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SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION**



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Chaplain

**CHAPLAIN CORPS PLANNING AND
ORGANIZING**

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This publication implements Department of the Air Force Policy Directive (DAFPD) 52-1, *Chaplain Corps*. This publication applies to all uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, the United States Space Force (USSF), the Civil Air Patrol when conducting missions as the official Air Force Auxiliary, all Department of the Air Force (DAF) civilian employees, and those with a contractual obligation to abide by the terms of DAF issuances. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. § 9013, *Secretary of the Air Force*. The applicable SORN F052 AFHC F, *Non-Chaplain Ecclesiastical Endorsement Files* is available at <https://dpcl.d.defense.gov/Privacy/SORNS/> This publication is subject to the Paperwork Reduction Act of 1995. Failure to obey provisions related to background checks, child protection, and confidentiality constitute a violation of Article 92(1), UCMJ—failure to obey lawful order or regulation. Article 92(1) of the UCMJ does not apply to members of the Air National Guard (ANG) while in Title 32 status (that is, activated for state duty under state command), but ANG members may be subject to an equivalent article under a state military justice code. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include a substantial restructuring of the publication. It introduces specific advisory bodies and clarifies confidential and privileged communication requirements and considerations. Finally, this instruction has been reissued as a DAF Instruction and its language now incorporates the U.S. Space Force (USSF), which is served by chaplains and Religious Affairs Airmen belonging to the U.S. Air Force (USAF).

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Chaplains. Chaplains provide religious worship and rites, religious accommodation, pastoral care, unit engagement, counseling, leadership advisement, and spiritual care by exercising Chaplain Corps capabilities.

1.1.1. Chaplains will not perform duties incompatible with their endorsing organizations or professional role and will remain in a noncombatant status. Chaplains will only hold and serve in a secondary AFSC or apply for “any AFSC” opportunities with prior permission from the Chief of Chaplains (AF/HC). Air Force Reserve Command (AFRC) and Air National Guard (ANG) Chaplains will need prior coordination through the Air Force Reserve Command Chaplain (AFRC/HC) or the Director, National Guard Bureau Chaplain’s Office (NGB/HC) prior to AF/HC permission.

1.1.2. Chaplains cannot assume or be appointed to command. They do have the authority to give lawful orders and exercise functions of supervision, control, and direction. See AFI 51-509, *Appointment to and Assumption of Command*.

1.1.3. Chaplains may use title and grade (e.g., “Chaplain, Captain Amy Smith”) in official correspondence. Individuals may address chaplains as “Chaplain,” regardless of rank (e.g., “Chaplain Smith”), or also by traditional or denominational titles (e.g., “Father Smith”, “Rabbi Smith,” etc.).

1.2. Standardized Duty Titles for Chaplains. Duty titles other than those listed in this instruction are not authorized. (T-1) The establishment of required and authorized grades and ranks on unit manpower documents will follow appropriate 38-series manpower guidance and any required command waiver.

1.2.1. Department of the Air Force.

1.2.1.1. Office of the Chief of Chaplains (AF/HC), Headquarters Air Force, USAF.

1.2.1.1.1. 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 (SecAF), Chief of Staff of the Air Force (CSAF) and Chief of Space Operations (CSO). The Chief of Chaplains is responsible for all Chaplain Corps personnel, recruiting, operations, and resources.

1.2.1.1.1.1. Develops doctrine and guidance providing oversight of all Air Force Chaplain Corps echelons.

1.2.1.1.1.2. Serves on the Armed Forces Chaplains Board (AFCB) in accordance with Department of Defense Instruction (DoDI) 5120.08, *Armed Forces Chaplain Board*.

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

1.2.1.1.2.1. Serves on the AFCB in accordance with DoDI 5120.08.

1.2.1.1.2.2. Performs assigned functions assisting the Chief of Chaplains.

1.2.1.1.3. Mobilization Assistant to the Chief of Chaplains. An Air Force Reserve 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.

1.2.1.1.4. National Guard Assistant to the Chief of Chaplains. A chaplain in the rank of brigadier general, representing Air National Guard (ANG) equities. Responsible for program visibility of domestic operations and advocacy on training, readiness, and resourcing the ANG Chaplain Corps.

1.2.1.1.5. Mobilization Assistant to the Deputy Chief of Chaplains. An Air Force Reserve 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.

1.2.1.1.6. Director of Staff. A chaplain in the rank of colonel, responsible to the Chief of Chaplains.

1.2.1.1.6.1. Plans and formulates executive support functions for the Chief of Chaplains and Deputy Chief of Chaplains on all Chaplain Corps issues.

1.2.1.1.6.2. Provides integration for two divisions, Plans and Programs, and Personnel, Budget, and Readiness.

1.2.1.1.6.3. Dual hatted as Chief, Space Religious Affairs, responsible to the Chief of Chaplains as Religious Affairs Advisor in support of the USSF.

1.2.1.1.6.3.1. Coaches, trains, and equips Field Command (FLDCOM) Chaplains to provide functional guidance to all DAF Chaplain Corps members assigned as Senior Religious Support Teams (Sr RSTs) and Religious Support Teams (RSTs) across all USSF echelons to meet the religious and spiritual needs of Airmen, Guardians, their families, and other authorized personnel.

1.2.1.1.6.3.2. Serves as a voting member of the Chaplain Development Team and O-6 representative for the 52R career field assigned to Space Force locations.

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

1.2.1.1.7.1. Develops guidance, plans, and procedures affecting the strategic development and management of Chaplain Corps personnel, resourcing, manpower, appropriated funds, and Chapel Tithes and Offering Funds (CTOF).

1.2.1.1.7.2. Serves as 52R Chaplain Career Field Manager. Roles and responsibilities are described in HAF MD 1-34, *Chief of Chaplains*.

1.2.1.1.7.3. Provides functional guidance for career field education and training in coordination with AF/HCX, Air Education and Training Command Chaplain (AETC/HC), Air University, and the Air Force Institute of Technology.

1.2.1.1.7.4. 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.

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

1.2.1.1.7.6. Provides functional guidance for Chaplain Recruiting (AFRS/RSOH), the Air Force Personnel Center, Chaplain Career Management Division (AFPC/DPMH), and the Air Force Chaplain Corps College (AFCCC).

1.2.1.1.7.7. Serves as Director of the Chaplain Corps Development Team and is a permanent voting member.

1.2.1.1.8. Deputy Chief, Personnel, Budget, and Readiness Division. A military member or civilian in the rank of lieutenant colonel, or GS-14. Responsible to the Chief, Personnel, Budget, and Readiness Division.

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

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

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

1.2.1.1.10. 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.

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

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

1.2.1.2. Major Command (MAJCOM), USAF.

1.2.1.2.1. Headquarters, MAJCOM.

1.2.1.2.1.1. Command Chaplain. A chaplain in the rank of colonel, responsible to the MAJCOM commander and/or component commander. The command chaplain reports directly to the commander. Responsible for Chaplain Corps personnel, operations, and resources assigned to the command. Advises the commander on religion, morals, ethics, morale, and well-being.

1.2.1.2.1.2. Deputy Command Chaplain. A chaplain in the rank of colonel or lieutenant colonel, responsible to the Command Chaplain.

1.2.1.2.1.3. Staff Chaplain. A chaplain responsible to the Command Chaplain.

1.2.1.2.2. Air Force Recruiting Service (HQ AFRS), Air Education and Training Command.

1.2.1.2.2.1. 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 AF/HCP.

1.2.1.2.2.2. 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.

1.2.1.2.2.3. Staff Chaplain. A chaplain responsible to the Chief, Air Force Chaplain Accessions. Performs assigned functions.

1.2.1.2.3. Chaplain Corps College, Ira C. Eaker Center for Leadership Development, Air University, Air Education and Training Command.

1.2.1.2.3.1. 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 for Leadership Development, Commander, Maxwell AFB. Serves under functional oversight of AF/HCP.

1.2.1.2.3.2. Deputy Commandant, Chaplain Corps College. A chaplain in the rank of colonel or lieutenant colonel, responsible to the Commandant, Chaplain Corps College.

1.2.1.2.3.3. Staff Chaplain. A chaplain responsible to the Commandant, Chaplain Corps College.

1.2.1.2.4. Air Force Installation and Mission Support Center (AFIMSC), Air Force Materiel Command.

1.2.1.2.4.1. Chief, Chaplain Corps Division (AFIMSC/IZH). A chaplain in the rank of colonel, responsible to the AFIMSC Commander.

1.2.1.2.4.1.1. Serves under functional oversight of AF/HC. Responsible for providing Installation and Mission Support (I&MS) on behalf of AF/HC to MAJCOMs, FLDCOMs, Direct Reporting Units (DRUs), and their subordinate organizations and installations.

1.2.1.2.4.1.2. Under the guidance of AF/HCP, executes the distribution of Chaplain Corps appropriated funds, oversees administration of the CTOF.

1.2.1.2.4.1.3. Under the guidance of AF/HCX, collects Air Force Chaplain Corps Activity Reporting System (AFCCARS) data, conducts continuous evaluations of units in the Management Internal Control System (MICT), and coordinates the deployment of Chaplain Corps personnel in accordance with guidance from AF/HCP.

1.2.1.2.4.1.4. Performs other assigned roles given by the Center Commander or the Chief of Chaplains office.

1.2.1.2.4.2. Deputy Chief, Chaplain Corps Division. A chaplain in the rank of colonel or lieutenant colonel.

1.2.1.2.4.3. Branch Chief. A chaplain in the rank of lieutenant colonel.

1.2.1.2.4.4. Staff Chaplain. A chaplain in the rank of major.

1.2.1.2.5. Air Force Reserve Command (AFRC).

1.2.1.2.5.1. Air Force Reserve Command Chaplain (AFRC/HC). A chaplain in the rank of colonel, responsible to the Chief of the Air Force Reserve and to the Commander, AFRC.

1.2.1.2.5.1.1. 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. Serves as the primary advisor on issues pertaining to religion, morals, ethics, morale, and well-being.

1.2.1.2.5.1.2. Implements Air Force policy and guidance regarding programs pertaining to chaplains assigned to AFRC units, individual reserve programs, and the Chaplain Candidate Program.

1.2.1.2.5.1.3. Approves accessions of Air Force Reserve chaplains and chaplain candidates.

1.2.1.2.5.1.4. Recommends assignment of chaplains to AFRC unit commanders.

1.2.1.2.5.1.5. Monitors training and inspection of chaplains as required.

1.2.1.2.5.1.6. Manages the Chaplain Candidate Program.

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

1.2.1.2.5.3. 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. Serves as the chief of AFRC/HC officer and enlisted accessions, assignments, deployments, backfills, and force development.

1.2.1.2.5.4. 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.

1.2.1.2.5.5. Staff Chaplain. A chaplain responsible to a division chief or director.

1.2.1.2.5.6. Individual Mobilization Augmentee (IMA) Chaplains. 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)**

1.2.1.3. Field Command (FLDCOM), USSF.

1.2.1.3.1. Field Command Chaplain. An Air Force chaplain in the rank of colonel or lieutenant colonel, responsible to the FLDCOM commander, who reports directly to the commander. Advises the commander on religion, morals, ethics, morale, and well-being.

- 1.2.1.3.2. Responsible for Chaplain Corps personnel, operations, and resources assigned to the command. Performs assigned functions. Serves as the primary advisor on issues pertaining to religion, morals, ethics, morale, and well-being.
- 1.2.1.4. Direct Reporting Unit (DRU).
- 1.2.1.4.1. Air Force District of Washington (AFDW).
- 1.2.1.4.1.1. Senior Chaplain, Air Force District of Washington (AFDW/HC). A chaplain in the rank of colonel, responsible to the Commander, AFDW. Responsible for Chaplain Corps personnel, operations, and resources assigned to AFDW.
- 1.2.1.4.1.2. 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.
- 1.2.1.4.1.3. Chaplain. A chaplain responsible to the DRU chaplain, who performs assigned functions.
- 1.2.1.4.2. United States Air Force Academy (USAFA).
- 1.2.1.4.2.1. 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 (USAFA). Responsible for Chaplain Corps personnel, operations and resources assigned to USAFA.
- 1.2.1.4.2.2. 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 USAFA/HCX.
- 1.2.1.4.2.3. Deputy Wing Chaplain. A chaplain in the rank of lieutenant colonel, major or major-select responsible to the wing chaplain. The deputy wing chaplain must supervise at least one Regular Air Force chaplain.
- 1.2.1.4.2.4. Branch Chief. A chaplain in the rank of lieutenant colonel, major or major-select responsible to the wing chaplain for a branch at USAFA/HCX. Branch Chiefs must supervise at least one Regular Air Force chaplain.
- 1.2.1.4.2.5. Chaplain. A chaplain responsible to the branch chief or deputy wing chaplain for Chaplain Corps operations who performs assigned functions.
- 1.2.1.5. Field Operating Agency (FOA).
- 1.2.1.5.1. Air Force Personnel Center.
- 1.2.1.5.1.1. Chief, Chaplain Career Management Division, Air Force Personnel Center (AFPC/DPMH). A chaplain in the rank of colonel, responsible for chaplain assignments and education development processes. Responsible to the Commander, Air Force Personnel Center. 1.2.1.5.1.1.1. Serves under the functional oversight of AF/HCP.
- 1.2.1.5.1.1.2. Oversees active component chaplain (O-1 to O-5) assignments consistent with Chaplain Development Team vectors.

1.2.1.5.1.1.3. Coordinates promotion board membership.

1.2.1.5.2. Air Force Mortuary Affairs Operations.

1.2.1.5.2.1. Senior Chaplain, Air Force Mortuary Affairs Operations. A chaplain in the rank of major, responsible to the Commander, Air Force Mortuary Affairs Operations (AFMAO). Responsible for Chaplain Corps personnel, operations, and resources. Advises AFMAO and visiting leaders on grief care, spiritual support, and religious accommodation related to dignified transfers, unit memorial services, interment/inurnment services, and other matters related to the mortuary mission.

1.2.1.5.2.2. Staff Chaplain. A chaplain responsible to the FOA chaplain.

1.2.1.5.3. Senior Chaplain, Air Force Office of Special Investigations (AFOSI). A chaplain in the rank of major, responsible to the commander. Responsible for Chaplain Corps personnel, operations, and resources.

1.2.1.6. Numbered Air Force (NAF).

1.2.1.6.1. Numbered Air Force Chaplain. A chaplain in the rank of colonel or lieutenant colonel, responsible to the NAF commander. The NAF chaplain reports directly to the commander. Responsible for Chaplain Corps personnel, operations, and resources assigned to the command. Advises the commander on issues pertaining to religion, morals, ethics, morale, and well-being.

1.2.1.7. Joint Base.

1.2.1.7.1. 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.

1.2.1.7.2. 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.

1.2.1.7.3. Branch Chief. A chaplain in the rank of lieutenant colonel, major or major-select responsible to the Wing Chaplain. Branch Chiefs must supervise at least one chaplain within the same component.

1.2.1.7.4. Chaplain. A chaplain responsible to the Joint Base Senior Chaplain or delegate who performs assigned functions.

1.2.1.8. Wing, Delta, Installation.

1.2.1.8.1. Wing, Delta, or Installation Chaplain. A USAF chaplain in the rank of colonel, lieutenant colonel, major, or captain, who has been selected for promotion to major. Responsible for all assigned Chaplain Corps personnel, operations, and resources. Reports directly to and is responsible to the wing, delta, or installation commander. Advises on issues pertaining to religion, morals, ethics, morale, and well-being. Will directly supervise and rate the Superintendent/ Noncommissioned Officer-In-Charge (NCOIC), Religious Affairs. Monitors personnel utilization, manpower,

- training, readiness, and career progression for assigned officers and any enlisted direct reports.
- 1.2.1.8.2. Deputy Wing, Delta, or Installation Chaplain. A chaplain in the rank of lieutenant colonel, major or captain, who has been selected for promotion to major responsible to the Wing, Delta or Installation Chaplain. Must supervise at least one chaplain within the same component.
- 1.2.1.8.3. Branch Chief. A chaplain in the rank of lieutenant colonel, major or captain, who has been selected for promotion to major. Responsible to a Wing, Delta or Installation Chaplain, or Deputy Wing, Delta or Installation Chaplain for operations at a branch chapel or program. Branch Chiefs must supervise at least one chaplain within the same component.
- 1.2.1.8.4. Chaplain. A chaplain responsible to the Wing, Delta, or Installation Chaplain or delegate who performs assigned functions.
- 1.2.1.9. Other Units within the Department of the Air Force.
- 1.2.1.9.1. Unit Chaplain. A chaplain who reports to a commander and solely conducts embedded ministry. Responsible for all Chaplain Corps personnel, operations, and resources supporting the unit mission.
- 1.2.1.9.2. Chaplain. A chaplain responsible to the unit chaplain who performs assigned functions.
- 1.2.2. Director, Air National Guard Chaplain Corps (NGB/HC). A chaplain in the rank of colonel who advises and represents the Director, ANG and Air Force Chief of Chaplains on issues pertaining to religion, morals, ethics, morale, and well-being.
- 1.2.2.1. Not Used
- 1.2.2.1.1. Directs activities and implements policy and guidance regarding programs pertaining to chaplains assigned to ANG units.
- 1.2.2.1.2. Receives recommendations for appointment and assignment of chaplains from ANG wing commanders and wing chaplains.
- 1.2.2.1.3. Monitors training and inspection of chaplains assigned to ANG units as required.
- 1.2.2.2. National Guard Assistance Program (NGAP). NGAP chaplains will use the following duty title when assigned to a HAF, MAJCOM, NAF, FOA, COCOM, and DRU Directors: "NGAP to" and add the appropriate HAF, MAJCOM, NAF, FOA, COCOM, or DRU (e.g., NGAP to ACC). 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)**
- 1.2.3. Other Defense or Federal Agencies and Positions.
- 1.2.3.1. [Agency Name] Chaplain. A chaplain in the rank of lieutenant colonel who serves a federal agency such as the National Security Agency or Defense Intelligence Agency. The agency chaplain reports directly to the commander. Advises on issues pertaining to

religion, morals, ethics, morale, and well-being. Pre-coordinate use of new duty titles in this category with AF/HCP.

1.3. Religious Affairs Airmen. In accordance with DAFMAN 36-2689, *Training Program*, occupational competencies describe technical and functional skills, knowledge, abilities, behaviors, and other characteristics needed to perform that function's mission successfully.

1.3.1. The four occupational competencies of Religious Affairs Airmen are warrior care, religious accommodation, management, and readiness. These competencies interface with the broader capabilities of the Chaplain Corps.

1.3.1.1. Warrior Care consists of community care, unit engagement and crisis intervention.

1.3.1.1.1. Community Care involves organizing spiritual and resiliency programs, family and relationship enrichment, and memorial service or funeral support for Airmen, Guardians and their families.

1.3.1.1.2. Unit Engagement includes advising leadership from an enlisted perspective and integrating into unique organizational cultures to meet member needs.

1.3.1.1.3. Crisis Intervention comprises confidential care during crisis, such as suicide intervention or aftermath, Disaster Mental Health response, death and grief response, short-term non-religious counseling, and care for the wounded or dying.

1.3.1.1.3.1. Religious Affairs Airmen will provide non-routine crisis intervention services and will refer other cases to a chaplain or other appropriate counseling resource. However, they do conduct triage on matters that may be spiritual by applying listening, observational, and interviewing skills. The Religious Affairs Airman is not an advocate for a particular religion in their official counseling role, since they are not endorsed as chaplains or employed in a civilian or contract clergy role. Even if the Religious Affairs Airman is a clergyperson in a different context, their role in Chaplain Corps counseling is confined to the role of the 5R0X1 career field. They may help the counselee explore their own spirituality on the counselee's own terms, in support of spiritual resiliency, in line with solution-focused counseling/triage techniques and prior to referral to a chaplain.

1.3.1.1.3.2. Religious Affairs Airmen will not, at any time, conduct religious counseling. They should refer individuals in need of religious counseling to an appropriate chaplain.

1.3.1.2. Religious Accommodation requires the skills to assess, facilitate and advocate for the free exercise of religion for all Airmen, Guardians, and their families.

1.3.1.2.1. Religious Affairs Airmen partner with chaplains to develop, manage, control and evaluate religious programs to ensure effectiveness through all their other competencies.

1.3.1.2.2. Unlike chaplains, they are not endorsed by Religious-Endorsing Organizations, and do not have the direct restrictions, allowances, or protections that the endorsing system provides. They have a role in service support, but not in performing the service as a part of official duties.

1.3.1.3. Religious Affairs Airmen manage resources and personnel for Chaplain Corps programs through administrative, financial, and facility support.

1.3.1.3.1. Resource management involves funding, purchasing, contracting, manpower, and facilities oversight to support the mission directly and indirectly.

1.3.1.3.2. Personnel management includes organizing, training, developing, and evaluating Chaplain Corps and resource personnel (e.g., officers, enlisted, civilians, contractor employees, volunteers).

1.3.1.3.3. They resource and manage support of religious observances to include worship, liturgies, rites, and other religious requirements.

1.3.1.4. Readiness includes religious support and force protection for operations in any area of responsibility, to include combat and humanitarian relief contingencies. The Religious Affairs Airman must meet all requirements as specified in the 5R0XX Air Force Enlisted Classification Directory (AFECD). The AFECD, available at www.mypers.af.mil, outlines specific duties and responsibilities of Religious Affairs Airmen.

1.3.2. HAF, Combatant Command (COCOM), MAJCOM, NAF, FOA, DRU, FLDCOM.

1.3.2.1. Senior Enlisted Advisor (SEA)/Career Field Manager (CFM). Serves as the senior enlisted advisor to the Chief of Chaplains on all enlisted matters and the spokesperson for the Religious Affairs career field. Advises the Chief of Chaplains on the quality of life, morale, and health and welfare of the total force Religious Affairs career field. Responsible for Religious Affairs professional development and chairs the career field Enlisted Development Team. Interprets policy and advises senior DAF and Joint leaders on career field utilization. Serves as the Religious Affairs Career Field Manager and advises on all career field management matters.

1.3.2.2. Senior Enlisted Advisor (SEA), Space Religious Affairs. Teams with the Chief, Space Religious Affairs to advise the Chief of Chaplains and SEA on all enlisted matters in support of the USSF. Advises the Chief of Chaplains on the quality of life, morale, and health and welfare of the Religious Affairs Airmen supporting the United States Space Force mission.

1.3.2.2.1. Coaches, trains, and equips Sr RSTs to provide functional guidance to all DAF Chaplain Corps members assigned across all USSF echelons to meet the religious and spiritual needs of Airmen, Guardians, their families, and other authorized personnel.

1.3.2.2.2. Serves as the alternate Religious Affairs SEA.

1.3.2.3. MAJCOM/FLDCOM/DRU Senior Enlisted Leader (SEL). Manages designated enlisted career fields and serves as the liaison for their respective Air Force Career Field Manager. DAFMAN 36-2689, *Training Program*, and *The Enlisted Force Structure*, further clarify responsibilities.

1.3.2.4. Manager. Used for Senior Non-Commissioned Officers (SNCOs) and Non-Commissioned Officers (NCOs) who are program, project, and policy managers above wing-level. They may or may not have personnel reporting to them and may be the enlisted

leader of the branch, division, or directorate. The title “manager” cannot be used at wing-level. *The Enlisted Force Structure* further specifies responsibilities.

1.3.3. AFRC and NGB.

1.3.3.1. Air Force Reserve Senior Enlisted Advisor (AFRC/HCC) and NGB Religious Affairs Senior Enlisted Advisor (NGB/HCC). Manages the personnel, health, and manning of the 5R0 career field, along with specific training, utilization, and development issues within their components. They consult with the Air Force Religious Affairs SEA/CFM on all matters pertaining to the 5R0 Religious Affairs career field.

1.3.3.2. 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)**

1.3.3.3. Religious Affairs Liaison. ANG Religious Affairs Liaisons will use the following duty title when assigned to a HAF, MAJCOM, NAF, FOA, COCOM, and DRU Directors: “ANG Liaison to” and add the appropriate HAF, MAJCOM, NAF, FOA, COCOM, or DRU (e.g., ANG Liaison to ACC). 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)**

1.3.4. Wings, Deltas, Installations, and Units below Wing-level.

1.3.4.1. Religious Affairs Base Functional Manager. Advises squadron, group, wing commanders and senior leaders, to include tenant organizations, on 5R0X1 utilization, training and development issues. The Installation/Delta/Wing Sr RST serves as the base functional managers and provide overarching functional support, guidance, and direction to all RSTs assigned/attached to the installation.

1.3.4.2. Superintendent/NCOIC, Religious Affairs. Serves as the Installation/Delta/Base functional manager: monitors personnel utilization, manpower, training, readiness, and career progression for assigned Religious Affairs Airmen. Provides critical oversight and guidance to Wing Chaplains, as member of the Senior RST, on implementation of ministry plans and the employment of RSTs.

1.3.4.3. Superintendent/NCOIC, (Function or Branch). Performs an assigned function within the Chaplain Corps program (i.e., NCOIC, Resources, etc.). Responsible for daily functional responsibilities as coordinated with the Superintendent/NCOIC, Religious Affairs.

1.3.4.4. Religious Affairs (Apprentice, Journeyman, Craftsman, or Superintendent). Any Religious Affairs Airman not assigned to a program, branch, or functional management position, such as when assigned as part of an RST with a unit chaplain.

1.3.5. Religious Affairs Special Training Positions.

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

1.3.5.2. Religious Affairs Technical Training Instructor Supervisor. Supervises instruction for 5R0X1 initial skills course students. Coordinates curriculum updates, validation, and changes. Liaisons with the 5R0 Senior Enlisted Leaders on training line number vacancies and prospective students. Manages training requirements for all assigned instructors.

1.3.5.3. Religious Affairs Technical Training Instructor. Administers instruction for 5R0X1 initial and craftsmen skills course students. Administers and evaluates performance exercises, progress checks, knowledge performance checks and end of course feedback forms.

1.3.5.4. Religious Affairs Expeditionary Center Instructor. Religious Affairs Instructor of advanced deployment readiness skills training for the USAF Expeditionary Center Fieldcraft Chaplain Corps Course. Responsible for instructing, testing, and evaluating Total Force students on skills, principles and capabilities required for RSTs' ministry in any operational environment, with a focus on combat ministry and mass casualties. Assists in lesson plan refinements and modifies exercise events in classroom and field training environments.

1.4. Commanders. Responsible for religious support and spiritual fitness programs for Airmen, Guardians, and their authorized dependents within their command.

Chapter 2

MISSION, VISION, AND CAPABILITIES

2.1. Mission. To inspire the readiness of Airmen, Guardians, and families through religious accommodation, spiritual fitness, and leadership advisement.

2.2. Vision. To care for Airmen, Guardians, and families more than anyone thinks possible.

2.3. Core Capabilities. The DAF Chaplain Corps core capabilities are religious accommodation, spiritual fitness, and leadership advisement.

2.3.1. Religious Support Team (RST). The Religious Support Team (RST) is the primary platform for exercising Chaplain Corps capabilities. The team consists of one Chaplain and one Religious Affairs Airman at any organizational level where Chaplain Corps personnel are assigned. Its members work cooperatively to leverage Chaplain Corps capabilities and their own distinct functional abilities in ways that best accomplish the same mission.

2.3.1.1. The Senior RST (Sr RST) consists of the highest-ranking chaplain and Religious Affairs Airman in an area of responsibility. They determine ministry requirements and lead their RSTs.

2.3.1.2. Chaplains and Religious Affairs Airmen may not be civilians or contracted personnel. **(T-0)**

2.3.1.3. Article 24 of the Geneva Conventions identifies chaplains as protected personnel. DAFI 52-101 and AFI 52-104 are the “service regulations” that prohibit chaplains from bearing arms and classify them as noncombatants (as referenced by Joint Publication 3-83, *Religious Affairs in Joint Operations*, paragraph I.4). **(T-1)** See also the *Department of Defense Law of War Manual* and AFI 51-401, *The Law of War*.

2.3.1.4. Religious Affairs Airmen are normally combatants and are not ordinarily considered protected, medical, or religious personnel. Religious Affairs Airmen provide Force Protection for the RST. Removal of Religious Affairs Airmen from direct duty with their chaplains for the purposes of security augmentation is a threat to the safety of that unarmed chaplain and the unit’s spiritual resiliency.

2.3.2. Religious Accommodation. The Chaplain Corps directly provides or indirectly provides for the free exercise of religion for all Airmen, Guardians, and authorized civilians from all faith groups. This support takes a variety of forms such as religious rites, pastoral care, religious education, additional faith-group-appropriate religious practices and programs, and roles in the formal religious accommodation process.

2.3.2.1. Religious Rites. Chaplains conduct religious rites consistent with the guidance of their Religious-Endorsing Organizations. **(T-0)**

2.3.2.1.1. Rites such as worship services are held for the installation or unit population. The Sr RST has responsibility to plan, advertise, and provide worship opportunities in response to the validated religious needs of assigned Airmen, Guardians, their dependents, and other authorized personnel with consideration of staff capabilities and available resources.

- 2.3.2.1.2. Additional rites and sacraments (e.g., baptisms, weddings, baby blessings, confession) for Airman and Guardian families are authorized.
- 2.3.2.1.3. Chaplains lead on-base religious memorial services. These services are consistent with faith group and endorser norms. Chaplains may support on-base remembrance ceremonies such as POW/MIA ceremonies, fallen warrior ceremonies, and unit remembrances. For these events, see DAFI 34-160, *Mortuary Affairs Program*, and AFPAM 34-1202, *Guide to Protocol*.
- 2.3.2.1.4. Chaplain Corps teams are authorized to partner with local faith leaders and/or leverage technological solutions to provide for the religious needs of Airmen, Guardians, their authorized dependents, and other authorized personnel when assigned chaplains are unable to provide requested religious services.
- 2.3.2.2. Pastoral Care. Pastoral care is spiritually-based care provided by Chaplain Corps religious ministry professionals for authorized personnel. Pastoral care is linked to the chaplain's role as a religious leader.
- 2.3.2.3. Religious Education. Chaplains may lead or manage faith-group-appropriate religious education programs.
- 2.3.2.4. Additional Faith-Group-Appropriate Religious Practices and Programs. Chaplains lead other religious practices and programs as appropriate to faith group and endorser guidelines.
- 2.3.2.5. Roles in the Formal Religious Accommodation Process. While chaplains provide advice to leadership as staff officers in the religious accommodation process and members of the Religious Resolution Team, they are also pastoral leaders of members requesting accommodations. For this reason, they may have pastoral roles for some members, and more detached staff officer roles for others. For more on this topic, see DAFI 52-201, *Religious Freedom in the Department of the Air Force*.
- 2.3.3. Spiritual Fitness. Spiritual fitness is the ability to adhere to beliefs, virtues, or values needed to develop a fulfilling life with quality of service.
- 2.3.3.1. Spirituality is the means to find ultimate meaning and purpose in life.
- 2.3.3.2. Chaplains provide counseling to bolster spiritual fitness for Airmen, Guardians, their authorized dependents, and other authorized personnel.
- 2.3.3.3. Chaplain Corps teams operate programs (e.g., Strong Bonds) that build and maintain a strong family structure, and support the resiliency, suicide prevention, and holistic wellness of single and married military members as well as their dependents.
- 2.3.3.4. Chaplain Corps teams are encouraged to develop partnerships with installation and other helping agencies to enhance execution of these missions.
- 2.3.4. Leadership Advisement. Chaplains and Religious Affairs Airmen advise DAF leaders at all echelons on all matters pertaining to religion, morals, ethics, morale, and well-being. This advisement includes the following, non-exhaustive list:
- 2.3.4.1. The potential mission impact of religion at the strategic, operational, and tactical levels.

2.3.4.2. The religious, spiritual, moral, and ethical health of the unit, if this does not infringe on confidentiality or privileged communication.

2.3.4.3. Public prayer, memorials, prayer at official functions and meetings, visits by ecclesiastical endorsing agencies, and relations with civilian religious leaders and their communities.

2.3.4.4. Religious accommodation requests and religious liberty inquiries.

2.3.4.5. Ethical and moral implications of plans, policies, operations, and strategies, as long as this is consistent with a chaplain's noncombatant status.

2.4. Authorized Individuals.

2.4.1. The Chaplain Corps provides care to military members and their dependents. **(T-0)**

2.4.2. The Chaplain Corps provides care to DoD civilian employees who have been authorized for care (see **paragraph 2.4.2.1.**). Chaplain Corps personnel should not deny care to any DoD civilian in need. However, if care has not been authorized, Chaplain Corps personnel should transition that civilian employee's care to an appropriate caregiver, such as the care agency designated by a civilian benefits plan.

2.4.2.1. Civilian employees may be authorized routine care and coverage through the explicit direction of the commander responsible for the religious and spiritual programs that the chaplain is implementing. This is usually articulated in a commander-signed Annual Ministry Plan, or less commonly a base or installation support plan, or a similar source of authority such as a Status of Forces Agreement. Consult local Staff Judge Advocate (SJA) and command authorities if civilian authorization is unclear.

2.4.2.2. The Sr RST should advise command on potential impacts if commanders designate civilian employees for support where there is no manpower offset for that support.

2.4.3. Contractor Employees receive support according to the terms of their contract with the government. Chaplain Corps personnel should not deny care to any person in crisis but should quickly transition that person's care to an authorized caregiver. Expending government manpower and resources for non-covered, non-DoD individuals can potentially violate law.

2.4.4. By law, chaplains are generally prohibited from providing religious support to the general civilian population while in their official roles, other than in specific emergency situations. **(T-0)** Chaplain Corps personnel require explicit and unambiguous tasking from proper authority to provide such care. **(T-0)** Care for retired military members is permitted as part of on-base activities but they are not covered individuals under 10 USC §1789 authorized support services as part of a Chaplain-led program.

Chapter 3

ADVISORY BODIES

3.1. The Department of the Air Force Chaplain Corps Staff. Provides support to the Chief of Chaplains and advice on issues impacting the DAF.

3.2. The Chaplain Corps (HC) Executive Council. The core advisory body to the Chief of Chaplains. The HC Executive Council recommends action and is a venue for communication to all levels of leadership, with membership determined by the Chief of Chaplains.

3.3. The Chaplain Corps (HC) Council. The senior advisory body to the Chief of Chaplains. The council advises on policies and programs affecting the Air Force. Meets annually, and at the discretion of the Chief of Chaplains to recommend actions and a venue for communication to all levels of leadership. Membership is determined by the Chief of Chaplains.

3.4. The Chaplain Corps (HC) Board. An advisory body to the HC Council. HC Boards meet as called by the Chief of Chaplains or designee to make delegated decisions or review recommendations for consideration by the HC Council.

3.5. Chaplain Corps (HC) Groups. These are designated standing working groups or instituted short-term working groups formed to advise the HC Board on information, request vectored direction, or items submitted for a decision. The HC Board either decides to approve and brief the HC Council on the results or recommends presentation to the HC Council for recommendations or decision. The Chief of Chaplains as the Functional Authority serves as the final decision maker and authority.

3.6. 52R Council of Colonels. An advisory body to the Chief of Chaplains. The purpose of this group is to provide feedback, observation, suggestions, and advisement from the field to the Chief of Chaplains.

3.7. 5R Council of Chiefs. An advisory body to the SEL, Religious Affairs Airmen. The purpose of this group is to provide feedback, observations, suggestions, and advisement from the field to the Chief of Chaplains.

3.8. Multi-Faith Advisory Body. A body made up of Senior Faith Group chaplains representing their faith groups to advise the Chief of Chaplains on matters related to the DAF or career field regarding their particular faith groups. This body will meet quarterly to discuss religious accommodations, deliberate development, and improve communications. The Chief of Chaplains will call the quarterly meetings of the Multi-Faith Advisory Body members.

Chapter 4

CIVILIAN RESOURCE PERSONNEL AND ORGANIZATIONS

4.1. Overview. The Wing/Delta/Installation Chaplain may authorize and direct qualified resource personnel to provide for religious program requirements that cannot be provided by assigned Chaplain Corps personnel.

4.2. Certifying Resource Personnel. The Wing/Delta/Installation Chaplain will annually validate all resource personnel requirements and performance agreements. **(T-1)** The wing chaplain will:

4.2.1. Ensure required letters of certification from a recognized religious organization are on file (see [paragraph 4.4](#) as applicable). **(T-1)** Ensure Resource Personnel are briefed on requirements, restrictions, prohibitions, and performance expectations. **(T-1)**

4.2.2. Ensure the wing/delta/installation chaplain and the resource personnel sign the performance agreement(s). **(T-2)**

4.2.3. Maintain documentation in official files. **(T-2)**

4.3. Clergy. Civilian clergy may serve in Civil Service positions or as contractors. They lead specific faith communities but may not use the duty title of “chaplain.” **(T-0)** They must meet the same educational requirements outlined in DoDI 1304.28, *The Appointment and Service of Chaplains*, and provide a valid DD Form 2088, *Statement of Ecclesiastical Endorsement*, from a recognized Religious-Endorsing Organization. **(T-0)**

4.3.1. In order to ensure accountability of all non-military clergy, an installation seeking to hire civilian General Schedule (GS) or contract clergy must make a formal request through its functional authorities to AF/HCP. Approval is required every time a new civilian position is created or before a vacancy announcement for an existing civilian position is made. **(T-1)**

4.3.2. For contractor employees, AF/HCP approval is required prior to every new contract. Option years for existing contracts are not considered new contracts.

4.3.3. The policy and required documents for requesting civilian clergy are found on the Chaplain Corps Resource Hub. This procedure also applies to [paragraph 4.4](#) below.

4.4. Distinctive Religious Group Leaders (DRGLs) or Non-Chaplain Lay Leaders. Volunteers (e.g., Buddhist Lay Leader, Muslim Lay Leader, etc.) must provide written validation of their credentials. While a DD Form 2088 is not required for volunteers, personnel will provide validation of credentials on official letterhead by a religious organization. **(T-1)** This organization must meet comparable organizational requirements as delineated for DoD-Listed Religious-Endorsing Organizations IAW DoDI 1304.28, paragraph 4. Coordinate with AF/HCX for questions about these requirements. **(T-1)** Wing/Delta/Installation Chaplains must maintain the documentation in official files. **(T-1)**

4.5. Civil Air Patrol Chaplains. Wing/Delta/Installation Chaplains may utilize fully qualified, volunteer Civil Air Patrol chaplains determined to be fully qualified by standards set by the 52RX Career Field Manager for this purpose. They may provide chaplain-specific religious support during contingencies or local emergencies. Wing, Delta, or Installation Chaplains will restrict

Civil Air Patrol utilization to exceptional cases where Regular Air Force or reserve component chaplains are unavailable. **(T-2)**

4.5.1. Civil Air Patrol chaplains serve as Air Force Auxiliary chaplains in accordance with 10 USC § 9492, *Status as volunteer civilian auxiliary of the Air Force*, (see DAFI 10-2701, *Organization and Function of the Civil Air Patrol*).

4.5.2. Chaplain Corps members overseeing Civil Air Patrol chaplains should be familiar with current Civil Air Patrol chaplain uniform policy.

4.6. Special Resource Personnel. These can be civilian employees, contractors or contractor employees, or volunteers. They are qualified personnel who provide program or support functions for mission-specific religious requirements (e.g., religious education director, parish coordinator, etc.).

4.7. Chaplain Corps Organizations. Chaplain Corps programs operate under the direction of chaplains and chapel leadership (e.g., Protestant Women of the Chapel, Catholic Youth of the Chapel). They are not private organizations, have no tie to Non-Governmental Organizations (NGOs) or Non-Federal Entities (NFEs), and do not require charters. They operate exclusively within a chapel program.

4.8. Religiously Oriented Private Organizations (ROPOs). ROPOs (e.g., installation chapters of organizations such as Knights of Columbus, Military Mothers of Preschoolers, Cadence International) may support the overall Chaplain Corps mission. They are governed by AFI 34-223, *Private Organizations Program*.

4.8.1. ROPOs are NGOs (or less commonly NFEs) registered with the installation and must be financially and operationally self-sustaining in accordance with AFI 34-223. **(T-1)** They may use Chaplain Corps facilities in accordance with DAFI 52-105, *Chaplain Corps Resourcing*, Chapter 4, as well as local Operating Instructions and installation guidance on use of government facilities by Private Organizations. Chaplain Corps activities, including Chaplain Corps Organizations, have scheduling priority over ROPOs.

4.8.2. ROPOs have a principally religious focus but are not Chaplain Corps Organizations. Their activities are consistent with the Chaplain Corps mission of providing spiritual care and opportunities for the free exercise of religion.

4.8.3. If ROPOs desire to use Air Force symbols or trademarks, they must work with the Air and Space Forces Intellectual Property Management team before use (<https://www.trademark.af.mil/>). **(T-1)**

4.8.4. A memorandum of agreement, in accordance with DoDI 4000.19, *Support Agreements*, and AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, will be required and reviewed annually between the Wing/Delta/Installation Chaplain and the ROPO leader. **(T-1)** The Wing/Delta/Installation Chaplain will ensure the memorandum will outline the Chaplain Corps official interaction capacity, communication paths, installation requirements, restrictions, prohibitions, and expectations in accordance with AFI 34-223. **(T-1)**

4.8.5. Funding from ROPOs is independent of the Chaplain Corps and will not be included as a resource in the Annual Ministry Plan. **(T-1)**

4.8.6. Nothing in this instruction precludes contracting with an NGO or NFE, including a ROPO, for the provision of specific services, but the ROPO must not receive any advantage in bidding or information as compared to other bidders. **(T-0)**

Chapter 5

VOLUNTEER OPERATIONS

5.1. Definition. A Chaplain Corps volunteer is an individual who performs gratis services in an official capacity in support of the Chaplain Corps mission. The DoD authorizes the Chaplain Corps to utilize volunteers in accordance with DoDI 1100.21, *Voluntary Services in the Department of Defense*. Wing, Delta or Installation Chaplains must ensure all volunteers complete a DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities & Non Appropriated Fund Instrumentalities*. **(T-2)**

5.1.1. The Wing, Delta, or Installation Chaplain may authorize and direct personnel to provide for religious requirements that enhance programs and support Chaplain Corps personnel.

5.1.2. When a volunteer program operates, the Wing, Delta, or Installation Chaplain (or equivalent) will:

5.1.2.1. With the Superintendent or NCOIC, Religious Affairs, implement a program to qualify volunteers, train volunteers, track volunteer hours, and recognize volunteers in accordance with DoDI 1100.21 when volunteer services are regularly occurring or of an ongoing nature. **(T-0)**

5.1.2.2. Have final approval authority for members working for or participating in Chaplain Corps programs. While the Chaplain Corps may accept volunteer services, it is not obligated to accept those services, and is not obligated to accept particular volunteers.

5.1.2.3. Implement a program to qualify all Chaplain Corps personnel working with and caring for minors. **(T-1)**

5.1.2.4. 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)**

5.2. Responsibilities of the Chaplain Corps Volunteer.

5.2.1. Signs Chaplain Corps non-disclosure agreement to certify understanding of confidentiality and privileged communication while volunteering to support the Chaplain Corps mission. **(T-1)**

5.2.2. If working in programs involving minors, self-report all disqualification criteria as required in DoDI 1402.05, Enclosure 3, Paragraph 3.b. **(T-0)**

5.2.3. If under the age of 18, must provide written parent or guardian permission prior to assuming a volunteer position. **(T-1)** Any volunteers under the age of 16 years must be part of an activity that provides line of sight and/or youth protection training as described in [paragraph 5.4](#). **(T-1)**

5.2.4. Reimbursement for Expenses. Volunteers will not be reimbursed for services provided. Volunteers may be reimbursed for expenses incidental to the provision of voluntary services in accordance with applicable law and issuance. The Wing, Delta, or Installation chaplain must approve, in advance, reimbursements for all incidental expenses that they elect to authorize. **(T-3)**

5.2.5. Volunteers with state driver's license and local Logistics Readiness Squadron training are authorized to operate government motor vehicles per 24-series publications.

5.2.6. With appropriate training, volunteers may have access to DAF Information Technology systems and Personally Identifiable Information if needed.

5.3. HOPE – Spiritual Fitness Initiative. This is a Chaplain Corps volunteer Spiritual Fitness, connection, and Spectrum of Resilience initiative that functions in all DAF mission sets (e.g., training and operational missions). HOPE provides Airmen, Guardians, and their families a volunteer opportunity to support their units and their Chaplain Corps communities. Family members must be at least 18 years old to participate. Volunteers provide support through modeling and contributing to healthy relationships, participating in spiritual fitness activities and care networks, fostering peer-to-peer care, and referrals. Additionally, with Chaplain Corps volunteer training, HOPE volunteers will develop their Air Force Foundational Competencies and their Airman Leadership Qualities to further broaden their knowledge, skills, and abilities. Volunteers serving in operational settings do not require prior experience as a technical training or United States Air Force Academy White Rope or similar initiative in order to participate in an operational/permanent party assignment. Lastly, wing, delta, or installation policy determines who is eligible to serve as a HOPE volunteer (e.g., rank, military, civilian, or being open to joint partners).

5.3.1. MAJCOM/FLDCOM/DRU/FOA Chaplain Corps teams will review HOPE – Spiritual Fitness programs within their areas of responsibility once every two years. **(T-2)**

5.3.2. If the program is implemented, the Wing, Delta, or Installation Chaplain will:

5.3.2.1. Implement and maintain the HOPE – Spiritual Fitness Initiative to organize, train, and equip volunteers. **(T-3)** Training can be found on the Chaplain Corps Resource Hub.

5.3.2.2. Appoint an RST to manage and execute the initiative. **(T-3)**

5.3.2.3. Annually review and approve local policy and handbook. **(T-3)**

5.3.2.4. Remove a volunteer, in coordination with the volunteer's leadership, based on disqualifying factors outlined in local policy and specified in handbook. **(T-3)** The volunteer's chain of command also has the authority to remove the volunteer from their role as an agent of HOPE.

5.3.2.5. Ensure HOPE efforts and activities are synchronized with the Community Action Board (e.g., serving on Integrated Resilience Teams) and respective Unit RSTs (e.g., True North). **(T-3)**

5.3.2.6. Solicit advice from appropriate stakeholders to shape Annual Ministry Plan requirements. **(T-3)**

5.3.2.7. Mentor and coach with the Superintendent/NCOIC, Religious Affairs, the managing HOPE RST on the planning and execution of this initiative. **(T-3)**

5.3.2.8. Annually review the local policy and handbook. **(T-3)**

5.3.3. If the program is implemented, the managing HOPE RST will:

5.3.3.1. Establish and maintain a handbook that sets standards and volunteer requirements. **(T-3)**. At minimum the handbook will include:

5.3.3.1.1. Not Used

5.3.3.1.2. Expectations for the volunteers, to include eligibility, standards, training, accountability, and a localized volunteer application template requiring leadership and supervisor's endorsement.

5.3.3.1.2.1. Current referral information, such as a list of the base helping agencies and applicable Chaplain Corps contact information.

5.3.3.1.3. Procedures for wear of the HOPE patch in accordance with local wing, delta, or installation commander approval or policy.

5.3.3.2. Establish, conduct, and track recurring training topics, such as, but not limited to privileged communication, suicide prevention, religious accommodation, listening skills, character development, moral reasoning, and spiritual fitness. **(T-3)**

5.3.3.3. Train unit leadership, unit RSTs, and Chaplain Corps community leaders on the capabilities, roles, and responsibilities of HOPE volunteers. **(T-3)**

5.3.4. Unit RSTs will:

5.3.4.1. Recruit and assist the managing of the HOPE RST in training and maintaining accountability of respective unit volunteers in accordance with local policy/handbook. **(T-3)**

5.3.4.2. Assist with funding (as available) when their respective unit members attend HOPE training or activities. **(T-3)**

5.3.4.3. Training can be found on Chaplain Corps Resource Hub.

5.3.5. AFIMSC/IZH will:

5.3.5.1. Provide a website for units to store and organize HOPE data, and templates/examples of local policy/handbooks, training calendars/curriculum, and on-boarding programs. **(T-1)**

5.3.5.2. Collaborate with AF/HCX on any aspects of the HOPE that may be assessed in MICT. **(T-1)**

5.3.5.3. Provide HOPE RSTs electronic means to send automated emails notifying gaining units of an incoming volunteer. **(T-1)**

5.3.5.4. Give Air Force Reserve (AFR) and ANG access to the website so HOPE RSTs can enter their volunteer information. **(T-1)**

5.3.6. Air Force Chaplain Corps College (AFCCC) will:

5.3.6.1. Develop and maintain annual training requirements on the Chaplain Corps Resource Hub, HOPE Training page. **(T-1)**

5.3.6.2. Conduct annual audit of training requirements and provide recommendations to the Chaplain Corps Education Oversight Board. **(T-1)**

5.3.6.3. Update training as required. **(T-1)**

5.4. Background Checks for Children's Ministry Programs. DAF Chaplain Corps leaders at all levels must ensure the safety and welfare of minors, age 17 years and under, participating in

Chaplain Corps activities. **(T-1)** Chaplain Corps leaders must also safeguard Chaplain Corps employees and volunteers. **(T-1)** Military members aged 17 are emancipated and are not minors. DoDI 1402.05 governs the requirements in **paragraph 5.4** and subparagraphs. The Wing/Delta/Installation Chaplain serves as office of primary responsibility for this policy at the local level. **(T-0)**

5.4.1. This guidance applies to all military, DAF civilian personnel, contractors, contractor employees and volunteers working or participating in military-sanctioned Chaplain Corps activities.

5.4.2. Approval authority. The Wing/Delta/Installation Chaplain has final approval authority for members working or participating in Chaplain Corps programs involving minors.

5.4.3. Responsibilities.

5.4.3.1. Wing/Delta/Installation Chaplains will ensure line-of-sight supervision exists for non-specified volunteers and individuals pending favorable adjudication, who will interact with minors in Chaplain Corps programs. **(T-0)**

5.4.3.2. Private organizations utilizing Chaplain Corps facilities will be responsible for ensuring their participants (including employees and volunteers) adhere to the children and minor safety requirements of DoDI 1402.05. **(T-0)** For requirements pertaining to Private Organizations, see AFI 34-223.

5.4.3.3. The Wing/Delta/Installation Senior RST or delegated authority:

5.4.3.3.1. Conducts a quarterly assessment of the Child Care Criminal History Background Check Program. **(T-1)**

5.4.3.3.2. Maintains responsibility for the Chaplain Corps Child Care Criminal History Background Check Program. **(T-1)**

5.4.3.3.3. Coordinates processing background checks according to requirements. **(T-1)**

5.4.3.4. Line-of-Sight Supervisors (LOSS) provide continuous visual observation and oversight of Chaplain Corps personnel working with minors. Line-of-sight supervisors may oversee several separate classrooms and volunteers at the same time (e.g., Sunday School, Vacation Bible School, etc.). LOSS 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).

5.4.3.5. If a LOSS is unavailable, individuals restricted to line-of-sight supervision may interact with minors only under one of the following conditions:

5.4.3.5.1. The interaction occurs in the presence of the minor's parent or guardian. **(T-0)**

5.4.3.5.2. Interaction is necessary to prevent death or significant harm to the minor and line-of-sight supervision is unrealistic or infeasible. **(T-0)**

5.4.4. Requirements.

5.4.4.1. LOSS are individuals that have favorably met all adjudication requirements. Line-of-sight supervisors may include chaplains, religious affairs airmen, Chaplain Corps

employees, and Chaplain Corps contractors and others as designated by the Wing/Delta/Installation Chaplain. LOSS supervise non-specified volunteers and individuals pending favorable adjudication.

5.4.4.2. LOSS require one of the following: **(T-0)**

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

5.4.4.2.2. 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. **(T-0)**

5.4.4.3. LOSS may provide line-of-sight supervision as well as interact alone with minors in Chaplain Corps programs.

5.4.4.4. When practicable, assign a minimum of two Chaplain Corps members or authorized volunteers to a room where minors are present. **(T-1)**

5.4.4.5. Chaplains, Religious Affairs Airmen, all Chaplain Corps employees, and contractor employees who may come into contact with minors in Chaplain Corps programs must meet LOSS requirements. **(T-1)**

5.4.4.6. Specified Volunteers. Specified volunteers are individuals who could have extensive or frequent interaction with minors in Chaplain Corps programs over a period of time. 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. Specified volunteers may interact alone with minors but will not serve as line-of-sight supervisors. **(T-0)** Specified volunteers include, but are not limited to:

5.4.4.6.1. Religious education instructors.

5.4.4.6.2. Positions involving extensive interaction alone with minors.

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

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

5.4.4.7. Non-Specified Volunteers.

5.4.4.7.1. Non-specified volunteers are persons who interact with minors in a Chaplain Corps 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.).

5.4.4.7.2. 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.

5.4.4.8. Installation Records Check (IRC).

5.4.4.8.1. An IRC reviews records in the two-year period before and up to the date of application.

5.4.4.8.2. The Chaplain Corps program IRC 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 (IRC)*, will be used to conduct the IRC. **(T-0)**

5.4.4.9. Overseas Guidelines. As applicable, the employing agency must request foreign government checks of individuals serving on DoD installations overseas. **(T-1)** Installation Chaplain Corps programs must obtain a host national agency security check. **(T-1)** Such checks must be comparable to those required by DoD and DAF instructions. **(T-1)** Where it is not possible to obtain comparable criminal history checks, Wing/Delta/Installation Chaplains will designate foreign nationals as non-specified volunteers. **(T-1)** Volunteer supervisors will keep such volunteers under line-of-sight supervision when in the presence of minors. **(T-0)**

5.4.4.10. FBI advance fingerprint checks will be conducted by the installation Human Resource Office or other assigned office using the Centralized Background Investigation Cell process. **(T-0)**

5.4.4.11. Conspicuous Identification.

5.4.4.11.1. Chaplain Corps volunteer program managers will prominently identify specified and non-specified volunteers, and LOSS by means of distinctive badges, clothing, or other visible markings. **(T-1)** 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)**

5.4.4.11.2. Conspicuous identification of personnel interacting with minors may include creative elements such as hats, shirts, smocks, lanyards, etc. However, Chaplain Corps programs must meet the following minimum requirements:

5.4.4.11.2.1. LOSS. Conspicuous identifier must be green in color. **(T-1)**

5.4.4.11.2.2. Specified Volunteers. Conspicuous identifier must be yellow in color. **(T-1)**

5.4.4.11.2.3. Non-Specified Volunteers. Conspicuous identifier must be red in color. **(T-1)**

5.4.4.12. 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. **(T-0)** DoDI 1402.05 outlines disqualification criteria. Wing/Delta/Installation Chaplain will immediately suspend disqualified persons from providing services, pending review and final disposition of their case. **(T-0)**

5.4.4.13. Reverification. All Chaplain Corps personnel, contractors, contractor employees and specified volunteers working with minors must complete reverification every five years. **(T-0)** Reverification for chaplains, religious affairs airmen, GS civilians, contractors, contractor employees and all line-of-sight supervisors must include 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 IRC, and an FBI fingerprint check. **(T-0)** Reverification for specified volunteers must include an IRC and FBI fingerprint check. **(T-0)**. DoDI 1402.05 outlines further reverification requirements.

Chapter 6

RECRUITING

6.1. Officer. DoDI 1304.28 and DAFMAN 36-2032, *Military Recruiting and Accessions*, establish guidance for Chaplain Corps recruiting and accessions. The offices of primary responsibility (OPR) for chaplain recruiting efforts for the various components and programs are as follows:

6.1.1. AF/HCP determines accession and training priorities in support of the vision and mission of the Chaplain Corps. AF/HCP provides guidance and functional oversight to AFRS/RSOH. AF/HCP also works with AFRC/HC to determine recruiting goals and projected requirements for the Chaplain Candidate Program. **(T-1)**

6.1.2. AFRS/RSOH executes recruiting for Regular Air Force (RegAF) Chaplains.

6.1.3. AFRC/HCX executes recruiting for Air Force Reserves chaplains and chaplain candidates.

6.1.4. NGB/HC executes recruiting for ANG Chaplains.

6.1.5. Chaplain Corps recruiting Offices of Primary Responsibility (OPRs) coordinate recruiting responsibilities associated with seminary and religious training school visits based on the needs of the DAF. OPRs ensure these visits promote faith group diversity, fill Air Force requirements, and enhance Chaplain Corps capabilities.

6.1.6. Chaplain Corps recruiting OPRs may solicit assistance from chaplains not assigned to a recruiting office through that chaplain's chain of command for outreach to their educational institutions, conferences, and similar venues if appropriate. Any outreach that involves requirements, taskings, or impact to duty hours or assigned responsibilities must be coordinated with the chaplain's supervisor before final action.

6.1.7. Chaplains visiting seminaries or religious training schools are encouraged to be in service dress uniform or blues combination during their visit, if appropriate for the faith group and setting. However, chaplains should also be conscious of statements or activities that would imply government advocacy or violate the appearance of government neutrality. If in doubt, do not wear the uniform under those circumstances. Coordinate with Public Affairs if uniform wear will coincide with media distribution of any proceedings.

6.1.8. Chaplains conducting visits should be familiar with current HC accession programs and materials. The Chaplain Corps recruiting website (www.AirForce.com/chaplain) contains helpful information for these visits.

6.1.9. Base or Installation Events. Wing, Delta, or Installation Sr RSTs are encouraged to partner with Chaplain Corps recruiting OPRs to host recruiting events at their base or installation. These events may be held in conjunction with outreach programs such as clergy days, National Prayer events, etc.

6.2. Enlisted. Enlisted Airmen who desire to serve in the Chaplain Corps as Religious Affairs Airmen must volunteer and fulfill all requirements as specified in the AFECD (in accordance with AFMAN 36-2100, *Military Utilization and Classification* and DAFMAN 36-2032.

6.2.1. Non-Prior Service Accessions (NPS), RegAF only. The Air Force Religious Affairs CFM oversees the NPS trainee accession timeline, interview, questionnaire, and process with Air Force Recruiting Service (AFRS/RSOH) and the AETC Religious Affairs SEL. **(T-1)**

6.2.1.1. The 37th Training Wing, JBSA-Lackland TX, using policies established by AF/HC, conducts initial entry interviews of RegAF NPS enlisted Airmen into the Religious Affairs Career Field and provide approval recommendations to the Religious Affairs CFM. CFM provides final RegAF NPS selection roster to AFRS.

6.2.2. NPS Reclassification Accessions, RegAF only. Reclassification applicants have successfully completed Basic Military Training but are unable to complete their originally identified Air Force Specialty Technical Training due to medical or academic failure to progress. They will be considered for 5R0 accession on a case-by-case basis. The AETC Religious Affairs SEL manages the accession process as well as technical training scheduling, in coordination with Second AF. The Religious Affairs CFM oversees the process and provides final approval/disapproval for all reclassification applicants.

6.2.3. Prior Service Retraining Accessions. The Chaplain Corps may recruit and retrain enlisted members from other career fields. A Wing, Delta, or Installation Sr RST will conduct the screening, interview, and shadow program for the prospective retrainee, then forward recommendations to their respective MAJCOM/DRU/FOA/FLDCOM chaplain's office for review and approval/disapproval. **(T-1)** The Religious Affairs CFM oversees the retraining accessions interview questionnaire and process. **(T-1)**

6.3. Chaplain Candidates and the Chaplain Candidate Program.

6.3.1. AFRC/HC recruits chaplain candidates to meet the needs of the Air Force Reserve, ANG, and Regular Air Force Chaplain Corps.

6.3.2. In cooperation with AF/HCP, AFRC/HC determines recruiting goals based on projected requirements.

6.3.3. AFRC/HC develops career vectors to prepare chaplain candidates for chaplain positions in the DAF.

6.3.4. Completion of the Chaplain Candidate Program does not guarantee appointment as a chaplain.

6.3.5. Appointment of chaplain candidates. AFRC/HC approves and processes chaplain candidates for appointment in accordance with DAFMAN 36-2032, *Military Recruiting and Accessions*.

6.3.6. Training of chaplain candidates.

6.3.6.1. The Chaplain Candidate Program includes the following:

6.3.6.1.1. Officer training as determined by current guidance.

6.3.6.1.1.1. Prior Air Force Officers. Chaplain candidates who are prior Air Force officers are not required to attend Officer Training.

6.3.6.1.1.2. Prior Sister Service Officers. Chaplain candidates coming from services outside the DAF are required to attend Air Force Officer Training.

- 6.3.6.1.2. Supervised internship training tours as determined by AFRC/HC. Wings/deltas/installations will assign chaplain candidates a supervisor in the rank of Captain or above during internships. **(T-3)**
- 6.3.6.2. AFRC/HC manages chaplain candidates and assigns them to AFRC. AFRC/HCX publishes guidance for the chaplain candidate Program.
- 6.3.7. Reappointment of chaplain candidates.
 - 6.3.7.1. Chaplain candidates reappoint as chaplains in accordance with DAFMAN 36-2032.
 - 6.3.7.2. 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)**

Chapter 7

CHAPLAIN DESIGNATION AND ENDORSEMENT

7.1. 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)**

7.1.1. To be designated as a chaplain by the Chief of Chaplains under Title 10 USC § 8067 (h), the officer must satisfy the requirements set forth in DoDI 1304.28 and DAFMAN 36-2032. **(T-0)**

7.1.2. The officer must have two years of professional religious leadership experience for an active component appointment. **(T-1)**

7.1.3. Chaplains must meet DoD and DAF physical, medical, and age requirements. (See DoDI 6130.03 vol. 1, *Medical Standards for Military Service: Appointment, Enlistment, or Induction*; DAFMAN 48-123, *Medical Examinations and Standards*; and DAFMAN 36-2032.) **(T-0)**

7.1.4. Air National Guard chaplains (NGB/HC). Reference DAFMAN 36-2032, Chapter 5, for further information and guidance.

7.1.5. Statement of Ecclesiastical Endorsement. The Chaplain Career Management Branch Division (AFPC/DPMH) maintains a valid Department of Defense (DD) Form 2088, 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 ANG chaplain.

7.1.6. Maintaining Designation. For entry into, award, and retention of this specialty, ecclesiastical endorsement from a religious-endorsing organization recognized by the DoD AFCEB is mandatory (see Air Force Officer Classification Directory, DoDI 1304.28, and DAFI 36-3211, *Military Separations*). **(T-0)**

7.1.6.1. Chaplains must comply with the requirements of their religious-endorsing organization. **(T-0)**

7.1.6.2. Religious-endorsing organizations may require attendance at endorser-sponsored or endorser-approved meetings and/or training events for chaplains endorsed by the organization.

7.1.6.2.1. Endorser-Mandated Events. When endorsing organizations mandate attendance at training, meetings, consultations, or other events, the event shall be treated as an Air Force requirement and temporary duty is authorized. Wing, Delta, or Installation Chaplains may authorize assigned chaplains to attend one funded event per year. Normal Joint Travel Regulations **Chapter 2** Temporary Duty allowances are authorized. If the endorser provides payment of any travel expenses (e.g., lodging, meals), then process gift acceptance per 31 USC §1353 and AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*.

7.1.6.2.2. Non-mandatory Events. Chaplains are authorized Permissive Temporary Duty to attend non-mandatory endorser events in accordance with DAFI 36-3003, *Military Leave Program*.

7.1.6.2.3. Reserve chaplains. For Reserve chaplains, refer to AFMAN 36-2136, *Reserve Personnel Participation*.

7.1.6.3. 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 (TDY), PTDY, or leave status in accordance with DOD 5500.7-R, *Joint Ethics Regulation*, and DAFI 36-3003.

7.2. Change of Ecclesiastical Endorsement.

7.2.1. The Chief of Chaplains, or delegated authority, is the approval authority for change in ecclesiastical endorsement for Regular Air Force and Air Force Reserve chaplains. The NGB Chaplain Corps Office, in coordination with the Adjutants General of the particular state or territory concerned, is the approval authority for changes of ecclesiastical endorsement of ANG chaplains.

7.2.2. Change of Endorsement Process.

7.2.2.1. Chaplains who choose to change religious organizations will submit a Request for Change in Ecclesiastical Endorsement (**Attachment 2**). Chaplains submit the memorandum through the MAJCOM/FLDCOM/DRU/FOA senior chaplain to the Chaplain (52R) Career Field Manager (AF/HCP). The memorandum will include a statement of intent to change religious organizations. The memorandum must state the chaplain has communicated with both the former/current and prospective endorsing agents. **(T-1)**

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

7.2.2.3. The Chief of Chaplains reviews the request. The review process includes determining if the request fills a valid DAF requirement.

7.2.2.4. 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: MAJCOM/FLDCOM/DRU/FOA senior chaplain, Wing, Delta, or Installation Chaplain, and requester. **(T-1)**

7.2.2.5. The Chief of Chaplains has discretion to disapprove change of ecclesiastical endorsement requests for RegAF and Reserves and recommend disapproval for ANG if the chaplain has a record of disciplinary action (i.e., referral evaluation, Unfavorable Information File, adverse administrative action, record of nonjudicial punishment, etc.). The Chief of Chaplains may also disapprove changes for cause.

7.3. Withdrawal of Chaplain Designation.

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

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

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

7.3.2.1.1. 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.

7.3.2.1.2. The chaplain fails to maintain ethical or professional standards. Standards include, but are not limited to non-combatant status, privileged communication, the trust inherent in the clergy-penitent relationship, or other requirements of this Instruction or other DoD or DAF issuances.

7.3.2.1.3. The chaplain violates the Uniform Code of Military Justice (UCMJ), or for ANG chaplains serving in a Title 32, United States Code status, that chaplain's state or territorial code of military justice. The Chief of Chaplains is not required to await disposition of any administrative, nonjudicial, or judicial action before taking action to remove the designation, so long as they have determined there is a preponderance of the evidence that misconduct was committed.

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

7.3.2.1.5. The chaplain fails to successfully complete officer training.

7.3.2.1.6. The chaplain fails to successfully complete the Basic Chaplain Course.

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

7.3.2.1.8. The Chief of Chaplains determines that withdrawal is in the best interest of the DAF.

7.3.3. Wing, Delta, or Installation Chaplain may recommend withdrawal of a chaplain's designation. Wing, Delta, or Installation Chaplain submit recommendations to the Chief of Chaplains through the MAJCOM/FLDCOM/DRU/FOA senior chaplain to AF/HCP. Wing, Delta, or Installation Chaplain and Chaplain Corps leaders at each organizational echelon may add pertinent information and documentation.

7.3.4. 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 after receipt of the notice of withdrawal to respond (45 calendar days for reserve or guard chaplains not on reserve personnel appropriation or military personnel appropriation orders).

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

7.3.4.2. For ANG chaplains, the Chief of Chaplains recommends a final course of action to the Adjutant General of the chaplain's state, commonwealth, or territory.

Chapter 8

TRAINING AND PROFESSIONAL DEVELOPMENT

8.1. Professional Development. Professional development is essential in supporting the DAF and Chaplain Corps mission requirements. Through professional development, the DAF trains and prepares personnel to perform their duties and accept additional responsibilities at the appropriate leadership level. This aids continued development of knowledge, skills, and abilities which result in technical skill proficiency.

8.2. Chaplain.

8.2.1. Formal Training (Core Courses). Course descriptions, content, and prerequisites are found in Air Force Education and Training Course Announcements and approved through the 52R CFM (AF/HCP). All waiver requests should be routed through AF/HCP.

8.2.1.1. Basic Chaplain Course. Religious ministry professionals accessed 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 accessed chaplains must complete the course within 24 months of accession. **(T-1)**

8.2.1.2. 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.

8.2.1.3. 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. **(T-1)**

8.2.1.4. Deputy Wing Chaplain Course. Chaplains who meet both criteria below must attend: **(T-1)**

8.2.1.4.1. Chaplains who, within the past twelve months, have assumed or in the next twelve months are projected to assume their first career role as Deputy Wing, Delta, or Installation Chaplain or IMA to the Deputy Wing, Delta, or Installation Chaplain.

8.2.1.4.2. Any chaplain in the rank of captain to lieutenant colonel nominated by the appropriate command.

8.2.1.5. Wing Chaplain Course. Chaplains who meet both criteria below must attend: **(T-1)**

8.2.1.5.1. Chaplains in the rank of major and above, who, within the past twelve months have assumed or are projected within the next twelve months to assume their first career role as Wing, Delta, or Installation Chaplain or IMA to the Wing, Delta, or Installation Chaplain.

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

8.2.1.6. Senior Chaplain Course: Chaplains who meet both criteria below must attend: **(T-1)**

8.2.1.6.1. Chaplains in the rank of colonel or lieutenant colonel who, within the past twelve months have assumed or in the next twelve months will assume their first career role as the Chief, Space Religious Affairs, MAJCOM/FLDCOM command chaplain, DRU chaplain, AF/HC Division Chief, Numbered Air Force command chaplain, or as an IMA to these positions.

8.2.1.6.2. Any deputy to the MAJCOM/FLDCOM command chaplain, senior DRU/FOA chaplain, AF/HC Division Chief or as an IMA to these deputy positions, or as nominated by the appropriate command.

8.2.2. 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.

8.2.3. 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 DAF and Chaplain Corps requirements. Professional Military Education (PME) is a subset of developmental education and includes Primary Development Education, Intermediate Development Education (IDE), and Senior Development Education (SDE). The Chaplain Development Team nominates chaplains to attend PME in-residence and selects chaplains for other developmental education programs.

8.2.3.1. PME Coordination. If an IDE or SDE program features a long-term research project, final thesis, or related work, individuals selected for in-residence are encouraged to coordinate with AF/HCX to discuss potential topics that would be of potential benefit to the Chaplain Corps. This coordination does not impact the academic freedom of these programs.

8.2.4. Recurring requirements. AF/HC develops and monitors certain initial and recurring functional training requirements such as Sexual Assault Prevention and Response (SAPR) Responder training and Religious Freedom training. See DAFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, paragraph 7.2.. **(T-0)**

8.2.5. Clinical Pastoral Education. The DAF Clinical Pastoral Education program provides RegAF chaplains clinical pastoral skills. These skills enable chaplains to serve effectively in medical, mortuary, confinement facility, and basic training locations.

8.2.5.1. Accreditation and Special Experience Identifier (SEI). Graduates of a DAF Clinical Pastoral Education program will receive the SEI. 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.

8.2.5.2. Graduates of an in-residence developmental education or Clinical Pastoral Education program will serve at least one utilization tour, if possible, based on mission requirements. **(T-1)**

8.2.6. Service Commitment. Chaplains must fulfill applicable service commitments they incur from participating in an in-residence developmental education or Clinical Pastoral

Education program before they are eligible for another in-residence developmental education program. **(T-1)**

8.3. Religious Affairs.

8.3.1. Religious Affairs Airman Professional Development. Religious Affairs Airmen are offered training courses for continued development of knowledge, skills, and abilities which result in technical skill proficiency.

8.3.2. Career Field Education and Training Plan (CFETP). The CFETP 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.

8.3.3. Formal Training. Religious Affairs Airmen attend formal training. Course descriptions, content, and prerequisites are found in the Education and Training Course Announcements on the ETCA website (<https://usaf.dps.mil/teams/app10-etca/sitepages/home.aspx>). Refer to the CFETP for formal training tasks and skill-level upgrade requirements.

8.3.4. Professional Continuing Education Courses.

8.3.4.1. Intervention Crisis Counseling for Religious Affairs (ICCR) Course. This course is a mandatory requirement for all Religious Affairs Airmen based on the following prioritization **(T-1)**:

8.3.4.1.1. Any Religious Affairs Airman currently assigned or projected into a position embedded in a unit.

8.3.4.1.2. Any Religious Affairs Airman nominated by a MAJCOM/DRU/FOA/FLDCOM Religious Affairs SEL.

8.3.4.2. Embedded RST Course (ERC). This course is a mandatory requirement for all Superintendents/NCOICs, Religious Affairs based on the following prioritization:

8.3.4.2.1. Any SNCO or NCO who has graduated the Apprentice Course within the past 12 months and assumed the role of Superintendent/NCOIC, Religious Affairs in a one-deep/embedded position. **(T-1)**

8.3.4.2.2. Any SNCO/NCO who has assumed the role of Superintendent/NCOIC, Religious Affairs in a one deep position in the past 12 months or is projected in the next 12 months to assume the role. **(T-1)**

8.3.4.3. Superintendent/NCOIC, Religious Affairs Course. This course is a mandatory requirement for all SEL/NCOICs, Religious Affairs based on the following prioritization:

8.3.4.3.1. Any SNCO/NCO who has graduated the Apprentice Course within the past 12 months and assumed the role of SEL/Superintendent/NCOIC, Religious Affairs. **(T-1)**

8.3.4.3.2. Any SNCO/NCO who has assumed the role of SEL/superintendent/NCOIC, Religious Affairs within the past 12 months. **(T-1)**

- 8.3.4.3.3. Any SNCO/NCO in need of refresher qualification and nominated by the MAJCOM/DRU/FOA/FLDCOM Religious Affairs SEL. **(T-1)**
- 8.3.4.4. Religious Affairs Strategic Leadership Course. This course is a mandatory requirement for all SNCOs based on the following prioritization:
- 8.3.4.4.1. Any SNCO who has assumed the role in the past 12 months or is projected in the next 12 months to assume the role of MAJCOM/DRU/FOA/FLDCOM Religious Affairs SEL and/or Manager. **(T-1)**
- 8.3.4.4.2. Any SNCO/NCO nominated by a MAJCOM/DRU/FOA/FLDCOM Religious Affairs SEL. These individuals must be funded by the volunteering organization. **(T-1)**
- 8.3.5. 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 may be 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.
- 8.3.6. Religious Affairs Resilience Course. This course provides personal growth, development, and renewal opportunities. RegAF Religious Affairs Airmen are required to attend at least one such training event every three to five years.
- 8.3.7. Religious Affairs Enlisted Development Team Vectoring. The vectoring process sets the requirements for identified developmental Religious Affairs positions, in accordance with DAFI 36-2670, *Total Force Development* and AFMAN 36-2100. The 5R0X1 Religious Affairs Enlisted Development Team Charter establishes the vectoring process, which is maintained by the Religious Affairs SEA/CFM. The Chief of Chaplains reviews and approves the charter.

8.4. Publishing.

- 8.4.1. Articles, journals, and books written by DAF members will usually require a Security and Policy Review prior to publication (see AFMAN 35-101, *Public Affairs Procedures*), so members must begin by coordinating with their local Public Affairs (PA) office. **(T-1)**
- 8.4.2. Although PA will coordinate functional response to these requests, individuals are encouraged to submit materials to AF/HCX workflow for awareness. This enables AF/HC to benefit from best practices and field research, and identify Subject Matter Experts in the Chaplain Corps.

Chapter 9

CONFIDENTIAL AND PRIVILEGED COMMUNICATION

9.1. Applicability. This chapter applies to all civilian employees and uniformed members of the United States Air Force and the USSF.

9.2. Accountability. The Chaplain Corps has a duty to protect confidential, privileged, and sacramental communications. The military duty of Chaplain Corps members to protect these communications is a separate issue from the legal and administrative protections of communications. The military duty primarily involves the status of the counselor, and the protection primarily involves the status of counselees and what systems of justice they or their communications would be subject to.

9.2.1. Failure by Chaplain Corps military members to obey the mandatory provisions related to confidential and privileged communication in this chapter may violate Article 92 and/or Article 133 of the UCMJ as applicable. Military members in Title 32 status are subject to state codes of military justice but will be subject to the UCMJ when in a Title 10 status.

9.2.2. Chaplain Corps civilian employees are required to obey these provisions. **(T-1)**

9.2.3. Failure by Chaplain Corps volunteers to obey these provisions may result in loss of volunteer eligibility in DAF Chaplain Corps activities. **(T-1)**

9.2.4. The Sr RST and/or Contracting Officer Representative within the chapel will ensure that new or revised contracts requirements documents (e.g., Performance Work Statements), require contractors and their employees privy to confidential or privileged communication protect all such communications according to the requirements of this Instruction. **(T-1)**

9.3. Definitions. Confidentiality and confidential communications are general terms that apply to many situations in the Chaplain Corps. Airmen, Guardians, and other authorized personnel privately confide in Chaplain Corps members, and violations of trust undermine the ability of the Chaplain Corps to provide pastoral care.

9.3.1. Both confidential and privileged communications refer to communications made to a chaplain or Religious Affairs Airman by a military member, authorized dependent, or other authorized personnel by military necessity, to include enemy prisoners of war, if the communication is made as a formal act of religion, as a matter of conscience, or 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 as a person assigned to assist the clergy as spiritual advisor. Other members of the Chaplain Corps staff, such as chaplain candidates, volunteers, and non-clergy civilians will protect confidentiality, but should not voluntarily counsel, receive, or solicit confidential or privileged communications meant for the ears of the clergy. This latter requirement does not necessarily invalidate privilege but pertains to duties surrounding confidentiality.

9.3.2. Confidential communications are conversations that the speaker intends only the person addressed to hear. This is a broad term. An example of confidential communication would be what was said between a chaplain and counselee in a counseling session. Confidential communications can also encompass privileged or religious communications. Confidential communication is a useful concept for shaping and defining Chaplain Corps communications

when communications are authorized but may involve members who are not ordinarily subject to the UCMJ (e.g., dependents).

9.3.3. Privileged communications to clergy are outlined in MRE 503 and have a specific meaning in a military justice context. They are statements made within a protected relationship, which the law protects from forced disclosure. The rules of privilege are specific to the jurisdiction MRE 503 and only applies in court martial proceedings. The counseled member exercises the privilege and only the member may waive this privilege. Chaplain Corps members have a duty to protect privileged communications from disclosure.

9.3.3.1. The privilege belongs to the person making the communication, but may also be claimed by the person's guardian, or conservator, or personal representative (if the person is deceased). The clergy or assistant who received the communication may claim the privilege on behalf of the person who made it. The authority of the clergy or assistant to do so is presumed in the absence of evidence to the contrary. Questions regarding the applicability of MRE 503 should be directed to the servicing SJA.

9.3.3.2. There are many kinds of privilege, but the Chaplain Corps usually deals with a specific kind pertaining to the clergy. If a member claims privilege in communications to a chaplain, Religious Affairs Airman, GS chapel staff member, chaplain candidate or chapel volunteer, then they are likely claiming clergy-penitent privilege. The privilege exists because of the role of the clergyperson and is protected because the law allows for privileged communications.. See [paragraph 9.3.1](#) on restrictions for some members to voluntarily receive confidential and/or privileged communications.

9.3.3.3. The privilege extends to both clergypersons, and to their assistants, meaning those employed by or assigned to assist the clergyperson in their capacity as a spiritual advisor.

9.3.3.4. The communications to clergy privilege may have variations in different local, state, federal, and military jurisdictions. While MRE 503 outlines the privilege in a military justice setting, other jurisdictions may have different laws regarding how this privilege applies. For questions regarding the application of the privilege in a proceeding, Chaplains should consult with their servicing SJA.

9.3.4. *Religious, ritual, or sacramental communications* involve communications that fall under religious, but not necessarily legal, rules. This subset of communications involves the duty to maintain confidentiality, and often prevents disclosures that might otherwise be authorized. These communications might be religious interviews or confessions, or some other form of religious communication that involve non-disclosure as a feature of that communication. The distinctive element of these communications is their religious nature. An example of religious, ritual, or sacramental communications would be what was said between a chaplain and counselee during a religious confession. A chaplain's religious-endorsing organization may define what communications are religious, ritual, or sacramental, and may limit the chaplain's ability to use waivers of confidential communications (see [paragraph 9.9](#), below). These religious communications may be confidential, privileged, or both depending on the context.

9.3.4.1. Chaplain Corps staff will protect such communications. **(T-1)**

9.4. Conditions. Confidential communications require the following conditions:

9.4.1. The communication is made as a formal act of religion or as a matter of conscience. **(T-0)** If a Chaplain Corps member is unsure about this, they should assume that the communication is confidential since chaplains are widely known as members of the clergy.

9.4.1.1. Members of the chaplain's staff, including Religious Affairs Airmen, chaplain candidates, civilian employees, volunteers, contractors, and contractor employees, as applicable, are associated with the chaplain's counseling and religious activities and so are understood as "assistants" to the clergy.

9.4.1.2. If the matter does not involve religion or conscience, the Chaplain Corps member should clarify with the counselee whether a confidential session is requested because confidentiality requires a basis in religion or conscience. **(T-1)** The member may be invited to express religious or conscience concerns to protect the counseling process. If the member refuses to do so, then the Chaplain Corps member is still required by this instruction to maintain confidentiality. **(T-1)**. However, the communication might not be privileged in a military justice setting.

9.4.2. The communication is made to a chaplain in the chaplain's official capacity as a spiritual advisor or to a Religious Affairs Airman as a clergyman's assistant.

9.4.2.1. Chaplain Corps members will presume that people who approach a chaplain or Religious Affairs Airman do so based on these roles unless expressly stated otherwise by the person making the communication. **(T-1)**

9.4.2.2. Counseling involving religious issues has historically been called "pastoral counseling." Religious Affairs Airmen will not conduct this form of counseling and will instead refer members to a chaplain or appropriate pastoral counseling resource. **(T-1)**

9.4.2.3. Although the Religious Affairs Airman assists a religious figure with an ecclesiastical endorsement, the Religious Affairs Airman will not endorse one religious perspective over another in their official role. **(T-0)**

9.4.3. The communication is not intended to be disclosed to third persons other than to those to whom disclosure is in furtherance of the purpose of the communication, which will be specifically indicated by a confidentiality release as defined in [paragraph 9.6](#) and subparagraphs.

9.5. Non-Applicability. Certain situations do not normally establish confidentiality. Chaplains combine officer and clergy roles, and Religious Affairs Airmen combine enlisted and assistant to clergy roles. When a chaplain or Religious Affairs Airmen communicates in certain officer and enlisted roles, they are not necessarily acting as clergy or assistants to clergy. Identified exceptions include:

9.5.1. The chaplain interviews a member for a process that generates reporting, such as a conscientious objector interview or formal religious accommodation request. Chaplains will inform members that such interviews are not confidential counseling, and the results of the same will not be confidential. **(T-1)** While not required, it is a best practice to obtain a written confidentiality release to ensure a clear record specifying that the member understands the non-confidential nature of the communication.

9.5.2. Communications between Chaplain Corps personnel and their supervisors are not confidential when discussing personal and professional issues. Supervisors should stress at

the start of the supervisory relationship that such communications are not confidential. Chaplain Corps supervisors will not enter into confidential communications with subordinates. **(T-1)** Chaplains and Religious Affairs Airmen who require pastoral counseling or confidential communication must do so with a chaplain outside their supervisory chain. **(T-1)**

9.6. Disclosure or Consultation. Chaplains and Religious Affairs Airmen will not disclose a confidential communication made in the course of their duties unless waived by the person who made the communication or informed consent is given. **(T-1)**

9.6.1. Consent must be freely given and must specify which elements of the communication may be disclosed by the chaplain or Religious Affairs Airman. **(T-1)**

9.6.2. Consent will be obtained in writing whenever possible. **(T-1)**

9.6.3. The consent should be witnessed by an impartial witness and include a signature and date. **(T-1)** Chaplain Corps members and volunteers not involved in the counseling can sign as witnesses if they do not have a personal, professional, or caregiving relationship with the counselee.

9.6.4. Even when consent has been given, a chaplain will not be required to disclose a confidential communication when such disclosure goes against the conscience, moral principles, or religious beliefs of the chaplain or Religious Affairs Airman. **(T-1)**

9.6.5. Chaplains and Religious Affairs Airmen should not obtain a blanket release of confidentiality at the beginning of any communication, with the exception of the non-applicable situations specified in [paragraph 9.5](#) and subparagraphs. **(T-1)** By the end of the communication, a person may have talked about things they had not intended to say when they started.

9.6.6. Chaplains may consult with other chaplains for advice regarding the best care for their counsees, if not otherwise barred by religious requirements. This is not considered a disclosure of confidential communications and is analogous to healthcare providers consulting other providers about a course of treatment. The obligation of maintaining confidentiality extends to all chaplains discussing the issue. **(T-1)** Religious Affairs Airmen may consult chaplains in this way as part of the triage and referral process, but chaplains should not ordinarily disclose such communications to Religious Affairs Airmen. Religious Affairs Airmen assist the clergy, and their confidentiality and privileged communication protections are not independent of that assistance. Chaplains must exercise caution to avoid any accidental disclosure of confidential information. **(T-1)**

9.6.7. If a counselee discloses details of a confidential communication to a third person that is not in furtherance of the purpose of the communication, the Chaplain Corps member is still required as a military duty not to disclose. **(T-1)** The Chaplain Corps member should consult the appropriate legal office to discuss the issue of disclosure.

9.6.8. Chaplain Corps members will not disclose whether individuals sought their care or came to their offices. **(T-1)** If a member requests that a Chaplain Corps member communicate to another that they did seek such care or come to a specific location, a confidentiality release must be accomplished. **(T-1)**

9.6.9. Chaplains Corps members in a Title 10 status have no duty to warn. They may not reveal communications about self-harm or harm to others without consent. **(T-1)** However, they may escort willing personnel to appropriate caregivers and other helping organizations.

9.7. Conflicts Between Disclosure Rules. Volunteers who sign a non-disclosure agreement must abide by the terms of that agreement. **(T-1)** Chaplain Corps rules will take precedence over the reporting rules of other career fields or roles. **(T-1)** For example, if a Security Forces member is volunteering for a Chaplain Corps program, and overhears a confidential communication during their volunteer service that would normally compel them to report a communication, the Security Forces member may not act on that information since it was obtained while the person was serving as a volunteer for the Chaplain Corps. Likewise, volunteers who are normally mandatory reporters must consider whether their volunteer role could create role conflicts. **(T-1)**

9.8. Duty Logs. Chaplain Corps members will ensure that duty chaplain logs, etc., do not contain names or other information that could reasonably allow a member to be identified. **(T-1)** Chaplain Corps members will not disclose information that they know could be cross-referenced with other information allowing a member to be identified. **(T-1)** If duty logs are requested in an attempt to tie a counseling event with a specific person, then the logs will be protected as privileged and not voluntarily surrendered. **(T-1)**

9.9. Endorser Requirements. Per DoDI 1304.28, paragraph 3.1.d, chaplains conduct ministry activities consistent with the tenets of their respective religious-endorsing organizations. Religious, ritual, and sacramental communications are examples of such ministry activities (see [paragraph 9.3.4](#), above). Some endorsing organizations bar chaplains from revealing protected information when information is given in sacramental confession or equivalent, even if the counselee waives confidentiality/privilege. In these cases, as a military duty consistent with DoDI 1304.28 and this Instruction, the chaplain will not disclose even if the penitent waives privilege. **(T-1)**

9.9.1. If a chaplain violates endorser guidelines, an endorser may choose to withdraw endorsement. The appropriate chaplain to discuss that issue with an endorser, other than the endorsed chaplain, is the Chief of Chaplains, 52R Career Field Manager, or designee. **(T-1)**

9.9.2. Some chaplains may feel a personal religious conviction that a communication is religious, ritual, or sacramental even if an endorser does not formally define it in that way. The chaplain may choose to view a matter as sacramental and will not be compelled to disclose it. **(T-1)** In this case, the protections for such communication will be considered the same as those where the endorser views the communication as sacramental.

9.9.3. If an endorser views a communication as sacramental but the endorsed chaplain does not, or there is a similar disagreement between endorser and chaplain that they cannot resolve, then the chaplain is free to attempt to comply with the guidance of the endorser or seek endorsement under a new endorsing body per the procedures in [Chapter 9](#) of this Instruction, and the endorser is free to withdraw their endorsement.

9.10. Other Protected Information. Chaplain Corps programs must protect privacy and Personally Identifiable Information (PII) as directed by AFI 33-332, *Air Force Privacy and Civil Liberties Program*, the Privacy Officer and designees, and local guidance.

9.11. Files Containing Confidential Information. Chaplains may keep notes on confidential communications to assist them in providing pastoral care and counseling. Religious Affairs

Airmen will not keep notes on confidential communications. **(T-1)** If notes are kept by non-chaplain clergy about religious communications, then the same standards as chaplains will apply. **(T-1)**

9.11.1. Chaplain notes from confidential communications are to be clearly marked “Confidential Communication” and distinguished in the chaplain’s personal files from professional information and sensitive information. **(T-1)** Such files will be properly secured and safeguarded, protecting them from disclosure. **(T-1)**

9.11.2. When confidential or sensitive information is stored in digital form, the chaplain must take steps to ensure the confidence cannot be breached. **(T-1)** Digital notes are not recommended from a risk management perspective, since government systems are subject to monitoring, and even personal systems may be vulnerable to monitoring and data breaches.

9.11.3. Confidential communication, professional communications, and sensitive information files are not to be maintained in any system of records that may be subject to the Freedom of Information Act. **(T-1)** Chaplains will personally dispose of them, ensuring their destruction to the standard of PII disposal at minimum. **(T-1)**

9.11.4. As private records, counseling notes are not regulated by the Air Force Information Management System.

9.11.5. Chaplains will destroy confidential 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-1)**

9.12. Death of Chaplain Corps Personnel. In the event a serving Chaplain Corps member dies, the senior chaplain of the organization will appoint a chaplain to review the deceased chaplain’s files and destroy any confidential communication. **(T-1)** If a chaplain is not available, the ranking Religious Affairs Airman will conduct the review. The privilege precluding the deceased chaplain or Religious Affairs Airman from disclosing confidential communications in a court or legal proceedings will extend to the chaplain or Religious Affairs Airman conducting the review and destruction of such files. The wing/delta/installation chaplain or equivalent will ensure coordination with the Mortuary Affairs office on the appointment of chaplains as Summary Court Officers (SCO) when a chaplain dies. In the event the Office of Special Investigations (OSI) investigates the death of a chaplain, OSI must ensure physical and electronic files marked as confidential and/or privileged communications obtained by OSI are secured, unopened, and immediately delivered to the chaplain SCO for disposal. **(T-1)**

9.13. 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)**

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

Chapter 10

NOTIFICATIONS AND REPORTING

10.1. Reporting Death, Hospitalization, and Illness of Chaplain Corps Personnel. Chaplain Corps 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. **(T-1)**

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

10.2.1. AFCCARS 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.

10.2.2. All wing, delta, or installation-level chaplains, Religious Affairs Airmen, and civilian Religious Ministry Professionals that are civilian GS federal employees assigned to Air Force reporting organizations will utilize AFCCARS to record their participation in Chaplain Corps activities. **(T-1)** Activity will be recorded on at least a monthly basis, or the minimum frequency needed to assure accurate data, whichever is less. AFCCARS is not configured to store PII, confidential, or privileged information. See paragraph **9.8**, **9.10**, and **9.11** if such information should be inadvertently stored in AFCCARS.

RANDALL E. KITCHENS, Chaplain, Major
General, USAF
Chief of Chaplains

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

The Geneva Conventions, 12 August 1949

10 U.S.C. §1789 *Chaplain-led programs: authorized support*

10 U.S.C. §9013 *Secretary of the Air Force*

10 U.S.C. §9039 *Chief of Chaplains: appointment; duties*

10 U.S.C. §9217 *Duties: chaplains; assistance required of commanding officers*

10 U.S.C. §9492, *Status as volunteer civilian auxiliary of the Air Force*

32 U.S.C. §1353 *Acceptance of travel and related expenses from non-Federal sources*

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DAFI 36-3211, *Military Separations*, 24 June 2022
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AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019
AFI 51-509, *Appointment to and Assumption of Command*, 14 January 2019
DAFI 52-105, *Chaplain Corps Resourcing*, 21 December 2020
DAFI 52-201, *Religious Freedom in the Department of the Air Force*, 23 June 2021
AFI 52-104, *Chaplain Corps Readiness*, 17 June 2019
AFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, 15 July 2020
AFMAN 35-101, *Public Affairs Procedures*, 7 December 2020
DAFMAN 36-2032, *Military Recruiting and Accessions*, 27 September 2019
AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021
DAFMAN 36-2689, *Training Program*, 31 March 2023
DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020
AFPAM 34-1202, *Guide to Protocol*, 8 May 2019
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023
The Department of Defense Law of War Manual, 13 December 2016
The Enlisted Force Structure, 16 May 2022

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*
DD Form 2088, *Statement of Ecclesiastical Endorsement*

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

DD Form 3058, *Department of Defense Consent to Conduct Installation Records Check (IRC)*

Abbreviations and Acronyms

ACC—Air Combat Command

AETC—Air Education and Training Command

AFCB—Armed Forces Chaplains Board

AFCCC—Air Force Chaplain Corps College

AFCCARS—Air Force Chaplain Corps Activity Reporting System

AFECD—Air Force Enlisted Classification Directory

AFDW—Air Force District of Washington

AFI—Air Force Instruction

AFMAO—Air Force Mortuary Affairs Operations

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

ANG—Air National Guard

CFETP—Career Field Education and Training Plan

CFM—Career Field Manager

COCOM—Combatant Command

CSAF—Chief of Staff of the Air Force

CSO—Chief of Space Operations

CTOF—Chapel Tithes and Offering Funds

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DAFPD—Department of the Air Force Policy Directive

DoD—Department of Defense

DoDI—Department of Defense Instruction
DRGLs—Distinctive Religious Group Leaders
DRU—Direct Reporting Unit
ERC—Embedded RST Course
ETCA—Education and Training Course Announcements
FOA—Field Operating Agency
FLDCOM—Field Command
HAF—Headquarters Air Force
HC—Chaplain Corps
HOPE—Help is available; Opportunity exists; People care; Expect good things
I&MS—Installation and Mission Support
ICCRA—Intervention Crisis Counseling for Religious Affairs
IDE—Intermediate Developmental Education
IMA—Individual Mobilization Augmentee
IRC—Installation Records Check
LOSS—Line of Sight Supervisors
MAJCOM—Major Command
MD—Mission Directive
MICT—Management Internal Control System
MRE—Military Rules of Evidence
NAF—Numbered Air Force
NCO—Non-commissioned Officer
NCOIC—Non-commissioned Officer in charge
NFE—Non-Federal Entity
NGAP—National Guard Assistance Program
NGB—National Guard Bureau
NGO—Non-Governmental Organization
NPS—non-prior service accession
OPR—office of primary responsibility
OSI—Office of Special Investigations
PII—Personally Identifiable Information
PA—Public Affairs

PME—Professional Military Education
POW/MIA—Prisoner of War/Missing in Action
PTDY—permissive temporary duty
RegAF—Regular Air Force
ROPOs—Religiously Oriented Private Organizations
RST—Religious Support Team
SAPR—Sexual Assault Prevention and Response
SCO—Summary Court Officers
SDE—Senior
SEA—Senior Enlisted Advisor
SecAF—Secretary of the Air Force
SEI—Special Experience Identifier
Sr RST—Senior Religious Support Team
SNCO—Senior Noncommissioned Officer
SORN—System of Records Notice
TDY—temporary duty
UCMJ—Uniformed Code of Military Justice Developmental Education
USAF—United States Air Force
USAFA—United States Air Force Academy

Office Symbols

AETC/HC—Air Education and Training Command Chaplain
AFIMSC/IZH—Chief, Chaplain Corps Division
AF/HC—Air Force Chief of Chaplains
AF/HCP—Air Force, 52R Career Field Manager
AF/HCX—Air Force Chief of the Plans and Programs Division
AFDW/HC—Air Force District of Washington, Senior Chaplain
AFPC/DPMH—Air Force Personnel Center, Chaplain Career Management Division
AFRC/HC—Air Force Reserve Command Chaplain
AFRC/HCC—Air Force Reserve Senior Enlisted Advisor
AFRC/HCP—Air Force Reserve Command, Chief of the Personnel, Budget and Readiness Division
AFRC/HCX—Air Force Reserve Command, Chief of the Plans, Programs, and Training Division

AFRS/RSOH—Air Force Recruiting Service, Chief of Air Force Chaplain Accessions

NGB/HC—National Guard Bureau, Chief of Chaplains

NGB/HCC—National Guard Bureau, Religious Affairs Senior Enlisted Advisor

SJA—Staff Judge Advocate

USAFA/HC—Chaplain, United States Air Force Academy

USAFA/HCX—Wing Chaplain, United States Air Force Academy

Terms

Combatant—A member of an armed force placed under the effective control of those forces. All members of the armed forces of a party to a conflict are combatants, except medical and religious personnel, and may take a direct part in hostilities.

Authorized Dependents—Individuals indicated as dependents in a military personnel system of record.

Authorized Individuals—Persons authorized services from the Chaplain Corps as designated by an appropriate authority.

Community Care—Organizing spiritual and resiliency programs, family and relationship enrichment, and memorial service or funeral support for Airmen, Guardians and their families.

Confidential Communications—Conversations that the speaker intends only the person addressed to hear.

Conspicuous Identification—Distinctive badges, clothing, hats, shirt, smocks, lanyards, or analogous visible markings indicating the volunteer status of the individual.

Crisis Intervention—Confidential care during crisis, such as suicide intervention or aftermath, Disaster Mental Health response, death and grief response, short-term non-spiritual counseling, and care for the wounded or dying.

Ecclesiastical Endorsing Agency—A religious-endorsing organization endorsing religious ministry professionals for the military chaplaincy per DoDI 1304.28.

Leadership Advisement—The offering of advice to DAF leaders at all echelons on all matters pertaining to religion, morals, ethics, morale, and well-being.

Line of Sight Supervisor—An individual appointed, trained, and cleared to provide continuous visual observation and oversight of Chaplain Corps personnel working with minors.

Noncombatant—A member of an armed force not taking a direct part in hostilities, and who are protected because of their specific duties such as medical and religious personnel, as well as civilians.

Non-Federal Entity—A self-sustaining organization, incorporated or unincorporated, that is not an agency or instrumentality of the Federal government. Membership of these organizations consists of individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. Non-Federal entities include a state, interstate, Indian tribal, or local government, as well as private organizations. Non-Federal Entities are

defined in DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*.

Non-Governmental Organization—An organization that operates independently of the federal government.

Non-Specified Volunteers—Volunteers who interact with minors in a Chaplain Corps program, where the interaction is of such short duration the volunteers do not require a criminal history background check.

Pastoral Care—Pastoral care is spiritually-based care provided by Chaplain Corps religious ministry professionals for authorized personnel.

Privileged Communications—Statements made within a protected relationship that the person making the statement may refuse to disclose, such as penitent-clergy privilege

Readiness—Religious support and force protection, as applicable, for operations in any area of responsibility, to include combat and humanitarian relief contingencies.

Religious Accommodation—Either (a) the providing for the free exercise of religion for all Airmen, Guardians, and authorized civilians from all faith groups, or (b) a formal process governed by DoDI 1300.17 and DAFI 52-201.

Religious-Endorsing Organization—An organization endorsing religious ministry professionals for the military chaplaincy per DoDI 1304.28. Also called an Ecclesiastical Endorsing Agency.

Religiously Oriented Private Organizations (ROPOs)—Religious organizations under AFI 34-223, *Private Organizations Program*.

Religious Resolution Team—A multidisciplinary team that advises commanders regarding resolution of religious liberty matters.

Religious Support Team—The primary platform for exercising Chaplain Corps capabilities, consisting of one Chaplain and one Religious Affairs Airman at any organizational level or context where Chaplain Corps personnel are assigned.

Resource Management—Funding, purchasing, contracting, manpower, and facilities oversight to support the mission directly and indirectly.

Specified Volunteers—An appointed, trained, and cleared volunteer who could have extensive or frequent interaction with minors in Chaplain Corps programs over a period of time.

Spiritual Fitness—The ability to adhere to beliefs, virtues, or values needed to develop a fulfilling life with quality of service.

Strong family structure program—A program falling under 10 USC §1789. These programs, such as Strong Bonds, include ministries to single and married Airmen and Guardians as well as any dependent.

Warrior Care—Community care, unit engagement and crisis intervention.

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/FLDCOM/DRU/FOA/HC here]	
FROM: [member's name, rank, military address]	
SUBJECT: Request for Change of Ecclesiastical Endorsement	
<p>1. I request approval for a change in ecclesiastical endorsement from [<i>insert current religious organization</i>] to [<i>insert prospective religious organization</i>] effective [<i>ddmmyyyy</i>].</p> <p>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.</p>	
[SIGNATURE BLOCK OF INDIVIDUAL]	
1st Ind, [Insert MAJCOM/FLDCOM/DRU/FOA/HC here]	[Insert DATE]
MEMORANDUM FOR AF/HCP	
Recommend / non-recommend change of endorsement.	
[SIGNATURE BLOCK OF COMMAND CHAPLAIN]	

2nd Ind, AF/HCP

MEMORANDUM FOR AF/HCP

[Insert DATE]

Recommend / non-recommend change of endorsement.

NAME
Chief, Personnel, Budget and Readiness

3rd Ind, AF/HC

[Insert DATE]

MEMORANDUM FOR CH, [RANK NAME]

Approve / disapprove change of endorsement.

NAME
Chaplain, Major General, USAF
Chief of Chaplains