

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

**AIR FORCE INSTRUCTION**

**52-101**

**15 JULY 2019**

**Chaplain**



**PLANNING AND ORGANIZING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**RELEASABILITY:** This publication has no releasability restrictions

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OPR: AF/HC

Certified by: AF/HCX  
(Ch, Lt Col, Jonathan H. Wade)

Supersedes: AFI 52-101, 5 Dec 2013;  
AFI 52-102V1, 19 Aug 2013;  
AFI 52-102V2, 23 Sep 2015

Pages: 43

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This instruction implements Air Force Policy Directive 52-1, *Chaplain Corps*. It directs procedures that ensure the Air Force Chaplain Corps is structured and organized to meet mission requirements. This instruction applies to Regular Air Force, Air Force Reserve, Air National Guard, and civilian personnel. 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 Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, **Table 1.1** for a description of the authorities associated with Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (USC) Section 1588. The applicable system of records notices (SORNs) F052 AF HC A, Chapel Participant Information Set, F052 AFHC D, Chaplain Applicant Processing Folder, F052 USAFA A, Cadet Chaplain Records, and F036 AFDP C, Family Services Volunteer and Request Records are available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Failure to observe the mandatory provisions in **Paragraph 5.2** of this instruction by Regular Air Force military members, Air Force Reserve military members

on active duty or inactive duty for training, and Air National Guard military members in Title 10 status is a violation of Article 92 and/or Article 133 of the Uniform Code of Military Justice (UCMJ). Air National Guard members in Title 32 status performing full-time National Guard duty or inactive duty for training, who violate the mandatory provisions of this instruction, may be held accountable through similar provisions of their respective state military codes. 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 Forms 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Any organization may supplement this instruction. Major commands, field operating agencies, and direct reporting units send one copy of their printed supplement to AF/HCX and an electronic copy to [usaf.pentagon.af-hc.mbx.af-hcx-workflow@mail.mil](mailto:usaf.pentagon.af-hc.mbx.af-hcx-workflow@mail.mil); other organizations send one copy of each printed supplement to the next higher headquarters.

### ***SUMMARY OF CHANGES***

This publication has been substantially revised and must be completely reviewed. It consolidates AFI 52-101, *Planning and Organizing*, with AFI 52-102, Volume 1, *Chaplain Professional Development*, and AFI 52-102, Volume 2, *Chaplain Assistant Professional Development*. It updates and clarifies confidential and privileged communication; guidance for background checks of employees and volunteers who work with minor children; volunteer management and supervision; awarding of the chaplain career field functional badge; chaplain career field duty titles; the change of Chaplain Assistant to the Religious Affairs career field; and the White Rope Program. It rescinds AFI 52-102, Volume 1, AFI 52-102, Volume 2, and Air Force Form 4376, *Death, Hospitalization, and Serious Illness Notification Worksheet*.

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## Chapter 1

### OVERVIEW OF MISSION AND CAPABILITIES

**1.1. Mission.** The Air Force Chaplain Corps provides or provides for religious support and spiritual care. It ensures all Airmen and their authorized dependents have opportunities to exercise their constitutional right to the free exercise of religion.

**1.2. Core Capabilities.** Chaplain Corps capabilities are spiritual care and to advise leadership.

1.2.1. Spiritual Care. Provide or provide for the diverse religious and spiritual needs of Airmen and their authorized dependents. Spiritual care includes providing or providing for their Constitutional right to the free exercise of religion.

1.2.1.1. Religious Support. The wing commander (or equivalent) is responsible for religious support and related programs for Airmen, their authorized dependents, and other authorized personnel. The wing chaplain (or equivalent) is responsible to implement the program through religious rites, rituals, sacraments, services, education, and faith formation programs. Chaplain Corps personnel conduct religious support on Air Force bases, joint bases, installations, sites and other locations governed by an applicable memorandum of understanding or memorandum of agreement.

1.2.1.1.1. Religious Support Team. Religious Support Teams are the primary means for delivery of religious support. The team is comprised of one Air Force chaplain and one Religious Affairs Airman at every organizational level. The wing chaplain (or equivalent) and Superintendent/NCOIC, Religious Affairs comprise the senior Religious Support Team.

1.2.1.1.2. Worship. The senior Religious Support Team is responsible to plan, advertise, and provide worship opportunities in response to the validated religious needs of assigned Airmen and their authorized dependents with consideration of staff capabilities and available resources.

1.2.1.1.2.1. Leading Worship. Chaplains conduct worship services consistent with the tenets of their particular endorsing religious organization. (T-0).

1.2.1.1.2.2. Creative Engagement. The senior Religious Support Team may partner with local faith leaders and/or leverage technical solutions to provide for the religious needs of Airmen and their families when assigned chaplains are unable to provide requested services.

1.2.1.1.3. Religious Education.

1.2.1.1.3.1. Curricula. The wing chaplain (or equivalent) will ensure education curricula meet religious needs and do not denigrate any religious faith group. (T-3).

1.2.1.1.3.2. Literature. The wing chaplain (or equivalent) will review the content and display of religious literature, electronic displays, and social media. The wing chaplain will ensure these forms of literature are accurate and respectful of all faith groups. (T-3).

1.2.1.2. Unit Engagement. Religious Support Teams assigned and actively engaged in squadrons or squadron-like organizations conduct unit engagement. They advise leadership and provide spiritual care and spiritual resilience coaching that is sensitive to the needs of all Airmen and their authorized dependents.

1.2.1.3. Pastoral Care. Pastoral care is spiritual-based care provided by Chaplain Corps religious ministry professionals who support Airmen and their authorized dependents.

1.2.1.4. Pastoral Counseling. Chaplains provide faith-based pastoral counseling to deliver solution-focused care for Airmen and their authorized dependents. Religious Affairs Airmen will not conduct pastoral counseling and will instead refer members to a chaplain or appropriate pastoral counseling resource. (T-1).

1.2.1.5. Crisis Intervention Counseling. Chaplains and Religious Affairs Airmen are trained and equipped to provide intervention counseling to Airmen and their authorized dependents in times of crisis.

1.2.1.6. Resilient Airmen and Strong Marriage and Family Programs. Religious Support Teams will provide programs to bolster Airmen resilience and help strengthen marriage and family relationships. (T-1). Chaplains will execute programs in accordance with their ecclesiastical endorser requirements. (T-0). Religious Support Teams may develop partnerships with installation and other helping agencies to enhance execution of the mission.

1.2.1.7. Airmen Ministry Centers. The Chaplain Corps may sponsor facilities, in addition to chapel buildings and chapel annexes, dedicated to meeting the religious, spiritual, and pastoral care needs of Airmen and their families. See AFI 52-105, *Chaplain Corps Resourcing*.

1.2.2. Advise Leadership. Religious Support Teams inform Air Force leaders at all echelons on all matters pertaining to religion and the accommodation of practices arising from religious faith, ethical decision-making, moral reasoning, and morale concerns. Additionally, Religious Support Teams serve as principal advisors to leadership regarding the spiritual domain of Comprehensive Airman Fitness (see AFI 90-5001, *Integrated Resilience*). Religious Support Teams provide the following:

1.2.2.1. Advice regarding the potential mission impact of religion at the strategic, operational, and tactical levels.

1.2.2.2. Information on the religious, ethical, morale, and moral health of the unit and opportunities for religious expression.

1.2.2.3. 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.

1.2.2.4. Advice and assistance in responding to and supporting religious accommodation requests.

1.2.2.5. Information regarding the accommodation of religious observances and potential impact to Airmen, units, and mission.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Chaplains.** In accordance with 10 USC, § 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 or professional role and will remain in a 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 which is available at <https://www.afpc.af.mil/Classification>. (T-1).

**2.2. 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 instruction are not authorized. (T-1). (NOTE: Rank references below serve as a guide for granting duty titles to individuals. The establishing of required and authorized grades and ranks on unit manpower documents shall follow appropriate 38-series manpower guidance.)

#### 2.2.1. Office of the Air Force Chief of Chaplains.

2.2.1.1. Chief of Chaplains (AF/HC). A chaplain in the rank of major general, who serves as the principal advisor for religious matters to the Secretary of the Air Force and Chief of Staff of the Air Force (CSAF). The Chief of Chaplains is responsible for all Chaplain Corps personnel recruiting, operations, and resources.

2.2.1.1.1. Develops tactical doctrine and guidance providing oversight of all Air Force Chaplain Corps echelons to meet the religious and spiritual needs of Airmen and their families.

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

2.2.1.1.3. Directs the establishment of Religious Support Teams (RSTs). The Religious Support Team is comprised of one Air Force chaplain and one Religious Affairs Airmen at every organizational level. Religious Support Teams are assigned and actively engaged in each squadron, advising leadership, and providing spiritual care that is sensitive to the needs of all Airmen and their families.

2.2.1.1.4. Directs the establishment of senior Religious Support Teams (Sr RSTs). The highest ranking chaplain and Religious Affairs Airmen determine ministry requirements and lead their Religious Support Teams to provide opportunities for worship, spiritual care, and unit ministry across their area of responsibility.

2.2.1.2. Deputy Chief of Chaplains. A chaplain in the rank of brigadier general, assigned as deputy to the Chief of Chaplains who performs assigned functions.

2.2.1.2.1. Serves on the Armed Forces Chaplains Board in accordance with DoDI 5120.08.

2.2.1.3. Mobilization Assistant to the Chief of Chaplains. A chaplain in the rank of brigadier general, responsible to the Chief of Chaplains. Responsible for program visibility and advocacy on training, readiness, and resourcing the Air Force Reserve Chaplain Corps.

2.2.1.4. Mobilization Assistant to the Deputy Chief of Chaplains. A chaplain in the rank of colonel, responsible to the Deputy Chief of Chaplains. Responsible for program visibility and advocacy on training, readiness, and resourcing the Air Force Reserve Chaplain Corps.

2.2.1.5. Chief, Personnel, Budget, and Readiness Division (AF/HCP). A chaplain in the rank of colonel, responsible to the Chief of Chaplains.

2.2.1.5.1. Serves as 52R Chaplain Career Field Manager. Roles and responsibilities are provided in HAF Mission Directive 1-34, *Chief of Chaplains*.

2.2.1.5.2. Provides functional guidance for career field education and training in coordination with AF/HCX, AETC/HC, Air University, and Air Force Institute of Technology.

2.2.1.5.3. Determines accession and training priorities in support of the vision and mission of the Chaplain Corps. Ensures readiness through force development and participates in accession and training conferences.

2.2.1.5.4. Reviews and validates advanced academic degree and professional continuing education requirements through the Air Force Education Requirement Board process.

2.2.1.5.5. Provides functional guidance for Chaplain Recruiting (HQ AFRS/RSOH), the Air Force Personnel Center, Chaplain Career Management Branch (AFPC/DP2H), and the Air Force Chaplain Corps College.

2.2.1.5.6. Serves as a permanent voting member of the Chaplain Development Team.

2.2.1.6. Deputy Chief, Personnel, Budget, and Readiness Division. A military member or civilian in the rank of lieutenant colonel or equivalent. Responsible to the Chief, Personnel, Budget, and Readiness Division to perform assigned functions.

2.2.1.7. Chief, Plans and Programs Division (AF/HCX). A chaplain in the rank of colonel, responsible to the Chief of Chaplains.

2.2.1.7.1. Develops policies, instructions, and program guidance in support of the Chaplain Corps mission.

2.2.1.7.2. Oversees and is the primary point of contact for strategic communication.

2.2.1.7.3. Provides functional guidance for career field education and training in coordination with AF/HCP, AETC/HC, Air University, and the Air Force Institute of Technology.

2.2.1.7.4. Serves as a permanent voting member of the Chaplain Development Team.

2.2.1.8. Deputy Chief, Plans and Programs Division. A chaplain in the rank of lieutenant colonel. Responsible to the Chief, Plans and Programs Division to perform assigned functions.



2.2.1.9. Director, Chaplain Corps Resource Development Cell. A chaplain in the rank of lieutenant colonel. Responsible to the Chief, Plans and Programs Division to perform project development, resourcing, and other assigned functions.

2.2.1.10. Staff Chaplain. A chaplain responsible to a division chief or director, who performs assigned functions.

2.2.1.11. Executive Officer. An officer responsible for executive and administrative support to the Chief and Deputy Chief of Chaplains.

## 2.2.2. Major Command.

2.2.2.1. Command Chaplain. A chaplain in the rank of colonel, responsible to the major command commander or component commander. The command chaplain reports directly to the commander. Responsible for Chaplain Corps personnel, operations, and resources assigned to the command. Serves as the primary advisor on issues pertaining to spirituality, religion, religious accommodation, morale, morals, and ethics.

2.2.2.2. Deputy Command Chaplain. A chaplain in the rank of colonel or lieutenant colonel, responsible to the Command Chaplain. Performs assigned functions.

2.2.2.3. Staff Chaplain. A chaplain responsible to the Command Chaplain. Performs assigned functions.

## 2.2.3. Air Force Reserve Chaplain Corps (AFRC/HC).

2.2.3.1. Air Force Reserve Command Chaplain (AFRC/HC). A chaplain in the rank of colonel, responsible to the Chief of the Air Reserve Component and to the Commander, Air Force Reserve Command. Responsible for Air Force Reserve Chaplain Corps personnel, operations, and resources. Serves as the Air Force Reserve Chaplain Career Field Manager in consultation with AF/HCP.

2.2.3.1.1. Implements Air Force policy and guidance regarding programs pertaining to chaplains assigned to Air Force Reserve Command (AFRC) units, individual reserve programs, and the Chaplain Candidate Program.

2.2.3.1.2. Approves accessions of reserve component chaplains and chaplain candidates.

2.2.3.1.3. Recommends assignment of chaplains to AFRC unit commanders.

2.2.3.1.4. Monitors training and inspection of chaplains as required.

2.2.3.1.5. Manages the Chaplain Candidate Program.

2.2.3.2. Air Force Reserve Deputy Command Chaplain. A chaplain in the rank of colonel, assigned as deputy to the Command Chaplain.

2.2.3.3. Chief, Plans, Programs, and Training Division (AFRC/HCX). A chaplain in the rank of lieutenant colonel, responsible to the Command Chaplain. Serves as the chief of AFRC/HC training programs and requirements, the chaplain candidate program, and AFRC chaplain and chaplain candidate recruiting.

2.2.3.4. Chief, Personnel and Readiness Division (AFRC/HCP). A chaplain in the rank of lieutenant colonel, responsible to the Command Chaplain. Serves as the AFRC Chaplain Corps Functional Area Manager.

2.2.3.5. Staff Chaplain. A chaplain responsible to a division chief or director. Performs assigned functions.

2.2.3.6. Individual Mobilization Augmentee (IMA) Chaplains.

2.2.3.6.1. IMA chaplains will use the same duty title as the active component position to which they are assigned. IMAs use the duty title "Chaplain" when assigned against an active component position in which the Regular Air Force incumbent's duty title is "Chaplain." IMAs assigned to all other positions will add "IMA to the" before their duty titles (e.g., IMA to the Wing Chaplain). When serving on military personnel appropriation tours, chaplains may use position assigned duty titles in all correspondence but will not change duty titles in official records. (T-2).

2.2.4. National Guard Bureau, Air National Guard, Director, Air National Guard Chaplain Corps (NGB/HC).

2.2.4.1. Implements policy and guidance regarding programs pertaining to chaplains assigned to Air National Guard units.

2.2.4.2. Receives recommendations for appointment and assignment of chaplains from Air National Guard wing commanders and wing chaplains.

2.2.4.3. Monitors training and inspection of chaplains assigned to Air National Guard units as required.

2.2.5. Field Operating Agency (FOA).

2.2.5.1. Chief, Chaplain Career Management Branch, Air Force Personnel Center (AFPC/DP2H). A chaplain in the rank of colonel, responsible for chaplain assignments and education development processes. Responsible to the Commander, Air Force Personnel Center. Serves under the functional oversight of Chief, Personnel, Budget, and Readiness Division.

2.2.5.1.1. Oversees active component chaplain (First Lieutenant–Lieutenant Colonel) assignments consistent with Chaplain Development Team vectors.

2.2.5.1.2. Coordinates promotion board membership.

2.2.5.2. Chief, Air Force Chaplain Accessions, Air Force Recruiting Service (AFRS/RSOH). A chaplain in the rank of colonel or lieutenant colonel, responsible for chaplain recruiting and accessions. Responsible to the Commander, Air Force Recruiting Service. Serves under the functional oversight of Chief, Personnel, Budget, and Readiness Division.

2.2.5.3. 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. Performs assigned functions.

2.2.5.4. Staff Chaplain. A chaplain responsible to the FOA chaplain, who performs assigned functions.

2.2.5.5. Senior Chaplain, Air Force Mortuary Affairs Operations. A chaplain in the rank of major, responsible to the Commander, Air Force Mortuary Affairs Operations. Responsible for Chaplain Corps personnel, operations, and resources.

2.2.6. Direct Reporting Unit (DRU).

2.2.6.1. Air Force District of Washington (AFDW/HC).

2.2.6.1.1. Senior Chaplain, Air Force District of Washington. A chaplain in the rank of colonel, responsible to the Commander, Air Force District of Washington. Responsible for Chaplain Corps personnel, operations, and resources assigned to Air Force District Washington.

2.2.6.1.2. Senior Chaplain, Arlington National Cemetery. A chaplain in the rank of colonel, responsible to the 11th Operations Group Commander. Oversees Chaplain Corps personnel, operations, and resources assigned to Arlington National Cemetery.

2.2.6.1.3. Chaplain. A chaplain responsible to the Direct Reporting Unit chaplain, who performs assigned functions.

2.2.6.2. United States Air Force Academy.

2.2.6.2.1. Academy Chaplain, United States Air Force Academy (USAFA/HC). A chaplain in the rank of colonel, responsible to the Superintendent, United States Air Force Academy. Responsible for Chaplain Corps personnel, operations and resources assigned to the Academy.

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

2.2.6.2.3. Deputy Wing Chaplain. A chaplain in the rank of lieutenant colonel, major or major-select responsible to the wing chaplain. Supervises at least one Regular Air Force chaplain.

2.2.6.2.4. Branch Chief. A chaplain in the rank of lieutenant colonel, major or major-select responsible to the wing chaplain for a branch at the Academy Cadet Wing. Supervises at least one Regular Air Force chaplain.

2.2.6.2.5. Chaplain. A chaplain responsible to the branch chief or deputy wing chaplain for Chaplain Corps operations who performs assigned functions.

2.2.6.3. Chaplain Corps College.

2.2.6.3.1. 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. Serves under functional oversight of AF/HCP.

2.2.6.3.2. Deputy Commandant, Chaplain Corps College. A chaplain in the rank of colonel or lieutenant colonel, responsible to the Commandant, Chaplain Corps College. Performs assigned functions.

2.2.6.3.3. Staff Chaplain. A chaplain responsible to the Commandant, Chaplain Corps College who performs assigned functions.

### 2.2.7. Joint Base.

2.2.7.1. Joint Base Senior Chaplain. A chaplain in the rank of colonel or lieutenant colonel. Responsible for Chaplain Corps personnel, operations, and resources at joint base installations. The joint base memorandum of understanding or memorandum of agreement is the source for the duty title. Responsible to the joint base commander or delegated authority.

2.2.7.2. Deputy Joint Base Chaplain or Wing Chaplain. A chaplain in the rank of lieutenant colonel, major or major-select, who supervises at least one Regular Air Force chaplain and is assigned as deputy to the joint base senior chaplain or as the lead chaplain to an Air Force installation commander.

2.2.7.3. Branch Chief. A chaplain in the rank of lieutenant colonel, major or major-select responsible to the wing chaplain for operations at Joint Base San Antonio (Lackland AFB). Supervises at least one Regular Air Force chaplain.

2.2.7.4. Chaplain. A chaplain responsible to the joint base senior chaplain or delegate who performs assigned functions.

### 2.2.8. Wing or Installation.

2.2.8.1. Wing Chaplain or Installation Chaplain. A chaplain in the rank of colonel, lieutenant colonel, major, or major-select. Responsible for all assigned Chaplain Corps personnel, operations, and resources supporting host wing or unit missions on an installation. Reports directly to and is responsible to the wing commander. Serves as the primary advisor on issues pertaining to spirituality, religion, religious accommodation, morale, morals, and ethics.

2.2.8.2. Deputy Wing Chaplain or Deputy Installation Chaplain. A chaplain in the rank of lieutenant colonel, major or major-select responsible to the wing or installation chaplain. Supervises at least one chaplain.

2.2.8.3. Branch Chief. A chaplain in the rank of lieutenant colonel, major or major-select. Responsible to a wing chaplain (in the rank of colonel) or deputy wing chaplain for operations at a branch chapel or program. Supervises at least one chaplain.

2.2.8.4. Chaplain. A chaplain responsible to the wing chaplain or delegate who performs assigned functions.

### 2.2.9. Other Units.

2.2.9.1. Unit Chaplain. A chaplain who reports to a commander and solely conducts embedded industrial-based ministry. Responsible for all Chaplain Corps personnel, operations, and resources supporting the unit mission.

2.2.9.2. Chaplain. A chaplain responsible to the unit chaplain who performs assigned functions.

**2.3. Religious Affairs.** The Air Force Enlisted Classification Directory, available at [www.afpc.af.mil](http://www.afpc.af.mil), outlines specific duties and responsibilities of Religious Affairs Airmen.

#### 2.3.1. Office of the Air Force Chief of Chaplains.

2.3.1.1. Religious Affairs Air Force Career Field Manager. The Religious Affairs Air Force Career Field Manager organizes and manages the Religious Affairs career field.

2.3.1.1.1. Oversees all aspects of career field education, training, and development.

2.3.1.1.2. Manages manpower and personnel actions to ensure the effective utilization of Religious Affairs.

2.3.1.1.3. Provides functional direction for the Chaplain Corps College regarding issues affecting the career field.

2.3.1.1.4. Chairs the Religious Affairs Enlisted Development Team, Religious Affairs Utilization and Training Workshops and Specialty Training Requirements Team.

2.3.1.2. Manager, Personnel, Budget, and Readiness Division (AF/HCP). Provides guidance regarding personnel, budget, education and training, recruiting, and accessions. Manages and coordinates manpower allocations, promotions, separations, and administration of chaplain endorsements.

2.3.1.3. Manager, Plans and Program Division (AF/HCX). Provides strategic oversight to Headquarters Air Force-level Chaplain Corps plans and programs. Oversees the Air Force Chaplain Corps history program.

2.3.1.4. Manager, Chaplain Corps Resource Development Cell. Develops professional resources for the Chaplain Corps. Researches and recommends opportunities that meet education and training requirements to the Religious Affairs Air Force Career Field Manager.

2.3.2. Major Commands and Combatant Commands.

2.3.2.1. MAJCOM/NAF/DRU Religious Affairs Functional Manager. MAJCOM Functional Managers manage the Religious Affairs career field within their MAJCOM/NAF/DRU. Serve as liaisons to the Religious Affairs Air Force Career Field Manager. Manage command training, utilization, and development issues within their MAJCOM/DRU.

2.3.2.2. Air Education and Training Command Religious Affairs Functional Manager. The Air Education and Training Command Functional Manager serves as the liaison between Air Staff, Air Education and Training Command, and the Air Force Personnel Center. Manages manpower and personnel actions affecting Air Education and Training Command formal courses.

2.3.2.3. Combatant Command Religious Affairs Airmen. The Air Force assigns Religious Affairs Airmen to combatant commands (COCOMs) and to serve in joint operations. They advise COCOM commanders, chaplains, Religious Affairs Air Force career field managers, major command functional managers and other joint leaders.

2.3.3. Air Force Reserve and National Guard Bureau Religious Affairs Career Field Managers. The Air Force Reserve and Air National Guard Religious Affairs Career Field Managers manage the personnel, health and manning of the career field within their particular organizations. They consult with the Religious Affairs Air Force Career Field Manager. They manage Air Force Reserve and Air National Guard specific training, utilization, and development issues within their particular organizations.

2.3.3.1. Manager, Air Force Reserve Plans, Programs, and Training (AFRC/HCX). The manager provides strategic oversight and guidance to Air Force Reserve Chaplain Corps plans, programs, and training. Tracks statistical data regarding the training and status of the Air Force Reserve Chaplain Corps.

2.3.3.2. Manager, Air Force Reserve Personnel and Readiness (AFRC/HCP). The manager provides guidance regarding personnel accessions, assignments, readiness, and force development. Manages and coordinates manpower allocations, promotions. Serves as liaison between the Air Force Installation and Mission Support Center (AFIMSC) and the Force Generation Center regarding deployment taskings.

2.3.3.3. Individual Mobilization Augmentee (IMA) Religious Affairs Airmen. IMA Religious Affairs Airmen will use the same duty title as the active component position to which they are assigned. For all other positions add "IMA to the" before the reservist's duty title. For example, the duty title for a reservist assigned against the superintendent, Religious Affairs is IMA to the Superintendent, Religious Affairs. IMA Religious Affairs Airmen serving on military personnel appropriation tours may use position assigned duty titles in all correspondence but will not change their duty titles in official records. (T-2).

#### 2.3.4. Direct Reporting Unit.

2.3.4.1. Air Force Installation and Mission Support Center Religious Affairs Chief Enlisted Manager. The AFIMSC Religious Affairs Chief Enlisted Manager advises the Religious Affairs Air Force Career Field Manager, MAJCOM Functional Managers, and wing personnel on matters related to resource management and mission support activities supporting the Air Force Chaplain Corps.

2.3.4.2. Chief, Chaplain Corps College (ECPD/HC). The Chief oversees the implementation of technical training courses to meet requirements identified in the Specialty Training Standard.

2.3.4.2.1. Oversees the development of professional continuing education courses as directed by the Religious Affairs Air Force Career Field Manager.

2.3.4.2.2. Works with AETC on technical training matters and works closely with the Career Development Course Writer and the Manager, Chaplain Corps College Education Division to ensure cohesive education and training programs.

2.3.4.3. Manager, Chaplain Corps College Education Division (ECPD/HCP). Executes the education and training mission for the Religious Affairs career field. Researches and recommends education and training options. Coordinates Religious Affairs professional development requirements with the Air Force Career Field Manager.

2.3.4.4. Career Development Course Writer. Plans and develops career development course program materials that correspond with the Religious Affairs Career Field Education and Training Plan and Specialty Training Standard. Works closely with the Air Force Career Field Manager and the Chief, Chaplain Corps College to ensure cohesive training programs. Serves as the Religious Affairs career field (5R0) Air Force Training Records Administrator.

#### 2.3.5. Wing and units below wing-level.

2.3.5.1. Superintendent/NCOIC, Religious Affairs. A senior non-commissioned officer or non-commissioned officer responsible for the leadership, management, and supervision of Religious Affairs Airmen.

2.3.5.1.1. Oversees the organizing, training, and equipping of Religious Affairs Airmen in the execution of assigned duties. Utilizes standards specified in AFH 36-2618, *The Enlisted Force Structure*.

2.3.5.1.2. May serve at leadership positions below the wing (e.g., intelligence, surveillance, and reconnaissance groups). May or may not supervise other Airmen.

2.3.5.2. NCOIC, (Function or Branch). A senior non-commissioned officer or non-commissioned officer subordinate to the superintendent/NCOIC, Religious Affairs. Performs an assigned function within the chapel program (i.e. NCOIC, Resources, etc.). Responsible for daily functional responsibilities as coordinated with the superintendent/NCOIC, Religious Affairs.

2.3.5.3. Religious Affairs Apprentice, Journeyman, Craftsman, or Superintendent. Any Religious Affairs Airman not assigned to a program, branch, or functional management position.

## 2.4. Advisory Bodies.

2.4.1. The Headquarters Air Force Chaplain Corps staff. Provides support to the Chief of Chaplains and advice on issues impacting the Air Force.

2.4.2. The Chaplain Corps Council. The Chaplain Corps Council is the senior advisory body to the Chief of Chaplains. The council advises on policies and programs affecting the Air Force. Meets biannually in the spring and fall, and additionally, at the discretion of the Chief of Chaplains.

2.4.2.1. Responsibilities. Recommends action and is a venue for communication to all lower level echelons. Members may serve in an advisory capacity to the Ethics Council and Diversity and Inclusion Advisory Council. Reviews and advises the Chief of Chaplains on Chaplain Corps Education Oversight Board and Readiness Working Group recommendations.

2.4.2.2. Membership. Major Command Chaplains. The Chief of Chaplains may invite MAJCOM Functional Managers and others as needed.

2.4.3. The Chaplain Corps Readiness Working Group. The Readiness Working Group is an advisory body in support of the Chief of Chaplains. The group ensures effective communication and coordination on readiness issues throughout the Air Force (see AFI 52-104, *Chaplain Corps Readiness*).

2.4.4. The Chaplain Development Team. Serves as the primary advisory group to the Chief of Chaplains on all chaplain force development and utilization issues. Reviews and recommends developmental vectors for chaplains on their Airmen Development Plan. The Deputy Chief of Chaplains chairs the Chaplain Development Team. Chaplain Development Team membership includes:

2.4.4.1. Career Field Manager (AF/HCP).

2.4.4.2. Chief, Plans and Programs (AF/HCX).

2.4.4.3. MAJCOM Command Chaplains.

2.4.4.4. Chief, Chaplain Career Management Branch (AFPC/DP2H).

2.4.4.5. Others determined by the Deputy Chief of Chaplains.

2.4.5. Chaplain Corps Education Oversight Board. Advises the Chief of Chaplains on chaplain educational requirements to meet the strategic and operational needs of the Chaplain Corps. The Chief of Chaplains determines membership. The AETC Command Chaplain serves as the vice-chair of the board. The vice-chair provides advice regarding development and implementation of education and training programs.

2.4.6. Religious Affairs Enlisted Development Team. Serves as the primary advisory group to the Chief of Chaplains on all Religious Affairs enlisted development and utilization issues. The Religious Affairs Air Force Career Field Manager chairs the Religious Affairs Enlisted Development Team. Membership includes:

2.4.6.1. Manager, Personnel, Budget, and Readiness Division (AF/HCP).

2.4.6.2. Manager, Plans and Programs Division (AF/HCX).

2.4.6.3. MAJCOM Religious Affairs Functional Managers.

2.4.6.4. Others determined by the Religious Affairs Air Force Career Field Manager.



## Chapter 3

### CHAPLAIN CORPS PERSONNEL

#### 3.1. Chaplains.

3.1.1. Chaplain Designation. A military chaplain shall receive a functional badge or insignia upon commission. The Air Force Chief of Chaplains is the sole authority for removing that designation. (T-1).

3.1.1.1. To be designated as a chaplain by the Chief of Chaplains under Title 10 United States Code, Section 8067 (h), the officer must satisfy the requirements set forth in Department of Defense Directive (DoDD) 1304.19, *Appointment of Chaplains for the Military Departments* and Department of Defense Instruction (DoDI) 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*, and AFI 36-2005, *Officer Accessions*, **Chapter 4**. (T-0).

3.1.1.2. Chaplains must meet DoD and Air Force physical, medical, and age requirements (see DoDI 6130.03, *Medical Standards for Appointment, Enlistment, or Induction into the Military Services*, AFI 48-123, *Medical Examinations and Standards*, and AFI 36-2005, **Chapter 2**). (T-0).

3.1.1.3. Air National Guard Chaplains (NGB/HC). Reference AFI 36-2005, **Paragraph 1.5.2.2** for further information and guidance.

3.1.1.4. Statement of Ecclesiastical Endorsement. Chaplain Career Management Branch (AFPC/DP2H) maintains a valid DD Form 2088, *Statement of Ecclesiastical Endorsement*, for each Regular Air Force chaplain. AFRC/HC maintains a valid DD Form 2088 for each reserve chaplain and chaplain candidate. NGB/HC and Joint Forces Headquarters in each state maintain a valid DD Form 2088 for each Air National Guard chaplain.

3.1.1.5. Maintaining Designation. For entry into, award, and retention of this specialty, ecclesiastical endorsement from a religious organization recognized by the Department of Defense Armed Forces Chaplains Board is mandatory (see Air Force Officer Classification Directory, DoDI 1304.28, and AFI 36-2005). (T-0).

3.1.1.5.1. Chaplains must comply with the requirements of their ecclesiastical endorsing organization. (T-0).

3.1.1.5.2. Endorsing religious organizations may require attendance at endorser-sponsored or endorser-approved meetings and/or training events for chaplains endorsed by the organization.

3.1.1.5.2.1. Endorser-Mandated Events. When endorsing organizations mandate attendance at training, meetings, consultations, or other events, the event is an Air Force requirement and temporary duty is authorized. Wing chaplains may authorize assigned chaplains to attend one funded event per year. A lack of funds is not a valid reason to authorize permissive temporary duty for endorser-mandated events.

3.1.1.5.2.2. Non-mandatory Events. Chaplains are authorized permissive temporary duty to attend non-mandatory events in accordance with AFI 36-3003,

*Military Leave Program.*

3.1.1.5.2.3. Reserve Chaplains. For Reserve chaplains, refer to AFI 36-2254, Volume 1, *Reserve Personnel Participation*.

3.1.1.5.3. Certification and Licensure. Organizations may require chaplains to maintain certification and licensure in areas of specialized care related to the Chaplain Corps mission. Agency or professional association regulations dictate certification and licensure requirements. For the purpose of meeting these requirements, chaplains may request temporary duty, permissive temporary duty, or leave status in accordance with Joint Ethics Regulation and AFI 36-3003.

3.1.1.6. Change of Ecclesiastical Endorsement. The Chief of Chaplains or delegated authority approves or disapproves requests for change in ecclesiastical endorsement for Regular Air Force and Air Force Reserve chaplains. The National Guard Bureau Chaplain Corps Office in coordination with the Adjutants General of the particular state or territory will approve or disapprove changes of ecclesiastical endorsement of Air National Guard chaplains.

3.1.1.6.1. Change of Endorsement Process.

3.1.1.6.1.1. Chaplains who choose to change religious organizations will submit a Request for Change in Ecclesiastical Endorsement Memorandum ([Attachment 2](#)). Chaplains submit the memo through their MAJCOM Chaplain (or equivalent) to the Chief, Personnel, Budget, and Readiness Division (AF/HCP). The memo will include a statement of intent to change religious organizations. The memo must state the chaplain has communicated with both current (or former) and prospective endorsing agents. (T-1).

3.1.1.6.1.2. The requesting chaplain must ensure the prospective endorsing organization requests a reference from the current (or former) endorsing organization regarding the chaplain's qualification to continue serving as an Air Force Chaplain. (T-1). The reference should include the chaplain's spiritual, moral, intellectual, and emotional capabilities. The prospective endorser should note the communication in Section 5 of DD Form 2088.

3.1.1.6.1.3. The Chief of Chaplains reviews the request. The review process includes determining if the request fills a valid Air Force requirement.

3.1.1.6.1.4. The Chief of Chaplains will approve or disapprove requests for change in ecclesiastical endorsement. AF/HCP will return the package to the following individuals, where applicable: major command chaplain, wing chaplain, and requester. (T-1).

3.1.1.6.1.5. The Chief of Chaplains has discretion to disapprove change of ecclesiastical endorsement requests if the chaplain has a record of disciplinary action (i.e., referral evaluation, Unfavorable Information File, Letter of Reprimand, Article 15, etc.). The Chief of Chaplains may also disapprove changes for cause in accordance with guidance for withdrawal of chaplain designation.

3.1.1.7. Withdrawal of Chaplain Designation.

3.1.1.7.1. The Chief of Chaplains will automatically withdraw a chaplain's designation upon retirement, separation from the Air Force, or transfer out of the Chaplain Corps. (T-0).

3.1.1.7.1.1. A chaplain whose designation has been withdrawn will not perform the duties of a chaplain or wear the chaplain badge. (T-1). However, retired chaplains and honorably separated chaplains may wear the badge when authorized to wear the uniform and in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, unless their designation was withdrawn for cause in accordance with **Paragraph 3.1.1.7.2** of this instruction.

3.1.1.7.2. The Chief of Chaplains has discretion to withdraw chaplain designation for cause, including, but not limited to, the following:

3.1.1.7.2.1. The chaplain fails to maintain ecclesiastical endorsement. Chaplains have ten duty days to seek new endorsement before they are reclassified. Chaplain candidates and reserve and guard chaplains not currently serving on reserve personnel appropriation or military personnel appropriation orders have 45 calendar days to seek new endorsement.

3.1.1.7.2.2. The chaplain fails to maintain ethical or professional standards. Standards include, but are not limited to non-combatant status, privileged communication, and the trust inherent in the clergy-penitent relationship.

3.1.1.7.2.3. The chaplain violates the Uniform Code of Military Justice. For Air National Guard serving on United States Code Title 10 orders, the chaplain violates the Uniform Code of Military Justice.

3.1.1.7.2.4. The chaplain violates state or federal criminal statute(s).

3.1.1.7.2.5. The chaplain fails to successfully complete Commissioned Officer Training/Total Force Officer Training.

3.1.1.7.2.6. The chaplain fails to successfully complete Basic Chaplain Course.

3.1.1.7.2.7. Upon recommendation of the Chaplain Corps Council serving as the Chaplain Corps Ethics Advisory Committee.

3.1.1.7.2.8. The Chief of Chaplains determines that withdrawal is in the best interest of the Air Force.

3.1.1.7.3. Wing chaplains (or equivalent) may recommend withdrawal of a chaplain's designation. Wing chaplains submit recommendations to the Chief of Chaplains through the Major Command Chaplain Corps Office to AF/HCP. Wing chaplains and Chaplain Corps supervisors at each leadership level may add pertinent information and documentation.

3.1.1.7.3.1. When the Chief of Chaplains receives a recommendation or has sufficient basis to consider withdrawal, the chaplain is notified of the proposed action and is afforded an opportunity to present information to show cause why the action should not be taken. The chaplain has 10 duty days to respond (45 calendar days for reserve or guard chaplains not on reserve personnel appropriation or military personnel appropriation orders).

3.1.1.7.3.2. The Chief of Chaplains may suspend designation or restrict the chaplain from specific duties, pending a final decision.

3.1.1.7.3.3. For Air National Guard chaplains, the Chief of Chaplains recommends a final course of action to The Adjutant General of the chaplain's state, commonwealth, or territory.

### 3.1.2. Terms of address or salutation for chaplains.

3.1.2.1. Chaplains may use title and rank (e.g., Chaplain, Captain John Smith) in official correspondence.

3.1.2.2. Individuals may address chaplains as "chaplain," regardless of rank (e.g., Chaplain Smith).

3.1.2.3. Individuals may address chaplains by traditional or denominational titles (e.g., Father Smith, Rabbi Smith, etc.).

### 3.1.3. Professional Development. Professional development is essential in supporting Air Force and Chaplain Corps mission requirements. Through professional development, the Air Force trains and prepares chaplains to perform their duties and accept additional responsibilities at the appropriate leadership level.

3.1.3.1. Formal Training (Core Courses). Course descriptions, content, and prerequisites are found in Air Force Education and Training Course Announcements at <https://etca.randolph.af.mil/default1.asp>.

3.1.3.1.1. Basic Chaplain Course. Religious ministry professionals accessioned into the Chaplain Corps must successfully complete the in-residence Basic Chaplain Course for the award of Air Force Specialty Code 52R3 (fully qualified chaplain). Newly accessioned religious ministry professionals must complete the course within 24 months of accession. (T-1).

3.1.3.2. Professional Continuing Education. Chaplains attend professional continuing education programs to enhance professional competencies and meet educational requirements for leadership level positions within the Chaplain Corps.

3.1.3.2.1. Chaplain Spiritual Leadership Course. The Chaplain Corps College offers the Chaplain Spiritual Leadership Course to all chaplains who have completed the Basic Chaplain Course and have a minimum of four years' time in service. Successful completion of the Chaplain Spiritual Leadership Course is a prerequisite for enrollment in the Deputy Wing Chaplain Course. Chaplains in the Reserve component without a record of previous completion must attend the course within one year of assignment as a deputy wing chaplain or an individual mobilization augmentee to a deputy wing chaplain. (T-2).

3.1.3.2.2. Deputy Wing Chaplain Course. This course is a requirement for chaplains who meet the following criteria (T-1):

3.1.3.2.2.1. Chaplains who, within the past 12 months, have assumed their first career role as deputy wing chaplain or individual mobilization augmentee to the deputy wing chaplain.

3.1.3.2.2.2. Chaplains projected within the next twelve months to assume their first

career role as the deputy wing chaplain or individual mobilization augmentee to the deputy wing chaplain.

3.1.3.2.2.3. Any chaplain in the rank of captain-lieutenant colonel nominated by the appropriate major command.

3.1.3.2.3. Wing Chaplain Course. This course is a requirement for chaplains who meet the following criteria (T-1):

3.1.3.2.3.1. Chaplains in the rank of major and above, who, within the past twelve months have assumed their first career role as wing chaplain or individual mobilization augmentee to the wing chaplain.

3.1.3.2.3.2. Chaplains projected within the next twelve months to assume their first career role as wing chaplain or individual mobilization augmentee to the wing chaplain.

3.1.3.2.3.3. Any chaplain in the rank of major or above, to include major-selects, nominated by the appropriate major command.

3.1.3.2.4. Senior Chaplain Course. This course is a requirement for chaplains who meet the following criteria (T-1):

3.1.3.2.4.1. Chaplains who, within the past twelve months have assumed their first career role as Command Chaplain or individual mobilization augmentee to the Command Chaplain.

3.1.3.2.4.2. Chaplains projected within the next 12 months to assume their first career role as Command Chaplain or individual mobilization augmentee to the Command Chaplain.

3.1.3.2.4.3. Any Deputy Command Chaplain or individual mobilization augmentee to the Command Chaplain nominated by the appropriate Command Chaplain.

3.1.3.3. Continuing Education. Continuing Education is any type of education that advances a specific capability. It may include workshops, seminars, home-study, online courses, conferences or reading profession-related publications and journals.

3.1.3.4. Developmental Education. An array of educational opportunities comprised of professional and specialized education programs, research and doctrinal studies, fellowships and graduate-level studies that meet Air Force and Chaplain Corps requirements. Professional military education is a subset of developmental education and includes: Basic Development Education, Intermediate Development Education, and Senior Development Education. The Chaplain Development Team nominates chaplains to attend professional military education in-residence and selects chaplains for other developmental education programs.

3.1.3.4.1. Advanced Academic Degrees. An advanced academic degree may be required for a chaplain in the rank of major and below to carry out duties and responsibilities associated with the performance of a particular job when aligned with Air Force and Chaplain Corps mission requirements.

- 3.1.3.4.2. Clinical Pastoral Education. The Air Force Clinical Pastoral Education program provides active component chaplains clinical pastoral skills. These skills enable chaplains to serve effectively in medical, mortuary, confinement facility, and basic training locations. Some assignments may require a chaplain to have a specified level of clinical pastoral education.
- 3.1.3.4.3. Accreditation and Special Experience Identifier. Graduates of an Air Force Clinical Pastoral Education program may apply for the Special Experience Identifier. Chaplains who have earned four or more Association of Clinical Pastoral Education accredited units may also apply for the identifier. Chaplains make applications through their unit of assignment.
- 3.1.3.4.4. Graduates of developmental education programs will serve at least one utilization tour based on mission requirements. (T-1).
- 3.1.3.4.5. Service Commitment. Chaplains must fulfill applicable service commitments they incur from participating in an in-residence developmental education program before they are eligible for another in-residence developmental education program. (T-1).
- 3.1.4. Vectoring and Mentoring. The Chaplain Development Team will provide chaplains with career vectors to serve in a variety of duty positions that promote professional development. (T-1). Mentoring is an inherent responsibility of supervision and is an essential ingredient in developing well-rounded, professional, and competent leaders. Supervisors should encourage chaplains to actively seek mentors both within and outside the Chaplain Corps.

## **3.2. Chaplain Candidates and the Chaplain Candidate Program.**

- 3.2.1. Chaplain Candidate Recruiting. AFRC/HC recruits chaplain candidates to meet the needs of the Air Force Reserve, Air National Guard, and Regular Air Force Chaplain Corps. In cooperation with the Personnel, Budget, and Readiness Division (AF/HCP), AFRC/HC determines recruiting goals based on projected requirements. AFRC/HC develops career vectors to prepare chaplain candidates for chaplain positions in the Air Force Reserve, Air National Guard, or Regular Air Force. AFRC/HC responsibilities include:
- 3.2.1.1. Determining recruiting goals based on projected requirements in cooperation with AF/HCP.
- 3.2.1.2. Developing career vectors to prepare chaplain candidates for chaplain positions in the Air Force Reserve, Air National Guard, or Regular Air Force. Selection for a specific vector does not guarantee appointment in the Regular Air Force, Air National Guard, or Air Force Reserve upon completion of the Chaplain Candidate Program.
- 3.2.2. Appointment of Chaplain Candidates. AFRC/HC approves and appoints chaplain candidates in accordance with AFI 36-2005.
- 3.2.3. Training of Chaplain Candidates.
- 3.2.3.1. The Chaplain Candidate Program includes the following.
- 3.2.3.1.1. Commissioned Officer Training/Total Force Officer Training in accordance with AFI 36-2013, *Officer Training School and Enlisted Training Programs*.

3.2.3.1.1.1. Prior Air Force Officers. Chaplain candidates who are prior Air Force officers are not required to attend Commissioned Officer Training/Total Force Officer Training.

3.2.3.1.1.2. Prior Sister Service Officers. Chaplain candidates coming from services other than the Air Force are required to attend Air Force Commissioned Officer Training/Total Force Officer Training.

3.2.3.1.2. Chaplain Candidate Intensive Internship Course.

3.2.3.1.3. Supervised internship training tours as determined by AFRC/HC. Wing chaplains (or equivalent) will assign chaplain candidates a supervisor in the rank of Captain or above during internships. (T-2).

3.2.3.2. AFRC/HC manages chaplain candidates and assigns them to AFRC. AFRC/HCX publishes guidance for the Chaplain Candidate Program, except for Commissioned Officer Training/Total Force Officer Training waivers per AFI 36-2013. AFRC/HC is the approval authority for training waivers or training modifications.

3.2.4. Reappointment of Chaplain Candidates.

3.2.4.1. Chaplain candidates reappoint as chaplains in accordance with AFI 36-2005.

3.2.4.2. Chaplain Candidates must reappoint as chaplains within eight years from the time of their original chaplain candidate appointment. AFRC/HC will initiate the discharge process for all chaplain candidates who do not reappoint within eight years of original appointment. (T-2).

### **3.3. Religious Affairs Airmen.**

3.3.1. Religious Affairs Airmen Accessions. Enlisted Airmen who desire to serve in the Chaplain Corps as Religious Affairs Airmen must volunteer and fulfill all requirements as specified in the Enlisted Classification Directory (in accordance with AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, AFI 36-2002, *Enlisted Accessions*, and AFI 36-2626, *Airman Retraining Program*).

3.3.1.1. Non-Prior Service Accessions. Basic Military Training is the primary accessions source for non-Prior Service trainees who desire to serve in Religious Affairs. The AETC Religious Affairs Functional Manager is the primary point of contact for the non-prior service trainee accession interview questionnaire and process. (T-2).

3.3.2. Retraining Accessions. The Chaplain Corps may recruit and retrain enlisted Airmen from other career fields. A wing-level senior Religious Support Team will conduct the screening, interview, and shadow program for the prospective retrainee. The MAJCOM Functional Manager will coordinate on all retrainee packages prior to submission to the Religious Affairs Air Force Career Field Manager. The Religious Affairs Career Field Manager is responsible for the retraining accessions interview questionnaire and process. (T-1).

3.3.3. Professional Development.

3.3.3.1. Career Field Education and Training Plan. The Career Field Education and Training Plan is a comprehensive education and training document. The plan identifies 5R0 specialty life-cycle education and training requirements, training support resources,

and minimum core task requirements. The plan also identifies the mandatory and optional skill level training that Religious Affairs Airmen can receive during their military careers. It provides a clear career path to success in all aspects of career-field training.

3.3.3.2. Formal Training. Religious Affairs Airmen attend formal training. Course descriptions, content, and prerequisites are found in the Education and Training Course Announcements (<https://etca.randolph.af.mil/default1.asp>). Refer to the Career Field Education and Training Plan for formal training tasks and skill-level upgrade requirements.

3.3.3.2.1. Professional Continuing Education Courses.

3.3.3.2.1.1. Religious Affairs Strategic Leadership Course. This course is a mandatory requirement for all SNCOs based on the following prioritization (T-1):

3.3.3.2.1.1.1. Any SNCO who has assumed the role of MAJCOM Functional Manager, Manager, HAF Function, or Manager, AFIMSC Function within the past 12 months.

3.3.3.2.1.1.2. Any SNCO who is projected to assume the role of MAJCOM Functional Manager, Manager, HAF Function, or Manager, AFIMSC Function within the next 12 months.

3.3.3.2.1.1.3. Any SNCO/NCO nominated by an Air Force Career Field Manager or MAJCOM Functional Manager.

3.3.3.2.1.2. Superintendent/NCOIC, Religious Affairs Course. This course is a mandatory requirement for all superintendents/NCOICs, Religious Affairs based on the following prioritization (T-1):

3.3.3.2.1.2.1. Any SNCO/NCO who has graduated the Apprentice Course within the past 12 months and assumed the role of superintendent/NCOIC, Religious Affairs.

3.3.3.2.1.2.2. Any SNCO/NCO who has assumed the role of superintendent/NCOIC, Religious Affairs within the past 12 months.

3.3.3.2.1.2.3. Any SNCO/NCO in need of refresher qualification and nominated by the MAJCOM Functional Manager.

3.3.3.2.2. Training Conferences/Symposiums. The Chaplain Corps sponsors training conferences/symposiums to meet professional development requirements. These conferences and symposiums directly support successful Chaplain Corps mission accomplishment. Official Temporary Duty is authorized to attend these conferences. Temporary Duty may also be authorized for attendance at non-Chaplain Corps sponsored conferences that meet a training need or professional development requirement.

3.3.3.2.3. Resilience Course. This course provides personal growth, development, and renewal opportunities. Regular Air Force Religious Affairs Airmen are required to attend at least one such training event every three to five years.

3.3.3.3. Religious Affairs Enlisted Development Team Vectoring. The Religious Affairs Enlisted Development Team vectoring process sets the requirements for specific Religious Affairs positions, in accordance with AFI 36-2101 and Airmen assignment guidelines. The



5R0X1 Religious Affairs Enlisted Development Team Charter establishes the vectoring process. The Religious Affairs Air Force Career Field Manager maintains the charter. The Chief of Chaplains reviews and approves the charter.

3.3.4. Enlisted Force Structure. The wing chaplain is the central manager for all enlisted wing-level and below Chaplain Corps operations. The wing chaplain and superintendent/NCOIC, Religious Affairs serve as the senior Religious Support Team. (T-2).

3.3.4.1. Wing or Group Operational Supervision.

3.3.4.1.1. The wing chaplain (or equivalent) will directly supervise and rate the superintendent/NCOIC, Religious Affairs. (T-2).

3.3.4.1.2. The superintendent/NCOIC, Religious Affairs, exercises operational and functional oversight of all day to day operations to ensure mission accomplishment. The senior Religious Support Team determines the most effective supervisory and rating chain for all assigned Religious Affairs personnel in accordance with AFI 36-2406, *Officer and Enlisted Evaluation Systems*. The team maintains centralized control and decentralized execution of all Religious Affairs personnel to ensure team effectiveness and flexibility.

**3.4. Civilian 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.

3.4.1. Certifying Resource Personnel. The wing chaplain (or equivalent) will annually validate all resource personnel requirements and performance agreements. (T-1). The wing chaplain will:

3.4.1.1. Ensure required letters of certification from a recognized religious organization are on file. Brief personnel on requirements, restrictions, prohibitions, and performance expectations. (T-1).

3.4.1.2. Ensure the wing chaplain and the resource personnel sign the performance agreement(s). (T-2).

3.4.1.3. Maintain documentation in official files. (T-2).

3.4.2. Civilian Religious Ministry Professionals. Civilian religious ministry professionals may serve in Civil Service positions or as contractors. They lead specific faith communities and will not use the duty title of "chaplain." (T-2). They must meet the same educational requirements outlined in AFI 36-2005 and provide a valid DD Form 2088 from a recognized religious organization. (T-0).

3.4.3. Distinctive Religious Group Leaders (DRGLs)/Non-chaplain Lay Leaders. Contracted personnel or volunteers (e.g., Buddhist Lay Leader, Muslim Lay Leader, etc.) must provide written validation of their credentials. Personnel will provide validation of credentials on official letterhead by a recognized religious organization. (T-0). The validation will serve as the credential recognized by the Armed Forces Chaplains Board. Wing chaplains (or equivalent) must maintain the documentation in official files. (T-1).

3.4.4. Civil Air Patrol Chaplains. Wing chaplains may utilize fully qualified, volunteer Civil Air Patrol chaplains to provide chaplain-specific religious support during contingencies or

local emergencies. Wing chaplains will restrict Civil Air Patrol utilization to exceptional cases where Regular Air Force or reserve component chaplains are unavailable. (T-2).

3.4.4.1. Civil Air Patrol chaplains serve as Air Force Auxiliary chaplains in accordance with 10 USC § 9442 (see AFI 10-2701, *Organization and Function of the Civil Air Patrol*).

3.4.4.2. Civil Air Patrol Chaplain Uniform Policy. See Civil Air Patrol Manual 39-1, *Civil Air Patrol Uniform Manual* at [https://www.gocivilairpatrol.com/media/cms/M391\\_E6F33EAAEC28A.pdf](https://www.gocivilairpatrol.com/media/cms/M391_E6F33EAAEC28A.pdf).

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

## Chapter 4

### ORGANIZATIONS ENHANCING THE CHAPLAIN CORPS MISSION

**4.1. Overview.** Wing chaplains (or equivalents) will provide oversight to organizations enhancing the Chaplain Corps mission. (T-2). Wing chaplains coordinate oversight with their staffs and advisory groups.

**4.2. Chaplain Corps Organizations.** 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).

**4.3. Religiously Oriented Private Organizations.** Chaplain Corps personnel may support faith group-specific religiously oriented private organizations. Support requires the approval of the wing chaplain (or equivalent). Religiously oriented private organizations have a principally 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. AFI 34-223, *Private Organizations Program*, governs operations of religiously oriented private organizations.

**4.4. White Rope Program.** The White Rope Program is a chapel-based program intended to strengthen leadership skills and sharpen professional traits. The program promotes Airman spiritual, moral, and character development. Chapel teams give participants the opportunity to facilitate wing, installation, or group Chaplain Corps programs and community volunteer events. The program allows Airmen the opportunity to serve and fellowship with others.

## Chapter 5

### CONFIDENTIAL AND PRIVILEGED COMMUNICATION

**5.1. Accountability.** Failure by military members to obey the mandatory provisions in this chapter is a violation of Article 92 and/or Article 133 of the UCMJ.

**5.2. Confidential communication.** Confidential communication is any communication made to a chaplain or Religious Affairs Airman by a military member, his/her authorized dependents, or other authorized personnel by military necessity, to include enemy prisoners of war, if the communication is made either as a formal act of religion or as a matter of conscience. A communication is also “confidential” if made to a chaplain in the chaplain’s official capacity as a spiritual advisor or to a Religious Affairs Airman in his or her official capacity. In accordance with [Paragraph 5.6](#) of this instruction, Chaplains and Religious Affairs Airmen must not disclose confidential communications without the consent of the individual, based on the individual’s desire to further the purpose of the communication and/or reasonable necessity to convey the communication. (T-0).

**5.3. General rule of privilege.** A person has a privilege to refuse to disclose and to prevent others from disclosing a confidential communication by the person who made the communication to a chaplain or Religious Affairs Airman, if the communication is made either as a formal act of religion or as a matter of conscience. (T-0).

**5.4. Who may claim the privilege.** The privilege of non-disclosure of confidential information belongs to the person who made the communication and may be claimed by the person’s guardian, or conservator, or personal representative if the person is deceased or incapacitated. The chaplain or Religious Affairs Airman who received the communication may also claim the privilege on behalf of the person who made the communication. (T-0).

**5.5. Privileged and confidential communications distinguished.** Privileged communications and confidential communications are often considered synonymous. Generally, a confidential communication is also privileged. However, privileged communication refers to information which is not admissible in a court or legal action, while confidential communication is a more general concept, referring to information which is protected both in and out of the legal context. A confidential communication may become privileged if the person who made the communication is facing court-martial charges. Military Rule of Evidence 503 provides an explanation of the communications to clergy privilege. The Manual for Courts Martial, Military Rule of Evidence 503, is available in the Special Publications section of the Air Force E-Publishing online library, under the tab labeled, “Miscellaneous.” If there is any question as to whether a communication is confidential and/or privileged, contact the servicing legal office for advice.

**5.6. Disclosure of confidential information.** Chaplains and Religious Affairs Airmen will not disclose a confidential communication revealed in the course of their duties without the informed consent of the person who made the communication or unless required by law. (T-0). This consent must be freely given and not compelled and must be specific regarding the information to be disclosed by the chaplain or Religious Affairs Airman. Chaplains and Religious Affairs Airmen will not obtain a blanket release at the initiation of the communication. Whenever possible, this consent will be written, witnessed by an impartial witness, and include a signature and date. A release from confidential or privileged communication is inapplicable to cases where a chaplain is

bound by the requirements of sacramental confession, equivalent faith group requirement, or personal conviction. (T-0).

**5.7. Claim of privilege in a court-martial proceeding.** Generally, neither commanders nor courts may require a chaplain or individual to disclose a confidential communication when a privilege exists. However, if a military judge or other presiding official decides that no privilege exists, a chaplain or Religious Affairs Airman may have a legal obligation to testify. Chaplains are strongly encouraged to seek both legal counsel and advice from chaplain supervisors in all situations where the existence of privilege may be questioned, to include the effect of State law on confidentiality and applicability to those chaplains not operating under Title 10 authority.

**5.8. Sensitive information.** Sensitive information is any non-confidential communications that would be an inappropriate subject for general dissemination to a third party (for example, information protected under the Privacy Act).

**5.9. Special Instructions.**

5.9.1. Files containing confidential information. Chaplains may keep notes on privileged and confidential communications to assist them in providing pastoral care and counseling. Religious Affairs Airmen will not keep notes on any privileged or confidential communications. (T-1). Chaplain notes from confidential and privileged communication are to be clearly marked “Confidential: Privileged Communication” and distinguished in the chaplain’s personal files from professional information and sensitive information. Protected information files will be properly secured and safeguarded, protecting them from inadvertent disclosure. When confidential or sensitive information is stored in digital form, the chaplain must take steps to ensure the confidence or privilege cannot be breached. Confidential communication, professional communications, and sensitive information files are the personal files of the individual chaplain (counselor). These files are not to be maintained in any system of records that may be subject to the Freedom of Information Act. Chaplains will personally dispose of them and ensure their destruction through a secure means. As personal or private records, counseling notes are not regulated by the Air Force Information Management System. A chaplain will destroy confidential and/or privileged counseling records on any client at two years past termination of counseling or at the permanent change of station of the client or chaplain. (T-0).

5.9.2. Chaplain Corps personnel and confidential communication. Chaplain Corps personnel who assist chaplains and Religious Affairs Airmen to accomplish the chaplain’s mission, including chaplain candidates, and civilian Chaplain Corps employees, are bound by the same constraints of confidence and privilege as chaplains. (T-0). However, chapel employees who are not religious ministry professionals and/or employed in that role will ensure persons seeking to exercise a sacramental requirement, receive religious advice, or receive counseling disclose confidential information only to a chaplain. (T-0).

5.9.3. Sacramental Requirements. Requests for release from privileged communication do not apply to chaplains bound by the sacramental requirements (or equivalent) of their endorsing organizations. No member of the Armed Forces may require a chaplain to disclose a confidential communication when such disclosure is contrary to the conscience, moral principles, or religious beliefs of the chaplain. (T-0).

5.9.4. Death of Chaplain Corps personnel. In the event a serving Chaplain Corps member dies, the wing chaplain (or equivalent) will appoint a chaplain or Religious Affairs Airman to review the deceased's files and destroy any privileged communication. (T-0). The privilege of confidentiality will extend to the Religious Affairs Airman conducting the review and destruction of such files. (T-0). Reference AFI 34-511, *Disposition of Personal Property and Effects*, **Paragraph 1.4.3.1.2** for information on the appointment of chaplains as summary court officers. In the event the Office of Special Investigations (OSI) conducts an investigation into the death of a chaplain, OSI must ensure physical and electronic files marked as privileged and/or confidential communications obtained by OSI are secured, unopened, and immediately delivered to the Chaplain Corps summary court officer for disposal. (T-0).

**5.10. Communications regarding counselees.** Chaplains may consult with supervisory chaplains and chaplains within the functional chain to ensure the best care and safety for counselees. Whenever this happens, the privilege of confidentiality will extend to all chaplains brought into these consultations. Chaplains must exercise great caution to avoid inadvertent disclosure of privileged information. (T-0).

**5.11. Personal communications between supervisory and subordinate Chaplain Corps personnel.** Privilege does not extend between Chaplain Corps personnel and their supervisors when discussing their personal and professional issues. Chaplain Corps supervisors will not enter into sacramental relationships with subordinates that involve privileged or confidential communications. (T-2). Chaplains and Religious Affairs Airmen who require pastoral counseling or confidential communication must do so with a chaplain outside their supervisory chain to claim privilege and avoid conflicting responsibilities. (T-0).

**5.12. Counseling children.** All chaplains and Chaplain Corps civilian religious ministry professionals providing counseling to children will complete all required background checks and training necessary for approval to work with children. (T-0).

**5.13. Incompatible Taskings.** Commanders will not task Chaplain Corps members to serve in a capacity that may compromise privileged communication. (T-0).

## Chapter 6

### CHAPEL VOLUNTEER PROGRAMS

**6.1. Overview.** A chapel volunteer is an individual who performs gratis services in an official capacity in support of Chaplain Corps programs. The DoD authorizes the Chaplain Corps to utilize volunteers in accordance with DoDI 1100.21, *Voluntary Services in the Department of Defense*. Volunteers support Chaplain Corps programs to include but not limited to worship, religious education, and strong family structure programs. All volunteers require oversight, training, and recognition related to their specific duties.

#### **6.2. Roles and Responsibilities.**

6.2.1. Chaplain Corps Resource Development Cell. Develops and maintains a catalog of recommended Chaplain Corps volunteer program positions and position descriptions.

6.2.2. Wing Chaplain.

6.2.2.1. Implements a program to qualify volunteers, train volunteers, track volunteer hours, and recognize volunteers. The wing chaplain has final approval authority for members working for or participating in chapel programs.

6.2.2.2. Appoints a DoD civilian or military Chaplain Corps member to serve as the Volunteer Program Manager.

6.2.2.3. Appoints a military Chaplain Corps member, DoD civilian, contractor (according to the contract), or supervised volunteer to serve as Volunteer Supervisor.

6.2.2.4. Implements a program to qualify all personnel working in Chaplain Corps programs whose performance of duties involves minors. Wing chaplains (or equivalent) will ensure volunteers complete a Child Care Criminal History Background Check and comply with line-of-sight supervision requirements in accordance with DoDI 1402.05. (T-0).

6.2.2.5. Appoints a DoD civilian or military Chaplain Corps member to serve as the Child Care Criminal History Background Check Program Manager.

6.2.3. Superintendent/NCOIC, Religious Affairs.

6.2.3.1. Conducts a quarterly assessment of the volunteer program.

6.2.3.2. Conducts a quarterly assessment of the Child Care Criminal History Background Check Program.

6.2.4. Chaplain Corps Volunteer Program Manager.

6.2.4.1. Maintains the Volunteer Program Manager file.

6.2.4.2. Maintains a list of all volunteers and their supervisors

6.2.4.3. Trains Volunteer Supervisors on how to train and supervise volunteers.

6.2.5. Chaplain Corps Background Check Program Manager.

6.2.5.1. Maintains the Chaplain Corps Child Care Criminal History Background Check Program.

6.2.5.2. Coordinates with unit security manager for processing background checks according to requirements.

#### 6.2.6. Chaplain Corps Volunteer Supervisor.

6.2.6.1. Develops a clear description of the duties and scope of responsibility for each volunteer position. May utilize DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities & Non Appropriated Fund Instrumentalities* to note a brief description of duties. Alternatively, the Volunteer Supervisor may include the description of duties as an attachment to DD Form 2793.

6.2.6.2. Provide initial and annual orientation and training for program volunteers.

6.2.6.3. Provide annual feedback to volunteers on performance.

#### 6.2.7. Chaplain Corps Volunteer.

6.2.7.1. Signs DD Form 2793 certifying their understanding of the roles and responsibilities as a volunteer. (T-0).

6.2.7.2. Signs chapel non-disclosure agreement to certify understanding of privileged communication while volunteering in religious programs. (T-1).

6.2.7.3. If working in programs involving minors, self-report all disqualification criteria as required in DoDI 1402.05, Enclosure 3, **Paragraph 3B**.

6.2.7.4. If under the age of 18 and unmarried, must provide written parent or guardian permission prior to assuming a volunteer position. (T-1).

6.2.7.5. Maintains a daily record of hours volunteered. Reports annually, the amount of hours worked to the Chaplain Corps Volunteer Supervisor.

### 6.3. Volunteer Management.

#### 6.3.1. Volunteer Exclusions.

6.3.1.1. Volunteers will not hold policy-making positions, supervise paid employees or military personnel, or perform inherently governmental functions, such as determining entitlements to benefits, authorizing expenditures of government funds, or deciding rights and responsibilities of any party under government requirements. (T-1).

6.3.1.2. Volunteers may assist and augment military and civilian Chaplain Corps personnel. Volunteers will not displace Chaplain Corps personnel or serve in lieu of filling authorized paid personnel positions. (T-1).

6.3.1.3. Wing chaplains (or equivalent) will not accept volunteer services in exchange for any personnel action affecting any paid employee or military member. (T-1).

#### 6.3.2. Volunteer Types.

6.3.2.1. Appropriated Fund Volunteers. Volunteers that support Chaplain Corps direct-mission requirements resourced with appropriated funds in accordance with AFI 52-105.

6.3.2.2. Chapel Tithes and Offering (CTOF) Volunteers. Non-Appropriated Fund Volunteers that support Chaplain Corps indirect-mission programs resourced with CTOF in accordance with AFI 52-105.



6.3.2.3. Private Organization Volunteers. Private organization volunteers support private organizations authorized access to the installation in accordance with AFI 34-223. Refer to AFI 34-223 for private organization volunteer background check requirements. The Chaplain Corps is not responsible for providing private organization volunteers' required background checks, training, or records management. Private organizations utilizing chapel facilities will otherwise meet the same requirements as Chaplain Corps volunteers. (T-3).

6.3.3. Volunteer Status. The Air Force considers an appropriated funds or CTOF volunteer as an employee of the Government only while providing services under this instruction. Employee status applies only when the volunteer is acting within the scope of the services accepted by the Chaplain Corps; further, that status applies only for lawful purposes as detailed in DoDI 1100.21. (T-0).

6.3.4. Volunteer Supervision. The type of service provided by the volunteer determines the degree to which the volunteer must be supervised. Personnel management rules and procedures applicable to exercising authority, direction, and control over paid employees and military personnel are not applicable to volunteers.

6.3.4.1. Wing chaplains (or equivalent) will identify the volunteer supervisor using a DD Form 2793. Volunteer supervisors must be Chaplain Corps military members, paid government civilian employees of the chapel, chapel program contractors, or another supervised chapel program volunteer. (T-0).

6.3.4.2. The Volunteer Supervisor will report each volunteer's service hours to the Volunteer Program Manager at least once per month. (T-2).

6.3.4.3. The Volunteer Supervisor should provide feedback to the volunteer concerning performance of assigned duties at least once per year.

6.3.4.4. At termination of volunteer services, the Volunteer Supervisor will present the volunteer with a copy of their completed DD Form 2793 with **Part IV**, and provide the finalized document to the Volunteer Program Manager. (T-2).

6.3.5. Volunteer Orientation and Training.

6.3.5.1. Initial Orientation and Training. Volunteer Supervisors will complete **Part 1** of DD Form 2793, and provide all new volunteers initial orientation and training. Upon completion of initial orientation and prior to performance of volunteer services, volunteers will sign a DD Form 2793 and Chapel Non-disclosure Agreement. The Volunteer Supervisor will give a copy to the volunteer and provide the original to the Volunteer Program Manager. The initial orientation and training must include, at a minimum (T-0):

6.3.5.1.1. Assigned Duties.

6.3.5.1.2. Scope of Responsibilities.

6.3.5.1.3. Written information regarding their immediate supervisor, means of contacting their supervisor, conflict resolution procedures, and assistance procedures.

6.3.5.1.4. Procedures to document the number of hours of voluntary service.

6.3.5.1.5. Types of services provided.

6.3.5.1.6. Policies and procedures for obtaining reimbursement for incidental expenses.

6.3.5.1.7. Opportunities for recognition.

6.3.5.1.8. For volunteers who may come in contact with minors:

6.3.5.1.8.1. Child Care Criminal History Background Check requirements.

6.3.5.1.8.2. Line-of-Site Supervision requirements.

6.3.5.1.8.3. Self-reporting requirements.

6.3.5.1.9. Privileged Communication Non-Disclosure Agreement.

6.3.5.1.10. Safety Requirements.

6.3.5.2. Vehicle Training. Any Chapel volunteer whose duties include driving a vehicle must possess a valid driver's license. Volunteers are subject to screening through the National Driver Registry and must comply with applicable training requirements. (T-2).

6.3.5.3. Recurring Training. All volunteers will receive recurring, annual training concerning the volunteer requirements listed in this instruction. Volunteer supervisors will note the training on a sign-in sheet. Supervisors will provide a copy of the sign-in sheet to the Volunteer Program Manager for storage in the volunteer's record. (T-2).

#### **6.4. Volunteer Program Management.**

6.4.1. Volunteer Program Manager. The volunteer program is considered mission essential. DoD Civilian or Military Chaplain Corps personnel will manage the program. (T-1).

6.4.2. Volunteer Program File. The Volunteer Program Manager will maintain a paper based or electronic file with the following sections (T-1):

6.4.2.1. Appointment Letter.

6.4.2.2. List of Volunteers and Supervisors. A summary list of all volunteers, their assigned supervisors, the assigned Chaplain Corps program(s), and hours each volunteer has worked.

6.4.2.3. Supervisor Training Plan and Sign-in Sheets.

6.4.2.4. Active Volunteers Files. Maintain signed DD Form 2793, chapel non-disclosure agreement, training plans, job descriptions, and other records containing pertinent volunteer information.

6.4.2.5. Terminated Volunteer Files. Maintain final DD Form 2793 in the volunteer program file in accordance with **Paragraph 6.4.2.8** of this instruction.

6.4.2.6. Volunteer Recognition. Supervisors should provide appropriate opportunities for recognition and appreciation of volunteers. See AFI 36-3009, *Airman and Family Readiness Centers*.

6.4.2.7. Reimbursement for Expenses. Volunteer Managers may not reimburse volunteers for services provided. Managers may reimburse expenses incidental to the provision of voluntary services. The wing chaplain must approve, in advance, reimbursements for all incidental expenses. (T-3).

6.4.2.8. Disposition of Records. For volunteers in active status, Volunteer Managers will retain volunteer records indefinitely or until terminated. (T-1). For a volunteer who transfers or who has not participated in a 90-day period, managers will place the volunteer's record in an inactive file and destroy it after 2 years. (T-1). Managers may electronically maintain a summary of each volunteer's service until no longer needed.

## **6.5. Background Checks for Children's Ministry Programs.**

6.5.1. 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. DoDI 1402.05 governs the requirement. Chaplain Corps leaders must also safeguard Chaplain Corps employees and volunteers. The senior installation chaplain serves as office of primary responsibility for this policy at the local level. (T-0).

6.5.2. Approval authority. The senior installation chaplain has final approval authority for members working or participating in chapel programs involving minors.

6.5.2.1. This guidance applies to all military, General Schedule civilian personnel, contractors, and volunteers working or participating in military-sanctioned chapel programs.

6.5.3. Responsibilities.

6.5.3.1. Wing chaplains (or equivalent) will ensure line-of-sight supervision exists for non-specified volunteers and individuals pending favorable adjudication, who will have interaction with minors in chapel programs (See [Paragraph 6.5.4.3.1](#) for an explanation of a non-specified volunteer). (T-0).

6.5.3.1.1. Line-of-sight supervision is continuous visual observation and oversight. Line-of-sight supervisors may oversee several separate classrooms and volunteers at the same time (e.g., Sunday School, Vacation Bible School, etc.). Line-of-sight supervisors must be in the same facility and must provide ongoing visual oversight. (T-0). Ongoing visual oversight can include observation via an open door, a classroom door window, or via visual technology (such as closed-circuit television).

6.5.3.1.2. Individuals restricted to line-of-sight supervision may otherwise interact with minors only under the following conditions (T-0):

6.5.3.1.2.1. The interaction occurs in the presence of the minor's parent or guardian.

6.5.3.1.2.2. Interaction is necessary to prevent death or significant harm to the minor and line-of-sight supervision is unrealistic or infeasible.

6.5.4. Requirements.

6.5.4.1. Line-of-Sight Supervisors.

6.5.4.1.1. Line-of-sight supervisors are individuals that have favorably met all adjudication requirements. Line-of-sight supervisors may include chaplains, Religious Affairs Airmen, chapel employees, and chapel contractors. Line-of-sight supervisors supervise non-specified volunteers and individuals pending favorable adjudication. (T-1).

6.5.4.1.2. Line-of-sight supervisors require one of the following (T-0):

6.5.4.1.2.1. Favorably adjudicated Tier 1 investigation with Child Care Coverage, plus FBI fingerprint check and installation records check.

6.5.4.1.2.2. Favorably adjudicated Tier 3 or 5 investigation with state criminal history repository check. This includes a check of child abuse and neglect and sex offender registries for all states lived in during the previous five years. It also includes a FBI fingerprint check and installation records check.

6.5.4.1.3. Line-of-sight supervisors may provide line-of-sight supervision as well as interact alone with minors in chapel programs.

6.5.4.1.4. It is preferable to assign a minimum of two Chaplain Corps members or authorized volunteers to a room where minors are present.

6.5.4.1.5. Chaplains, Religious Affairs Airmen, all chapel employees, and contractors who may come into contact with minors in chapel programs must meet line-of-sight supervisor requirements. (T-1).

6.5.4.2. Specified Volunteers.

6.5.4.2.1. 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:

6.5.4.2.1.1. Religious education instructors.

6.5.4.2.1.2. Positions involving extensive interaction alone with minors.

6.5.4.2.1.3. Volunteers who will participate in lengthy travel or overnight activities with minors.

6.5.4.2.1.4. Volunteers providing childcare for Chaplain Corps classes (e.g., marriage enhancement seminars, faith book studies, etc.).

6.5.4.2.2. Specified volunteers require an FBI advanced fingerprint check plus installation records check. (T-0). Specified volunteers do not require a Tier 1 investigation with Child Care Coverage and State Criminal History Repository Check.

6.5.4.2.3. Specified volunteers may interact alone with minors, but will not serve as line-of-sight supervisors. (T-0).

6.5.4.3. Non-Specified Volunteers.

6.5.4.3.1. Non-specified volunteers are persons who interact with minors in a chapel program. However, the interaction is of such short duration the volunteers do not require a criminal history background check (e.g., one day class trips, class party, Vacation Bible School, etc.).

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

6.5.4.4. Installation Records Check.

6.5.4.4.1. An installation records check reviews records in the two-year period before and up to the date of application.

6.5.4.4.2. The wing chaplain (or equivalent) will ensure the chapel program installation records check includes these offices: Installation Law Enforcement (Security Forces Management Information Systems) and Family Advocacy (Central Registry). DD Form 3058, Department of Defense Consent to Conduct Installation Records Check, will be used to conduct the installation records check. (T-0).

6.5.5. Overseas Guidelines. As applicable, the employing agency must request foreign government checks of individuals serving on DoD installations overseas. Installation chapel programs must obtain a host national agency security check. Such checks must be comparable to those required by DoD and Air Force instructions. Where it is not possible to obtain comparable criminal history checks, wing chaplains (or equivalent) will designate foreign nationals as non-specified volunteers. Volunteer supervisors will keep such volunteers under line-of-sight supervision when in the presence of minors. (T-0).

6.5.6. Conspicuous Identification.

6.5.6.1. Chapel volunteer program managers will prominently identify specified and non-specified volunteers, and line-of-sight supervisors by means of distinctive badges, clothing, or other visible markings. Program managers will post or print information (e.g., worship bulletins, newsletters, facility signage) to communicate the purpose of the markings to staff and program participants. (T-0).

6.5.6.2. Conspicuous identification of personnel interacting with minors may include creative elements such as hats, shirts, smocks, lanyards, etc. However, chapel programs must meet the following minimum requirements (T-0):

6.5.6.2.1. Line-of-Sight Supervisors. Conspicuous identifier must be green in color.

6.5.6.2.2. Specified Volunteers. Conspicuous identifier must be yellow in color.

6.5.6.2.3. Non-Specified Volunteers. Conspicuous identifier must be red in color.

6.5.7. Self-Reporting. Persons providing volunteer services involving minors must immediately report subsequent automatic disqualification criteria or presumptive disqualification criteria to their position supervisor or the program chaplain. DoDI 1402.05 outlines disqualification criteria. Wing chaplains (or equivalent) will immediately suspend disqualified persons from providing services, pending review and final disposition of their case. (T-0).

6.5.8. Reverification. All individuals working with minors must complete reverification every five years. Reverification for chaplains, Religious Affairs Airmen, General Schedule civilians, contractors, and all line-of-sight supervisors must conduct a State Criminal History Repository check, which includes a check of child abuse and neglect and sex offender registries for all states lived in or worked in over the previous 5 years, an installation records check, and an FBI fingerprint check. Reverification for specified volunteers must include an installation records check and FBI fingerprint check. (T-0). DoDI 1402.05 outlines further reverification requirements.

## Chapter 7

### NOTIFICATIONS AND REPORTING

#### 7.1. Casualty Notifications.

7.1.1. Casualty Notification Team Support. Chaplains may serve on commander-led casualty notification teams. They provide pastoral care and support for next-of-kin and casualty notification team members. Commanders will not assign chaplains the duty of casualty notification officer. (T-2).

7.1.2. Reporting Death, Hospitalization, and Illness of Chaplain Corps Personnel. Wing and MAJCOM-level senior Religious Support Teams may report the death, hospitalization, or grave illness of Chaplain Corps personnel to the next functional level. Teams may report this same information regarding their sponsored family members. Teams will not report such information without documented permission from the individual or the next of kin. (T-0). Teams should make their reports within 24 hours using encrypted means of communication.

#### 7.2. Air Force Chaplain Corps Activity Reporting System (AFCCARS).

7.2.1. The Air Force Chaplain Corps Activity Reporting System translates functional activities and strategic priorities into weighable and objective data. It tracks spiritual care and core activities. It assists in tactical, operational, and strategic trend analysis, risk assessment, execution planning, and manpower determination.

7.2.2. All wing or installation-level chaplains, Religious Affairs Airmen, and civilian religious ministry professionals (government schedule federal employees) assigned to Air Force reporting organizations will utilize Air Force Chaplain Corps Activity Reporting System to record their participation in Chaplain Corps activities. (T-1).

7.2.3. The recording of functional activities is an individual responsibility. The member completing or sponsoring an activity cannot delegate or reassign the responsibility to another individual.

7.2.4. AFIMSC/HC generates and routes data aggregates to HQ USAF/HC as directed by HQ USAF/HCX. AFRC units route data aggregates to the AFRC/HC Command Recorder. Air National Guard units route data aggregates to the NGB/HC Command Recorder.

STEVEN A. SCHAICK Chaplain, Major General,  
USAF  
Chief of Chaplains

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

Title 5 United States Code Section 552(a)

Title 10 United States Code Section 1588

Title 10 United States Code Section 8067(h)

Title 10 United States Code Section 9442

Military Manual of Courts Martial, Military Rules of Evidence 503

DoDI 1100.21, *Voluntary Services in the Department of Defense*, 11 March 2002

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

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AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2254V1, *Reserve Personnel Participation*, 26 May 2010

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AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

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AFH 36-2618, *The Enlisted Force Structure*, 16 October 2018

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFI 52-104, *Chaplain Corps Readiness*, 6 August 2015

AFI 52-105, *Chaplain Corps Resourcing*, 23 June 2015

AFI 90-5001, *Integrated Resilience*, 25 January 2019

CAP Manual 39-1, *Civil Air Patrol Uniform Manual*, 26 June 2014

### ***Adopted Forms***

DD Form 2088, *Statement of Ecclesiastical Endorsement*

DD Form 2793 *Volunteer Agreement for Appropriated Fund Activities & Non Appropriated Fund Instrumentalities*

AF Form 847, *Recommendation for Change of Publication*

### ***Abbreviations and Acronyms***

**AFDW**—Air Force District of Washington

**AFI**—Air Force Instruction

**AFIMSC**—Air Force Installation and Mission Support Center

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**CTOF**—Chapel Tithes and Offering Fund

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**DRU**—Direct Reporting Unit

**FOA**—Field Operating Agency

**MAJCOM**—Major Command

**NAF**—Numbered Air Force

**RST**—Religious Support Team

**Sr RST**—Senior Religious Support Team

**SORN**—System of Records Notice

**USAFA**—United States Air Force Academy





## Attachment 2

**FORMAT FOR REQUEST FOR CHANGE IN ECCLESIASTICAL ENDORSEMENT  
MEMORANDUM**

**Figure A2.1. Format for Request for Change in Ecclesiastical Endorsement Memorandum**

**YOUR (INDIVIDUAL REQUESTING CHANGE) ORGANIZATION'S  
LETTERHEAD**

[Insert Date]

MEMORANDUM FOR [insert MAJCOM/HC here]

FROM: [member's name, rank, military address]

SUBJECT: Request for Change of Ecclesiastical Endorsement

1. I request approval for a change in ecclesiastical endorsement from [*insert current religious organization*] to [*insert prospective religious organization*] effective [*ddmmyyyy*].
2. I have informed my present endorsing agent of this action. The current endorser has agreed to maintain my current DD Form 2088 until I receive written approval for the change and a new DD Form 2088 from my future endorser.

[SIGNATURE BLOCK OF INDIVIDUAL]

1st Ind, [Insert MAJCOM/HC]

[Insert DATE]

MEMORANDUM FOR AF/HCP

Recommend / non-recommend change of endorsement.

[SIGNATURE BLOCK OF  
COMMAND CHAPLAIN]

2nd Ind, AF/HCP

MEMORANDUM FOR AF/HC

[Insert DATE]

Recommend / non-recommend change of endorsement.

3rd Ind, AF/HC

NAME

Chief, Personnel, Budget and Readiness

[Insert DATE]

MEMORANDUM FOR CH, [RANK NAME]

Approve / disapprove change of endorsement.

NAME

Chaplain, Major General, USAF

Chief of Chaplains