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Chaplain

**CHAPLAIN ASSISTANT
PROFESSIONAL DEVELOPMENT**

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This instruction implements Air Force Policy Directive (AFPD) 52-1, *Chaplain Corps*. It directs the structure and programs for Chaplain Assistant professional development and describes the process for vectoring and accessing Chaplain Assistants. This instruction applies to active duty, Air Force Reserve and Air National Guard. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*, through the functional chain of command, to AF/HC, 1380 AF Pentagon, Rm 4E260, Washington DC 20330-1380. Any organization may supplement this volume. Supplements must be routed to the OPR, usaf.pentagon.af-hc.mbx.af-hcc-workflow@mail.mil for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include reorganization and prioritization of core capabilities, professional/continuing education requirements and the enlisted vectoring/mentoring process.

1. Overview.

1.1. Chaplain assistants proudly serve first and foremost as Airmen. They possess the skills to resource and provide or provide for the spiritual care and the free exercise of religion for Airmen, their families and other authorized personnel. These skills represent the uniqueness of the chaplain assistant Air Force Specialty and distinguish it from those of all other Airmen.

1.2. As non-clergy members of the Air Force Chaplain Corps, chaplain assistants partner with Air Force chaplains to form Religious Support Teams (RSTs). Chaplain assistants provide spiritual care and facilitate the free exercise of religion at home base and deployed locations. Chaplain assistants perform in a manner respectful of a pluralistic religious environment and support all faith groups. Chaplain assistants must perform duties linked to serving the spiritual and religious needs of Airmen. Leaders must avoid assigning chaplain assistants to other duties that may compromise privileged communication IAW 10 U.S.C. Chapter 47A, *Military Rules of Evidence 503 – Communications to Clergy*, and the Air Force Chaplain Corps' capabilities of providing spiritual care and advising leadership.

2. Responsibilities.

2.1. **Air Force Chief of Chaplains (AF/HC).** The Chief of Chaplains develops and implements professional development policy for all Chaplain Corps personnel under 10 U.S.C. § 8067(h).

2.2. **Chaplain Assistant Air Force Career Field Manager (AFCFM) (AF/HCC).** The Chaplain Assistant AFCFM organizes and manages the chaplain assistant career field by overseeing all aspects of career field education, training and development. Additionally, the AFCFM manages manpower and personnel actions to ensure the effective utilization of chaplain assistants. The AFCFM provides functional direction for the Chaplain Corps College regarding issues affecting the career field. The AFCFM also chairs the Chaplain Assistant Enlisted Development Team (EDT), Chaplain Assistant Functional Advisory Council, Chaplain Assistant Utilization and Training Workshops (U&TW) and Specialty Training Requirements Team (STRT).

2.3. **MAJCOM/DRU/Chaplain Assistant Functional Manager (MFM/HCC).** MFMs manage the chaplain assistant career field within their MAJCOM/DRU and serve as liaisons to the AFCFM. MAJCOM/DRU Functional Managers manage command training, utilization and development issues within their MAJCOM/DRU.

2.4. **AFR/NGB CFM.** The AFR and NGB CFMs, in consultation with the AFCFM, manage the personnel, health and manning of the career field within their respective organizations. They manage ARC-specific training, utilization and development issues within their respective organizations.

2.5. **Air Force Installation and Mission Support Center (AFIMSC)/HC Chief Enlisted Manager (CEM).** The AFIMSC/HC CEM advises the AFIMSC Chaplain on matters related

to the integrated personnel, readiness and finance activities supporting the Air Force Chaplain Corps.

2.6. Air Education and Training Command (AETC) Chaplain Assistant Functional Manager (AETC/HCC). The AETC MFM serves as the liaison between Air Staff, AETC and Air Force Personnel Center (AFPC) on manpower and personnel actions affecting AETC formal courses. In addition, the AETC MFM serves as the Assistant AFCFM.

2.7. Technical Training Office (ECPD/MSOT). This office is responsible for the design, development, and fielding of technical training courses to fulfill the AETC contractual agreement with the AFCFM as documented in the Specialty Training Standard (STS). ECPD/MSOT coordinates scheduling, normally on a three-year cycle, and hosts U&TWs and STRTs. ECPD/MSOT monitors student enrollment and/or cancellation from technical training courses. Additionally, this office manages Trained Personnel Requirements (TPR), training management, training development, registrar functions, evaluations and faculty development programs.

2.8. Chief, Chaplain Corps College (ECPD/HCC). The Chief oversees the implementation of technical training courses to ensure requirements identified in the STS are met. Additionally, he/she oversees the development of professional continuing education courses as directed by the AFCFM. In this position, the Chief works with ECPD/MSOT on technical training matters and works closely with the Career Development Course (CDC) Writer and the Manager, Chaplain Corps College Education Division to ensure cohesive education and training programs.

2.9. Manager, Chaplain Corps Resource Development Center (AF/HCX). The manager develops professional resources for the Chaplain Assistant career field. Additionally, he/she researches and recommends opportunities that meet education and training requirements to the AFCFM. He/she coordinates chaplain assistant professional development requirements with the AFCFM.

2.10. Manager, Chaplain Corps College Education Division (ECPD/HCP). The manager executes the education and training mission for the chaplain assistant career field. Additionally, he/she researches and recommends education and training options to the AFCFM. He/she coordinates chaplain assistant professional development requirements with the AFCFM.

2.11. Career Development Course (CDC) Writer. The CDC Writer plans and develops CDC program materials that correspond with the Chaplain Assistant Career Field Education and Training Plan (CFETP) and STS. Additionally, the CDC Writer works closely with the AFCFM and the Chief, Chaplain Corps College to ensure cohesive training programs.

2.12. Superintendent/NCOIC, Chapel Operations. The Superintendent/NCOIC, Chapel Operations is focused primarily on leadership, management and supervision. He/she organizes and leads chaplain assistants in the execution of assigned duties utilizing concepts specified in AFI 36-2618, *The Enlisted Force Structure*. (T-1)

2.13. Chaplain Assistant Enlisted Development Team (EDT). This is the primary advisory group to the Chief of Chaplains on all chaplain assistant enlisted development and utilization issues. The EDT ensures the chaplain assistant career field is postured to facilitate spiritual care and the free exercise of religion across the full spectrum of the Air Force

mission. The EDT is comprised of the AFCFM (chairperson); MFMs (and DRU equivalents); Chief, Chaplain Corps College; and Chief, AFIMSC. Other non-voting advisors may include HAF Division Managers, Chaplain Corps College Division Managers, CDC Writer and other subject matter experts by invitation.

3. Core Capabilities.

3.1. **Advising Leadership.** Chaplain assistants must be trained and qualified to provide advice to leaders at all levels on religious accommodation, ethical, moral, morale issues and needs, primarily for, and regarding, the enlisted force. (T-1) Commanders, command chiefs, group superintendents, first sergeants and supervisors at all levels should know the issues affecting their Airmen and how to best address them. Chaplain assistants are a trusted source for valid, real-time information.

3.2. **Unit Engagement.** As part of the RST, chaplain assistants are intentionally integrated into unit ministry and engagement plans as a resource for meeting the spiritual needs of Airmen. Unit engagement is best realized when unit members embrace chaplain assistants as “one of them” through participation in unit meetings, commander calls, training with the unit and other unit activities. Chaplain assistants will conduct unit engagement jointly with their RST partner(s) or independently. (T-1)

3.3. **Crisis Intervention Counseling.** The Chaplain Corps is the only function with 100% privileged communication (IAW 10 U.S.C. Chapter 47A, *Military Rules of Evidence, Rule 503 – Communications to Clergy*) and chaplain assistants are commonly the first line of care for Airmen in need. Chaplain Assistants will facilitate care for Airmen early in a crisis by enhancing resiliency, mission readiness and capability. (T-1) Crisis intervention counseling is an immediate, interventional approach to providing mental and moral support with the aim of restoring the person to the level of function prior to the crisis. This capability includes counseling in moments of crisis, response to crises and suicide prevention/intervention. While every NCO performs counseling (IAW AFPAM 36-2241, *Professional Development Guide*, Section 10E), chaplain assistants possess the core capability to care for Airmen at the point of crisis. They are specially trained to identify potential problems and assist individuals in finding the professional help they need. Through crisis intervention counseling, chaplain assistants mitigate crises such as suicide, grief, traumatic stress or other forms of crisis. Chaplain assistants will not, at any time, conduct spiritual counseling and will immediately refer people in need of spiritual counseling to a chaplain. Chaplain assistants may make referrals to other agencies for issues not of a spiritual nature, as appropriate.

3.4. **Religious Program Management.** Chaplain assistants will partner with chaplains to develop, manage, execute and evaluate religious programs to ensure mission accomplishment. (T-1) This capability is critical to Airmen and their families in sustainment and contingency environments.

3.4.1. **Religious Observances.** Chaplain assistants, in conjunction with other Chaplain Corps personnel (e.g., chaplains, civilian employees), resource and manage support for religious observances to include worship, liturgies, rites and other religious requirements for all faith groups.

3.4.2. Resources. Chaplain assistants, in conjunction with other Chaplain Corps personnel, manage enlisted manpower capabilities, personnel, volunteers, appropriated funds, Chapel Tithes and Offerings Funds (CTOF), non-appropriated and/or MWR funds, religious facilities, supplies and equipment.

3.4.3. Administration. Chaplain assistants, in conjunction with other Chaplain Corps personnel, manage Chaplain Corps administration to include records management, forms, publications, publicity, professional correspondence, security background check requirements, operating instructions, suspense actions and other administrative needs of the Chaplain Corps mission.

4. Retraining.

4.1. **Lateral Career Field.** Enlisted Airmen are recruited and retrained from other career fields. Airmen who desire to serve in the Chaplain Corps as chaplain assistants must volunteer and fulfill all requirements as specified in the Enlisted Classification Directory (IAW AFI 36-2101, *Classifying Military Personnel*, for specialty and entry qualifications, and AFI 36-2626, *Airman Retraining Program*, for additional retraining guidance).

4.2. **Interview Process.** Official retraining guidance is available on the Air Force Chaplain Corps website and the Enlisted Retraining Advisory available on the AFPC website.

4.2.1. The local wing chaplain and Superintendent/NCOIC, Chapel Operations will conduct all retraining interviews and make recommendations to the MFM. (T-1) The wing chaplain and Superintendent/NCOIC must review Enlisted Performance Reports (EPRs), Physical Serial Profile Reports, individual duty history RIPs, talk to current supervisors, and verify that ASVAB scores meet minimum requirements. During the interview, the wing chaplain and Superintendent/NCOIC must ensure the applicant fully understands the requirement to be sensitive in providing for the spiritual needs of all faith groups.

4.2.2. The MFM reviews retraining packages and takes one of two actions, RECOMMEND APPROVAL or DISAPPROVE. In either action, they will sign the retraining letter and forward to the Superintendent/NCOIC, Chapel Operations who conducted the interview. The Superintendent/NCOIC, Chapel Operations forwards the letter to the retraining applicant for processing.

4.3. Selection to the AFSC.

4.3.1. Upon selection to the AFSC, members are retrained into the 5R0X1 career field.

4.3.2. After successful completion of the Chaplain Assistant Apprentice Course, students are awarded the 5R031 skill level, assigned to a wing-level Chaplain Corps program, and enrolled in the 5-level CDC and upgrade training.

4.3.3. Members possessing a 3-skill level are not assigned to Air Staff, MAJCOM staffs, AFIMSC staff, USAF Chaplain Corps special duty positions (including the Chaplain Corps College), or to locations with only one chaplain assistant authorization.

5. Chief Master Sergeant Crossflows into 5R0. The Chief of Chaplains and the AFCFM conduct all interviews for applicants under the CMSgt crossflow program. Upon acceptance, they are assigned to the Chaplain Corps as MFMs.

6. Professional Development.

6.1. **Career Field Education and Training Plan (CFETP).** The CFETP is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources and minimum core task requirements for the 5R0 specialty. This plan identifies the mandatory and optional skill level training that chaplain assistants can receive during their military careers and provides a clear career path to success in all aspects of career field training.

6.2. **Formal Training.** Chaplain assistants attend the formal training courses that are identified below. Course descriptions, content and prerequisites are found in the Education and Training Course Announcements (<https://etca.randolph.af.mil>). Refer to the CFETP for detailed requirements for skill level upgrade. Formal training covers a variety of tasks listed under specific categories. (See the Chaplain Assistant 5R0X1 CFETP, Part II, STS, for detailed tasks and references.)

6.2.1. Chaplain Assistant Apprentice Course. All chaplain assistant candidates must complete this in-residence, initial skills training for award of the 3-skill level. (T-1)

6.2.2. Chaplain Assistant Journeyman CDC. All 3-level chaplain assistants must successfully complete this correspondence course, as well as on-the-job training requirements, for award of the 5-skill level.

6.3. Professional Continuing Education (PCE) Courses.

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

6.3.1.1. Any SNCO who has assumed the role of MFM within the past 12 months.

6.3.1.2. Any SNCO who is projected to assume the role of MFM within the next 12 months.

6.3.1.3. Any AFCFM/MFM-nominated SNCO/NCO.

6.3.2. Superintendent/NCOIC, Chapel Operations Course. This course is a mandatory requirement for all Superintendents/NCOICs, Chapel Operations based on the following prioritization: (T-1)

6.3.2.1. Any SNCO/NCO who has graduated the Apprentice Course within the past 12 months and assumed the role of Superintendent/NCOIC, Chapel Operations.

6.3.2.2. Any SNCO/NCO who has assumed the role of Superintendent/NCOIC, Chapel Operations within the past 12 months.

6.3.2.3. Any MFM-nominated SNCO/NCO in need of refresher qualification.

6.4. **Continuing Education.** Continuing education is any type of education that advances a specific skill set; it can take the form of workshops, seminars, home-study, online courses, conferences or reading publications/journals. As part of enlisted force development, chaplain assistants are required to obtain a minimum number of hours of continuing education during the course of a calendar year (see Table 1). (T-1) Chaplain assistants must meet the minimum number of hours in each area, in addition to meeting the minimum number of total hours for their Enlisted Force Structure tier. The minimum number of hours is based on the

enlisted tier and, as such, is driven by the member's rank/grade at the beginning of the reporting period (*Example: A TSgt who is promoted to MSgt during the calendar year will be expected to acquire the minimum number of continuing education hours for NCOs for that reporting period*).

6.4.1. Supervisors verify continuing education hours in any of the following ways (mandatory reporting is indicated in paragraph 6.4.1.1.):

6.4.1.1. Reporting of hours is required in AFCCARS. Chaplain assistants assigned to HAF, MAJCOMs, AFIMSC and the Chaplain Corps College will report their numbers annually by 15 January to the AFCFM.

6.4.1.2. Performance Feedback process (*AFI 36-2406*).

6.4.1.3. Enlisted Performance Reports (*AFI 36-2406*).

6.4.1.3.1. For SrA-TSgt, continuing education hours can be recorded on AF Form 910, Section III, Part 4, *Training Requirements*.

6.4.1.3.2. For MSgt-CMSgt, hours can be recorded on AF Form 911, Section III, Part 5, *Training, Education, Off-Duty Education, PME, Professional Enhancement and Communication*.

Table 1. Continuing Education Requirements

Enlisted Force Structure Tier	Advising Leadership	Unit Engagement	Crisis Intervention Counseling	Religious Program Management	Minimum Number of Hours
Senior NCOs	10	10	10	10	50
NCOs	8	8	8	8	40
Amn	5	5	5	5	30

6.4.2. Advising Leadership. Topics may include, but are not limited to:

6.4.2.1. Employing Military Capabilities: Operational and strategic art; unit, Air Force, Joint and coalition capabilities; and non-adversarial crisis response.

6.4.2.2. Enterprise Perspective: Enterprise structure and relationships; government organization and processes; global, regional and cultural awareness; and strategic communication.

6.4.2.3. Managing Organizations and Resources: Resource stewardship, change management and continuous improvement.

6.4.2.4. Strategic Thinking: Vision, decision making and adaptability.

6.4.2.5. Leading People: Developing and inspiring others, taking care of people and diversity.

6.4.2.6. Fostering Collaborative Relationships: Building teams and coalitions and negotiating.

6.4.2.7. Embodying Airman Culture: Ethical leadership, followership, Warrior Ethos and developing self.

6.4.2.8. Communicating: Speaking/writing and active listening.

6.4.3. Unit Engagement. Topics include, but are not limited to, organizational dynamics, teamwork, communication, team construct/development and strategic planning. This may also include learning the unit's history, mission and capability.

6.4.4. Crisis Intervention Counseling. Topics include, but are not limited to, crisis intervention strategies, suicide intervention/prevention, active listening/screening techniques and traumatic stress response.

6.4.5. Religious Program Management. Topics include, but are not limited to, program management, strategic planning, needs assessments, world religions, accounting, personnel management and administration.

6.5. Training Conferences/Symposiums. Chaplain Corps sponsored training conferences/symposiums are designed to meet professional development requirements that directly support successful Chaplain Corps mission accomplishment. Official Temporary Duty (TDY) is authorized to attend these conferences. TDYs may also be authorized for attendance at non-Chaplain Corps sponsored conferences that meet a training need or professional development requirement.

6.6. Care for the Caregiver/Resiliency Training. This Air Staff training provides personal growth, development and renewal opportunities. Active duty chaplain assistants are required to attend at least one such training event every three to five years.

6.7. Community College of the Air Force (CCAF). Chaplain assistants should obtain an Associate Degree in Applied Science in Human Services through the CCAF. This degree is required for Airmen to be vectored to Headquarters Air Force, MAJCOM, AFIMSC or Chaplain Corps College assignments.

6.8. Advanced College/University Degrees. Advanced education is encouraged for enhancing professional qualifications and competency. It increases leadership skills and helps prepare chaplain assistants for senior leadership positions.

6.9. Enlisted Development Team Vectoring and Mentoring. Career-minded Airmen should serve in a variety of duty positions that promote professional development. These positions are important reflections of one's career knowledge and experience as an Airman and chaplain assistant as he/she progresses to SNCO positions of leadership. The Enlisted Development Team vectoring process, IAW AFI 36-2101 *Classifying Military Personnel* and Airmen assignment guidelines set the requirements for specific HAF, MAJCOM, AFIMSC and Chaplain Corps College positions. This process allows Airmen the opportunity to match career desires with experience. Mentoring is an inherent responsibility of supervision and leadership. It is an essential ingredient in developing well-rounded, professional and competent future leaders. Chaplain assistants are encouraged to actively seek mentors both internal and external to the Chaplain Corps. Follow instructions for mentoring provided in AFI 36-3401, *Air Force Mentoring*.

6.9.1. AFCFM:

6.9.1.1. Manages the Enlisted Development Team vectoring and mentoring process.

6.9.1.2. Establishes all suspenses.

- 6.9.1.3. Requests MAJCOM/DRU Senior RSTs nominate eligible SNCOs/NCOs and Airmen for vectoring/mentoring process.
 - 6.9.1.4. Informs nominees of their selection and provides guidance regarding the process.
 - 6.9.1.5. Selects chair members for SNCO and NCO/Airmen vectoring/mentoring panels.
 - 6.9.1.6. Selects SNCOs for membership on vectoring/mentoring panels.
 - 6.9.1.7. Informs selected panel members and provides guidance regarding the process.
 - 6.9.1.8. Informs MAJCOM/DRU Senior RSTs of nominee results.
 - 6.9.1.9. Provides Chief of Chaplains, AFPC, AFIMSC and Enlisted Development Team with results.
- 6.9.2. MAJCOM/DRU Senior RSTs:
- 6.9.2.1. Nominate eligible SNCOs/NCOs and Airmen for vectoring/mentoring process.
 - 6.9.2.2. Actively engage with wing chaplains and Superintendents/NCOICs, Chapel Operations regarding vectoring/mentoring process to clarify responsibilities of nominee and supervisory chain.
 - 6.9.2.3. Review nominee packages upon receipt and validate accuracy of data.
 - 6.9.2.4. In conjunction with the MAJCOM/FOA/DRU Command Chaplain, “concur” or “non-concur” with wing chaplain and Superintendent/NCOIC, Chapel Operations vector.
 - 6.9.2.4.1. If “concur,” finalize report and submit based on established suspense.
 - 6.9.2.4.2. If “non-concur,” coordinate with wing chaplain and Superintendent/NCOIC Chapel Operations in an effort to reach concurrence. If concurrence cannot be reached, “non-concur” and offer justification for “non-concurrence.”
 - 6.9.2.5. In conjunction with wing chaplain and/or Superintendent/NCOIC, Chapel Operations, review report with nominee in an effort to explain or clarify results.
 - 6.9.2.6. Send completed package to AFIMSC/HC POC identified in instructions.
- 6.9.3. AFIMSC/HC:
- 6.9.3.1. Reviews all reports for discrepancies or inconsistencies.
 - 6.9.3.2. Saves all documentation needed for panel review to SharePoint site.
 - 6.9.3.3. Analyzes cumulative data from panels and provides the AFCFM with results.
- 6.9.4. Wing Chaplain and Superintendent/NCOIC, Chapel Operations: (T-1)
- 6.9.4.1. Ensure all suspenses are met.
 - 6.9.4.2. Ensure all submitted packages and correspondence are accurate.

6.9.4.3. Actively engage with nominee vectoring/mentoring process to clarify responsibilities.

6.9.4.4. Review nominee package(s) upon receipt and validate accuracy of data.

6.9.4.5. “Concur” or “non-concur” with nominee’s vector. If “concur,” finalize report and submit based on established suspense. If “non-concur,” coordinate with nominee in an effort to reach concurrence. If concurrence cannot be reached, “non-concur” and offer justification for “non-concurrence.”

6.9.4.6. In conjunction with MFM, review report with nominee in an effort to explain or clarify results.

6.9.5. Nominees: (T-1)

6.9.5.1. Ensure all suspenses are met.

6.9.5.2. Ensure all submitted forms are accurate.

6.9.5.3. Actively engage with supervisory chain in an effort to understand responsibilities.

6.9.5.4. Review report with operational (wing chaplain and Superintendent/NCOIC, Chapel Operations) and functional (MFM) chains of command.

7. Enlisted Force Structure. Using the principles of centralized management and decentralized execution, the Superintendent/NCOIC, Chapel Operations is the central manager for all enlisted wing-level Chaplain Corps operations. He/she is in the best position to guide subordinates along their career paths.

7.1. Operational Supervision.

7.1.1. The wing chaplain directly supervises the Superintendent/NCOIC, Chapel Operations. (T-1)

7.1.2. The Superintendent/NCOIC, Chapel Operations exercises operational supervision of all chaplain assistants on the staff, either by direct supervision or as the supervisor to their supervisor. (T-1) In the case where another chaplain assistant holds the same rank as the Superintendent/NCOIC, Chapel Operations, both individuals will be rated by the wing chaplain. The Superintendent/NCOIC, Chapel Operations, with wing chaplain approval, will determine the supervisory chain for all other chaplain assistants. All supervisors will conduct official feedback, drafts awards and decoration packages, and perform other duties normally associated with the supervision of individuals, including mentoring. The Superintendent/NCOIC, Chapel Operations also coordinates duty requirements for all chaplain assistants with functional leaders (see next paragraph) as necessary to avoid work conflicts and maintain unity of command.

7.2. **Functional Authority.** Chaplains or chaplain assistants who are given functional responsibilities for a process or project exercise functional authority over that process or project and others assigned to support it. For example, a chaplain in charge of flight line ministries, who has a chaplain assistant assigned as an RST partner, is the functional leader of the flight line ministry process and exercises functional authority. Functional leaders coordinate requirements for chaplain assistants with the Superintendent/NCOIC, Chapel

Operations (see previous paragraph) or immediate supervisor as necessary to avoid work conflicts and maintain unity of command.

8. Relieving Chaplain Assistants from Duty. Chaplain assistants may be relieved from duty and from the Chaplain Assistant Career Field for any of the following reasons (IAW Air Force Enlisted Classification Directory 5R0X1):

- 8.1. Displaying religious bias that negatively impacts the Chaplain Corps mission.
- 8.2. Unauthorized disclosure of privileged/confidential communication.
- 8.3. Any history of emotional instability, personality disorder or other unresolved mental health problem.
- 8.4. Any convictions by courts-martial or convictions by a civilian court, except for minor traffic violations and similar infractions listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*.
- 8.5. Any record of substance abuse, financial irresponsibility, domestic violence or child abuse.
- 8.6. Inability to speak distinctly.
- 8.7. Inability to possess high standards of military conduct.
- 8.8. Any conviction in civil or Uniform Code of Military Justice (UCMJ) proceedings (to include judicial and nonjudicial punishment) for any type of drug abuse or drug-related offense.
- 8.9. Failure to qualify to bear arms according to AFI 31-207, *Arming and Use of Force by Air Force Personnel*.
- 8.10. Any record of disciplinary action (Article 15 or courts-martial) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*.

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

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

10 U.S.C., Chapter 47A

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 36-2002, *Regular Air Force and Special Category Accessions*

AFI 36-2101, *Classifying Military Personnel*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFI 36-2618, *Enlisted Force Structure*

AFI 36-2626, *Airman Retraining Program*

AFI 36-2909, *Professional and Unprofessional Relationships*

AFI 36-3401, *Air Force Mentoring*

AFI 38-202, *Management Headquarters*

AFMAN 33-363, *Management of Records*

AFPD 52-1, *Chaplain Corps*

Military Rule of Evidence 503

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication.*

AF Form 910, *Enlisted Performance Report (AB thru TSgt).*

AF Form 911, *Enlisted Performance Report (MSgt thru CMSgt).*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFCFM—Air Force Career Field Manager

AFI—Air Force Instruction

AFIMSC—Air Force Installation & Mission Support Center

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

ASVAB—Armed Services Vocational Aptitude Battery

CCAF—Community College of the Air Force

CDC—Career Development Course

CFETP—Career Field Education and Training Plan

CTOF—Chapel Tithes and Offerings Fund

DRU—Direct Reporting Unit
EPME—Enlisted Professional Military Education
EPR—Enlisted Performance Report
FDT—Force Development Team
FOA—Field Operating Agency
HC—Chaplain Directorate or Division
MAJCOM—Major Command
MFM—MAJCOM Functional Manager
NCOIC—Noncommissioned Officer in Charge
PCE—Professional Continuing Education
PMC—Professional Manager Certification
RDS—Records Disposition Schedule
RST—Religious Support Team
STRT—Specialty Training Requirements Team
STS—Specialty Training Standard
TDY—Temporary Duty
TPR—Trained Personnel Requirements
UCMJ—Uniformed Code of Military Justice
USAF—United States Air Force
U&TW—Utilization and Training Workshop