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Personnel

AFRC CHAPLAIN SERVICE AWARDS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(SMSgt Wesley T. Vert, Jr.)
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(Col Lowrie J. Welton)
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This instruction implements AFPD 36-28, *Awards and Decorations Program*, by establishing an AFRC awards program for the Chaplain Service. This awards program is designed to foster teamwork, increase effectiveness, improve morale, and recognize outstanding performance. It prescribes eligibility, nomination procedures, frequency of award, and award selection criteria. It applies to AFRC Chaplain Service personnel.

SUMMARY OF REVISIONS

This revision updates guidance and references throughout.

1. Objective. The objective of this instruction is to define Chaplain Service awards sponsored by Headquarters Air Force Reserve Command. Only AFRC awards are contained herein, and these are not to be confused with military decorations, Air Force sponsored awards, or gaining MAJCOM sponsored awards.

2. General Information. Direct Questions or requests for official interpretation relative to a particular award to HQ AFRC/HC. AFRC awards do not conflict with USAF awards.

3. Responsibilities:

3.1. The command chaplain at Headquarters Air Force Reserve Command determines areas for recognition and develops and administers awards.

3.2. The Air Force Reserve Command installation commanders are responsible for supervising, providing guidance, and monitoring the Chaplain Service awards program for their respective organizations. As a minimum, each commander encourages maximum participation through solicitation and

publicity, ensures the accuracy and timeliness of nominations, and arranges appropriate award ceremonies.

4. Air Force Reserve Command Outstanding Chaplain Service Program Award:

4.1. Responsible Agency. HQ AFRC/HC.

4.2. Purpose or Objective. To promote a sense of service, teamwork, dedication, and ministry to the base community through unit Chaplain Service programs.

4.3. Description. Plaque and certificate. Permanent retention.

4.4. Eligibility. Any AFRC Chaplain Service unit activity or program.

4.5. Frequency of Award and Period Covered. Awarded on even-numbered years to cover the previous two-year period, 1 January through 31 December.

4.6. Method of Presentation. Plaque is presented by the command chaplain or designated representative. Certificate is forwarded to installation commanders for subsequent presentation.

4.7. Source of Evaluation. Unit wing chaplains nominate their respective programs. Nominations are evaluated based on the criteria identified in paragraph 4.9.

4.8. Related Directives. AFD 52-1, *Chaplain Service*; AFI 52-101, AFRC Sup 1, *Chaplain Service Responsibilities and Procedures*; AFMAN 52-103, *Chaplain Service Readiness Manual*.

4.9. Criteria. Consideration is based upon total performance during the preceding 24-month period using the following criteria:

4.9.1. The innovativeness and responsiveness of the Chaplain Service program to the requirements of Global Ministry and the needs of the base community.

4.9.2. The level of participation by the local community in worship, educational, and service opportunities.

4.9.3. Number, quality, and variety of programs offered.

4.9.4. Chaplain Service personnel involvement in humanitarian projects both on and off base.

4.9.5. Readiness posture: the number and scope of involvement by Chaplain Service personnel in deployment taskings.

4.9.6. Facility upgrades and improvements.

4.9.7. Chaplain staff education and training initiatives.

4.9.8. Chaplain staff individual awards and recognition.

4.9.9. Chaplain staff "Things We Are Proud Of" input. Unique and distinctive aspects of the unit Chaplain Service program.

4.9.10. Quality improvement.

4.9.11. Demonstrated customer satisfaction.

4.9.12. Accurate and timely reporting of information to AFRC/HC. (Reports and recurring suspenses)

4.10. Nominating Procedures. Nomination is made by the unit wing chaplain and endorsed by the installation commander. Forward the original to HQ AFRC/HC to arrive by 15 March of each even-numbered year. Forward a copy to NAF/HC. The nomination package will include a cover letter supported by the following attachments:

4.10.1. An unclassified summary of accomplishments based on criteria listed in paragraph 4.9.

4.10.2. Additional attachments as determined by the wing chaplain.

4.11. Selection Procedures. Evaluation and selection are made by the command chaplain, HQ AFRC/HC, based on data contained in the nomination package and associated attachments.

5. Air Force Reserve Command Chaplain Ministry of Presence Award:

5.1. Responsible Agency. HQ AFRC/HC.

5.2. Purpose or Objective. To recognize the AFRC Chaplain Service program demonstrating the highest levels of commitment to ministry in the industrial environment.

5.3. Description. Plaque and certificate. Permanent retention.

5.4. Eligibility. AFRC Chaplain Service unit-level activity or program.

5.5. Frequency of Award and Period Covered. Awarded on even-numbered years to cover the previous two-year period, 1 January to 31 December.

5.6. Method of Presentation. Plaque is presented by the command chaplain or designated representative. Certificate is forwarded to installation commanders for subsequent presentation.

5.7. Source of Evaluation. Unit wing chaplains nominate their respective Chaplain Service programs. Nominations are evaluated based on the criteria identified in paragraph 5.9.

5.8. Related Directives. AFRD 52-1; AFI 52-101, AFRC Sup 1; AFMAN 52-103.

5.9. Criteria. Consideration is based upon total performance during the preceding 24-month period using the following criteria:

5.9.1. The depth and breadth of visitation ministry to work sites, flightlines, medical and hospital facilities, squadrons, and other locations as necessary.

5.9.2. Scope of involvement in commander and first sergeant squadron activities.

5.9.3. Extraordinary or unique aspects of the chaplain visitation program.

5.9.4. Customer satisfaction.

5.10. Nominating Procedures. Nomination is made by the unit wing chaplain and endorsed by the installation commander. Forward the original to HQ AFRC/HC to arrive by 15 March of each even-numbered year. Forward a copy to NAF/HC. The nomination package will include a cover letter supported by the following attachments:

5.10.1. An unclassified summary of accomplishments based on criteria listed in paragraph 5.9.

5.10.2. Additional attachments as determined by the wing chaplain.

5.11. Selection Procedures. Evaluation and selection are made by the command chaplain, HQ AFRC/HC, based on data contained in the nomination package and associated attachments.

6. Air Force Reserve Command Chaplain Service Readiness Award:

6.1. Responsible Agency. HQ AFRC/HC.

6.2. Purpose or Objective. To recognize the AFRC Chaplain Service team demonstrating outstanding ministry and ministry support while deployed in time of war, Air Expeditionary Force operations, contingency, national emergency, or exercise.

6.3. Description. Plaque and certificate. Permanent retention.

6.4. Eligibility. AFRC Chaplain Service unit-level activity or program.

6.5. Frequency of Award and Period Covered. Awarded on even-numbered years to cover the previous two-year period, 1 January to 31 December.

6.6. Method of Presentation. Plaque is presented by the command chaplain or designated representative. Certificate is forwarded to installation commanders for subsequent presentation.

6.7. Source of Evaluation. Unit wing chaplains nominate their respective Chaplain Service programs. Nominations are evaluated based on the criteria identified in paragraph 6.9.

6.8. Related Directives. AFPD 52-1; AFI 52-101, AFRC Sup 1; AFMAN 52-103.

6.9. Criteria. Consideration is based upon total performance during the preceding 24-month period using the following criteria:

6.9.1. The number and scope of involvement by Chaplain Service personnel in deployment tasks.

6.9.2. After Action Reports resulting from those deployments.

6.9.3. Involvement in readiness training and metrics.

6.9.4. Customer satisfaction.

6.9.5. Extraordinary or unique aspects related to the readiness of the Chaplain Service program.

6.9.6. Accurate and timely reporting of readiness data to AFRC/HC. (Readiness Metric Reports, Contingency Support Plan)

6.10. Nominating Procedures. Nomination is made by the unit wing chaplain and endorsed by the installation commander. Forward the original to HQ AFRC/HC to arrive by 15 March of each even-numbered year. Forward a copy to NAF/HC. The nomination package will include a cover letter supported by the following attachments:

6.10.1. An unclassified summary of accomplishments based on criteria listed in paragraph 6.9.

6.10.2. Additional attachments as determined by the wing chaplain.

6.11. Selection Procedures. Evaluation and selection are made by the command chaplain, HQ AFRC/HC, based on data contained in the nomination package and associated attachments.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander