

**9 MARCH 2002**



**Chaplain**

**WING HUMANITARIAN PROJECT**

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This instruction implements Air Force Policy Directive (AFPD) 52-1, *Chaplain Service*. In order to provide a channel for members of the 302 Airlift Wing (AW) to assist other members who may be experiencing personal, emotional, physical, and/or financial difficulties, the Wing Commander has established a Wing Humanitarian Fund and assigned responsibility for the administration and distribution of the fund to the chaplain function. This operating instruction specifies the responsibilities in the operation of the Fund. This instruction applies to all members of the 302 AW.

**SUMMARY OF REVISIONS**

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

- 1. Control.** The Wing Commander will designate two full-time Wing employees, normally the Wing Executive Officer and one of the Quality Officers, to have signature authority over the Fund which will be maintained in a segregated account at the Ent Federal Credit Union on base.
- 2. Receipts.** Receipts to the Fund will consist of personal and organizational contributions and the proceeds of any special fund-raising efforts for this purpose. Normally the chaplain function will conduct a special "Care and Share" contribution campaign during the Unit Training Assembly (UTA) immediately preceding Christmas.
- 3. Disbursements.** Disbursements will be made for Wing personnel in special need based on nominations from co-workers, supervisors, commanders, which are submitted via their First Sergeants to the Senior Reserve Chaplain. The Senior Reserve Chaplain transmits the "needs" data, without recipients name to the Care & Share Committee. The Care & Share Committee is made up of one officer, one enlisted, and one civilian employee. Their identity is kept anonymous. They vote on how much to give each recipient based on the need. Disbursements can range from \$0.00 to \$500.00 per person/need situation. They transmit their vote results to the Senior Reserve Chaplain who then transmits the vote results to

the Care and Share Treasurer. They will disburse the check to the recipient. While disbursements are generally concentrated in the period immediately prior to Christmas, they can be made at other times, circumstances and fund availability permitting. The Senior Reserve Chaplain informs the appropriate First Sergeant of the Care and Share Committee vote results. **NOTE:** Only the Senior Reserve Chaplain knows both entities; the name of the recipient and the names of the Care and Share Committee members.

**4. Relationship to Peterson AFB “Care and Share.”** In situations of unusual need beyond the resources of the Wing Humanitarian Fund, Wing chaplains, in coordination with the appropriate supervisor/commander, may refer Wing personnel to the Peterson AFB Chapel for consideration for possible assistance out of the Base “Care and Share.” An annual donation from the Wing Humanitarian Fund to the Peterson AFB “Care and Share” may be made each December, resources permitting.

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Commander