

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 52-101
AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

24 JANUARY 2005

Chaplain

PLANNING AND ORGANIZING

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/HCX (SSgt Brad Turner)
Supersedes AFI 52-101/AETC Sup 1,
9 November 2004

Certified by: HQ AETC/HC (Ch, Col John Stefero)
Pages: 8
Distribution: F

AFI 52-101, 18 October 2004, is supplemented as follows:

This supplement applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC). However, paragraphs **2.3.3.**, **4.3.**, 7, and **9. (Added)**-14 do not apply to the ANG. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil/rds/index.cfm>). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. Collected information is not included in a system of record. **Attachment 1** contains a glossary of references and supporting information.

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 2005-1 which adjusts requirements for visits of the command chaplain and command chaplain assistant (CCA). It deletes the requirement for the first sergeant's visit; establishes an all enlisted personnel group discussion with the CCA (paragraph 10.2.6 [Added]); deletes the requirement for a draft itinerary and biography of the first sergeant (**10.6. (Added)**); includes CCA review of training program (paragraph **10.7. (Added)**); and updates references. See the last attachment of this publication (IC 2005-1) for the complete IC. A bar (|) in the left margin indicates revision from the previous edition.

2.2. Chaplain Assistants. Refer to the tasks or duties outlined in the process-oriented description (POD) in the current Chaplain Service (CS) Manpower Standard (AFMS 105A).

2.3.3. Requirements for special resource personnel to support recurring events for payment, honorarium or stipend, will be performed by nonpersonal services providers. Maintain nonpersonal service agreements in the Chaplain Tithes and Offerings Fund continuity binder.

2.4. **Reporting Death and Illness of Chaplain Service Personnel.** Use the following AETC IMTs to report deaths, hospitalizations, and births that affect CS members, assigned individual mobilization augmentees (IMA) and/or members of their immediate family to HQ AETC/HC within 24 hours. Submit the information using the appropriate IMT via e-mail to the AETC/HC Inbox, aetchc@randolph.af.mil.

2.4.1. (Added) AETC IMT 89, **Notification of Death.**

2.4.2. (Added) AETC IMT 90, **Notification of Hospitalization.**

2.4.3. (Added) AETC IMT 91, **Notification of Birth.**

2.5. **Chapel Organizations.** Designate a chaplain as point of contact (POC) or advisor for each organization.

2.6. (Added) **Arrival or Departure of Personnel.** Report the arrival or departure of CS personnel, civilian employees, IMAs, and auxiliary chaplains. Submit information to HQ AETC/HCP via email (AETC/HC Inbox [aetchc@randolph.af.mil]) no later than 10 days after arrival or departure.

2.7. (Added) **Personnel Roster.** Provide a copy the section personnel roster to HQ AETC/HCP via email (AETC/HC Inbox [aetchc@randolph.af.mil]) quarterly (Jan, Apr, Jul, Oct).

2.8. (Added) **Photo.** Wing chaplains and noncommissioned officers (NCOIC) will provide an official electronic 5X7 photo to HQ AETC/HCX via email (AETC/HC Inbox [aetchc@randolph.af.mil]) no later than 30 days after arrival. Dress for photo is short sleeves blues, no tie/tab.

2.9. (Added) **Mementos.** HQ USAF/HC may provide retirement mementos to retiring chaplain service personnel and their spouses. HQ AETC/HC is also authorized to provide a memento to retiring AETC chaplain service personnel. Forward requests for HQ USAF/HC-level mementos and/or HQ AETC/HC mementos to HQ AETC/HC. HQ AETC/HC will forward the higher headquarters request to HQ USAF/HC. To ensure sufficient time for processing the requests, complete AETC IMT 92, **Chaplain Service Retirement Memento Worksheet**, and forward via e-mail to the AETC/HC Inbox, aetchc@randolph.af.mil, 90 days prior to presentation.

2.10. (Added) **Continuity Binder.** Maintain a continuity binder containing at a minimum the following information:

2.10.1. (Added) Mission of the wing/unit and HC mission.

2.10.2. (Added) HC organizational chart.

2.10.3. (Added) Unit manning document.

2.10.4. (Added) Position descriptions for assigned personnel.

2.10.5. (Added) Strategic planning information to include “Doing Global Ministry” needs assessments, resource priorities, and performance indicators.

2.10.6. (Added) USAF Chaplain Service Mentoring Program.

2.10.7. (Added) List of recurring reports and suspense dates.

2.10.8. (Added) Copy of last operational readiness inspection.

2.10.9. (Added) Air Expeditionary Force (AEF) assignment data.

3. **Religious Observance.** In accordance with the US Constitution's protection of the freedom of religion, the military services do not judge the merits of specific faiths, or officially recognize the validity of any faith. Ensure that all faith observances or practices on military installations maintain health and safety standards. When specific conduct has an adverse impact on military readiness, unit cohesion or discipline, or constitutes a health or safety hazard, commanders are expected to intercede. Decisions to accommodate requests to hold meetings, or conduct ceremonies on the installation do not constitute endorsements of a particular faith or belief. Faith groups that do not have military chaplains receive the same consideration for religious accommodation as groups having military chaplains.

3.1. Wing chaplains (or chaplains-in-charge) are responsible to their commanders and unit personnel for all religious accommodation issues. Refer to AFI 36-2706, *Military Equal Opportunity and Treatment Program*, and DODD 1300.17, *Accommodation of Religious Practices Within the Military Services*, for specific guidance regarding dietary requirements, religious apparel, and health and Sabbath observance. **NOTE:** Religious accommodation is a commander's responsibility. Chaplains serve as advisors to the commander.

3.1.1. (Added) Maintain a religious accommodation management (RAM) program continuity binder that at a minimum contains the following information:

3.1.1.1. (Added) Religious accommodation operating instruction (OI).

3.1.1.2. (Added) Service justification letter by wing chaplain and/or needs assessment referenced to "Doing Global Ministry" binder.

3.1.1.3. (Added) Annual worship requirements review.

3.1.1.4. (Added) List of approved nonchaplain worship leaders.

3.1.1.5. (Added) Nonchaplain worship leader program review/training meeting minutes.

3.1.1.6. (Added) Nonchaplain worship leader certifications (to include annual recertification, performance agreements training documentation, and liaison appointment letter).

3.1.2. (Added) The wing chaplain or equivalent establishes procedures for an effective RAM program in a local OI. Send initial and revised OIs for coordination to HQ AETC/HCP via email (AETC/HC Inbox [aetchc@randolph.af.mil]) 30 days prior to implementation and when updated.

3.2.2. Reference all need assessment documentation in RAM program binder.

3.2.2.3. Review all worship requirements annually and reference in RAM program binder.

3.2.2.3.2.1. Review annually the nonchaplain worship leader certification and written performance agreements. Maintain documentation and certification in RAM program binder.

3.2.2.3.2.2. (Added) Meet at least quarterly with nonchaplain worship leaders to review programs and enhance worship opportunities. Maintain documentation of meeting minutes in RAM program binder.

3.2.2.3.2.3. (Added) Nonchaplain worship leaders, due to their unique function in the absence of a chaplain or ordained auxiliary clergy, must ensure the compliance with AFIs and OIs as they minister to the diverse religious needs of the people. Nonchaplain worship leaders will each have a chaplain assigned as a liaison to ensure compliance with AFIs and OIs. Maintain letters of appointment in the RAM program binder.

4.3. In accordance with AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, paragraph 2.3.3, coordinate appropriated fund purchases of curricula with the library to determine if central library funds are authorized and available locally.

5. **Advising Leadership.** See paragraphs **3.** and **3.1.**

7.1.1. Wing chaplains (or chaplains-in-charge) will submit consolidated AF IMT 1270A, **Chaplain Service Statistical Report**, to HQ AETC/HCX no later than 31 December (RCS:HAF-HCX(A)7103, Chaplain Statistical Report).

8. **Form Prescribed.** AETC IMT 89, **Notification of Death**, AETC IMT 90, **Notification of Hospitalization**, AETC IMT 91, **Notification of Birth**, AETC IMT 92, **Chaplain Service Retirement Memento Information Worksheet**, AETC IMT 11A, **Chaplain Service IMA Annual Participation and Training Plan**.

9. (Added) **Unit IMA Reserve Program.** Wing chaplains will establish a unit IMA Reserve program in accordance with AETCI 10-301, Management of AETC Air Reserve Components, when IMA Reservists are assigned.

9.1. (Added) Use AETC IMT 11A, **Chaplain Service IMA Annual Participation and Training Plan**, in lieu of AETC IMT 11, **IMA Training Calendar**, ARPC Form 59, **Individual Mobilization Augmentee Participation Schedule Worksheet**, and Quality Review Panel Checklist. Maintain AETC IMT 11A within the individual's IMA management folder.

9.1.1. (Added) Forward a completed AETC IMT 11A to HQ AETC/HC via email (AETC/HC Inbox [aetchc@randolph.af.mil]) annually by 1 May for coordination to HQ ARPC/HC for use by the HQ ARPC/HC Quality Review Panel.

10. (Added) **Command Visits.** HQ AETC/HC provides functional oversight and evaluation of CS ministries at AETC bases. These requirements are met through: ORIs, command chaplain staff visits, and staff assistance visits (SAVs) (when requested). Follow the guidance below in preparing for visits by the command chaplain and the command chaplain assistant (CCA):

10.1. (Added) Prepare a concise briefing to include, at a minimum, the following topics, immediately followed by a tour of chapel facilities:

10.1.1. (Added) Scope of ministry operations (breakdown worship statistics by worship service for the past year).

10.1.2. (Added) Key initiatives.

10.1.3. (Added) Status of appropriated and chapel tithes and offerings funds. Offerings statistics broken out by worship service for the past year.

10.1.4. (Added) Status of facilities.

10.1.5. (Added) Relationship with wing, group, or squadron agencies. Areas that warrant the command chaplain or CCA attention.

10.2. (Added) Prepare a detailed itinerary to include the following:

10.2.1. (Added) The command chaplain schedule for a private consultation with each chaplain. Suggest a 30-minute block per session. Schedule wing chaplain's consultation last.

10.2.2. (Added) The command chaplain schedule for a courtesy visit to appropriate senior officers. Indicate in the itinerary any specific issues to be addressed.

10.2.3. (Added) The CCA schedule for a private consultation with each enlisted staff member, secretary, and any civilian personnel filling a primary support function, for example, accounting technician or program support. Suggest 30-minute block per session. Schedule NCOIC's consultation last.

10.2.4. (Added) The CCA schedule for a courtesy visit with the wing or equivalent command chief master sergeant.

10.2.5. (Added) The CCA schedule for a group discussion with all enlisted personnel; schedule a 45-minute timeframe for the group discussion.

10.3. (Added) Structure the itinerary to include a 30-minute outbrief with the wing chaplain (or chaplain-in-charge) and NCOIC.

10.4. (Added) Schedule luncheon or dinner with entire chapel staff (include in itinerary).

10.5. (Added) Allow time in the schedule for physical training before or after normal duty hours (include in itinerary).

10.6. (Added) Prior to the visit, provide a draft itinerary and biographies of the appropriate senior officers and command chief master sergeant who will be visited. Forward this information to the AETC/HC Inbox, aetchc@randolph.af.mil, no later than 3 days prior to visit.

10.7. (Added) The CCA will review the overall enlisted training program, the master training plan, and all individual on-the-job training records.

11. (Added) **Staff Assistance Visits.** Request all staff assistance visits to HQ AETC/HCR via e-mail to the AETC/HC Inbox, aetchc@randolph.af.mil, no later than 9 months prior to a projected wing operational readiness inspection (ORI). All requests require fund cite to pay for the visit. Coordinate request with wing IG prior to submission to HQ AETC/HC.

11.1. (Added) ORI checklist and functional area requirements can be found on the HQ AETC/IG website at <https://www.aetc.af.mil/ig/>.

12. (Added) **Official Communication.** Coordinate all official communication with higher headquarters, to include but not limited to: planned distinguished visitor (DV) visits, personnel and manpower actions, and policy and guidance issues with HQ AETC/HC.

13. (Added) **Reporting Suicides, Significant Suicidal Gestures, or Deaths.** Report suicides, significant suicidal gestures (requiring extended hospitalization), or deaths that occur within your base community to HQ AETC/HC within three duty days after the event. Report information immediately by telephone then followup with a detailed e-mail to the AETC/HC Inbox, aetchc@randolph.af.mil. The report will include:

13.1. (Added) The age, gender, grade (if military or civilian employee).

13.2. (Added) Marital and/or family status of the individual.

13.3. (Added) A brief description of the event, chaplain involvement, if any, prior to the event, and post event actions taken by the chaplain staff.

13.4. (Added) Any other pertinent information.

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

AFI 52-101, *Planning and Organizing*

AFI 36-2706, *Military Equal Opportunity and Treatment Program*

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*

DODD 1300.17, *Accommodation and Religious Practice*

AFMS 105A, *Air Force Manpower Standard*

AETCI 10-301, *Management of AETC Air Reserve Components*

Abbreviations and Acronyms

AD—active duty

AEF—Air and Space Expeditionary Force

AETC—Air Education and Training Command

AFSC—Air Force specialty code

AT—annual training

BIMAA—base individual mobilization augmentee administrator

CCA—command chaplain assistant

CS—chaplain service

EPR—enlisted performance report

IDT—inactive duty training

IMA—individual mobilization augmentee

NCOIC—noncommissioned officer in charge

OER—officer evaluation report

ORI—operational readiness inspection

POC—point of contact

POD—process orientated description

PRF—promotion recommendation form

RAM—religious accommodation management

SAV—staff assistance visit

UMD—unit manpower document

USAF—United States Air Force

UTC—unit type code

Terms

Certification—A certification issued to a Non-chaplain worship leader authorizing him/her to perform certain religious functions.

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

Faith Group—A unique religious expression such as: Islam, Protestant, Catholic, Orthodox, Jewish, or Buddhist.

Licensing—A religious license issues to a Non-chaplain worship leader authorizing him/her to perform certain religious functions.

Nonchaplain Worship Leader—A nonclergy person who provides limited religious program leadership under the direction of a chaplain.

Performance Agreement—A written agreement listing requirements, restrictions, prohibitions, and expectations of nonchaplain worship leaders and signed by both the wing chaplain and the nonchaplain worship leader.

Special Resource Personnel—Individuals selected to perform a certain function based upon their unique, training, talent, or ability.

Attachment 3 (Added)**IC 2005-1****INTERIM CHANGE (IC) 2005-1 TO AFI 52-101/AETC SUPPLEMENT 1, *PLANNING AND ORGANIZING*****24 January 2005*****SUMMARY OF REVISIONS***

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JOHN W. STEFERO, Chaplain, Colonel, USAF
Command Chaplain