other standards of the USAF.
  - 2.1.6.6.3. Demonstrate the qualities required by an AF officer, IAW AFPD 36-29, *Military Standards*.
- 2.1.6.7. Acts when participants are identified for program disenrollment.
  - 2.1.6.7.1. Discontinues academic entitlements, including tuition, stipend, AD pay, and personal reimbursements pending results.
  - 2.1.6.7.2. Prepares disenrollment package.
  - 2.1.6.7.3. Forwards completed disenrollment package to AFRS/RSOCC.
  - 2.1.6.7.4. If a tender of resignation (TOR) is submitted before the eligibility date, transmits the TOR to AFRC and AFRS/RSOCC for action and disposition.
- 2.1.6.8. Develops the operating and maintenance budgets based on the program objectives and coordinates through Air Education and Training Command (AETC).
- 2.1.6.9. Coordinates with AFIT/RRA to update the academic portion of MILPDS and with HQ AFRC/HC on personal information updates.
- 2.1.6.10. Coordinates with ARPC/FM to reinstate stipend and AFIT/RPB to reinstate essential educational expenses after reinstating a participant.
- 2.1.6.11. Updates AFRC/HC on changes in dates for graduation or program completion. Provides information for reappointment.
- 2.1.6.12. Notifies AFRC/HC when a participant reports health status changes or other sources suggest a physical examination or medical consultation is needed and helps arrange medical evaluation at military and civilian facilities.

**2.1.7. AFIT/RPB**

- 2.1.7.1. Contracts with ASC/PK for educational service agreements with institutions that provide professional education for program participants.
- 2.1.7.2. Validates educational expenses and authorizes payment through educational service agreements, purchase orders, or personal reimbursements.

2.1.7.3. Computes incurred expenses and forward the data to AFIT/CI or AFRS/RSOCC to include in disenrollment packages.

2.1.7.4. Records expenditures for each program participant during RPSP participation.

2.1.7.5. Stops payment or reinstates payment of essential educational expenses.

#### 2.1.8. Air Reserve Personnel Center (ARPC)

2.1.8.1. Implements policies and procedures to include publishing AF Reserve appointment orders after receiving the personnel packages and oaths of office from AFRC Chaplain Accession Recruiting or AFRS/RSOCC and maintaining master personnel records (DPSFR) and MILPDS. Functions as the administrator for RPSP participant stipends (ARPC/FM).

2.1.8.2. Sends pay forms to ARPC/FM to establish participants' master military pay account (MMPA).

2.1.8.3. Produces financial assistance program (FAP) active duty tour (ADT) requests and sends to ARPC/FMFQ to issue in a timely manner.

2.1.8.4. Furnishes stipend pay histories to AFRC/HC and AFRS/RSOCC on participants identified for disenrollment.

2.1.8.5. Assigns program participants to the AFRC/RIO Det 5 a Category J, with 92R0 duty Air Force Specialty Code (AFSC) and the Chaplain Candidate personnel accounting symbol (PAS) code IAW AFI 36-2115, *Assignments within the Reserve Components (DPA)*.

2.1.8.6. Pays program participants their monthly entitlements (ARPC/FMA).

2.1.8.7. Maintains program participants' MMPA.

#### 2.1.9. AFRC/HC

2.1.9.1. Manages the AF Chaplain Candidate Program which includes the military training portion of the RPSP. AFRC/HC coordinates with AFRC/RIO and ARPC to ensure the Chaplain Candidate Program is effectively and efficiently managed and that participants have the necessary administrative support.

2.1.9.2. Procures Reserve Personnel Appropriations (RPA) funding as well as priority school slots for RPSP participants for COT and the Chaplain Candidate Course (CCC). Arranges ADTs and mentoring opportunities for participants to ensure the best possible preparation of the participant for accession to the Active Component.

2.1.9.3. Monitors progress of and mentors RPSP participants in partnership with AFRS/RSOCC.

2.1.9.4. Reports cases of failure to meet standards, to perform required ADT or to complete COT or CCC to AFRS/RSOCC, AFIT/CI, AF/HCP, and SAF/MRB. Provides reports on the RPSP to AF/HC as requested.

2.1.9.5. When appropriate, recommends disenrollment from the program, and/or separation or discharge. Upon concurrence/coordination with AF/HC, executes discharge

actions IAW AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

2.1.9.6. Manages the Government Travel Card program for chaplain candidates.

2.1.10. **AFRC/Readiness Integration Organization (AFRC/RIO)**. Functions as the MPF for RPSP participant administrative requirements, to include but not limited to COT, CCC, ADT orders, and DFAS issues, physical reviews IAW AFI 48-123, *Air Force Medical Standards*, and the Uniform Code of Military Justice, (UCMJ) authority.

2.1.11. **RPSP Participant**. Complies with all requirements outlined in this instruction, other applicable AF directives, and the instructions issued by AFIT/CI, AFRS/RSOCC, and AFRC/HC.

## 2.2. Responsibilities for the Religious Professional Deferment Program

2.2.1. **AF Chief of Chaplains**. Develops policy for the RPDP; establishes program goals, objectives, requirements, and procedures to meet chaplain recruiting requirements; selects RPDP participants and alternates from qualified applicants; and assists in accessing qualified commissioned officers onto AD by offering the RPDP. AF/HCP is responsible for managing RPDP and conducting Agency Reviews which determine requirements of the Chaplain Corps. AF/HCP and AFRS/RSOCC establish and implement the Agency Review process.

### 2.2.2. AF Recruiting Service, Chaplain Accessions (AFRS/RSOCC)

2.2.2.1. Implements RPDP policy and procedures, including the Agency Review process for participant recommendations. Serves as primary point of contact for participant inquiries concerning RPDP; recruits and advertises for the RPDP.

2.2.2.2. Reviews the progress of RPDP participants annually.

2.2.2.3. Reviews all requests for inter-service transfers and provides AFRC/HC recommendations to approve/disapprove requests. Applicants are identified as eligible if they meet requirements IAW DoDI 1304.28.

2.2.2.4. Convenes Agency Reviews, as required, to evaluate and recommend best qualified RPDP applicants. Forwards RPDP selected applicant packages to AF/HCP, AFIT/CI and AFRC/HC for scrolling and commissioning as second lieutenants in the Chaplain Candidate Program.

### 2.2.3. United States Air Force Academy (USAFA) and Air Force Reserve Officer Training Corps (AFROTC)

2.2.3.1. USAFA/DP and/or AFROTC Detachments notify all cadets of the RPDP.

2.2.3.2. USAFA/HC serves as liaison with AFRS/RSOCC and assists cadets applying for RPDP. AFROTC cadets contact AFRS/RSOCC for information on applying for RPDP.

2.2.3.3. USAFA/HC serves as liaison with AFRS/RSOCC and AFRC/HC to commission second lieutenant chaplain candidates upon graduation.

2.2.4. **Air Force Personnel Center (AFPC)**. Upon request of AFRC, AFPC/DPS determines whether officers disenrolled from RPDP are qualified to fill published line officer accession targets. As required, AFPC/DPS classifies and orders disenrolled participants to AD.

**2.2.5. Jeanne M. Holm Center for Officer Accessions and Citizen Development.** Conducts COT and allocates class seats to accommodate participants in the RPDP. Also serves as liaison with AFRS/RSOCC and AFRC/HC to commission second lieutenant chaplain candidates upon graduation.

**2.2.6. Air Force Institute of Technology, Civilian Institution Programs**

2.2.6.1. Approves and processes RPDP participants' change of schools in coordination with AF/HCP.

2.2.6.2. Coordinates program extensions and leaves of absence with AFRS/RSOCC and AFRC/HC to ensure maintenance of program integrity. If acceptable, grants leaves of absence and authorizes program extensions for participants up to one year.

2.2.6.3. Monitors participant academic progress.

2.2.6.4. Updates participants on program developments.

2.2.6.5. Identifies participants for possible disenrollment from RPDP. Terminates participant deferment IAW this instruction. Forwards completed disenrollment package to AFRS/RSOCC.

2.2.6.6. Transmits TORs to AFRC and AFRS/RSOCC for action and disposition when a TOR is submitted before the eligibility date.

2.2.6.7. Coordinates with AFIT/RRA to update the academic portion of MILPDS and with AFRC/HC on personal information updates.

2.2.6.8. Updates AFRC/HC when graduation or program completion date changes occur. Provides information for reappointment.

2.2.6.9. Notifies AFRC/HC when a participant reports health status changes or other sources suggest a physical examination or medical consultation is needed and helps arrange medical evaluation at military and civilian facilities.

**2.2.7. Air Reserve Personnel Center (ARPC)**

2.2.7.1. Implements policies and procedures, to include publishing AF Reserve appointment orders after receiving personnel packages and oaths of office from Chaplain Accession Recruiting or AFRS/RSOCC and maintaining master personnel records DPSFR and MILPDS.

2.2.7.2. Assigns program participants to the AFRC/RIO Det 5 as Category J, with 92R0 duty AFSC and the Chaplain Candidate PAS code IAW AFI 36-2115.

**2.2.8. AFRC/HC**

2.2.8.1. Manages the AF Chaplain Candidate Program which includes the military training portion of the RPDP. AFRC/HC coordinates with AFRC/RIO and ARPC to ensure the Chaplain Candidate Program is effectively and efficiently managed and that participants have the necessary administrative support.

2.2.8.2. Procures RPA funding priority school slots for RPDP participants for COT and CCC and ADTs for RPDP participants. Arranges ADTs and mentoring opportunities to ensure the best possible participant preparation for accession to RegAF.

2.2.8.3. In partnership with AFRS/RSOCC, mentors RPDP participants and monitors program progress.

2.2.8.4. Reports cases of failure to meet standards, to perform required ADT or to complete COT or CCC to AFRS/RSOCC, AFIT/CI, AF/HCP, and SAF/MRB. Provides reports on RPDP to AF/HC as requested.

2.2.8.5. When appropriate, recommends disenrollment from RPDP, and separation or discharge. Executes discharge actions IAW AFI 36-3209 upon coordination and AF/HC concurrence.

2.2.8.6. Manages the Government Travel Card program for chaplain candidates.

2.2.9. **AFRC/Readiness Integration Organization (AFRC/RIO).** Functions as the MPF for RPDP participant administrative requirements, to include but not limited to COT, CCC, ADT orders, DFAS issues, physical reviews IAW AFI 48-123, and UCMJ authority.

2.2.10. **RPDP Participant.** Complies with all requirements outlined in this instruction, other applicable AF directives, and the instructions issued by AFIT/CI, AFRS/RSOCC, and AFRC/HC.

## Chapter 3

### RELIGIOUS PROFESSIONAL SCHOLARSHIP PROGRAM

#### 3.1. Eligibility for RPSP

- 3.1.1. Must be a U.S. citizen.
- 3.1.2. Must meet the commissioning requirements in AFI 36-2005, with the exception that applicants may either be degreed with a Bachelor of Arts or Science Degree (BA/BS) or higher, or projected to graduate within the next 365 days.
- 3.1.3. Must receive letter of recommendation from an approved DoD ecclesiastical endorser.
- 3.1.4. If currently enrolled at a qualifying educational institution, must be in academic good standing.
- 3.1.5. IAW AFI 36-2005, applicants for initial appointment must be less than 35 years at time of appointment.
- 3.1.6. Upon application submission, applicant must meet recruiting requirement criteria established and with the assistance of AFRS/RSOCC and Air Force Personnel Center, Chaplain Force Development Branch (AFPC/DPANH) be reviewed by AF/HC on an annual basis.
- 3.1.7. If selected, the following criteria must be satisfied prior to beginning RPSP:
  - 3.1.7.1. Must receive ecclesiastical appointment for the AF Chaplain Candidate Program from a listed DoD endorser meeting the administrative qualifications of DoDI 1304.28.
  - 3.1.7.2. Must be accepted for or enrolled and in good academic standing in a post-baccalaureate theology or religious studies graduate degree from a qualified educational institution, as defined in DoDI 1304.28.

#### 3.2. Application Process

- 3.2.1. All prospective Total Force applicants (RegAF, AFR, AFROTC cadet, or USAFA cadet) must submit applications to the Chaplain Corps Recruiting Service at AFRS/RSOCC, 550 D St W, Ste 1, Randolph AFB, TX 78150, ([chaplains@rs.af.mil](mailto:chaplains@rs.af.mil)), with coordination with AFRC/HC no later than 1 October of the year. Once assessed, qualified candidates are appointed as Ready Reservists, upon approval for original reserve appointment from the Secretary of Defense, and become participants in the AF Chaplain Candidate Program.
- 3.2.2. The application package will comply with AFI 36-2005, Chapter 5 in addition to the following:
  - 3.2.2.1. All academic records or transcripts.
  - 3.2.2.2. Letter of recommendation for admission into RPSP from a qualified religious organization IAW DoDI 1304.28.
  - 3.2.2.3. Letter of acceptance into a post-baccalaureate theological or religious studies program from a qualifying educational institution, IAW DoDI 1304.28.

3.2.2.4. A personal statement of vocational goals for the RPSP. Statement should be typed 10-12 pitch, Times New Roman, double-spaced, 2-3 pages in length.

### **3.3. Accession into the Air Force Chaplain Candidate Program**

3.3.1. Applicant accepted into the RPSP must be accessed into the AF Reserve to participate in the AF Chaplain Candidate Program.

3.3.2. RegAF officers or enlisted members selected for RPSP must complete an application for separation from RegAF IAW AFI 36-3207, *Administrative Separation of Commissioned Officers* or AFI 36-3208, *Administrative Separation of Airmen*. Separation from RegAF and transfer to the Reserves must be completed prior to starting the program.

3.3.3. When separated or released from RegAF, officers must accept reappointment as a second lieutenant chaplain candidate for the resignation of their existing appointment to be accepted. Graduating AFROTC cadets selected for the RPSP shall be appointed as a second lieutenant chaplain candidate in the AF Reserve in conjunction with their AFROTC commissioning ceremony. For all other officers, resignations of previous appointment and reappointment in the Chaplain Candidate Program shall be accomplished so as to prevent a break in service.

3.3.4. USAFA Cadets selected for the RPSP take their commissioning oath upon graduation, are given 60 days of leave, separate from RegAF on the 61st day and accessed into the AF Reserve to participate in the AF Chaplain Candidate Program.

### **3.4. Program Contract Agreement of Terms, RPSP**

3.4.1. AF Form 4397, *United States Air Force Religious Professional Scholarship Program Participant Agreement*.

3.4.2. Statement of Understanding: outlines mutual obligations between the participant and the AF.

3.4.3. Program participants must agree to the following conditions:

3.4.3.1. Serve any remaining ADSC upon finishing RPSP. ADSC incurred during AFROTC, USAFA, Officer Training School (OTS), etc., or by participating in sponsored educational programs while on AD (i.e., Airman Scholarship and Commissioning Program (ASCP), AF tuition assistance program, etc.) must be completed consecutively with any ADSC incurred through sponsored programs as listed above. Participation in the RPSP will not satisfy any incurred ADSC IAW AFI 36-2107.

3.4.3.2. If participant fails to complete the program of studies, as agreed, the SECAF will require the participant to reimburse the AF for all or any part of his or her tuition and educational costs in accordance with Title 10 U.S.C. 2005 and 37 U.S.C. 303 a(e).

3.4.4. Financial Compensation. The AF will pay tuition and may pay certain fees and/or other educational expenses as determined by appropriated funding availability and the Program Objective Memorandum procurement process. Personal living expenses while in the RPSP will be paid from a monthly stipend from AF/RE to be used for such expenses IAW Title 10 U.S.C. 2005(d) (3).

3.4.4.1. Participants receive a monthly stipend at a rate not to exceed amount allowed under Title 10 U.S.C. 2121, except while on AD. The AF begins paying the stipend and reimbursable expenses as of the eligibility-for-benefits date.

3.4.4.2. The stipend eligibility date is the date of execution of the Oath of Office, the date of execution of the program contract, or the start date of the specified academic term (first day of class) at the theological school the AF approved for the participant to attend, whichever was executed last.

3.4.4.3. Stipend and base pay are subject to Federal and State income tax unless exempt in particular states.

3.4.5. Payment of stipend stops when:

3.4.5.1. The participant completes academic requirements 45 days or less prior to the formal commencement from the institution or on the day of commencement day if the difference between the two dates is more than 45 days.

3.4.5.2. The participant voluntarily withdraws from the theological school.

3.4.5.3. The theological school dismisses the participant.

3.4.5.4. AFRC/SG or AETC/SG medically disqualifies the participant.

3.4.5.5. An approved Leave of Absence begins. Note: The AF will reinstate entitlements on the effective date of the participant's reentry into an approved course of study.

3.4.5.6. The participant fails or refuses to comply with administrative requirements, AFI 1-1, *Air Force Culture*, weight and fitness requirements (see AFI 36-2005), or AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*.

3.4.5.7. Loss of ecclesiastical appointment or endorsement to participate.

3.4.5.8. Reserve Service Commitments (RSC) has been fulfilled.

3.4.5.8.1. Military Service Obligation (MSO): Every person who enters the Armed Services shall serve eight years. Any portion of the eight year AFSC obligation not completed on active duty shall be served in the Individual Ready Reserve (IRR).

3.4.5.8.2. Reserve Service Commitment (RSC): Participants incur a two-year RSC for the first two years (or any part) of AF sponsorship. Participants incur an additional month commitment for each month (or any part) of participation in the RPSP beyond the first two years. The RSC incurred shall be served after program completion and after any religious leadership experience required by DoDI 1304.28 is complete. The RSC incurred is served concurrently (at the same time) with the MSO, and shall be served consecutively with any prior RSC.

3.4.6. A current list of RPSP participant benefits is provided on the ARPC web site at: <http://www.arpc.afrc.af.mil/shared/media/document/AFD-090128-038.pdf> or by contacting AFRC/HC at [afrc.hc@afrc.af.mil](mailto:afrc.hc@afrc.af.mil), Commercial Phone: (478) 327-1475 or DSN: 497-1475.

**3.5. Separation from the AF.** AFRC initiates and processes involuntary separation IAW AFI 36-3209, as appropriate. Before initiating separation, AFRC coordinates with AFPC/DPS for a determination on whether the officer is qualified to fill published line officer accession targets

and includes that information in the separation package. Participants may ask for voluntary separation by submitting a TOR of commission IAW AFI 36-3209.

## Chapter 4

### RELIGIOUS PROFESSIONAL DEFERMENT PROGRAM

#### 4.1. Eligibility

- 4.1.1. Must be a U.S. citizen.
- 4.1.2. Must meet the commissioning requirements in AFI 36-2005, with the exception that applicants may either be degreed with a BA/BS or higher, or projected to graduate within the next 365 days.
- 4.1.3. Must receive letter of recommendation from a listed DoD ecclesiastical endorser.
- 4.1.4. If currently enrolled at a qualifying educational institution, must be in good academic standing.
- 4.1.5. IAW AFI 36-2005, applicants for initial appointment must be less than 35 years at time of appointment.
- 4.1.6. Upon application submission, applicant must meet recruiting requirement criteria established and with the assistance of AFRS/RSOCC and AFPC/DPANH be reviewed by AF/HC on an annual basis.
- 4.1.7. If selected, the following criteria must be satisfied prior to beginning RPDP:
  - 4.1.7.1. Must receive ecclesiastical appointment for the AF Chaplain Candidate Program from a listed DoD ecclesiastical endorser meeting the administrative qualifications of DoDI 1304.28.
  - 4.1.7.2. Must be accepted for or enrolled and in good academic standing in a post-baccalaureate theology or religious studies graduate degree from a qualified educational institution, as defined in DoDI 1304.28.

#### 4.2. Application Process

- 4.2.1. All prospective Total Force applicants (Regular ANG, AFR, AFROTC cadet, or USAFA cadet) must submit RPDP applications to the Chaplain Corps Recruiting Service at AFRS/RSOCC, 550 D St W, Ste 1, Randolph AFB, TX 78150, ([chaplains@rs.af.mil](mailto:chaplains@rs.af.mil)), no later than 1 October of the year prior to commencement of studies.
- 4.2.2. The application package will comply with AFI 36-2005, Chapter 5 in addition to the following:
  - 4.2.2.1. All academic records or transcripts.
  - 4.2.2.2. Letter of recommendation for admission into RPDP from a DoD-listed ecclesiastical endorsing agent.
  - 4.2.2.3. Letter of acceptance into a post-baccalaureate theological or religious studies program from a qualifying educational institution, IAW DoDI 1304.28.
  - 4.2.2.4. A personal statement of vocational goals for the RPDP. Statement should be typed 10-12 pitch, double-spaced, 2-3 pages in length.

#### 4.3. Accession into the AF Chaplain Candidate Program

4.3.1. Applicants accepted into the RPDP must be accessed into the AF Reserve to participate in the AF Chaplain Candidate Program (92R) AFSC, and 963IF1Z1 PAS.

4.3.2. RegAF officers or enlisted members selected for RPDP must complete an application for separation from RegAF IAW AFI 36-3207 or AFI 36-3208. Separation from RegAF and transfer to the AF Reserve must be completed prior to starting the program.

4.3.3. When separated or released from RegAF, officers must accept reappointment as second lieutenant chaplain candidates for the resignation of their existing appointment to be accepted. Graduating AFROTC cadets selected for the RPDP shall be appointed as second lieutenant chaplain candidates in the AF Reserve in conjunction with their AFROTC commissioning ceremony. For all other officers, resignations of previous appointment and reappointment in the Chaplain Candidate Program shall be accomplished to prevent a break in service.

4.3.4. USAFA cadets selected for the RPDP take their commissioning oath upon graduation, are given 60 days of leave, separate from RegAF on the 61st day and accessed into the AF Reserve to participate in the AF Chaplain Candidate Program.

**4.4. Program Agreement, RPDP.** Participants will agree to comply with this and other applicable instructions and serve any remaining Active Duty Service Commitments (ADSC) upon finishing RPDP with a statement added to AF Form 24, *Application For Appointment As Reserve Of The Air Force Or USAF Without Component*. (T-1) ADSC incurred during AFROTC, USAFA, OTS, etc., or by participating in sponsored educational programs while on AD (i.e., ASCP, AF tuition assistance program, etc.) must be completed consecutively with any ADSC incurred through sponsored programs as listed above.

4.4.1. Participants may be disenrolled from the RPDP for cause or when it is in the best interest of the AF. Causes for disenrollment may include but are not limited to:

4.4.1.1. Failure to maintain the standards required of AF officers and chaplains with regard to DoD and AF instructions and directives, religious and administrative requirements.

4.4.1.2. Failure to maintain satisfactory academic performance or to meet qualifying educational institution's standards.

4.4.1.3. Failure to complete the academic program within six years as prescribed by the qualifying educational institution and/or ecclesiastical endorsing agent.

4.4.1.4. Loss of ecclesiastical appointment or endorsement to participate.

4.4.2. Disenrollment is subject to approval or disapproval by AF/HCP subsequent to coordination with AFRS/RSOCC, AFIT, and AFRC/HC, for any reason beyond that described in DoDD 5500.7, *Standards of Conduct*, and AFI 36-3209.

**4.5. Separation from the AF.** AFRC initiates and processes involuntary separation IAW AFI 36-3209, as appropriate. Before initiating separation, AFRC coordinates with AFPC/DPS for a determination on whether the officer is qualified to fill published line officer accession targets and includes that information in the separation package. Participants may ask for voluntary separation by submitting a TOR of commission IAW AFI 36-3209.

## Chapter 5

### CHAPLAIN CANDIDATE TRAINING

**5.1. RPSP and RPDP participants are appointed as Ready Reservists.** They are also candidates in the AF Chaplain Candidate Program, outlined in this and AFI 36-2005. Once program and ecclesiastical requirements are met and upon AF/HC approval, chaplain candidates are then reappointed as AF Reserve chaplains.

5.1.1. COT is required for enlisted personnel and civilians selected for RPDP, IAW AFI 36-2013, *Officer Training School and Enlisted Commissioning Programs*, who have not graduated from USAFA, AFROTC, or OTS. COT is a prerequisite for any subsequent tour at a military installation.

5.1.2. USAF Chaplain Candidate Course, conducted at the AF Chaplain Corps College, is an introductory course for candidates enrolled in the Chaplain Candidate Program and who have completed their first year of school in theology or religious studies. COT attendance or commissioning through USAFA, AFROTC, or OTS is a prerequisite to attending the course.

5.1.3. After the Chaplain Candidate Course, candidates complete annual training tours, ADT, to receive experience at AF installations under the mentorship of AD chaplains prior to their appointment as chaplains. AFRC/HC directs ADT courses and training IAW AFI 36-2254V1, *Reserve Personnel Participation*. Each candidate receives a written evaluation after completing an ADT at an AF installation, IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*. Supervisors are required to submit an AF Form 475, *Education/Training Report*, to AFRC/HC at the completion of each supervised training tour.

**5.2. Chaplain Candidate Training Completion.** Upon RPSP or RPDP completion, the candidate is required to obtain ecclesiastical endorsement as an AF Reserve chaplain. Chaplain candidates must meet education and three years religious ministry experience requirements, ordination, as well as obtain a new ecclesiastical endorsement in order to be accessed to the active component as chaplains, IAW DoDI 1304.28.

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 133, 532, 2005, 3073, 4337, 5147, 8013, 8032, 9337, 14703, 16303, 8 January 2008

Title 37, United States Code, Section 303a, Special pay: general provisions, 8 January 2008

DoDD 5500.07, Standards of Conduct, 29 November 2007

DoDI 1304.28, Guidance for the Appointment of Chaplains for the Military Departments, 20 March 2014

AFI 1-1, *Air Force Standards*, 7 October 2012

AFI 36-2005, Appointment in Commissioned Grades and Designation and Assignment in Professional Categories, 19 May 2003

AFI 36-2013, Officer Training School and Enlisted Commissioning Programs, 23 October 2008

AFI 36-2107, Active Duty Service Commitment (ADSC), 30 Apr 2012

AFI 36-2115, Assignments Within the Reserve Components, 8 April 2005

AFI 36-2406, Officer and Enlisted Evaluation Systems, 2 January 2013

AFI 36-3207, Separating Commissioned Officers, 9 July 2004

AFI 36-3208, Administration Separation of Airmen, 9 July 2004

AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members, 14 April 2005

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 8 July 2014

AFI 52-102, V1, Chaplain Professional Development, 19 Aug 2013

#### *Prescribed Forms*

**DELETED**-AF Form 4397, *United States Air Force Religious Professional Scholarship Program Participant Agreement*

#### *Adopted Forms*

AF Form 24, *Application For Appointment As Reserve Of The Air Force Or USAF Without Component*

AF Form 475, *Education/Training Report*

AF Form 847, *Recommendation for Change of Publication*

#### *Abbreviations and Acronyms*

**AD**—Active Duty

**ADSC**—Active Duty Service Commitment

**ADT**—Active Duty Tour

**AFIT/CI**—Air Force Institute of Technology, Civilian Institutions Program

**AFMC**—Air Force Materiel Command

**AFRS/RSOCC**—Air Force Recruiting Service, Chaplain Accessions

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**ARPC**—Air Reserve Personnel Center

**BA**—Bachelor of Arts Degree

**BS**—Bachelor of Science Degree

**CCC**—Chaplain Candidate Course

**COT**—Commissioned Officer Training

**DFAS**—Defense Finance and Accounting Service

**DoD**—Department of Defense

**FAP**—Financial Assistance Program

**HC**—Chaplain Corps

**IRR**—Individual Ready Reserve

**MILPDS**—Military Personnel Data System

**MMPA**—Master Military Pay Account

**MPF**—Military Personnel Flight

**MSO**—Military Service Obligation

**MTS**—Minimum Term of Service

**OPR**—Office of Primary Responsibility

**OTS**—Officer Training School

**RegAF**—Regular Air Force, active duty component

**RPA**—Reserve Personnel Appropriations

**RPDP**—Religious Professional Deferment Program

**RPSP**—Religious Professional Scholarship Program

**RSC**—Reserve Service Commitment

**SAF/MRB**—Air Force Review Board Agency

**TOR**—Tender of Resignation

**UCMJ**—Uniform Code of Military Justice

**USAFA**—United States Air Force Academy

U.S.C.—United States Code

*Terms*

**Academic Program Manager**—AFIT/CI manages participants' academic programs.

**Active Duty Service Commitment (ADSC)**—A period of active duty an officer will serve before becoming eligible for voluntary separation or retirement (includes minimum term of service).

**Active Duty Tour**—Annual active duty tour.

**Minimum Term of Service (MTS)**—The minimum time an individual is required to serve on active duty.

**Participant of the Program**—An appointed, commissioned officer in a Reserve component of the AF who is enrolled in a school or specialized training and participating in RPSP or RPDP.

**Religious Professional Deferment Program**—An incentive program for potential chaplains who meet critical recruiting requirement criteria and AF and DoD standards. This program succeeds the Religious Professional Scholarship Program.

**Religious Professional Scholarship Program**—A scholarship program for potential chaplains who meet critical recruiting requirement criteria and AF and DoD standards.