

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 52-105**



21 DECEMBER 2020

Chaplain

CHAPLAIN CORPS RESOURCING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: This publication has no releasability restrictions.

OPR: AF/HCP

Certified by: DAF/HCP
(Ch, Lt. Col, Andrew L. Thornley)

Supersedes: AFI52-105, 23 June 2015

Pages: 22

This instruction implements Department of the Air Force Policy Directive (AFPD) 52-1, *Chaplain Corps*. It provides general policy and procedures regarding the management of resources to meet Chaplain Corps mission requirements. The instruction applies to all civilian employees and uniformed members of the Regular Air Force, United States Space Force, Air Force Reserve, Air National Guard and the Civil Air Patrol (when performing Air Force assigned missions in its role as a volunteer civilian auxiliary of the Air Force). This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (U.S.C.), Section 9013, Secretary of the Air Force. The applicable system of records notice F065 AF HC A, Chaplain Fund Service Contract File is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of 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 AF Form 847, *Recommendation for Change of Publication*; route Air Force Form 847 from the field through appropriate functional chain of command. 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. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See 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 requestor’s

commander for non-tiered compliance items. Compliance with the attachments in this publication is mandatory.

SUMMARY OF CHANGES

This instruction has been significantly revised and should be read in its entirety. Major changes include established policy and procedures for execution of statutory appropriated funds expenditures in support of strong family structures, according to Title 10, United States Code (USC) Section 1789, *Chaplain-led programs; authorized support*; transferring Chapel Tithes and Offerings Fund (CTOF) management and forms into a Department of the Air Force Manual (DAFMAN). In addition, this DAFI realigns senior Religious Support Team roles and responsibilities and renamed the Chapel Financial Working Group to the Resource Management Working Group.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Overview. The Department of the Air Force Chaplain Corps provides religious and spiritual care, advises leadership and ensures all Airmen and Guardians and their family members have opportunities to exercise their constitutional right to the free exercise of religion.

1.2. The Air Force Chief of Chaplains (AF/HC). Provides strategic-level advocacy to organize, train and equip the Chaplain Corps, while programming requirements through the Air Force Corporate Structure to ensure the availability of programs and resource support for accomplishing the Department of the Air Force Chaplain Corps mission. AF/HC will develop guidance for the administration and management of statutory direct mission requirements with appropriated funds (APF) and indirect support requirements with Chapel Tithes and Offerings Funds (CTOF) at wing and garrison or lower level ministries. This position serves as the approval authority for all requests for civilian clergy as either federal employees, contractors or vendors performing civilian clergy responsibilities.

1.2.1. Serves as the primary advisor responsible for the spiritual domain of Comprehensive Airman Fitness and contributes substantially to the mental, physical and social domains per AFPD 90-50, *Integrated Resilience* and AFI 90-5001, *Integrated Resilience*.

1.2.2. Will furnish the Director, Defense Logistics Agency Disposition Services sites with instructions for disposal of surplus or excess consecrated articles unique to each religion and having distinctive denomination markings in accordance with Department of Defense Manual (DoDM) 4160.21V4, *Defense Materiel Disposition: Disposal and Guidance Procedures*. (T-0).

1.3. Space Force, Functional Major Commands, Direct Reporting Units, Field Operating Agencies and NGB. Provide functional review and validate documents prior to forwarding to higher headquarters for approval. These documents include but are not limited to federal employee, contract or vendor's requests for civilian clergy and facility disposal requests.

1.3.1. Manage manpower consistent with AFI 38-101, *Manpower and Organization* and in coordination with the chaplain and with the religious affairs Airmen career field managers.

1.3.2. Assist in the planning and prioritizing of military construction for chapels, chapel centers and religious education facilities consistent with AFI 32-1020, *Planning and Programming Built Infrastructure Projects*.

1.3.3. Advise wing or garrison chaplains on specific administration, control and management of resources in support of Chaplain Corps programs and activities by reviewing and validating the Annual Ministry Plan (AMP).

1.3.4. Provide prioritized funding input to the Air Force Installation and Mission Support Center (AFIMSC/IZH), Chaplain Corps Division.

1.3.5. Advise commanders and wing or garrison chaplains on the requirements for disposal of all religious facilities and consecrated articles relevant to a specific faith group or having distinctive religious markings. Additionally, in coordination with the Department of the Air Force Chaplain Corps (DAF/HC), will guide the disposition of surplus or foreign excess

consecrated articles peculiar to each religion and having a distinctive denomination marking in accordance with DoD Manual 4160.21, Volume 4. (T-0).

1.4. Functional Air Force Installation Mission Support Center. Provides all functional planning, programming, budgeting and execution support to wing or garrison or below wing or garrison-level organizations.

1.4.1. Will obtain requirements data from the tactical level and, after coordination with higher headquarters, submit a consolidated Chaplain Corps Program Objective Memorandum to the Air Force Corporate Structure. (T-2).

1.4.2. The installations will be funded based upon the funding model established by the manpower determinant. (T-2).

1.4.3. Will monitor and, if necessary, adjust tactical-level funding distribution during the execution year based on obligation rates. (T-2).

1.4.4. Will oversee the administration, control and management of the CTOF Accounting Section. (T-1). The CTOF accounting section advises the Chaplain Corps at all levels on accounting procedures, administration, control and management of CTOF funding in accordance with this DAFI.

1.5. Commanders and Directors. As the approval authority for the AMP, are responsible for providing adequate resources to carry out the Chaplain Corps mission efficiently and effectively. Resources include funding, manpower, facilities, supplies and equipment.

1.6. Senior Chaplain of the Organization. The wing or garrison chaplain or equivalent per AFI 52-101, *Planning and Organizing*.

1.6.1. Provides religious program support oversight to the commander, obtains commander's priorities and manages all aspects of resourcing (e.g., planning, programming, budgeting and executing). Assigns key duties and responsibilities among staff to reduce the risk of error or fraud in accordance with the guiding principles in the General Accounting Office (GAO) 14-704G, *Standards for Internal Control in the Federal Government*. This includes the separation of duties and responsibilities of handling assets, authorizing, processing, recording and reviewing transactions to ensure internal controls have a verifiable audit trail. No single person should be given delegation authority over resources, including facilities, equipment and funds.

1.6.2. Shall be responsible for developing, managing and executing the AMP with all available resources. (T-2). Will coordinate the annual review of the AMP with functional major command by 1 February and submit the final validated document for the commander's approval by 1 March to coincide with the development of the following year's execution plan. (T-2). Will chair the Resource Management Working Group. (T-2). In the absence of the senior chaplain, will assign the next ranking chaplain as the chair. (T-3).

1.6.3. Will serve as the Responsibility Center Manager and perform assigned duties as outlined in AFMAN 65-605V1. (T-3).

1.6.4. Appoints the deputy wing or garrison or branch chief chaplain as the Cost Center Manager. (T-3). In the absence of a deputy wing or garrison or branch chief chaplain assigns the next ranking chaplain as the Cost Center Manager. (T-3).

1.6.5. Will establish requirements for contract services as described in this DAFI, AFI 64-102, *Installation Contracting*; AFI 63-138, *Acquisition of Services*; AFI 64-117, *Government Purchase Card Program*. (T-1). If applicable, will be familiar with AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*. (T-3). Will conduct and document required periodic training on all aspects of resource management for all federal employees and contractors needing this training. (T-2).

1.6.6. Appoints primary and alternate government purchase card approving officials and cardholders in accordance with AFI 64-117.

1.6.7. Performs the duty of Unit Manager and appoints an Assessable Unit Administrator as described in AFI 65-201, *Enterprise Risk Management and Managers' Internal Control Program Procedures*.

1.6.8. Should coordinate with the installation manpower office on the propriety of all contract requirements to avoid conflict with assigned manpower.

1.6.9. Shall initiate requests for high demand and low density civilian clergy (either contracted, civil service or vendor) and forward requests through the functional major command office and higher headquarter for review and to Department of the Air Force Chaplain Corps, Personnel, Budget and Readiness Division (DAF/HCP) for approval. (T-1). Each request should contain sufficient justification and a draft performance work statement (for contractors) or position description (for Civil Service positions).

1.6.10. Serves as the approving authority for the purchase of all religious literature and religious education curricula to ensure it does not denigrate any religious group. In accordance with Department of Defense Instruction (DoDI) 1342.22, *Military Family Readiness* and DoDI 1344.07, *Personal Commercial Solicitation on DoD Installations*, will ensure that all faith-based commercial, financial education curricula are purchased only for use in comprehensive religious education stewardship programs. (T-0). Additionally, the senior chaplain will ensure that all externally-produced training material is presented in such a way as to avoid expressly or implicitly endorsing the Non-Federal entity that produced them and that no material is used which further advertises products and services that can be purchased. (T-1). Will advertise the training as a religious education stewardship program through the same methods all Chaplain Corps religious programs are advertised and will not use the training in unit financial readiness training or include as materials in installation financial education programs. (T-1). The senior chaplain should document the approval process.

1.6.11. Will advise in the planning of local military construction for chapels, chapel centers and religious education facilities consistent with AFI 32-1015, *Integrated Installation Planning* and AFI 32-1020. (T-1). Develops an operating instruction or equivalent outlining local procedures for religious facility utilization and coordinates with the functional major command office and the local facility management office.

1.7. Superintendent/Non-Commissioned Officer in Charge, Religious Affairs. Advisor to the senior chaplain in all matters about the development, resourcing and execution of the AMP. Oversees training on resource management processes and procedures as required for all Chaplain Corps employees, contractors, program leaders and volunteers.

1.8. Resource Management Working Group. Shall be chaired by the senior chaplain and at a minimum will meet twice a year. **(T-2).** The group will be comprised of: the senior chaplain, deputy wing or garrison chaplain, branch chief(s), lead faith group chaplain(s), superintendent/non-commissioned officer in charge (NCOIC), Distinctive Religious Group Leaders (DRGLs) and CTOF Regular Air Force faith group advisory council president(s). **(T-3).** The resource advisor and CTOF account manager may be invited to brief on the status of funds as needed. The group shall advise the senior chaplain on the professional, efficient and effective use of available resources to develop and execute the AMP. **(T-2).** Shall review the AMP before commander approval and conduct periodic documented reviews as resource capacity changes. **(T-2).** The resource management working group serves as a consulting body to discuss the balance among existing Chaplain Corps programs and proposals for changes to those programs.

1.9. CTOF Account Manager. Only a chaplain, religious affairs Airmen (E-5 or above), civilian (GS, NAF or host nation) or CTOF contractor shall serve as a CTOF account manager. **(T-2).** The CTOF account manager will serve as the primary point of contact with the CTOF Accounting Section. **(T-2).** If the account manager is a contractor, the senior chaplain of the organization will ensure all requirements are included in the performance work statement (PWS). **(T-2).**

Chapter 2

ANNUAL MINISTRY PLAN (AMP)

2.1. Overview. The AMP is the primary document for effective and efficient employment of available resources and it also prioritizes additional unfunded requirements. It is installation-based, commander-driven and considers various funding sources (e.g., APF and CTOF), manpower, facilities, supplies and equipment to carry out the wing or garrison or below wing or garrison-level mission. The AMP is useful for planning execution in the upcoming fiscal year. It serves as a record for the previous year's execution and a starting point for future year's planning and programming. Deployed senior chaplains will develop the Expeditionary Annual Ministry Plan in coordination with the supported commander, functional major command or combatant command. **(T-2).**

2.2. Ministry Planning Process. The ministry planning process identifies, itemizes, contextualizes and prioritizes the tactical-level deliverables and ministry requirements necessary to provide the best possible religious and spiritual care to Airmen and Guardians and their families. The ministry planning process culminates in the AMP.

2.2.1. The tactical-level senior Religious Support Team (RST) is composed of the senior chaplain of the organization and senior enlisted religious affairs Airman. The senior RST will submit a proposed AMP for the following fiscal year to the Functional Major Command, Direct Reporting Unit or Field Operating Agency senior RST for functional validation no later than 1 February of the current year. **(T-2).**

2.2.2. The wing or garrison should have one comprehensive wing or garrison Annual Ministry Plan to include any tenant units and embedded RST Annex identifying, validating and prioritizing the upcoming fiscal year ministry deliverables and resources for the correlating RSTs. The tenant units and embedded RST should develop the annex in accordance with the ministry planning process procedures, in coordination with the senior RST and should be approved by unit command.

2.2.3. The Functional Major Command, Direct Reporting Unit or Field Operating Agency senior RST will validate all submitted ministry plans and return them with a functional validation memorandum to the originating senior RST for adjustment, resubmission or presentation to the supported commander within 30 days from receipt. **(T-2).** The functional validation ensures compatibility with the vision, mission and priorities of the Chaplain Corps and those of the Functional Major Command, Direct Reporting Unit or Field Operating Agency.

2.2.4. The senior chaplain will submit the validated plan to the wing or garrison commander or equivalent for approval in sufficient time for its requirements to be included in the following year's execution plan (generally by 1 March of the current year, but as determined by the installation's comptroller). **(T-2).** After the commander has approved the plan, the senior chaplain will forward it to AFIMSC/IZH for incorporation into the Chaplain Corps master plan for installation-level funds distribution. **(T-2).**

2.2.5. AFIMSC/IZH will evaluate each tactical-level ministry plan with the assistance of the Functional Major Command, Direct Reporting Unit or Field Operating Agency. **(T-1).**

2.2.6. Since the AMP incorporates the availability of funding, facilities, equipment and other assets, close coordination with the base civil engineering, logistics and contracting offices is essential in order to understand the processes and procedures needed for obtaining, maintaining and renewing Chaplain Corps facilities, contracts and equipment.

2.3. Development of the AMP. Involves a four-step planning process that is based on validated requirements to support the commander's priorities. The outcome is an AMP that is realistic and measurable. The following steps contribute to effective planning:

2.3.1. Step 1: Identify Ministry Context and Requirements.

2.3.1.1. This step begins with identifying and understanding all publications that inform the context and requirements for the AMP. At a minimum this should include United States Constitution and public law; major command and above publications; Department of the Air Force Chaplain Corps strategic priorities; tactical-level guidance; the local installation's mission, vision and goals, commander's priorities, memoranda of agreement, memoranda of understanding, supported demographics and Status of Forces Agreement(s) for overseas installations.

2.3.1.2. Next determine the purpose and goals of the AMP. Goals are general summative statements that state succinctly the overall outcomes based on the supported commander's priorities.

2.3.1.3. Explain how the programs and activities of the AMP align with the mission, vision and goals of the Chaplain Corps, the Functional Major Command, Direct Reporting Unit or Field Operating Agency and the installation.

2.3.2. Step 2: Identify Ministry Capacity.

2.3.2.1. This step aligns programs and activities to their associated priority on the functional activity list and identifies the total man-hours and funding required to execute each.

2.3.2.2. Determine requirements based on the sources cited in [paragraph 2.3.1.1](#)

2.3.2.3. Leverage and allocate resources based on the manpower capacity and capability to deliver religious and spiritual care to Airmen and Guardians and their families, including at a minimum: base demographics; manpower capacity based on a standard work document; accounting for expected fluctuations in Regular Air Force manpower due to leave, temporary duty (TDY), deployments and other reasons for reduced religious support team availability; anticipated military personnel appropriation days; civilian workforce and contract clergy; and local resources (e.g., volunteers, local civilian clergy, off-installation worshipping communities and religiously-oriented private organizations).

2.3.2.4. Budget available funding by analyzing expenditures and projecting excess or shortages.

2.3.2.5. Determine assets including available facilities, equipment, government vehicles, specialized places (e.g., annex with kitchen) and supplies. If a government vehicle is unavailable, follow the Joint Travel Regulations and rules of the local installation regarding reimbursement for use of a privately owned vehicle for official travel.

2.3.3. Step 3: Develop the AMP.

2.3.3.1. Draft the AMP following the instructions and template found on the Air Force Chaplain Corps secure website.

2.3.3.2. Executive summary. The AMP should include an executive summary written with the supported commander as the primary audience with an explanation of the AMP.

2.3.3.3. Focus statement. The AMP should include a focus statement that features the mission, vision and goals of the Chaplain Corps, the higher headquarters and the local installation, including the installation's Chaplain Corps priorities and base demographics.

2.3.3.4. Requirements and resources. The AMP should include both direct mission requirements and indirect support requirements together with a list of resources to include: APF for direct mission requirements; CTOF for indirect support requirements; and Morale, Welfare and Recreation funds, if applicable. It should also include manpower capacity; an estimate of the man-hours available to execute the AMP; the functional activity list which identifies the executable activities of the AMP and includes the type of mission requirement each activity addresses, its priority alignment, scheduled execution date, associated work-hour requirements and the functional area with which the activity is associated, per the available Air Force Chaplain Corps Activity Reporting System categories.

2.3.3.5. Accountability statement. The AMP will include an accountability statement that sets forth the plan for documented quarterly evaluation, frequency of updates to the commander and conditions requiring a change to the AMP. As the ministry plan is a dynamic document, the accountability statement should include who will evaluate the plan for effectiveness, the timeframe for adjusting and frequency for updating the commander on realignments deemed necessary to meet changing mission requirements. Accountability requires continuously monitoring, measuring and analyzing relevant information to evaluate the success of ministry activities.

2.3.4. Step 4: Implement, Monitor and Revise. The implementation phase involves completing the tasks in the approved plan and accountability actions. The commander shall sign the AMP within 90 days following a change in organizational leadership (e.g., change of command), as well as when factors such as manning, accountability or mission requirements drive a change in activity prioritization. **(T-2)**.

2.4. Resourcing of Chaplain Corps Organizations. The senior chaplain in coordination with the Resource Management Working Group will ensure adequate support is given to chapel-based ministry groups (e.g., Protestant Youth of the Chapel, Catholic Youth of the Chapel) during the AMP development. **(T-2)**.

2.5. Resourcing of Religiously-Oriented Private Organization. Religiously-oriented private organizations (e.g., Knights of Columbus, Military Mothers of Preschoolers, Cadence International) are both non-federal entities and installation-recognized private organizations and must be financially and operationally self-sustaining in accordance with AFI 52-101 and AFI 34-223, *Private Organizations Program*. **(T-1)**. 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 senior chaplain and the religiously oriented private organization leader. **(T-0)**. Format of the agreement and required information will be in accordance with DoDI 4000.19 and AFI 25-201.

(T-0). The senior chaplain will ensure the memoranda will outline the Chaplain Corps official interaction capacity, communication paths, installation requirements, restrictions, prohibitions and expectations in accordance with AFI 34-223. **(T-1).** Funding from religiously oriented private organizations is independent of the Chaplain Corps and will not be included as a resource in the AMP. **(T-1).**

Chapter 3

KEY FUNDING RESOURCES

3.1. Overview. The Chaplain Corps has funding streams that are unique and require special attention by Airmen, Guardians, commanders and directors.

3.1.1. Appropriated funds (APF). The Chaplain Corps has specific legal authorities allowing the use of APF for meals and refreshments at chaplain-led events, which are not available to other organizations. Senior chaplains and comptrollers shall consult with the local staff judge advocate office when considering the purchase of meals and refreshments with APF in situations not addressed below. **(T-2)**.

3.1.1.1. There is an independent direct mission requirement for providing appropriate religious services for Airmen and Guardians. A primary statutory purpose of the Chaplain Corps is to give Airmen and Guardians a means of practicing their religion. APF must be utilized to provide staff, facilities, transportation and ceremonial items necessary to fulfill this purpose – including the cost of food and drink required to perform religious rites. **(T-0)**.

3.1.1.2. 10 USC Section 1789 *Chaplain-led programs: authorized support*, permits the Chaplain Corps to assist individual members of the armed forces on active duty and any of their immediate family members and individual members of reserve components in an active status and any of their immediate family members in building and maintaining a strong family structure. Authorized support services may include costs of transportation, food, lodging, child care (when essential for member or family participation in the event), supplies, fees and training materials for members of the armed forces and their family members while participating in programs including participation at retreats and conferences even local to a military member's Permanent Duty Station. **Note:** This authorization is only permitted while they are participating in programs (including training, retreats and conferences) designed to assist them in creating, building and maintaining a strong family structure.

3.1.1.3. Integrated Resilience. The Chaplain Corps has the primary responsibility for the Spiritual Domain Tenets within Comprehensive Airman Fitness and contributes substantially to the remaining three domains. **See Programs and Activities in Attachment 2, D.2** for specific limitations and AFPD 90-50 and AFI 90-5001, for further clarification.

3.1.2. CTOF. The first Chief of Chaplains, Chaplain, Major General Charles I. Carpenter established CTOF to teach “stewardship to the Soldier.” CTOF is comprised of voluntary monetary offerings from individuals and faith-based communities given to the Chaplain Corps as an act of religion. CTOF programs, activities and humanitarian donations are religious expressions of Chaplain Corps faith-based communities.

3.1.2.1. CTOF provides indirect mission support for religious practices and spiritual care to the supported population. It has no independent organizational existence apart from its relationship to the mission of the Chaplain Corps. The CTOF is not part of the Air Force's Morale Welfare and Recreation system and is subject to oversight by the Chief of Chaplains.

3.1.2.2. Chaplain Corps faith-based communities that collect CTOF, at least on a monthly basis, will establish respective faith group advisory councils. (T-2). Such councils will be chaired by a uniformed United States military member volunteer who will serve as president and will represent the faith group interests during the Resource Management Working Group meetings. (T-3).

3.2. Distribution of Funds.

3.2.1. APF funds the execution of the Chaplain Corps direct mission, providing for the free exercise of religion. The senior chaplain, as a staff officer for the commander, will ensure expenditure of appropriated funds complies with this DAFI, Air Force policies and regulations. (T-0).

3.2.2. CTOF provides indirect support to the Chaplain Corps mission. Commanders and senior chaplains should consult with financial management, resource managers, local staff judge advocates, AFIMSC/IZH and functional major command offices when questions or concerns arise regarding the appropriate expenditures of CTOF.

3.2.3. Prohibited spending. Neither APF nor CTOF funds should be used for any purpose that cannot withstand the test of public scrutiny or which could be deemed a misuse or waste of taxpayer dollars.

3.3. Authorized APF and CTOF Expenses. See [Attachment 2](#).

Chapter 4

RELIGIOUS FACILITIES

4.1. Overview. Chaplain Corps facilities must accommodate the religious needs of the assigned base community. (T-2). Senior chaplains will ensure the sanctity of the sacred space within such facilities. (T-2).

4.1.1. Naming and Designation. Senior chaplains will follow established Air Force procedures when naming or designating religious facilities in accordance with AFMAN 36-2806, *Awards and Memorialization Program*. (T-1).

4.1.2. Non-Religious Activities. Chaplain Corps facilities support non-religious activities based on established facility management operating instruction and facility availability. (T-3).

4.1.3. Scheduling. Chaplain Corps activities shall have priority over other base activities when scheduling the use of Chaplain Corps facilities. (T-2). Only Department of Defense (DoD) identification card holders may submit facility utilization requests and it must be for their use only. (T-3). Concerns regarding facility usage can be further clarified by the local staff judge advocate, squadron or chain of command.

4.1.4. Blessed Sacrament Room. The senior chaplain will ensure an appropriate room for the Blessed Sacrament is available at each installation. (T-1). The blessed sacrament room is a sacred space explicitly dedicated for Catholic personnel use.

4.1.5. Neutrality. Senior chaplains will ensure distinctive faith group symbols are not permanently displayed in the chapel sanctuary, chancel or nave. (T-1).

4.1.6. Alcohol. Wing or garrison chaplains will ensure only alcoholic beverages required for religious rites are stored in and consumed in Chaplain Corps facilities. (T-1).

4.2. Counseling Space. Commanders and directors will ensure that each chaplain will have a private office suitable for privileged communication that protects confidentiality. (T-1). The office will be sound dampened and have a door with a vision panel in accordance with AFI 52-101. (T-1).

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

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

10 USC Section 1789

10 USC Section 1072

31 USC Section 1341

31 USC Section 1511

GAO-14-704G, *Standards for Internal Control in the Federal Government*, September 2014

DoDI 1342.22, *Military Family Readiness*, 3 July 2012

DoDI 1344.07, *Personal Commercial Solicitation on DoD Installations*, 30 March 2006

DoDI 4000.19, *Support Agreements*, 25 April 2013

DoDM 4160.21, Volume 4, *Defense Materiel Disposition: Disposal and Guidance Procedures*, 22 October 2015

Joint Travel Regulations, Chapter 2 (<https://www.defensetravel.dod.mil/site/travelreg.cfm>)

DAFPD 52-1, *Chaplain Corps*, 5 November 2018

AFPD 90-50, *Integrated Resilience*, 17 September 2018

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 October 2013

AFI 32-1015, *Integrated Installation Planning*, 30 July 2019

AFI 32-1020, *Planning and Programming Built Infrastructure Projects*, 18 December 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 34-223, *Private Organizations (PO) Program*, 13 December 2018

AFI 38-101, *Manpower and Organization*, 29 August 2019

AFI 52-101, *Planning and Organizing*, 15 July 2019

AFI 63-138, *Acquisition of Services*, 30 September 2019

AFI 64-102, *Installation Contracting*, 9 June 2020

AFI 64-117, *Government Purchase Card Program*, 22 June 2018

AFI 65-201, *Enterprise Risk Management and Managers' Internal Control Program Procedures*, 17 September 2020

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

AFMAN 36-2806, *Awards and Memorialization Program*, 10 June 2019

AFMAN 65-605V1, *Budget Guidance and Technical Procedures*

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 26 September 2019

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AMP—Annual Ministry Plan

APF—Appropriated Funds

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DAFPD—Department of the Air Force Policy Directive

CTOF—Chapel Tithes and Offerings Fund

DoD—Department of Defense

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DRGL—Distinctive Religious Group Leader

GAO—Government Accountability Office

GS—General Schedule

NAF—Nonappropriated Fund

NGB—National Guard Bureau

PWS—Performance Work Statement

RST—Religious Support Team

TDY—Temporary Duty

USC—United States Code

Terms

Account Manager—An individual appointed to manage the base CTOF. They serve as the liaison between the base and the CTOF Accounting Section.—

Branch Chief—A chaplain in the rank of lieutenant colonel, major or major-select. Responsible to a wing chaplain or garrison chaplain or deputy wing chaplain or deputy garrison chaplain for operations at a branch chapel or program. Branch chiefs must supervise a Chaplain Corps member.

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

Chapel Tithes and Offerings Fund—Voluntary offerings from individuals or religious communities as an act of religion. The fund is not a taxpayer resource or revenue and is managed, accounted for and disbursed by the CTOF Accounting Section.

Chapel Tithes and Offerings Fund Accounting Section—Managed by the Air Force Installation and Mission Support Center. The accounting section conducts day-to-day accounting requirements for the Chaplain Corps and local Chaplain Corps religious communities.

Denomination—A particular religious body, with a specific name, organization, etc.

Deputy Wing Chaplain or Deputy Garrison Chaplain—A chaplain in the rank of lieutenant colonel, major or major-select responsible to the wing or garrison chaplain. The deputy wing chaplain or deputy garrison chaplain must supervise a Chaplain Corps member.

Direct Mission—Programs and activities that directly support the commander's priorities and the execution of the AMP. These programs and activities are funded solely with appropriated funds and fulfill the Department of the Air Force Chaplain Corps mission. Utilizing any funding source other than Appropriated funds may result in a violation of the Anti-Deficiency Act (31 USC Section 1341 et seq, 31 USC Section 1511 et seq). **See Attachment 2** for a list of all direct mission requirements.

Faith Group—Body of people responsible for supporting a specific faith group doctrine.

High Demand and Low Density Civilian Clergy—Specific faith group clergy that meets a specific need and does not perform military chaplain duties such as general counseling or unit engagement.

Immediate Family Member—Per Title 10 the term “immediate family members,” with respect to a member of the armed forces, means – (1) the member's spouse and (2) any child as defined in section 1072 (6) of title 10 of the member who is described in subparagraph (D) of section 1072 of title 10.

Indirect Support—Programs or activities that do not carry out the direct mission of the Chaplain Corps. These programs and activities are funded with CTOF and provide additional enhancement to the Department of the Air Force Chaplain Corps mission. CTOF may fund all Chaplain Corps requirements not listed as a direct mission requirement in **Attachment 2** and will not fund direct mission requirements. **(T-0)**. **See Attachment 2** for a list of all indirect support requirements.

Religious Community—Chaplain Corps religious community that worships on base and is actively engaged in the development of the AMP.

Religious Education—Instruction and education programs in the principles of a particular religious faith. This instruction can include anyone of any age within the faith group.

Religiously-Oriented Private Organization—Self-sustaining religious interest groups, set up by individuals acting exclusively outside the scope of any official capacity as members of the Department of the Air Force or Federal Government, to include civilians, contractors, Space Force, Air Reserve and Air National Guard members. They operate on Air Force installations with the written consent of the installation commander.

Resource Management Working Group—A coordinating and consulting body to discuss the balance among existing Chaplain Corps programs and proposals for changes to those programs.

Wing Chaplain or Garrison Chaplain—A chaplain in the rank of lieutenant colonel, major, or major-select. Responsible for all assigned Chaplain Corps personnel, operations, and resources supporting a wing or garrison. Reports directly to and is responsible to the wing commander or garrison commander (or equivalent). Serves as the primary advisor on issues pertaining to spirituality, religion, religious accommodation, morale, morals, and ethics. Serves as the functional authority for assigned Chaplain Corps personnel assigned to the wing or garrison.

Attachment 2

AUTHORIZED CHAPLAIN CORPS APF AND CTOF EXPENSES

Table A2.1. Authorized Chaplain Corps APF And CTOF Expenses.

ITEM	The list is not exhaustive and is provided to assist commanders and senior chaplains in making decisions regarding APF and CTOF expenses. APF is for direct mission requirements and CTOF is for indirect support of mission requirements.	APF	CTOF
A	FACILITIES		
1.	Purchase, rental, maintenance of permanent facilities and affixed structures such as windows, pews, doors and sanctuary furniture. (See note 1)	Y	N
2.	Development, renovation, relocation, restoration of permanent facilities and affixed structures covered in item 1.	Y	N
3.	Equipment, furnishings and supplies to operate and sustain Chaplain Corps facilities (e.g., religious education facilities, ministry centers, chapels). Items may include commercial internet service and equipment, equipment for sanctuaries, custodial services, furniture, meeting rooms, kitchen furnishings and major appliances.	Y	N
4.	Improvements to religious facilities and grounds, such as construction or installation of meditation gardens, religious statues and murals as approved by the installation commander.	Y	N
5.	Room and room set-up fees for faith-based community retreats, conferences or activities such as volunteer appreciation dinners, vacation bible schools, clergy day training. (See note 2)	N	Y
6.	Purchase and maintenance of small appliances, such as mini-refrigerators, mini-freezers, microwave ovens, toasters and coffee makers that support Chaplain Corps facilities (e.g., ministry centers, religious education facilities, chapels). Ministry centers may obtain coffeehouse equipment, gaming equipment, movies, games, audio or video system (e.g., televisions, sound systems and projectors) and inspirational artwork.	N	Y
7.	Repairs and maintenance to all assets purchased with CTOF.	N	Y
B	CONTRACTS, VENDORS AND SERVICES		
1.	Funding for high demand and low density contract clergy supporting installation religious rites and practices.	Y	N
2.	Funding for direct mission non-clergy contracts that support the execution of worship services and the AMP. The contracts may include Ministry Center coordinator, religious education coordinator (one per faith group), young adult ministry coordinator (one per faith group), youth ministry coordinator (one per faith group), music director (one per worship service), musician or vocalist (one per worship service), sound system technician (one for all worship services). (See note 3)	Y	N

3.	Funding for indirect support non-clergy contracts that exceed the direct mission requirement of a worship services or are primarily for the indirect mission support of the AMP. The contracts may include additional musicians or vocalists, parish coordinator and CTOF account manager.	N	Y
4.	Funding for supplies to CTOF contractors or Nonappropriated Fund employees in accordance with the statement of work.	N	Y
5.	Equipment or technology that supports CTOF contractors or Nonappropriated Fund employees in accordance with the statement of work.	N	Y
C	RELIGIOUS RITES, PRACTICES AND EDUCATION		
1.	Purchase and maintenance of items required for worship, such as furnishings, ecclesiastical equipment, sacramental wine and juice, communion bread, supplies and food for the Seder or other faith group sacred meals, sacred linens, paraments, candles and seasonal items integral to worship services.	Y	N
2.	Purchase and maintenance of ecclesiastical garments, such as vestments, robes, prayer shawls, religious head coverings and ecclesiastical garments required for the performance of professional religious ministry duties.	Y	N
3.	Purchase and maintenance of musical instruments and supporting equipment associated with each instrument that directly support a faith-based worship service as determined by the lead faith group chaplain or DRGL. (See Note 4) . Each lead faith group chaplain or DRGL should present the list of musical instruments and support equipment to the Resource Management Working Group for approval to avoid repetition and waste during the AMP development. Musical instruments may include guitars, drums, keyboards, Air Force-approved musical software, amplifiers, fixed and portable sound systems, microphones, cables, cords, mixing boards, maintenance and warranty expenses for instruments and equipment.	Y	N
4.	Guest speaker fees or honoraria, supplies, training materials and required equipment for base-wide religious observances (e.g., memorial services, national prayer activity and religious holidays).	Y	N
5.	Purchase and maintenance of items that directly support religious education or stewardship programs and activities as determined by lead faith group chaplain or DRGL (See note 4) , such as religious education curriculum, literature, equipment, commercial literature or video licensing and supplies.	Y	N
6.	Purchase of licenses for sacred music, sheet music, hymnals, songbooks and sacred texts. (e.g., pew bibles, sacramentaries, lectionaries, etc.)	Y	N
7.	Purchase of indirect support religious education supplies and literature over and above those required by the lead faith group	N	Y

	chaplain or DRGL. Coordinate with the base library prior to purchasing books as required by AFI 64-117.		
8.	Purchase of faith-based community floral arrangements, seasonal faith-based decorations or banners, worship bulletin stock, printing worship service bulletins or similar displays that indirectly support a religious observance or worship service.	N	Y
9	Faith group non-required music, musical instruments, software	N	Y
D	PROGRAMS AND ACTIVITIES		
1.	Strong Family Structure. Per 10 USC Section 1789, support services are authorized for Chaplain Corps-led training, programs, conferences and retreats to assist members of the armed forces on Active Duty and individual members of the Reserve component in an active status. This includes assistance to any immediate family members, as well as to single members, in creating, building and maintaining a strong family structure. Authorized support services may include transportation, food, lodging, childcare, supplies, fees or honoraria, training materials and required equipment for members of the armed forces and their family members while participating in these programs. (See notes 2, 5, & 6)	Y	N
2.	Integrated Resilience. Chaplain Corps-led programs supporting the spiritual domain tenets within Comprehensive Airman Fitness included in the AMP per AAFP 90-50 and AFI 90-5001. Additional funding received under 10 USC Section 1789 is dependent upon programs format. (See note 2)	Y	N
3.	TDY funding for transportation and per diem for Regular Air Force and Air Force Reserve personnel guest speakers in support of direct mission Chaplain Corps led program (e.g., Chaplain Corps functional resiliency training speaker on moral injury, second-hand trauma, family, life skills, etc.).	Y	N
4.	Funding invitational orders for transportation and per diem, speaker fees or honoraria for guest civilian speakers and performing artists in support of direct mission Chaplain Corps-led program.	Y	N
5.	Air Force Informal Uniform, if approved by senior chaplain.	Y	N
6.	Funding for faith-based retreats, conferences and community programs or activities that cover the cost of subsistence (e.g., transportation, food, lodging, childcare, supplies, honoraria, fees and training materials).	N	Y
7.	Purchase of decorations, food, beverages and other consumables to support Chaplain Corps faith-based communities' fellowship, Chaplain Corps unit engagement outreach and for items of indirect support that are not essential to carrying out base-wide spiritual resilience programs and activities; Chaplain Corps volunteer recognition activities.	N	Y
E	TRAVEL & TRAINING		

1.	Chaplain Corps staff military professional training or education, to include denominational endorser conferences as required by a chaplain’s endorsing religious organization.	Y	N
2.	TDY travel or training related to official Chaplain Corps required mission or training programs: Chaplain Corps staff local travel determined necessary by the wing or garrison chaplain for an authorized religious ceremony or service in accordance with the Joint Travel Regulation; training costs for APF contractors as stated in the performance work statement (e.g., maintain credentials, necessary annual training based on position).	Y	N
3.	Travel-related expenses or training for CTOF contractors, if authorized by the statement of work (e.g., Account Manager training, CTOF Accounting Center staff training) and volunteers actively supporting Chaplain Corps programs.	N	Y
F	HUMANITARIAN DONATIONS		
1.	Designated offerings and donations in support of religious missions, religious organizations and other faith-based initiatives; humanitarian and disaster relief; homeless shelters, food banks and other benevolent programs and projects, philanthropic or charitable activities. Designated offerings in support of religious missions, religious organizations and other faith-based initiatives.	N	Y
2.	Small tokens of appreciation, not to exceed \$20 per person per event and no more than \$50 per person per calendar year, for Chaplain Corps volunteers and assigned Airmen and Guardians or dependents recognized by a Chaplain Corps member during unit engagement (e.g., first communion card, mother’s or father’s day, birthday, etc.).	N	Y
	<p>Notes:</p> <p>1. Permanent facilities are religious facilities or facilities used for Chaplain Corps purposes.</p> <p>2. Funds for these programs and events should not be used for any purpose that cannot withstand the test of public scrutiny or which could be deemed a misuse or waste of funds by the chain of command.</p> <p>3. No company may provide one individual to fulfill two separate contracts within the same worship service. However, one contract may be written to combine both the music director and musician for the same worship service.</p> <p>4. Musical instruments and supporting equipment are integral to the worship service experience and if not available will impact the worship service severely. Lead faith group chaplain or DRGL may consult with denominational endorser to obtain propriety of musical equipment used during worship service.</p> <p>5. Per 10 USC Section 1789, these programs, in contrast to others, are authorized to use appropriated funds to purchase the types of support listed.</p>		

	6. Persons other than those defined as immediate family members in this instruction may participate in Strong Family Structure programs and receive the benefits of those programs, but are not authorized to be paid for subsistence (e.g., lodging, travel or childcare) or to receive food at government expense.		
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