

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-2810**



28 JANUARY 2013

Personnel

AFRC CHAPLAIN CORPS AWARDS

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OPR: HQ AFRC/HCX

Certified by: HQ AFRC/HC (Colonel
William H. Willis, Sr.)

Supersedes: AFRCI36-2810, 15 October
2009

Pages: 7

This instruction implements AFD 36-28, Awards and Decorations Programs, by establishing an AFRC awards program for the Chaplain Corps. It outlines policy, procedures and eligibility criteria for recognition of outstanding personnel. This publication applies to Air Force Reserve Command (AFRC) Units and Individual Mobilization Augmentees (IMA). Process supplements in accordance with (IAW) AFI 33-360, *Publications and Forms Management*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. 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) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, through channels, to HQ AFRC/HC, 255 Richard Ray Blvd, Suite 111, Robins AFB GA 31098-1648.

SUMMARY OF CHANGES

This revision has substantially changed and must be completely reviewed. Modifications have been made to the following paragraphs: 1, 3.2, 4.6, 4.10, 5.3, 5.6, 5.10, 6.3, 6.6, 6.9.2, 6.10, 7.3, 7.4, 7.6, 7.9.1, 7.10

1. Objective. The objective of this instruction is to define Chaplain Corps awards sponsored by Headquarters Air Force Reserve Command (HQ/AFRC). Only AFRC awards are contained herein, and these are not to be confused with military decorations, Air Force sponsored awards, or lead MAJCOM sponsored awards.

2. General Information. Direct questions or requests for official interpretation, relative to a particular award, to HQ AFRC/HC. AFRC awards do not conflict with USAF awards.

2.1. **Nomination Form.** Submit each nomination on an AF Form 1206, *Nomination for Award*. Limit the nomination to one page.

3. Responsibilities:

3.1. The command chaplain at HQ/AFRC determines areas for recognition and develops and administers awards.

3.2. The AFRC wing commanders are responsible for supervising, providing guidance and monitoring the Chaplain Corps awards program for their respective organizations. As a minimum, each commander encourages maximum participation through solicitation and publicity, ensures the accuracy and timeliness of nominations, and arranges appropriate award ceremonies.

3.3. The Wing Chaplain must coordinate and support the package being submitted for an award.

4. Air Force Reserve Command Outstanding Chaplain Corps Program Award:

4.1. Responsible Agency. HQ AFRC/HC.

4.2. Purpose or Objective. To promote a sense of service, teamwork, dedication, and ministry to the base community through unit Chaplain Corps programs.

4.3. Description. Plaque, certificate, and a medallion for each individual. Permanent retention.

4.4. Eligibility. Any AFRC Chaplain Corps unit-level activity or program.

4.5. Frequency of Award and Period Covered. Awarded annually for the period from 1 January through 31 December.

4.6. Method of Presentation. Plaque and medallion are presented by the command chaplain or designated representative. Certificate is forwarded to installation commanders for subsequent presentation.

4.7. Source of Evaluation. Unit wing chaplains nominate their respective programs. Nominations are evaluated based on the criteria identified in **paragraph 4.9**.

4.8. Related Directives. AFRPD 52-1, *Chaplain Corps*; AFI 52-102, *V2 Chaplain Assistant Professional Development*; AFI 36-2811, *Chaplain Corps Awards*; AFI 52-104, *Chaplain Corps Readiness*; AFI 36-2808, *Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards (PA)*.

4.9. Criteria. Consideration is based upon total performance during the preceding 12-month period using the following criteria:

- 4.9.1. The innovativeness and responsiveness of the Chaplain Corps program to the requirements of Global Ministry and the needs of the base community.
- 4.9.2. The level of participation by the local community in worship, educational, and service opportunities.
- 4.9.3. Number, quality, and variety of programs offered.
- 4.9.4. Chaplain Corps personnel involvement in humanitarian projects, both on and off base.
- 4.9.5. Readiness posture: the number and scope of involvement by Chaplain Corps personnel in deployment taskings.
- 4.9.6. Facility upgrades and improvements.
- 4.9.7. Chaplain staff education and training initiatives.
- 4.9.8. Chaplain staff individual awards and recognition.
- 4.9.9. Chaplain staff "Things We Are Proud Of" input. Unique and distinctive aspects of the unit Chaplain Corps program.
- 4.9.10. Quality improvement.
- 4.9.11. Demonstrated customer satisfaction.
- 4.9.12. Accurate and timely reporting of information to HQ AFRC/HC. (Reports and recurring suspenses.)

4.10. Nominating Procedures. Nomination is made by the unit wing chaplain and endorsed by the wing commander. Forward the original to HQ AFRC/HC to arrive by 15 March of each year. The nomination package will include a cover letter supported by the following attachments:

- 4.10.1. An unclassified summary of accomplishments based on criteria listed in **paragraph 4.9**.
- 4.10.2. Additional attachments as determined by the wing chaplain.

4.11. Selection Procedures. Evaluation and selection are made by the command chaplain, HQ AFRC/HC, based on data contained in the nomination package and associated attachments.

5. Air Force Reserve Command Chaplain Ministry of Presence Award:

- 5.1. Responsible Agency. HQ AFRC/HC.
- 5.2. Purpose or Objective. To recognize the AFRC Chaplain Corps program demonstrating the highest levels of commitment to ministry in the industrial environment.
- 5.3. Description. Plaque, certificate, and a medallion for each individual. Permanent retention.
- 5.4. Eligibility. AFRC Chaplain Corps unit-level activity or program.
- 5.5. Frequency of Award and Period Covered. Awarded annually for the period from 1 January through 31 December.

5.6. Method of Presentation. Plaque and medallion are presented by the command chaplain or designated representative. Certificate is forwarded to installation commanders for subsequent presentation.

5.7. Source of Evaluation. Unit wing chaplains nominate their respective programs. Nominations are evaluated based on the criteria identified in paragraph 5.9.

5.8. Related Directives. AFD 52-1; AFI 52-102, V2; AFI 36-2811; AFI 52-104; AFI 36-2808.

5.9. Criteria. Consideration is based upon total performance during the preceding 12-month period using the following criteria:

5.9.1. The depth and breadth of visitation ministry to work sites, flight lines, medical and hospital facilities, squadrons, and other locations as necessary.

5.9.2. Scope of involvement in commander and first sergeant squadron activities.

5.9.3. Extraordinary or unique aspects of the chaplain visitation program.

5.9.4. Customer satisfaction.

5.10. Nominating Procedures. Nomination is made by the unit wing chaplain and endorsed by the wing commander. Forward the original to HQ AFRC/HC to arrive by 15 March of each year. The nomination package will include a cover letter supported by the following attachments:

5.10.1. An unclassified summary of accomplishments based on criteria listed in **paragraph 5.9**.

5.10.2. Additional attachments as determined by the wing chaplain.

5.11. Selection Procedures. Evaluation and selection are made by the command chaplain, HQ AFRC/HC, based on data contained in the nomination package and associated attachments.

6. Air Force Reserve Command Chaplain Corps Readiness Award:

6.1. Responsible Agency. HQ AFRC/HC.

6.2. Purpose or Objective. To recognize the AFRC Chaplain Corps team demonstrating outstanding ministry and ministry support while deployed in time of war, Air Expeditionary Force operations, contingency, national emergency, or exercise.

6.3. Description. Plaque, certificate, and a medallion for each individual. Permanent retention.

6.4. Eligibility. AFRC Chaplain Corps unit-level activity or program.

6.5. Frequency of Award and Period Covered. Awarded annually for the period from 1 January through 31 December.

6.6. Method of Presentation. Plaque and medallion are presented by the command chaplain or designated representative. Certificate is forwarded to installation commanders for subsequent presentation.

6.7. Source of Evaluation. Unit wing chaplains nominate their respective programs. Nominations are evaluated based on the criteria identified in paragraph 6.9.

6.8. Related Directives. AFPD 52-1; AFI 52-102, V2; AFI 36-2811; AFI 52-104; AFI 36-2808.

6.9. Criteria. Consideration is based upon total performance during the preceding 12-month period using the following criteria:

6.9.1. The number and scope of involvement by Chaplain Corps personnel in deployment taskings.

6.9.2. Reports resulting from those deployments.

6.9.3. Involvement in readiness training and metrics.

6.9.4. Involvement in re-integration programs.

6.9.5. Customer satisfaction.

6.9.6. Extraordinary or unique aspects related to the readiness of the Chaplain Corps program.

6.9.7. Accurate and timely reporting of readiness data to AFRC/HC (Chapel Contingency Support Operating Instruction).

6.10. Nominating Procedures. Nomination is made by the unit wing chaplain and endorsed by the wing commander. Forward the original to HQ AFRC/HC to arrive by 15 March of each year. The nomination package will include a cover letter supported by the following attachments:

6.10.1. An unclassified summary of accomplishments based on criteria listed in **paragraph 6.9**.

6.10.2. Additional attachments as determined by the wing chaplain.

6.11. Selection Procedures. Evaluation and selection are made by the command chaplain, HQ AFRC/HC, based on data contained in the nomination package and associated attachments.

7. Air Force Reserve Command Chaplain Individual Award for Excellence:

7.1. Responsible Agency. HQ AFRC/HC.

7.2. Purpose or Objective. To recognize the AFRC Chaplain Corps chaplains and chaplain assistants (up to three IMA or CAT A personnel per year) demonstrating sustained outstanding ministry and ministry support.

7.3. Description. Plaque, certificate, and a medallion for each individual. Permanent retention.

7.4. Eligibility. AFRC Chaplain Corps members at the unit level. Members above wing level are not eligible.

7.5. Frequency of Award and Period Covered. Awarded annually for the period from 1 January through 31 December.

7.6. Method of Presentation. Plaque and medallion are presented by the command chaplain or designated representative. Certificate is forwarded to installation commanders for subsequent presentation.

7.7. Source of Evaluation. Unit wing chaplains nominate themselves or their respective staff members. Nominations are evaluated based on the criteria identified in paragraph 7.9.

7.8. Related Directives. AFD 52-1; AFI 52-102, V2; AFI 36-2811; AFI 52-104; AFI 36-2808.

7.9. Criteria. Consideration is based upon total performance during the preceding 12-month period using the following criteria:

7.9.1. Outstanding support of wartime operations.

7.9.2. Outstanding individual reserve participation.

7.9.3. Significant contributions to achieve excellence in chapel programs to include worship and religious education.

7.9.4. Providing outstanding support to airman and their families in the reintegration process.

7.9.5. Providing outstanding service in the deployed environment.

7.10. Nominating Procedures. Nomination is made by the unit wing chaplain and endorsed by the wing commander. Forward the original to HQ AFRC/HC to arrive by 15 March of each year. The nomination package will include a cover letter supported by the following attachments:

7.10.1. An unclassified summary of accomplishments based on criteria listed in **paragraph 7.9**.

7.10.2. Additional attachments as determined by the wing chaplain.

7.11. Selection Procedures. Evaluation and selection are made by the command chaplain, HQ AFRC/HC, based on data contained in the nomination package and associated attachments.

JAMES F. JACKSON, Lt Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

AFPD 52-1, *Chaplain Corps*, 2 October 2006 AFI 36-2808, *Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards (PA)*, 1 October 1998

AFI 36-2811, *Chaplain Corps Awards*, 1 February 2006

AFI 52-102, V2, *Chaplain Assistant Professional Development*, 24 April 2009

AFI 52-104, *Chaplain Corps Readiness*, 26 April 2006

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

Adopted Forms

AF Form 1206, *Nomination for Award* AF Form 1270, *Deployed Senior Chaplain Report* AF Form 847, *Recommendation for Change of Publication*