



Chaplain

**CHAPLAIN SERVICE RESPONSIBILITIES
AND PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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SUMMARY OF REVISIONS

The deletion of AFSPC Form 121, **Chaplain Site Visit Report** and AFSPC Form 179, **Religious Program Support Request**.

1.8.1. Use AFSPC Form 178, **Chapel Community Personnel Data**, to maintain records of religious rites for individuals attending worship services at the chapel.

1.14.1. Statistics needed for AF Form 1270, **Chaplain Statistical Report**, can be gathered from the following forms:

1.14.1.1. AFSPC Form 174, **Individual Religious Education Enrollment and Registration Record**, is used for each student enrolled. The form maintains attendance on the student. Form is retained by the Religious Education Coordinator or Chaplain.

- 1.14.1.2. AFSPC Form 175, **Chaplain Duty Officer Report**, is filled out by the duty chaplain for each tour of duty. Report is reviewed by Senior Chaplain and then filed in the using chaplain's personal file.
- 1.14.1.3. AFSPC Form 176, **Weekly Consolidated Attendance Record for Religious Education Schools**, is used to consolidate information for the purpose of recording statistics. This form is retained by the Religious Education Coordinator, Chaplain, or in the official files.
- 1.14.1.4. AFSPC Form 177, **Individual Class Report For Religious Education Schools**, records weekly attendance, offerings, and future supply needs. This form is retained by the Religious Education Coordinator or Chaplain.
- 4.2.2. Annually during the month of June select one weekend and forward all offerings received for regular weekend worship services to the HQ AFSPC/HC Special Activity Fund no later than 31 July.
- 4.5.1. Attach a current copy of your Chaplain Fund property listing to the annual report.
- 4.11.1. Use AFSPC Form 55, **Chapel Offering Worksheet** to record chapel offerings.
- 4.11.4. Use AFSPC Form 54, **Chaplain Fund Request**, to process financial obligations that require Purchase Orders.
- 5.3. (Added) AFSPC Form 54, **Chaplain Fund Request**.
- 5.4. (Added) AFSPC Form 55, **Chapel Offering Worksheet**.
- 5.5. (Added) AFSPC Form 174, **Individual Religious Education Enrollment and Registration Record**.
- 5.6. (Added) AFSPC Form 175, **Chaplain Duty Officer Report**.
- 5.7. (Added) AFSPC Form 176, **Weekly Consolidated Attendance Record for Religious Education Schools**.
- 5.8. (Added) AFSPC Form 177, **Individual Class Report for Religious Education Schools**.

CHARLES C. BALDWIN, CH, COL, USAF
Command Chaplain