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Chaplain



CHAPLAIN CORPS (HC) READINESS

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This instruction implements Air Force Policy Directive (AFPD) 52-1, *Chaplain Corps*, and Air Force Instruction (AFI) 10-401, *Air Force Operations Planning and Execution*. It provides guidance and procedures on Chaplain Corps Readiness throughout the Air Force. It applies to civilian employees, and uniformed members, including the Air Force Reserve and Air National Guard while in Federal service, unless otherwise noted. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. **(T-1)**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing or unit level requirements in this publication are identified with a Tier ("**T-0, T-1, T-2, T-3**") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include: Unit Type Code restructure, inclusion in Agile Combat Support Consolidated Planning Schedule, and redefined roles resulting from the implementation of the Air Force Installation and Mission Support Center (AFIMSC).

Chapter 1

CHAPLAIN CORPS READINESS OVERVIEW

1.1. Chaplain Corps Readiness Mission. 10 USC Sections 8547 and 8067 (h) mandate the functions of the Chaplain Corps. The Air Force Chaplain Corps provides spiritual care and ensures all Airmen and their families have opportunities to exercise their Constitutional right to the free exercise of religion. Religious Support Teams (RSTs) composed of at least one chaplain and one Religious Affairs Airman, Air Force Specialty Codes (AFSCs) 52R and 5R0 respectively, accomplish the mission in accordance with Unit Type Codes, deliver the Chaplain Corps capabilities of spiritual care, and advise leadership.

1.2. Global Force Management and Air and Space Expeditionary Force (AEF) Implementation, Processes, and Procedures. The source documents for Air Force support to Global Force Management and AEF guidance are AFPD 10-4, *Operations Planning: Air and Space Expeditionary Force (AEF)*; AFI 10-401; AFI 10-402, *Mobilization Planning*; and AFI 10-403, *Deployment Planning and Execution*. Expeditionary Skills Training requirements are outlined in AFI 10-405, *Expeditionary Readiness Training Program*.

1.3. Functional Central Management. The Chaplain Corps participates in Agile Combat Support Consolidated Planning Schedule business rules to the fullest extent possible. As a small, centrally-managed and specialized functional area, the Chaplain Corps retains the flexibility to centrally manage certain critical positions. Chaplain Corps Functional Area Managers (FAMs) will comply with provisions and processes as outlined in AFI 10-401. **(T-1)**. Waivers for deviation must be coordinated with Air Force Operations (AF/A3) through the Headquarters Air Force Functional Area Manager. **(T-1)**. Chaplain Corps Personnel, Budget and Readiness (AF/HCP) will outline functional-specific processes in functional area guidance and/or this instruction.

1.4. Agile Combat Support Consolidated Planning Schedule and AEF Teaming. Agile Combat Support is the ability to create, protect, and sustain air and space forces across the full range of military operations. Consolidated Planning Schedule is the primary tool to depict planned unit taskings over the next 24 months. The Air Force Personnel Center Air and Space Expeditionary Force Operations and Readiness Division (AFPC/DP2W), in collaboration with all Major Commands and Headquarters Air Force FAMs, is the executive agent for developing, maintaining, and modifying the Agile Combat Support Consolidated Planning Schedule. AEF teaming occurs when lead wing or home station personnel are sourced and individuals who comprise a Unit Type Code come from the same origin or unit. The result is the majority of Unit Type Codes within a functional area coming from the minimum number of origins. The Chaplain Corps utilizes Agile Combat Support Consolidated Planning Schedule and AEF Teaming whenever possible.

1.5. Expeditionary Combat Support (ECS) Forces. Chaplains, as non-combatants, and Religious Affairs Airmen, as combatants, serve as ECS force personnel.

1.6. Chaplain Corps in Joint Operations. Joint Guide (JG) 1-05, *Religious Affairs in Joint Operations*, provides doctrine for Religious Affairs in joint operations.

1.7. Chaplain Corps in National/International Emergency Response. During natural emergencies, which require emergent requests for forces for religious support, the Chaplain Corps Functional Area Managers at Headquarters Air Force, Air Force Reserve Command, National

Guard Bureau, and Air Combat Command shall collaborate with each other and the supported Command requesting forces in order to provide a clear and timely response and common site picture for leadership in each organization.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Air Force Chief of Chaplains (AF/HC).

- 2.1.1. Serves as religious affairs advisor to the Secretary of the Air Force, the Chief of Staff, and all officers and agencies of the Department of the Air Force.
- 2.1.2. Directs Chaplain Corps personnel in the performance of their duties.
- 2.1.3. Organizes, trains, and equips expeditionary and home station religious affairs capabilities to satisfy Air Force and joint operational requirements in support of combatant commanders.
- 2.1.4. Ensures mission readiness of Chaplain Corps personnel and equipment.
- 2.1.5. Establishes and oversees programs to assess and enhance the spiritual readiness of the Total Force.
- 2.1.6. Ensures effective force management by approving Unit Type Code management practices that enhance the operational readiness and organizational effectiveness of Chaplain Corps activities.
- 2.1.7. Ensures all appropriate Chaplain Corps units report the readiness status of assigned Unit Type Codes.
- 2.1.8. Approves the ratio of augmentation from the Air Reserve Component in filling Air and Space Expeditionary Force rotational requirements.
- 2.1.9. Serves as the final authority on all sourcing solutions.

2.2. Chaplain Corps, Headquarters Air Force Functional Area Manager (HAF FAM).

- 2.2.1. Is appointed and fulfills duties in accordance with AFI 10-401.
- 2.2.2. Serves as the principal advisor to AF/HC on the management and oversight of all Chaplain Corps personnel and equipment supporting operational planning and execution.
- 2.2.3. Oversees all wartime planning policies and procedures affecting the Chaplain Corps. Serves as the strategic focal point for Chaplain Corps requirements, guidance, and plans necessary to support worldwide operations.
- 2.2.4. Develops Unit Type Code posturing, coding, and Chaplain Corps readiness guidance. Resolves inconsistencies between Chaplain Corps practices and ensures compliance with Air Force and joint guidance, as required.
- 2.2.5. Reviews proposed functional input to Component-Major Command operational plans and updates prior to their submission.
- 2.2.6. Reviews current Air and Space Expeditionary Force requirements with affected Air Force Forces chaplains.
- 2.2.7. Reviews and provides response to requests for forces and capabilities. Supplies Chaplain Corps' forces and/or capabilities in response to requests.

2.2.8. Complies with Air Force and joint strategic capabilities plans. Reviews position description for Joint Expeditionary Tasking and Individual Augmentation requirements to ensure appropriate Unit Type Codes/AFSCs are utilized in accordance with force provider agreements and joint business rules.

2.2.9. Orchestrates planning coordination between the Chaplain Corps Functional Area Managers at Air Force Installation and Mission Support Center, National Guard Bureau, and Air Force Reserve Command for all rotational sourcing requirements and for emerging requirements as appropriate or necessary.

2.2.10. Recommends the ratio of Air Reserve Component and Regular Air Force (RegAF) in filling requirements.

2.2.11. Recommends sourcing solutions to fill Colonel deployment taskings to AF/HC for approval.

2.2.12. Approves individual sourcing solutions for specific mission critical positions outside of Agile Combat Support Consolidated Planning Schedule in coordination with Chaplain Corps Functional Area Managers and affected Air Force Forces command chaplain.

2.2.13. Serves as the point of contact to the joint staff chaplain for all joint readiness matters. Serves on the Joint Religious Support Operations Committee.

2.2.14. Chairs the Readiness Working Group.

2.2.15. Represents AF/HC on the AEF Execution Working Group and the AEF Steering Group.

2.3. Consolidated Readiness FAM (CRF).

2.3.1. The AFIMSC/HC Readiness Branch Chaplain shall serve as the Chaplain Corps Consolidated Readiness Functional Area Manager (CRF) for RegAF chaplains and Religious Affairs Airmen, fulfilling readiness activities below Air Staff level. **(T-1)**.

2.3.2. Shall serve as the single point of contact for Major Command level readiness issues. **(T-1)**. Shall interface with other Functional Area Managers, Air Force Forces command chaplains, RegAF wing or installation senior Religious Support Teams and Unit Deployment Managers for deployment or wartime taskings to ensure force readiness and resolve shortfalls, reclaims, and Unit Indicator Codes changes. **(T-1)**.

2.3.3. Shall utilize Agile Combat Support Consolidated Planning Schedule and functional area guidance in identifying sourcing solutions for readiness requirements. **(T-1)**.

2.3.4. Shall review all taskings with affected Major Command and Direct Reporting Units. **(T-1)**. Must notify installations of deployment taskings and line remark requirements not included in Agile Combat Support Consolidated Planning Schedule. **(T-1)**. Must engage with Unit Deployment Managers to provide Chaplain Corps specific details on deployed location mission and requirements. **(T-1)**.

2.3.5. Must coordinate recommended Agile Combat Support Consolidated Planning Schedule allocation with affected Major Command/Direct Reporting Unit Chaplain Corps leaders prior to approval by AF/HCP and final submission to AFPC/DP2W. **(T-1)**.

2.3.6. Shall update Major Command/Direct Reporting Units monthly on readiness issues affecting their area of responsibility. **(T-1)**.

2.3.7. Must perform Unit Type Code posturing and coding duties and confirms posturing and coding strategy with AF/HCP. **(T-1)**. Must ensure all funded unit manpower document authorizations at operational units are postured in Unit Type Codes in accordance with AFI 10-403. **(T-1)**.

2.3.8. Must ensure Chaplain Corps Unit Type Codes are balanced throughout AEF periods and aligned in accordance with Agile Combat Support Consolidated Planning Schedule target base alignment as approved by AFPC/DP2W. **(T-1)**. Ensures each Unit Type Code has its own logistics details. **(T-1)**.

2.3.9. Must update Unit Type Code availability in Deliberate and Crisis Action Planning and Execution Segments (DCAPES) as changes occur. **(T-1)**.

2.3.10. Must plan, schedule and source personnel to meet combatant commander rotational and emergent requirements using postured Unit Type Codes by their indicated readiness status in the AEF Unit Type Code (UTC) Reporting Tool. **(T-1)**. Must analyze current Unit Type Code posturing in AEF Unit Type Code (UTC) Reporting Tool to ensure accurate availability. **(T-1)**. Must report trends within the XFFC Unit Type Code series that could impact ability to meet mission requirements. **(T-1)**.

2.3.11. Must coordinate with Major Command/Direct Reporting Units to resolve reclaims and provides Major Command functional comments and recommendation in the Reclaima Processing Tool. **(T-1)**.

2.3.12. Shall maintains current, projected, and historical deployment sourcing database that is made available to Chaplain Corps Functional Area Managers for coordination. **(T-1)**.

2.4. Air Reserve Component Functional Area Managers.

2.4.1. Air National Guard and Air Force Reserve Command personnel support contingencies per AFI 10-401, are activated in accordance with AFI 10-402, and are trained in accordance with AFI 10-403.

2.4.2. Chaplain Corps Air National Guard (ANG/HC) FAM.

2.4.2.1. Shall serve as Functional Area Manager for 52R and 5R0 ANG career fields. **(T-1)**.

2.4.2.2. Shall perform readiness posturing, coding, and validation duties for ANG units. **(T-1)**.

2.4.2.3. Must monitor ANG unit readiness and availability of forces and advises ANG/HC leadership of units that are not manned, trained, or equipped to maintain the postured capability. **(T-1)**.

2.4.2.4. Must coordinate with ANG Wing Installation Deployment Officers and/or Unit Deployment Managers to source Chaplain Corps ANG personnel to meet combatant commander rotational and emerging requirements. **(T-1)**.

2.4.2.5. Must develop and manage planning, sourcing, and execution through standard force packaging of Unit Type Codes and Time-Phased Force and Deployment Data

development supporting the full spectrum of military operations, state missions, and Military Vacancy Authority. **(T-1)**.

2.4.2.6. Shall plan and execute joint Defense Support of Civil Authorities (DSCA) training objectives for North American Aerospace Defense Command, U.S. Northern Command, National Association of Voluntary Organizations Active in Disasters, and faith based organizations utilized during exercise and DSCA taskings. **(T-1)**.

2.4.2.7. Must coordinate with other Chaplain Corps FAMs at HAF, AFIMSC, Air Force Reserve Command, and Air Force Forces as needed on all appropriate readiness issues. **(T-1)**.

2.4.3. Chaplain Corps Air Force Reserve Command (AFRC/HC) FAM.

2.4.3.1. Shall perform readiness posturing, coding, and validation duties for Traditional Reserve Units. **(T-1)**.

2.4.3.2. Must monitor Traditional Reserve unit readiness and availability of forces and advises AFRC/HC Career Field Managers of units that are not manned, trained, or equipped to maintain the postured capability. **(T-1)**.

2.4.3.3. Must analyze current Unit Type Code posturing in AEF Unit Type Code (UTC) Reporting Tool to ensure accurate availability. **(T-1)**. Must report trends within the XFFC Unit Type Code series that could impact ability to meet mission requirements. **(T-1)**. Must coordinate appropriate actions with applicable units to remedy manning, training or equipment issues. **(T-1)**.

2.4.3.4. Must coordinate with AFRC Operations (A3) to update Unit Type Code availability in DCAPEs as changes occur. **(T-1)**.

2.4.3.5. Must plan and schedule Traditional Reserve personnel to meet combatant commander rotational and emergent requirements using postured Unit Type Codes by their indicated readiness status in ART. **(T-1)**.

2.4.3.6. Must coordinate with Air Force Reserve Command's Force Generation Cell and Traditional Reserve Wing Installation Deployment Officer and/or Unit Deployment Manager to source Reserve personnel to meet combatant commander rotational and emerging requirements. **(T-1)**. Shall advise the Force Generation Cell to ensure taskings are correct and sourced to the appropriate units. **(T-1)**. Must advise Traditional Reserve Wing Installation Deployment Officer or Unit Deployment Manager on readiness issues and discrepancies. **(T-1)**.

2.4.3.7. Must immediately inform AF/HC FAM and the Consolidated Readiness Functional Area Manager of potential reclaims and ensures reclaims procedures are followed. **(T-1)**.

2.4.3.8. Must coordinate with other Chaplain Corps Functional Area Managers at HAF, AFIMSC, ANG, and Air Force Forces as needed on all appropriate readiness issues. **(T-1)**.

2.4.4. Must utilize Air Reserve Component sourcing capabilities postured in Reserve Component Periods. **(T-1)**.

2.5. Air Force Forces Command Chaplain (AFFOR/HC).

2.5.1. Shall serve as principal advisor to the Commander Air Force Forces, on the religious, spiritual, moral, and ethical needs and the morale of personnel assigned and requests and manages Chaplain Corps personnel within the theater of operations to support mission requirements. **(T-1)**. A complete list of Air Force Forces/HC responsibilities is found in AFI 13-103, *AFFOR Staff Operations, Readiness and Structures*.

2.5.2. Shall inform and coordinate with HAF FAM regarding upcoming request for forces and authorization change requests prior to forwarding to AFFOR/A1 for action. **(T-1)**.

2.5.3. May report suggested courses of action derived from lessons learned in the Joint Lessons Learned Information System (JLLIS) to the HAF FAM.

2.5.4. Should develop guidelines for Expeditionary Airmen Ministry Plan (E-AMP) procedures within the area of responsibility as needed.

2.5.5. Will continually review rotational requirements throughout their area of responsibility. **(T-1)**. Will revalidates requirements as part of the Global Force Management Allocation Plan Planning Order process, in accordance with AFI 10-401. **(T-1)**.

2.5.6. Will coordinate requirements and capabilities with regional Command Chaplains. **(T-1)**.

2.5.7. Air Mobility Command (AMC), Air Force Space Command (AFSPC), Air Force Global Strike Command (AFGSC), United States Air Forces in Europe-Air Forces Africa (USAFE-AFAFRICA), and Pacific Air Forces (PACAF) have their AFFOR staff embedded in the Major Command (MAJCOM) staff. Although AFCENT is not a MAJCOM or Component Numbered Air Force, it serves as the USAF Component to U.S. Central Command (USCENTCOM) and is a regional unified command (See AFI 13-103).

2.6. Deployed Senior Religious Support Teams.

2.6.1. Will serve as principal advisor on religious affairs to the deployed commander staff to which they are assigned. **(T-1)**.

2.6.2. Will direct deployed location religious affairs operations. **(T-1)**.

2.6.3. Is encouraged to develop an Expeditionary Airman Ministry Plan (E-AMP) based on the commander's intent, next higher level functional guidance, mission requirements, and available resources, as approved by the commander. **(T-2)**. Executes and manages religious support for rites, observances, religious education and spiritual care. **(T-1)**. Evaluates and advises command and functional leaders regarding needed adjustments. **(T-1)**.

2.6.4. Provides an after action report to the Air Force Forces command chaplain prior to departing deployed location. **(T-2)**.

2.7. Wing or Installation Senior Religious Support Team (Home Base Sustainment).

2.7.1. Shall provide support to base population during contingency or emergency operations. **(T-1)**.

2.7.2. Will ensure Regular AF/HC personnel are assigned to an Air and Space Expeditionary Force Indicator (AEFI) and trained in accordance with AFI 10-405, this AFI, and pre-deployment guidance published via AEF Online website. **(T-1)**.

2.7.3. Shall develop and coordinate functional plans, annexes, and operating instructions for base or installation contingency and emergency operations plans. **(T-1)**. Shall establish Chaplain Corps contingency and emergency support operation instruction and coordinates with the next higher level functional chain of supervision. **(T-1)**. Shall develop a command and control plan for contingency and emergency operations that complements base installation plans in accordance with AFI 10-2501, *Air Force Emergency Management Program*. **(T-1)**.

2.7.4. Will advise commanders on the status of operations during contingency or emergency operations. **(T-1)**.

2.7.5. Will assess home-station mission requirements and manpower when personnel are notified to deploy. **(T-1)**. Will advise the commander which mission objectives to reduce, defer, or stop. **(T-1)**.

2.7.6. Senior RSTs should request Military Personnel Authorization days through Major Command/HC for Air Reserve Component personnel to backfill during upcoming deployments, in accordance with AFI 36-2619, *Military Personnel Appropriation Manday Program*. **(T-2)**.

2.7.7. Should appoint a Readiness RST responsible for ensuring a unit program that addresses readiness and emergency management in accordance with this instruction and AFI 10-2501. **(T-3)**.

2.7.8. Will ensure all personnel, including Individual Mobilization Augmentees, meet mission-training requirements and are prepared to deploy or respond to contingencies or emergencies in accordance with established plans. **(T-1)**.

2.7.9. Shall liaise with civilian and military religious leaders for support during contingencies or emergencies. **(T-3)**. Overseas installations shall use host nation support agreements in accordance with Joint Guide 1-05. **(T-0)**.

2.7.10. Will assign an AEFI to each assigned member in accordance with Unit Type Code capability. **(T-1)**. The senior RST must work with Unit Deployment Manager to keep AEF Unit Type Code (UTC) Reporting Tool current. **(T-1)**. In accordance with AFI 10-244, *Reporting Status of Air and Space Expeditionary Forces*, must report any changes to a Unit Type Code assessment within 24 hours of the change. **(T-1)**.

2.7.11. Must inform MAJCOM/HC and CRF of changes that may impact Unit Type Code capability. **(T-1)**.

2.8. Wing Readiness Religious Support Team.

2.8.1. Will report readiness, equipment, and training capability to the wing or installation senior RST on a monthly basis, at minimum. **(T-1)**. Will report shortfalls and deficiencies through the next six months and coordinates with the Unit Training Manager to facilitate training compliance. **(T-1)**.

2.8.2. Will maintain liaison with the Installation Deployment Officer, Unit Deployment Manager, base plans office, medical status, and the emergency manager. **(T-1)**.

2.8.3. Will ensure Personnel Deployment Function station is equipped and manned. **(T-1)**.

2.8.4. Shall develop briefings for deploying and employing forces. **(T-3)**. Briefings shall include information on host nation religious practices, spiritual resiliency, privileged

communication, and religious rites and services available to them and their dependents. **(T-3)**. Shall coordinate with other Personnel Deployment Function functionals to ensure relevance and avoid redundancy. **(T-3)**.

2.8.5. Will ensure training for newly assigned personnel in basic deployment readiness including readiness capabilities, roles, responsibilities, and training requirements in accordance with AFI 10-405. **(T-1)**.

2.9. The Readiness Working Group.

2.9.1. As the advisory body for Chaplain Corps, the Readiness Working Group will address readiness and deployment issues and serve as a planning and execution forum to meet current and future requirements. **(T-1)**.

2.9.2. The Readiness Working Group will update the Chaplain Corps readiness community on initiatives, issues, policies, processes, procedures, and programs. **(T-1)**.

2.9.3. Required Readiness Working Group members. **(T-1)**.

2.9.3.1. AF/HCP Division Chief.

2.9.3.2. HAF FAM (Chairperson) and Readiness NCO.

2.9.3.3. AF/HCC Religious Affairs Career Field Manager.

2.9.3.4. CRF Readiness NCO.

2.9.3.5. ANG/HC FAM and Readiness NCO.

2.9.3.6. AFRC/HC FAM and Readiness NCO.

2.9.3.7. MAJCOM/HC Readiness RSTs.

2.9.3.8. AFCENT/HC RST.

2.9.3.9. Air Force Chaplain Corps College (AFCCC) Senior RST.

Chapter 3

JOINT READINESS ENVIRONMENT

3.1. Deployed Members. Chaplain Corps personnel will deploy in accordance with the Chaplain Corps Supplement to the War Mobilization Plan, Volume 1 (WMP-1), *Basic Plan and Supporting Annexes*, AFI 10-403, and functional mission capabilities in DCAPEs. (T-1). RSTs will execute their mission as directed by command and functional authorities and only engage in activities and functions which do not violate the provisions of Geneva Conventions I and II. (T-0).

3.1.1. Chaplain conduct. In accordance with the Department of Defense Law of War Manual, chaplains, as religious personnel, serve exclusively in a humanitarian capacity and must refrain from acts harmful to the enemy. (T-0). Chaplains, therefore, will not engage in activities that could create perceptions of combatant behavior or that compromise the protected status of other chaplains in the field. (T-1). Chaplains will not bear or transport arms or ammunition. (T-1). Chaplains will carry their Common Access Card as proof of their noncombatant status regarding the Geneva Convention per Department of Defense Instruction (DoDI) 1000.01, Enclosure 2, Paragraph 2.b.and 2.b.(1), *Identification (ID) Cards Required by the Geneva Conventions*. (T-0). Chaplains will not act nor give the appearance of acting as informants, intelligence officers or political agents. (T-1). Chaplains will not take part in psychological operations or in manipulating civilian relationships for political or combatant motives. (T-1). Chaplains will not engage in other traditional combatant activities (e.g., assisting in planning military actions, collecting or conveying military intelligence, or directing response to hostile fire). (T-1).

3.1.2. Non-compliance with noncombatant status. A violation of the chaplain's obligations as a noncombatant may constitute a breach of duty as well as a failure to meet Air Force standards. Chaplains may lose their noncombatant protected status if they commit, outside their humanitarian function, acts harmful to the enemy. Actions may be taken against an offender and may result in corrective action or punishment under the provisions of the Uniformed Code of Military Justice in accordance with AFI 51-401, *The Law of War*.

3.1.3. Military chaplains in service to detainees or Enemy Prisoners of War (EPW). The requirements of the Geneva Conventions must be followed in the spiritual care of detainees and EPWs (Geneva Convention Relative to the Treatment of Prisoners of War of 12 August 1949 (Article 37) and Geneva Convention Relative to the Treatment of Prisoners of War of 12 August 1949 (Chapter V)). (T-0). Military chaplains may assist and support retained religious leaders and appointed lay leaders in facilitating the spiritual care of detainees and/or EPWs as identified by the commander.

3.1.4. Religious Affairs Airmen. As combatants, Religious Affairs Airmen provide force protection and security measures for the RST in accordance with Joint Guide 1-05. (T-0). If required in line remarks for a specific deployed duty location, Airmen will carry the M9 as their primary weapon and qualify at their home station. (T-1). Religious Affairs Airmen will refrain from conduct or activities that would compromise the integrity of the RST and non-combatant status of the chaplain. (T-1).

3.2. Chaplain Corps Unit Type Codes and Force Laydown.

3.2.1. XFFCB. This Unit Type Code provides for religious affairs across the full range of military operations. One RST is required for up to 749 authorized personnel. For a population of 750 and above, planners should ensure that chaplains from diverse faith traditions are tasked based on the supported demographic whom the Air Force has responsibility to support. Chaplain authorized grade is a minimum of O-3 and maximum of O-4, and Religious Affairs Airman authorized AFSC is minimum of 5R031 and maximum of 5R071 and will not exceed the grade of E-6. **(T-1)**. This Unit Type Code will deploy as a Religious Support Team (RST). **(T-1)**.

3.2.2. XFFCC. This Senior Religious Support Team (RST) Unit Type Code is the leadership team for Chaplain Corps operations and deploys across the full range of military operations. Chaplain authorized grade is a maximum O-5 (preferred) with a minimum grade of O-4, and Religious Affairs Airman must hold a 5R071 AFSC (no substitution and a minimum grade of E-6). **(T-1)**. For bases with populations exceeding 4,500 service members whom the Air Force has responsibility to support, a chaplain in the grade of O-6 is required and a Religious Affairs Airman with a minimum grade of E-7. **(T-1)**. Chaplains and Religious Affairs Airmen deploying in the Unit Type Code must have completed the appropriate grade-level Wing Chaplain Course, or Superintendent/NCO, Chapel Operations Course. **(T-1)**. This Unit Type Code will deploy as an RST. **(T-1)**.

3.2.3. XFFCD. This Staff Chaplain Corps Support Unit Type Code provides Chaplain Corps staff management to support all mission types. This Unit Type Code is designed for chaplain taskings where grade O-6 and Religious Affairs Airman AFSC 5R091 are required, usually at a headquarters level or large contingency site. No substitution for the chaplain below O-6 select and no substitution below grade E-7 with 5R071 for the Religious Affairs Airman is permitted. **(T-1)**. Completion of the Chaplain Corps Strategic Leadership Course is preferred. This Unit Type Code will deploy as an RST. **(T-1)**.

3.2.4. XFWGC. This Chaplain Support Box Unit Type Code consists of a small shelter that can be used as a chapel facility. Other items include, but not limited to, USA flag, Christian flag, Hebrew flag, Muslim flag, flag stand, tables, benches, chairs, power cables and strip, public address set, fan, lamp, wastebasket, coffee maker, locker, fire extinguisher, ladder, communion set, Christian Bibles, Book of Mormon, book stand, chalice, rosary, missal, cross/crucifix, kiddush, yarmulke, and prayer shawl.

3.2.5. Force Laydown. Force laydown population distribution is for planning estimates and does not account for variances (e.g., hospital). In accordance with AFI 10-401 the goal is to meet the combatant commander's needs with the fewest forces possible. See Table 3.1 for force laydown.

Table 3.1. Force Laydown.

POPULATION	XFFCB	XFFCC	XFFCD	TOTAL PAX
1-749	1			2
750-1,499	2			4
1,500-2,249	2	1		6
2,250 -2,999	3	1		8
3,000-3,749	4	1		10

3,750-4,499	5	1		12
4,500-5,249	6	1	1	16
5,250-5,999	7	1	1	18
6,000-6,749	8	1	1	20
6,750-7,499	9	1	1	22

3.3. Line Remarks.

3.3.1. Air Force Forces command chaplains and personnel functions will utilize Chaplain Corps specific line remarks to add faith group specific requirements to the Unit Type Code in order to meet the diverse religious needs of Airmen in the area of responsibility. **(T-1)**.

3.3.2. Line remarks are found on AEF Online (<https://www.expeditionarycenter.af.mil/>), however, Chaplain Corps specific line remarks include, but are not limited to:

3.3.2.1. HC1—Catholic Chaplain.

3.3.2.2. HC2—Jewish Chaplain.

3.3.2.3. HC3—Latter-Day Saints (LDS) Chaplain.

3.3.2.4. HC4—Muslim Chaplain.

3.3.2.5. HC5—Orthodox Chaplain.

3.3.2.6. HC6—Protestant Chaplain.

3.3.2.7. HC7—Buddhist Chaplain.

3.3.2.8. HC8—Jewish, LDS, Muslim, Orthodox or Buddhist Chaplain Preferred.

3.4. Chaplain Corps Expeditionary Ministry Planning and Resourcing. Senior RSTs at deployed locations shall ensure resource requirements are identified in the Expeditionary Airmen Ministry Plan (E-AMP). **(T-2)**.

3.4.1. Appropriated Funds. Commanders are encouraged to provide funds for mission support identified in the Expeditionary Airmen Ministry Plan (E-AMP). **(T-3)**. Chaplain Corps personnel will use the funds in accordance with AFI 52-105, *Chaplain Corps Resourcing*; and AFI 65-601, Volume 1, *Budget Guidance and Procedures*. **(T-1)**. The E-AMP should distinguish between Overseas Contingency Operations funds to be used for deployed and Permanent Change of Station personnel and baseline funds to be used for command sponsored families.

3.4.2. Chapel Tithes and Offering Funds (CTOF) at deployed locations. The collection of CTOF is prohibited at deployed locations. **(T-1)**.

3.4.3. Grant Funds. Grant funds, sourced by CTOF, are a one-time request based on the number of Chaplain Corps personnel assigned to a deployed location. Additional information on obtaining and utilizing funds can be found in AFI 52-105.

3.5. Major Accident or Chemical, Biological, Radiological, Nuclear and High Yield Explosives (CBRNE) Role. RSTs may be called upon to support the all-hazards approach to incident response. These threats and hazards may include, but are not limited to: major accidents,

natural and man-made disasters, and enemy attacks with CBRNE and conventional weapons or materials.

3.5.1. The primary role of Chaplain Corps personnel is to support authorized personnel during incident response. **(T-1)**.

3.5.2. All commanders have the authority to request religious support for an immediate response to the needs of their personnel.

3.5.3. The ANG/HC personnel under state control may provide religious support to non-DoD personnel in accordance with ANG guidance applicable to those forces.

3.5.4. The safety of personnel is a primary consideration during incidents. RSTs should not assume unnecessary risk and do everything possible to prevent becoming casualties while seeking to provide spiritual care to victims. RSTs shall operate in a secure, decontaminated area, unless inside a collective protected facility or in the appropriate Mission-Oriented Protective Posture level for the contamination threat. **(T-1)**.

Chapter 4

WING OR INSTALLATION READINESS ENVIRONMENT

4.1. Base Support Plan. The Base Support Plan is the installation-level planning document (see AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*). The wing or installation senior RST shall annually review and update the Chaplain Corps portion of the Base Support Plan. **(T-1)**. The Chaplain Corps Chapel Contingency and Emergency Support Operating Instruction and Base Support Plan shall be exercised annually and/or to meet unit requirements. **(T-1)**.

4.1.1. Workplace Violence, Major Accidents, Mass Casualty Response, Major Crisis, National Disaster and Humanitarian Support. Chaplain Corps personnel have a critical role in responding to workplace violence, major accidents, mass casualty events, natural disasters, national emergencies, and humanitarian support. Chaplain Corps personnel provide spiritual care to survivors and their dependents, as well as the dependents of casualties. RSTs may also provide crisis counseling to the emergency responders and advice to commanders on issues that arise during the subsequent investigation.

4.1.2. The commander may employ Chaplain Corps personnel during installation support to the surrounding community following a natural disaster. The wing or installation senior RST shall develop a plan to determine the level of support provided to the community while continuing to accomplish the wing or installation mission. **(T-1)**.

4.1.3. Chaplain Corps personnel will identify manning shortfalls where military personnel cannot fully support mass casualty response. **(T-1)**. If resource personnel (as defined in AFI 52-101, *Planning and Organizing*) are utilized to support mass casualty response, the senior RST must identify who they are and ensure they are equipped and trained. **(T-1)**. The senior RST will provide direction and oversight over all religious affairs resource personnel utilized during Chaplain Corps response. **(T-1)**.

Chapter 5

READINESS TRAINING

5.1. Expeditionary Readiness Training. Chaplain Corps members tasked for deployment will conduct readiness training in accordance with AFI 10-405. **(T-1)**. The 52R and 5R0 Career Field Managers, in coordination with the HAF FAM, establish functional readiness training requirements.

5.1.1. Categories. Expeditionary readiness training is divided into three categories per AFI 10-405: basic Airman readiness, basic deployment readiness, and advanced deployment readiness.

5.1.1.1. Basic Airman Readiness. This level of training teaches foundational expeditionary skills. Training is delivered through accessions and initial occupational training such as Basic Military Training and Officer Accession venues. Additionally, the Chaplain Corps College, in coordination with the 52R Career Field Manager, HAF FAM, and Air University, provides Basic Airman Readiness training to all new Chaplain accessions. This training is embedded in the Basic Chaplain Course and the Religious Affairs Apprentice Course. MAJCOM and Combatant Command Chaplains may direct additional Basic Airman Readiness training to meet their specific mission requirements.

5.1.1.2. Basic Deployment Readiness. This level of training is delivered at the wing level in alignment with the AEF Battle Rhythm. Training includes Home-Station Proficiency Training and Home-Station Pre-Deployment Training. Senior RSTs are responsible for ensuring functional participation in all required Basic Deployment Readiness training, including wing exercises, hands-on training (e.g., Self-Aid and Buddy Care), and computer based training.

5.1.1.3. Advanced Deployment Readiness. This level of training provides advanced expeditionary skills training for a specific mission, deployment tasking, duty assignment, or role. RSTs may be required to attend Air Force Fieldcraft-Hostile, Fieldcraft-Unknown, or Army Combat Skills Training. Additionally, all Chaplains and Religious Affairs Airmen who are tasked to deploy will attend the Fieldcraft Chaplain Corps Course (FC-HC) pre-deployment training. **(T-1)**.

5.1.2. Chaplain Corps personnel assigned to a Medical Treatment Facility are encouraged to participate in medical readiness training. The senior chaplain may coordinate with the medical readiness office to schedule this training per AFI 41-106, *Medical Readiness Program Management*. **(T-3)**.

5.1.3. Chaplain Corps personnel will participate in Disaster Mental Health Team training per AFI 44-153, *Disaster Mental Health Response and Combat and Operational Stress Control*. **(T-1)**.

5.1.4. Chaplain Corps personnel are encouraged to participate in installation workplace violence and mass casualty response training. The senior RST shall ensure that chaplains, Religious Affairs Airmen, attached reservists, and any other relevant resource personnel receive training applicable to their roles and responsibilities in augmenting or curtailing sustainment operations during surge operations. **(T-3)**.

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

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

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Abbreviations and Acronyms

AEF—Air and Space Expeditionary Force

AEFI—Air Expeditionary Force Indicator

AF/HC—Headquarters Air Force Chaplain Corps

AFFOR—Air Force Forces

AFIMSC—Air Force Installation Mission Support Center

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

ANG—Air National Guard

CBRNE—Chemical, Biological, Radiological, Nuclear and High Yield Explosives

CRF—Consolidated Readiness Functional Area Manager (FAM)

CTOF—Chapel Tithes and Offering Funds

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

DSCA—Defense Support of Civil Authorities

DoD—Department of Defense

E-AMP—Expeditionary Airmen Ministry Plan

ECS—Expeditionary Combat Support

EPW—Enemy Prisoners of War

FAM—Functional Area Manager

HC—Chaplain Corps

JLLIS—Joint Lessons Learned Information System

JP—Joint Publication

OPR—Office of Primary Responsibility

RegAF—Regular Air Force

RST—Religious Support Team

UTC—Unit Type Code

WMP—War and Mobilization Plan

Terms

Chapel Tithes and Offerings Fund—Cash and other assets received within Armed Forces religious communities as the expression of one's faith.

Grant Funds—Funding supplemental to appropriated funds, which are sourced from CTOF resources. This funding may only be requested one time by the deployed RST, usually at the beginning of the deployment.

Religious Support Team—A team composed of at least one Chaplain one Religious Affairs Airman working together to design, implement, and execute the command religious program.