

3 MAY 2005

Chaplain

PLANNING AND ORGANIZING



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAFE/HC
(Ch, Lt Col Raul N. Sanchez)
Supersedes AFI 52-101 USAFE Sup 1,
5 October 2001.

Certified by: HQ USAFE/HC
(MSgt Danny Galloway)
Pages: 3
Distribution: F

AFI 52-101, 18 October 2004 is supplemented as follows: This supplement provides guidance and procedures for implementation within United States Air Forces in Europe (USAFE). This supplement applies to all USAFE Wings and Installations. Send comments and suggested improvements to this publication on AF IMT 847, **Recommendations for Change of Publication**, to USAFE Command Chaplain Directorate, HQ USAFE/HC, UNIT 3050 BOX 50, APO AE 09094. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. The revision of the basic publication required a complete rewrite of the USAFE Supplement.

2.1.2. Conduct an annual review of official duty titles recorded in the military personnel system through your Commander's Support Staff (CSS). Notify Command Chaplain, Personnel and Resources Division (HQUSAFE/HCP) of completion not later than 30 October by e-mail, <mailto:usafe.hc@ramstein.af.mil> or by fax to 480-6375.

2.3. Performance agreements are required for denominational service lay leaders and para-church organizations serving as resource personnel for the wing or installation religious program. Content for performance agreements is identified in paragraph 3.2.2.3.2.1. of the basic publication. Performance Work Standards (PWS) for contractors meet the requirement for a performance agreement. Maintain copies of the performance agreements in the Chapel Continuity File.

2.3.1. Revalidate exception requests annually not later than 30 October. Submit requests to HQ USAFE/HC by e-mail, <mailto:usafe.hc@ramstein.af.mil> or by fax to 480-6375.

2.4. Submit death or hospitalization reports to HQ USAFE/HC by email, <mailto:usafe.hc@ramstein.af.mil> within 24 hours.

2.6. (Added) **Arrivals and Departures.** Report the arrival or departure of Chaplain Service personnel, civilians, individual mobilization augmentees (IMA), and auxiliary chaplains assigned to their function. Arrival reports for active duty personnel should include name, rank, date assigned station (DAS), date eligible return from overseas (DEROS), religious code, and birth date. Information for civilian, IMA, and auxiliary chaplain personnel should include name, rank, religious code (chaplains only) and date assigned. Include only the name and departure date of all personnel on departure reports. Submit information to the HQ USAFE/HCP, within 48 hours of occurrence, by e-mail, <mailto:usafe.hc@ramstein.af.mil>, or fax, DSN 480-6375.

2.7. (Added) **Leave and TDY Status.** Report projected wing and installation chaplain leave, temporary duty (TDY) and permissive temporary duty (PTDY) to HQ USAFE/HCP. Information should include inclusive dates, leave or TDY/PTDY location, and the name of the individual in charge during the absence. Additionally, one deep chaplain locations require backfill support and must coordinate replacements with the appropriate Wing Chaplain and HQ USAFE/HCP. Submit information monthly to HQ USAFE/HC by e-mail, <mailto:usafe.hc@ramstein.af.mil>, or fax, DSN 480-6375.

3.2.2.3.1. Review letters of certification annually as part of the Performance Agreement process.

5. **Advising Leadership.** Provide a semi-annual spiritual fitness briefing to Wing/Installation leadership.

7.1.1. Submit consolidated annual AF Form 1270A, **Chaplain Service Statistical Report**, to Plans and Programs (HQ USAFE/HCX), no later than 31 December annually by e-mail, <mailto:usafe.hc@ramstein.af.mil>, or fax, DSN 480-6375.

7.2. (Added) Maintain a Chapel Continuity File to include the following documents (at a minimum): Unit Manning Document (UMD), Unit Manpower and Personnel Report (UMPR), Chapel Organizational Chart, Spiritual Fitness Briefing, Performance Agreements, Denominational Lay Leader Certifications, Auxiliary Chaplain Exception Approval Letters, Current and Previous Year AF Form 1270A results, and HQ USAFE/HC Recurring Suspense Log.

8.1. (Added) IMT Adopted: AF IMT 847, **Recommendation for Change of Publication.**

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 37-123, *Management of Records*

Abbreviations and Acronyms

IMA—Individual Mobilization Augmentees

PTDY—Permissive Temporary Duty

TDY—Temporary Duty

USAFE—United States Air Force in Europe

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