

**BY ORDER OF THE COMMANDER  
UNITED STATES AIR FORCES IN EUROPE  
(USAFE)**

**AIR FORCE INSTRUCTION 52-105, VOLUME 1**

**UNITED STATES AIR FORCES IN EUROPE  
Supplement 1**

**20 APRIL 2005**

**Chaplain**

**CHAPLAIN SERVICE RESOURCING,  
APPROPRIATED FUNDS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 52-105, Volume 1, 22 March 2004, is supplemented as follows:** It applies to all United States Air Forces Europe (USAFE) chaplain services and directs procedures that ensure USAFE Chaplain Services are structured and organized to meet mission requirements. This publication does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Ensure that 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) located at: <https://webrims.amc.af.mil>.

3.1. Coordinate operating instructions with Command Chaplain HQ USAFE/HC.

3.1.3. (Added) Wing/Installation Chaplains submit a quarterly Resource Requirement update to USAFE/HC on 1 January, 1 April, 1 July, and 1 October. This resource requirement update includes: USAFE IMT 150, **Chaplain Service Appropriated Funds - Year - To - Date**; USAFE IMT 151, **Chaplain Service Unfunded List Appropriated Fund/Combat Touch Unfunded List**.

4.1.1. Coordinate Performance Work Standards (PWS) with HQ USAFE/HC prior to obligating appropriated or Chapel Tithes and Offering Funds (CTOF) with a non personal service contract or agreement.

4.1.2.1.3. (Added) Prepare and submit USAFE IMT 152, **Chapel Facility Improvement Plan (FIP)**, annually not later than 31 October to HQ USAFE/HC. Coordinate the FIP with the local civil engineer.

7.1. (Added) IMTs Prescribed: USAFE IMT 150, **Chaplain Service Appropriated Funds - Year - To - Date**; USAFE IMT 151, **Chaplain Service Unfunded List Appropriated Fund/Combat Touch Unfunded List**; USAFE IMT 152, **Chapel Facility Improvement Plan (FIP)**.

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

*AFMAN 37-123, Management of Records*

***Abbreviations and Acronyms***

**FIP**—Facility Improvement Plan

**USAFE**—United States Air Forces in Europe

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