

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**

**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 52-3**

2 AUGUST 2004



Chaplain

**CHAPLAIN SERVICE ACTIVITIES FOR AIR
FORCE SPACE COMMAND CHAPLAIN
FUNCTIONS**

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This checklist reflects Command requirements for Chaplain Service activities at all applicable levels to prepare for and conduct internal reviews. This checklist has been written to align with AFI 52-101, **Planning and Organizing**; AFI 52-102, **Professional Development**; AFI 52-104, **Chaplain Service Readiness**; AFI 52-105V1, **Chaplain Service Resourcing, Appropriated Funds**; AFI 52-105V2 **Chaplain Service Chapel Tithes and Offerings Fund**; DoD Instruction 1402.5, **Criminal History Background Checks on Individuals in Child Care Services**; DoD Directive 1300.17, **Accommodation of Religious Practices Within the Military Services**; and other applicable directives as cited.

SUMMARY OF REVISIONS:

All references to HQ AFSPC/HC Policy Letter on Chaplain Service Funds were removed and replaced with new AFI references. New questions were added/modified based on new and revised AFIs. This document is substantially revised and must be completely reviewed. An Asterisk (*) indicates a revision from the previous edition.

1. References have been provided for each item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Critical items (if present) are those items that, if not accomplished, could result in significant legal liabilities, penalties or significant mission impact. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This publication establishes a baseline checklist. The Command IG will use the checklist during applicable assessments. Use the checklist at **Attachment 1** as a guide only. AFSPC checklists will not be supplemented. Units may produce their own standalone checklists as needed to ensure an effective and thorough review of a unit's Chaplain Service programs. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary.

ROBERT M. WORLEY II, Brig Gen, USAF
Director of Mission Support

ATTACHMENT 1

CHAPLAIN SERVICE ACTIVITIES FOR AIR FORCE SPACE COMMAND CHAPLAIN SERVICE FUNCTIONS

Table A1.1. Checklist.

SECTION 1: MINISTRY			
MISSION: To respond to the spiritual needs of Air Force members and their families across the full spectrum of air & space operations, while providing for their diverse religious requirements and changing demographics. (<i>Air Force Chaplain Service Strategic Plan, 2002</i>)			
NOTE: For the purposes of this checklist, “ <i>Wing Chaplain</i> ” refers to the ranking chaplain with overall responsibility to the commander for oversight and management of the chapel program. “ <i>NCOIC</i> ” refers to the ranking chaplain assistant with overall responsibility to the Wing Chaplain for support of chapel programs.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. CRITICAL DEFICIENCY ITEMS (result, or could result in, failure to meet Chaplain Service mission)			
1.1.1.1. Has the Wing Chaplain conducted a local needs assessment to plan and implement worship opportunities and schedules to meet the religious requirements, staff capabilities and available resources? (AFI 52-101, para 3.2.2)			
1.1.2. MAJOR DEFICIENCY ITEMS (have, or could have, significant mission impact)			
<i>(NONE)</i>			
1.2. NON-CRITICAL ITEM:	YES	NO	N/A
1.2.1. Are all religious activities held on the installation or at sites (e.g., worship services, religious education, bible studies, etc.) under the auspices of the Chaplain Service? (AFI 52-101, para 3)			
1.2.2. Have worship services been designed by chaplains in response to a broad population possessing common beliefs desiring a “specific style” of worship and are they advertised according to worship style (e.g. contemporary, gospel, liturgical, praise, traditional) and are they chaplain led? (AFI 52-101, para 3.2.2.2)			

SECTION 2: PEOPLE			
MISSION: To recruit, develop and sustain Chaplain Service personnel who are committed to the spiritual care of tomorrow's Air Force. (<i>Air Force Chaplain Service Strategic Plan, 2002</i>)			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. CRITICAL DEFICIENCY ITEMS(result, or could result in, failure to meet Chaplain Service mission)			
2.1.1.1. Are DoD guidelines related to criminal history background checks for appropriated and non-appropriated contract personnel who work with children and youth being implemented? (This would include religious education coordinators, children's choir directors, childcare workers and youth leaders). (DoDI 1402.5)			
2.1.2. MAJOR DEFICIENCY ITEMS(have, or could have, significant mission impact)			
2.1.2.1. Does the Wing Chaplain/NCOIC leadership have a training program to ensure members of their staff (including IMAs) are prepared to perform as a Religious Support Team (RST) when deployed? (AFI 52-104, para 1.2 and para 5.1.1)			
*2.1.2.2. Does the Wing Chaplain have at least one chaplain/chaplain assistant team trained in Critical Incident Stress Management (CISM) and is that team an active participant/member of the base CISM program? (AFI 34-1101, <i>Assistance to Survivors of Persons Killed in Air Force Aviation Mishaps and Other Incidents</i> , para 2.10.1 and AFI 44-153, <i>Critical Incident Stress Management</i> , para 2.2 and 2.4.5)			
2.2. NON-CRITICAL ITEMS:			
2.2.1. Does the NCOIC provide training and guidance to all personnel involved in Chaplain Tithes and Offerings Funds (CTOF) administration, management and control on procedures and processes? (AFI 52-105V2 para 3.4.2.8)	YES	NO	N/A
*2.2.2. Do Account Managers train and provide guidance to Program Leaders in funds procedures and processes? (AFI 52-105V2, para 3.4.4.4)			
2.2.3. Has the Wing Chaplain/NCOIC established a chapel control center and alternate locations? (AFI 52-104, para 5.1.5)			
2.2.4. Do mobility folders contain at least those minimum items listed on AF Form 4005, Individual Deployment Requirements ? (AFI 10-403, para 1.6.3)			
2.2.5. Has a Readiness Functional Area Manager (FAM) been appointed? (AFI 52-104, para 5.1.8)			
2.2.6. Does a comprehensive training and mentoring program exist for chaplains and chaplain assistants? (AFI 36-3401, <i>Air Force Mentoring</i> , para 3 and AFI 36-2201, Vol 3, <i>On-the-Job Training Administration</i> , para 6.1)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
*2.2.7. Does the Wing Chaplain utilize standardized duty titles for Chaplain Service personnel? (AFI 52-101, para 2.1.2)			
*2.2.8. Does the Wing Chaplain ensure chaplains do not perform duties other than those specifically outlined in the 52RX Specialty Code of AFMAN 36-2105, Officer Classification ? (AFI 52-101, para 2.1)			
*2.2.9. Has the Wing Chaplain taken steps to ensure all chaplain assistants who fill primary or alternate mobility positions are qualified with the M-16 and M-9? (AFI 52-105V1, para 4.1.4.1)			
SECTION 3: RESOURCES MISSION: To provide the structure and resources needed to realize the Chaplain Service vision. (<i>Air Force Chaplain Service Strategic Plan, 2002</i>)			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. CRITICAL DEFICIENCY ITEMS(result, or could result in, failure to meet Chaplain Service mission)			
*3.1.1.1. If denominational offerings are received, are they deposited and managed through the local CTOF IAW locally developed operating instructions? (AFI 52-105V2 para 3.3.8)			
3.1.2. MAJOR DEFICIENCY ITEMS(have, or could have, significant mission impact)			
*3.1.2.1. Are auxiliary chaplains and/or denominational worship leaders endorsed by their religious bodies and are the certifications reviewed/documented annually? (AFI 52-101, paras 2.3, 2.3.1 and 3.2.2.3.1)			
*3.1.2.2. Is the “audit trail” option of QuickBooks™ activated? (AFI 52-105V2 para 3.3.4.3)			
*3.1.2.3. Does the Accounting Technician utilize the standard chart of accounts and accounting classes? (AFI 52-105V2 para 3.1.2.1, para 3.3.4.5, para 3.3.4.7)			
*3.1.2.4. Has the Wing Chaplain ensured no one person is given complete control of the fund and no conflicts of interest exist? (AFI 52-105V2 para 3.4.1.2)			
*3.1.2.5. Does the Wing Chaplain chair the Chapel Financial Working Group (CFWG)? (AFI 52-105V2 para 3.4.1.5)			
*3.1.2.6. Did the Wing Chaplain approve the comprehensive chapel program plan based on the Wing-Level Program Planning Cycle? (AFI 52-105V2, para 3.4.1.5)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
3.1.2. MAJOR DEFICIENCY ITEMS(have, or could have, significant mission impact)			
*3.1.2.7. Does the NCOIC perform a monthly assessment of Chaplain Tithes and Offerings Fund operations and does the Wing Chaplain review these assessments? (AFI 52-105V2 para 3.4.2.3 and para 3.8.1)			
*3.1.2.8. Has the Wing Chaplain established a CFWG comprised of: Wing Chaplain, NCOIC, Senior Faith Group Chaplain and/or denomination leaders ? (AFI 52-105V1, para 6.6.3 and AFI 52-105V2 Table 2)			
*3.1.2.9. Does the accounting technician reconcile bank and credit card statements in QuickBooks™ upon receipt of the statements? (AFI 52-105V2, para 3.4.7.2)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
*3.2.1. Is the CTOF in compliance with requirements for reporting cumulative contract amounts and honoraria over \$600 to the IRS? (Title 26 US Code (IRS) Subtitle A, Chapter 1, Sub-chapter B Part VI, Section 170 (f))			
*3.2.2. Is the CTOF in compliance with requirements for documenting charitable contributions? (IRS Code, Section 501 C (3))			
3.2.3. Are measures in place to ensure chaplain assistants are not being used to augment other units on an extended basis that will hinder the Chaplain Service mission? (AFI 52-101 para 2.2 and AFI 52-104, para 1.2.1.2)			
3.2.4. Has the Wing Chaplain developed a performance agreement with all resource personnel and reviewed the need, qualifications and performance agreement annually? (AFI 52-101 para 2.3)			
*3.2.5. Are all appropriated fund contracts coordinated with the local Manpower Office to ensure HC manning positions are not affected? (AFI 52-105V2, para 1.4)			
*3.2.6. Are welfare funds used for non-denominational or non-religious chapel sponsored supplies, equipment, services and programs specified in AFI 34-201? (AFI 52-105V2, para 2.1)			
*3.2.7. Has the Wing Chaplain submitted annual Chaplain Service requirements for inclusion in the non-appropriated welfare fund budget to the Wing Commander and the commander of Services? (AFI 52-105V2 para 2.2)			
*3.2.8. Are effective measures used to ensure CTOF are not used for reimbursement of temporary duty (TDY/PTDY) expenses of military personnel? (AFI 52-105V2, para 3.1.1.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
*3.2.9. Is the CTOF using insured financial institutions and are all accounts maintained within federally insured limits? (AFI 52-105V2 para 3.3.2)			
*3.2.10. Are fixed assets valued at \$1,000 or more maintained in QuickBooks™? (AFI 52-105V2, para 3.3.4.8)			
*3.2.11. Are accounting records maintained in accordance with AFI 52-105V2 para 3.3.5.1?			
*3.2.12. Does the Wing Chaplain administer, control and manage the “General” CTOF in consultation with Faith Group Chaplains and the approved chapel program plan? (AFI 52-105V2, para 3.4.1.6)			
*3.2.13. Does the NCOIC (or delegated SSgt/above with 7 skill level) serve as the QuickBooks™ administrator, CTOF GPC approving official? (AFI 52-105V2, para 3.4.2)			
*3.2.14. Does the NCOIC serve as QAE for the accounting technician? (AFI 52-105V2, para 3.4.2.5)			
*3.2.15. Does the NCOIC serve as approving official for non-personal service instruments? (AFI 52-105V2, para 3.4.2.6)			
*3.2.16. Does the Wing Chaplain ensure chapel sanctuaries, naves and/or denominational-specific rooms are used for religious activities only? (AFI 52-101V1, para 4.1.2.3)			
*3.2.17. Does the accounting technician inventory fixed assets upon assuming duties and annually in September? Is the inventory certified by the NCOIC (or delegated SSgt/above with 7 skill level)? (AFI 52-105V2, para 3.4.2.7, para 3.4.7.4)			
*3.2.18. Are AFSPC Forms 54, Chaplain Fund Request , used to process all Chaplain Service Fund obligations? (AFI 52-101 AFSPC Sup 1, para 4.11.4)			
3.2.19. Are AFSPC Forms 55, Chapel Offering Worksheet , used to record all chapel offerings? (AFI 52-101 AFSPC Sup 1, para 4.11.1)			
*3.2.20. Does the Wing Chaplain have a process to effectively manage materiel resources under his/her control? (AFI 52-105V1, para 4.1.11)			
*3.2.21. Is the chapel Resource Advisor a SSgt or above with a 7-skill level? (AFI 52-105V1, para 6.3.5)			
*3.2.22. Do all personnel involved in the administration, management and control of the budget have Resource Management System (RMS) training and is the training current? (AFI 52-105V1, para 6.3.6)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
*3.2.23. Does the NCOIC include the chapel staff in preparation of year-end close-out actions and take full advantage of opportunities to obtain fallout funds for unfunded requirements? (AFI 52-105V1, para 6.4.6)			
*3.2.24. Are all CTOF requests for direct-mission support routed through the appropriate Parish Council, approved by the CFWG and is the documentation filed in the CTOF Continuity File? (AFI 52-105V2, para 1.1.1)			
*3.2.25. Are all CTOF requests for multi-media technology for direct-mission requirements routed through the appropriate Parish Council for CFWG approval prior to sending to the MAJCOM Chaplain for approval/disapproval and is the documentation filed in the CTOF Continuity File? (AFI 52-105V2, para 1.1.2)			
*3.2.26. If Program Leaders are granted an annual spending authority, is the process outlined in the local operating instruction and is a Spending Authority letter on file? (AFI 52-105V2, para 3.3.4.4.2)			
*3.2.27. Are all personnel authorized to sign CTOF checks appointed in writing by the Wing Chaplain? (AFI 52-105V2, para 3.3.4.6)			
SECTION 4: COMMUNICATION			
MISSION: To enhance the communication between and among all levels/echelons of the Chaplain Service. (<i>Air Force Chaplain Service Strategic Plan, 2002</i>)			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. CRITICAL DEFICIENCY ITEMS(result, or could result in, failure to meet Chaplain Service mission)			
*4.1.1.1. Has the Wing Chaplain developed local operating procedures for their fund and does the operating instruction establish internal controls and verifiable audit trails? (AFI 52-105V1, para 3.1 and AFI 52-105V2, Para 3.2.3, and para 3.8)			
4.1.1.2. Has the Wing Chaplain/NCOIC developed a Chapel Contingency Support Operating Instruction (CSOI) that includes IMA integration and utilization? (AFI 52-104, para 5.1.7 and para 5.3.1)			
*4.1.1.3. Are copyright laws followed for music, movies and other public dissemination of media? (17 USC, sections 102, 106, and Chapter 5, sec 501)			
4.1.2. MAJOR DEFICIENCY ITEMS(have, or could have, significant mission impact)			
<i>(NONE)</i>			

4.2. NON-CRITICAL ITEMS:	YES	NO	N/A
4.2.1. Does the unit have ready access to information pertaining to major world religions? (AFI 52-104, para 1.1.1.3)			
4.2.2. Is the Wing Chaplain/NCOIC leadership actively involved in the development and coordination of Chaplain Service portions of plans, annexes and operating instructions for base contingency operations? (AFI 52-104, para 5.1.3)			
4.2.3. Has the CSOI been coordinated with HQ AFSPC/HC? (AFI 52-104, para 5.1.7)			
4.2.4. Has the CSOI been exercised at least annually? (AFI 52-104, para 5.1.7)			
4.2.5. Does the Readiness Functional Area Manager advise the Wing Chaplain on required readiness issues and provide documented training? (AFI 52-104, para 5.2.1)			
4.2.6. Has the Wing Chaplain identified Holy Day Observances and advised commanders, first sergeants and other military and civilian leaders regarding these observances? (AFI 52-101, para 3.2.1)			
4.2.7. In instances where someone other than a chaplain is authorized to conduct worship services, have worship leaders been briefed on requirements, expectations, restrictions and prohibitions? (AFI 52-101, para 3.2.2.3.2.1)			
*4.2.7.1. Has the Wing Chaplain and the worship service leader(s) signed a document outlining the above requirements? (AFI 52-101, para 3.2.2.3.2.1)			
*4.2.7.2. Are the above documents filed with the worship leader's certification in the official files? (AFI 52-101, para 3.2.2.3.2.1)			
4.2.8. Are chaplains' private file systems containing professional and sensitive communications maintained separate from federal records and are they secured? (AFI 52-101, para 4.4)			
*4.2.9. Are chaplains' privileged communications files clearly marked "Confidential: Privileged Communication" and filed in a secure location other than the official administrative files? (AFI 52-101, para 4.1.5 and 4.1.10)			
*4.2.9.1. Have steps been taken to ensure privileged communications files are protected from inadvertent disclosure? (AFI 52-101, para 4.1.5 and 4.1.10)			
*4.2.9.2. If stored in digital form, are privileged or sensitive files stored in a location other than on hard drives/network drives of government computers? (AFI 52-101, para 4.1.5 and 4.1.10)			