

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



**AIR FORCE INSTRUCTION 52-101**

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**AIR FORCE RESERVE COMMAND  
Supplement 1**

**15 MARCH 2004**

**Chaplain**

**PLANNING AND ORGANIZING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 52-1, *Chaplain Service*. It directs procedures that ensure the Air Force Chaplain Service is structured and organized to meet mission requirements. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, through channels, to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their supplement to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113; other commands furnish one copy of each supplement to the next higher headquarters. Maintain and dispose of all records created as a result of prescribed processes in this AFI in accordance with AFMAN 37-139, "Records Disposition Schedule."

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**(AFRC)** The OPR for this supplement is HQ AFRC/HCE (MSgt Jerome T. Shoulta). This supplement implements and extends the guidance of Air Force Instructions (AFI) 52-101, 21 June 2002. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve Procedures to be used in conjunction with the basic instructions. Upon receipt of this integrated supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

This revision incorporates Interim Change IC 2002-1. This Interim Change specifies the limitation of capacities in which chaplain's can be engaged or assigned. A bar (|) indicates revision from the previous edition. The entire text of the IC is at the last attachment.

**(AFRC) This document is substantially revised and must be completely reviewed.**

**1. Chaplain Service Planning and Organizing:** This instruction implements AFD 52-1, *Chaplain Service*.

**2. Chaplain Service Personnel:**

**2.1. Chaplains.** As visible reminders of the Holy, chaplains support directly (provide) or indirectly (provide for) the free exercise of religion by all members of the Military Service, their dependents, and other authorized persons. Chaplains do not perform duties that are incompatible with their faith group tenets, professional role, or noncombatant status. Chaplains shall not serve in any other military capacity other than those specific duties contained in the 52RX Specialty Code contained in AFMAN 36-2105, attachment 38, (dtd 30 April 2001), page 226-228.

**2.1.1. Titles:**

2.1.1.1. Use title and rank (Chaplain, rank, name) in official correspondence.

2.1.1.2. Address chaplains as “chaplain” regardless of rank.

2.1.1.3. Chaplains may be addressed by traditional or denominational titles.

**2.1.2. Competencies:** Chaplains provide spiritual care and ethical leadership.

**2.1.3. Noncombatant Status:** Chaplains are noncombatants. Chaplains do not bear arms.

**2.1.4. Troop Commanders:** Chaplains do not serve as troop commanders.

**2.1.5. Courts Martial:** Chaplains do not serve as court members. Exercise caution when appearing as a witness in any official proceedings, to include courts-martial. Privileged communications must not be purposely or inadvertently revealed in testimony. Paragraphs **4.1.** and **4.1.1.** below explain “privileged communication” in greater detail.

**2.1.6. Summary Court Officer on Death of a Chaplain:** At the death of a chaplain, the commander appoints a chaplain to carry out the responsibilities of a summary court officer to safeguard the confidentiality of professional communications (10 U.S.C. 9712 (b), AFI 34-244).

**2.2. Chaplain Assistants:** As an integral part of the Chaplain Service, Chaplain Assistants are assigned at all levels of command to provide comprehensive ministry support. The Chaplain Assistant specialty description is specified in AFMAN 36-2108, *Airman Classification*. Chaplain Assistants are trained and tasked to provide mission essential ministry support during deployments, exercises, and contingencies.

**2.2.1. Chaplain Assistant Duty Restrictions:** Chaplain Assistants are exempt from details or duties that impede Chaplain Service mission accomplishment.

**2.2.2. Combatant Status:** Chaplain Assistants are combatants.

**2.3. Resource Personnel:** The Wing chaplain (or chaplain-in-charge) authorizes and directs qualified resource personnel to provide for religious program needs which assigned chaplain service personnel cannot meet. The Wing chaplain (or chaplain-in-charge) develops a performance agreement with all resource personnel and reviews the need, qualifications, and performance agreement annually.

**2.3.1. Auxiliaries:** Auxiliaries are authorized to provide spiritual care when a need is identified. Auxiliaries must meet the same educational requirements as Air Force chaplains and be approved in writing by their religious body.

2.3.2. **Air Reserve Components (ARC):** ARC members do not wear the uniform, receive credit points, or earn military pay while serving as paid resource persons.

2.3.3. **Special Resource Personnel:** The Wing chaplain (or chaplain-in-charge) authorizes qualified resource personnel to perform a program, religious service, rite, or support function for specific documented needs.

2.4. **Reporting Death and Illness of Chaplain Service Personnel:** Senior chaplains at all levels report to the next functional level the death, hospitalization or resulting convalescence, or serious illness of Chaplain Service personnel; and are encouraged to do the same for family members. Reports are made within 24 hours.

2.5. **Chapel Organizations:** Wing chaplains (or chaplains-in-charge), working with their staffs and advisory groups, establish and support organizations to enhance the Chaplain Service mission. These organizations are a part of the Chaplain Service program. They are not private organizations and do not require charters.

3. **Religious Observance:** The Chaplain Service is responsible for religious observances on Air Force bases, installations, and sites.

3.1. **Religious Accommodation:** Chaplains accommodate requests for chaplain services and/or support for religious practices unless the specific accommodation is logistically impossible or prohibited by law or policy (See Para 5., Advising Leadership). If a specific request is denied, the chaplain remains pastorally responsible for pursuing alternative means for accommodation.

3.2. **Religious Observances:**

3.2.1. **Religious Holy Days:** Chaplains perform or provide Holy Day observances and advise commanders, first sergeants, and other military and civilian leaders regarding these observances.

3.2.2. **Worship:** Wing chaplains (or chaplains-in-charge) with their staffs, plan and implement worship opportunities and schedules in response to local needs assessments, religious requirements, staff capabilities, and available resources.

3.2.2.1. Chaplains will conduct services that are within the scope of their personal faith tenets and religious convictions.

3.2.2.2. Worship services may be designed by chaplains in response to a broad population possessing common beliefs and desiring a specific style of worship. The terms "liturgical," "traditional," "contemporary," "gospel," and "praise" are exclusively used to identify chaplain-led worship of a particular style designed to meet the needs inclusive of several denominations and/or a broad population. Chaplain leadership ensures attentiveness to needs and sensitivity to the diversity of those attending these worship services. Services must be advertised and promoted by style, character, and doctrinal content.

3.2.2.3. Where there is a need for worship that the assigned chaplains cannot provide, the Chaplain Service staff will be augmented with qualified and capable personnel. Following is the process to obtain worship leaders:

3.2.2.3.1. Consult the standards and guidance provided by the religious agencies certified by the Department of Defense. When using denominational/faith group titles for worship services, confirm the worship leaders are certified. If this does not apply, go to [3.2.2.3.2.](#)

3.2.2.3.2. Determine whether the religious organization requires authorization through licensing, certification, or other similar means, and obtain documentation from the appropriate religious organization or authority. Ensure the certifying agent is accurately identified. If this does not apply, go to [3.2.2.3.3](#).

3.2.2.3.3. Worshippers may, in consultation and with approval by the Wing chaplain (or chaplain-in-charge), choose a leader to serve as the Chaplain Service point of contact. There must be clarity concerning the belief and practices of worship to allow for agreement among those who will gather. The worship service must not be given a name or title that is confusing or misleading to those outside the group.

3.2.2.3.4. In those instances where someone other than a chaplain is authorized to conduct worship, the Wing chaplain (or chaplain-in-charge) will:

3.2.2.3.4.1. Fully brief the worship leader on requirements, restrictions, prohibitions, and expectations.

3.2.2.3.4.2. Meet at least monthly with the worship leader to review programs and enhance worship opportunities.

#### 4. Pastoral Care:

4.1. **Privileged Communication:** The manual for Courts-Martial specifies a privilege of absolute confidentiality in communications between individuals (clients) and chaplains if such communication is made either as a formal act of religion or as a matter of conscience.

4.1.1. The privilege belongs to the individual (client), not the chaplain. There are no circumstances where a chaplain can disclose privileged communication revealed in the practices of his/her ministry without the client's informed permission. The privilege extends beyond the death of a client and may not be waived by anyone.

4.1.2. Persons assisting clergy, e.g. Chaplain Assistants and secretaries, must avoid receiving privileged communications and should never receive privileged communications voluntarily. Therefore, every effort must be made to ensure persons seeking spiritual advice or counseling discuss confidential communications only with chaplains.

4.1.3. Chaplain supervisors should avoid entering into confidential communications with subordinates on their staff. When confidential communication is desired, staff members are encouraged to exercise such privileged communication with a chaplain outside their chain of command.

4.2. **Death Notifications:** Chaplains are members of the notification team. They provide pastoral care and support for both next of kin and death notification team members.

4.3. **Sensitive Information:** Chapel staffs and volunteers regularly encounter situations in which sensitive personal information is either shared or observed. Such information should be protected and handled confidentially.

4.4. **Official and Private File Systems:** Chaplains must secure file copies (paper, computer files, message storage devices, and all forms of electronic media) containing professional communication, and sensitive information. These personal papers will be maintained separate from federal records, and chaplains will personally dispose of them.

4.5. **Religious Education Curricula:** Wing chaplains (or chaplains-in-charge) and their staffs approve curricula for religious education to meet the assessed needs of religious communities.

4.6. **Religious Literature:** Wing chaplains (or chaplains-in-charge) and their staffs approve the display and distribution of religious literature to inform and educate the base population. Literature will not denigrate any religious group.

**5. Advising Leadership.** Chaplains provide professional advice and pastoral guidance to military leaders in all matters pertaining to religious expression, religious conviction, the accommodation of practices arising from religious faith, ethical decision-making, and moral reasoning. Chaplains at all echelons will provide to leaders:

5.1. Advice consistent with their role as visible reminders of the Holy.

5.2. Analysis of religious demographics and associated requirements.

5.3. Frequent updates on the spiritual health of the community and opportunities for religious expression.

5.4. Counsel regarding public prayer, memorials, prayer at official functions and meetings, visits by ecclesiastical endorsing agencies, and relations with civilian religious leaders and communities.

**6. Chaplain Service Sustainment:** Chaplain Service sustainment is realized by successfully achieving global ministry strategies.

6.1. **Air Force Form 1270 and 1270a:** Global ministry strategies are measured, and become a matter of record, at all levels using AF Form 1270, Chaplain Service Satisfaction Surveys, and AF Form 1270a, Chaplain Service Statistical Report.

6.1.1. All levels (HQ USAF/HC, MAJCOM/FOA/DRU, and Wing) will compile and consolidate annual AF Form 1270a (RCS: HAF-HCX(A)7103). AF Form 1270a data will be used for reporting statistics; Planning, Programming, and Budgeting System (PPBS) purposes; and evaluating needs to achieve global ministry strategies.

6.1.2. Deployed chaplains and chaplain assistants will complete Sections II and V of AF Form 1270a ("hours spent" only) and forward them to permanently assigned MAJCOM/FOA/DRU. Only the senior chaplain for the deployed period will complete section VI. MAJCOM/FOA/DRU will compile and consolidate deployed AF Form 1270a annually, and submit them with non-deployed AF Form 1270a.

6.2. **Wing chaplains (or chaplains-in-charge):** Document local needs and capability of staff and local community.

**Table 1. Chaplain Service Sustainment (Evaluations) Timeline**

<i>SUSTAINMENT EVALUATION TIMELINE</i>	
<b>MONTH</b>	<b>AF Form 1270 ACTION</b>
January	MAJCOM/FOA/DRU/HC submit compiled annual AF Form 1270a to AF/HC -Non-Deployed Locations -Deployed Locations
February	
March	1. Wing chaplains (or chaplains-in-charge) collect data on AF Task Listings Tasks 2. Wing chaplains (or chaplains-in-charge) collect data to calculate Planning, Programming, and Budget data
April	
May	
June	
July	
August	
September	
October	1. Wing chaplains (or chaplains-in-charge) distribute Customer Satisfaction Surveys -Leadership -Unit Personnel -Parishioners 2. Wing chaplains (or chaplains-in-charge) collect data on AF Task Listings
November	1. Wing chaplains (or chaplains-in-charge) tabulate Customer Satisfaction Surveys 2. Wing chaplains (or chaplains-in-charge) conduct and tabulate Mission Function Surveys
December	Wing chaplains (or chaplains-in-charge) complete AF Form 1270 and submit results per MAJCOM/FOA/DRU/HC requirements

**7. (Added-AFRC) AFRC Wing Chaplains:**

- 7.1. (Added-AFRC) Contact newly assigned personnel in a timely manner.
- 7.2. (Added-AFRC) Post chaplain names, office phone numbers, and office locations on squadron bulletin boards and at other public locations, maintain listing within continuity file.
- 7.3. (Added-AFRC) Provide appropriate religious and seasonal articles to the unit newspaper/magazine.

7.4. (Added-AFRC) Maintain a chapel continuity file for planning, coordination, staffing, and program information. This file will include, but is not limited to the following information:

7.4.1. (Added-AFRC) Position descriptions for all assigned personnel.

7.4.2. (Added-AFRC) Required policy letters.

7.4.3. (Added-AFRC) HC operating instructions.

7.4.4. (Added-AFRC) Needs assessment.

7.4.5. (Added-AFRC) Worship schedule.

7.4.6. (Added-AFRC) Manning document.

7.4.7. (Added-AFRC) Location of chaplain service information posted in squadrons and at other public locations.

7.5. (Added-AFRC) Advise HQ AFRC/HC of changes to the Chaplain Service personnel roster as they occur.

7.6. (Added-AFRC) Advise HQ AFRC/HC of changes in medical profile, as they occur.

7.7. (Added-AFRC) Establish procedures for the proper interview and assessment of prospective Chaplain Service personnel. These procedures include a thorough overview of peacetime, Air and Space Expeditionary Force (AEF), and wartime requirements of Chaplain Service members.

LORRAINE K. POTTER, Chaplain, Major General  
Chief of the Chaplain Service

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

AFI 34-244, Disposition of Personal Property and Effects

AFMAN 36-2105, Officer Classification

AFMAN 36-2108, Airman Classification

AFPD 52-1, Chaplain Service

United States Code, Title 10, Sec 9712, Disposition of effects of deceased persons by summary court-martial

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**ARC**—Air Reserve Component

**DRU**—Direct Reporting Unit

**FOA**—Field Operating Agency

**MAJCOM**—Major Command

**PPBS**—Planning, Programming and Budgeting System

**RCS**—Reports Control Symbol

**USC**—United States Code

***Terms***

**NOTE:** The purpose of this glossary is to help the reader understand the terms used in this publication. It is not intended to encompass all pertinent terms.

**Auxiliaries**—Clergy meeting educational requirements equivalent to Air Force chaplains who, with the approval of their religious bodies, are authorized by a Wing chaplain (or chaplain-in-charge) to provide spiritual care.

**Chaplain Assistants**—Enlisted support members of the Chaplain Service with Air Force Specialty Code 5R0 whose description is specified in AFMAN 36-2108.

**Holy Days**—Occasions of special religious significance during which worship, rites, sacraments, or other religious observances are required and/or conducted.

**Religious Demographics**—Data collected to determine religious program needs at a given location. May address various population groups (i.e. national, regional, military, base, deployed site, etc.) from the perspective of religious affiliations, requirements, accommodations and practices.



**Attachment 2**

**IC 2002-1 TO AFI 52-101, PLANNING AND ORGANIZING**

**21 JUNE 2002**

SUMMARY OF REVISIONS

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OPR: HQ USAF/HCX (Ch, Col Walter M. Courter)

Certified by: HQ USAF/HC (Ch, Maj Gen, Lorraine K. Potter)

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