

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



**AIR FORCE INSTRUCTION 52-104  
AIR EDUCATION AND TRAINING COMMAND  
Supplement 1  
17 NOVEMBER 2004**

**Chaplain**

**CHAPLAIN SERVICE READINESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 52-104, 14 May 2003, is supplemented as follows:**

This supplement does not apply to the Air National Guard (ANG) and Air Force Reserve Command (AFRC). 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.

- 1.2.1.4. Submit after-action reports to HQ AETC/HCR via e-mail to the AETC/HC Inbox, <mailto:aetche@randolph.af.mil> not later than 45 days after return from area of responsibility (AOR).
- 1.2.1.6. (Added) **AETC IMT 93, Chaplain Service Deployment Information Worksheet.** HQ AETC/HC and HQ USAF/HC personnel track, monitor and communicate with deployed chaplain service members and their family. Complete and forward AETC IMT 93 to HQ AETC/HCR via e-mail to the AETC/HC Inbox, <mailto:aetche@randolph.af.mil>, 45 days prior to deployment.
- 5.1.7. Forward chapel contingency support operating instructions (OI) for coordination to HQ AETC/HCR via e-mail to the AETC/HC Inbox, <mailto:aetche@randolph.af.mil>. Coordination will take place no later than six months prior to a projected wing operational readiness inspection (ORI).
- 5.2.3. Provide nondeployable medical profile updates to HQ AETC/HCR via e-mail to the AETC/HC Inbox, <mailto:aetche@randolph.af.mil> by the first Monday of each month, Subject: Medical Profiles Update for "Month." Ensure monthly wing AEF UTC reporting tool (ART) report reflects the same information on individuals postured against each UTC.

5.2.3.1. (Added) Forward member's nondeployable medical profile that prevents them from being world-wide qualified to HQ AETC/HCR within 48 hours of member being placed on profile via e-mail to the AETC/HC Inbox, <mailto:aetchc@randolph.af.mil>.

5.2.3.2. (Added) AETC/CV requires a briefing if a tasked UTC status change occurs that directly impacts a deployment. The wing chaplain will provide a written explanation, and provide supporting documentation to HQ AETC/HCR via e-mail to the AETC/HC Inbox, <mailto:aetchc@randolph.af.mil> within 24 hours if a change occurs.

5.4. **Manning Assistance for Contingency Operations.** Upon notification of deployment tasking, the wing chaplain will review the chapel contingency support OI, manpower and mission requirements, and submit for approval and coordination any manning request with unit fund cite to HQ AETC/HCR via e-mail to the AETC/HC Inbox, <mailto:aetchc@randolph.af.mil> not later than 90 days prior to the required in place date.

6.3.3. (Added) AETC IMT 93, **Chaplain Service Deployment Information Worksheet.**

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFMAN 37-123, *Management of Records*

*Abbreviations and Acronyms*

**AOR**—area of responsibility

**ORI**—operational readiness inspection

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