BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND

AIR FORCE SPACE COMMAND
INSTRUCTION 52-102

1 AUGUST 2006

Chaplain

CHAPLAIN SERVICE PROGRAMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Ch, Col Brian Hunter)

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This instruction implements AFPD 52-1, ***Chaplain Service***, AFI 52-101, ***Planning and Organizing***, AFI 52-102, ***Professional Development***, AFI 52-104, ***Chaplain Service Readiness***, AFI 52-105, Vol 1, ***Chaplain Service Resourcing, Appropriated Funds***, AFI 52-105, Vol 2, ***Chapel Tithes and Offerings Fund***, and establishes AFSPC policies, procedures and guidelines for Chaplain Service programs. This publication applies to all AFSPC Chaplain Service functions. These policies serve as HQ AFSPC/HC supplemental procedures to be followed in conjunction with HQ USAF/HC 52-series publications. This instruction applies to Air National Guard only upon mobilization (Title 10). This instruction does not apply to US Air Force Reserve Units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN37-123 (will convert to AFMAN33-363), ***Management of Records***, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil**.

SUMMARY OF CHANGES

This publication incorporates changes made to personnel accountability to MAJCOM and CTOF management and administration. This instruction has been substantially revised and must be completely reviewed.

1. Emergency Contact Information. In the event of an emergency, or if you need to contact the Command Chaplain Staff after normal duty hours, call the AFSPC Command Center at one of the following numbers:

DSN	692-5979
Commercial	719-554-5979
Toll Free	1-800-772-2364 x4-5979

2. Wear of Civilian Clothing during Worship Services and/or Weekend Duty. During worship services, chaplains are authorized to wear civilian clothing in accordance with their ecclesiastical traditions. Chaplain Assistants are not authorized wear of civilian clothing while on duty.

3. Missile Alert Facility (MAF) Visitation:

3.1. There is no minimum standard for visitation to MAFs, maintenance and security personnel or to Launch Facilities (LFs). Frequency of visits should be based on local needs assessments and available resources.

3.2. Keep in mind: The size of your staff is based on base population—including those assigned to MAFs and/or LFs. Your base may receive a variance in Air Force Manpower Standard 105A for additional support to those sites.

4. HQ AFSPC/HC Staff Visits. In accordance with DoD Directive 5100.73, ***Major Department of Defense Headquarters*** **Activities**, HQ AFSPC/HC provides management headquarters functional oversight and evaluation of USAF Chaplain Service ministries at AFSPC bases. These requirements are met through Command Chaplain & Functional Manager visits (**Attachment 1**), staff assistance visits (SAV), Unit Compliance Inspections (UCI), Operational Readiness Inspections (ORI), and Expeditionary Readiness Inspections (ERI).

5. Continuity of Operations:

5.1. Maintain a Chaplain Service Function Continuity File. The file should be a living document and updated with things pertinent to running your local chapel mission. Tailor the file to assist newly arrived and/or backfill personnel. At a minimum, the file will contain the following information:

5.1.1. Mission of the installation and local Chaplain Service function.

5.1.2. Local Chaplain Service organizational chart.

5.1.3. Unit Manning Document (UMD).

5.1.4. Unit Personnel Management Roster (UPMR).

5.1.5. Position descriptions for assigned personnel and contractors.

5.1.6. Local Chaplain Service "program planning" to include Global Ministry needs assessments and prioritization, appropriated budget and CTOF budget.

5.1.7. Copies of all chapel operating instructions (OIs).

5.1.8. Cross reference indicating the location of background investigation files/binder. (This is Privacy Act Information and should be secured)

5.1.9. List of recurring reports and suspense dates (local and higher headquarters (HHQ)) and Chaplain Service related policy letters.

5.1.10. Copy of the most recent UCI, ORI, ERI, SAV reports and/or any memoranda for record (MFRs) from each inspection.

5.1.11. Worship Activity Schedule (dated).

5.1.12. Monthly Consolidated AF Form 1270A, *Chaplain Service Statistical Report*. (Or cross reference to its location). Forms will be maintained for two calendar years.

5.1.13. A denominational worship service must satisfy a valid, documented need. The Wing Chaplain or equivalent will maintain the documentation justifying the need and revalidate annually.

5.2. PERSONNEL ACCOUNTABILITY TO MAJCOM: To ensure an accurate accounting of assigned/attached personnel and to facilitate a rapid response to short-notice deployments tasking, send the following personnel management circumstances to HQ AFSPC/HC at **afspc.hc@afspc.af.mil** as they occur:

5.2.1. Notify AFSPC/HC of the Wing Chaplain and/or NCOIC absences and interim leadership replacement at least 24 hours before the absence.

5.2.2. Chaplain Service personnel PCS arrival/departure within 48 hours. Include the following information in the report:

5.2.2.1. When identifying incoming personnel, provide: Name, grade, date of rank (DOR), primary Air Force Specialty Code (PAFSC), Religious Code (chaplains only), date arrived station (DAS), total active federal military service date (TAFMSD) for enlisted, commissioning date for officers, date eligible to return from overseas (DEROS) (if applicable) and deployment history (past 3 years). Include individual mobilization augmentees (IMAs) being attached for training.

5.2.2.2. When identifying departing personnel, provide: name, grade, departure date and gaining base.

5.2.3. Within 30 days of arrival, email a biography for each staff member to **afspc.hc@afspc.af.mil**. Wing Chaplain's biography should include an official photo.

5.2.4. Notify HQ AFSPC/HC if a staff member receives a deployment tasking from another organization.

5.2.5. When Chaplain Service personnel or members of their immediate family die or are hospitalized, complete and send a copy of the appropriate notification format found on the HQ AFSPC/HC web page to **afspc.hc@afspc.af.mil** or fax DSN 692-6874 within 24 hours.

5.3. Contingency Support. Each wing-level Chaplain Service function will exercise its contingency support OI as a part of all local exercises. Maintain documentation and corrective actions taken with contingency support OI.

5.4. Background Checks. Implement procedures for background checks and maintain binder with all investigation documentation. Reference DODI 1402.5 for further clarification.

5.4.1. Background check revalidation for paid personnel will take place every five years and every three years for volunteer personnel.

5.4.2. Binder with all investigation documentation will be secured.

5.5. Backfill Requests: May be requested for deployments, extended TDYs and PCS situations. A standard request letter is to be used. (**Attachment 2**). Request letter must be endorsed by HQ AFSPC/HC prior to forwarding to HQ AFRC/HC.

6. Chaplain Tithes and Offerings Fund (CTOF) Management and Administration:

6.1. CTOF OI. HQ AFSPC/HC must coordinate on your CTOF OI prior to implementation. Send your OI to **afspc.hc@afspc.af.mil.** At a minimum, include the process for selecting vendors to fulfill non-personal service agreements.

6.2. Do not use CTOF monies to purchase duty clothing items (e.g., polo shirts) for Chaplain Service personnel.

6.3. Requesting HQ AFSPC/HC Special Activity Funds: In order to equitably distribute monies from the HQ AFPSC/HC Special Activity Fund to the Chaplain Service functions of AFSPC, follow these steps:

6.3.1. Determine whether the item or program is authorized to be funded through appropriated funds, Morale, Welfare and Recreation (MWR) nonappropriated funds (NAF) or CTOF.

6.3.2. If the item or program is authorized but funds are not available, coordinate a request through your installation commander to HQ AFSPC/HC with the following attachments:

6.3.2.1. A current appropriated fund budget/balance.

6.3.2.2. MWR NAF budget and a copy of remaining funds.

6.3.2.3. Current CTOF Balance Sheet.

6.3.3. The primary function of the Special Activities Fund is to support those chapel sections that have no funding available. However, requests for assistance for special programs may be submitted by all AFSPC Chaplain Service functions.

6.3.4. Requests for support from the Special Activity Fund will be submitted for only one item or program at a time.

6.4. Multi-Media Technology Purchases. In addition to requirements outlined in AFI 52-105V2, para 1.1.2 for purchasing of multi-media technology equipment through CTOF, coordination must also take place through your local Communications Squadron to ensure proper and authorized equipment is purchased.

6.5. CTOF Continuity File must contain the following information:

6.5.1. A copy of your CTOF OI with HQ AFSPC/HC coordination. Maintain a copy of superseded CTOF OIs in the last month's accounting folder to which they pertain.

6.5.2. All CTOF guidance from HHQ.

6.5.3. The most recent annual Balance Sheet, end-of-fiscal-year CTOF Budget vs. Actual by Class, 30 September Reconciliation, Standard Profit and Loss Report and Annual Statement of Assurance.

6.5.4. Appointment letters for Account Managers, Accounting Technician/alternates and Approving Official, if delegated.

6.5.5. Authorization documents of check signatories (normally copies of bank signature cards) and any other account access information.

6.5.6. Copies of all active contracts or service agreements to include statements of work/position descriptions, bids, advertisements and legal reviews as applicable.

6.5.7. Tax information—federal identification number, state and local tax information and copies of most recent Treasury Department (TD) Forms 1096, *Annual Summary and Transmittal of U.S. Information Returns,* and TD1099-MISC, *Miscellaneous Income*.

6.5.8. Warranty information on CTOF-fixed assets.

6.5.9. A list of current fixed assets to include highly pilferable items under $1000 (e.g., camera, camcorder, espresso grinder, printer, etc.) with supporting documents (e.g., reports of survey, investigation reports, claims/disposition documents), hand receipts and repair/maintenance records.

6.5.10. Security Forces safe storage limitation authorization letter.

6.5.11. Most recent audit and AFSPC inspection reports or cross-reference sheets.

6.6. Maintain expired or cancelled contracts/service agreements in the accounting folder of the month they expired/cancelled.

6.7. Maintain blank checks in a secure area to prevent unauthorized access.

6.8. To safeguard offerings collected, ensure ushers count funds behind secured doors and ensure only counters and Chaplain Assistants (as needed) are present. The chaplain responsible for the service will assign two individuals to count the offerings after each service. The counters will be over the age of 18. Chaplain service personnel and their family members are prohibited from counting offerings. Members of the same family may not count together.

6.9. Use the following forms and/or IMTs for tracking CTOF information:

6.9.1. Use AFSPC IMT 54, *Chaplain Tithes and Offering Transaction Request*, to process all financial requests and obligations.

6.9.2. Use AFSPC IMT 55, *Chapel Offering Worksheet,* to record chapel offerings.

7. Appropriated Funds. Provide HQ AFSPC/HC a copy of finished financial plan annually NLT 1 May.

8. Staff Photos. Submit a chapel staff photo to HQ AFSPC/HC NLT 30 September of each year.

9. Responding to Potential Suicidal Telephone Callers:

9.1. At a minimum, AFSPC Chaplain Service personnel will perform the following actions in response to suicidal callers:

9.1.1. Immediately apply local procedures for tracing the telephone call. Wing Chaplains must ensure their staffs are aware of local procedures for tracing telephone calls.

9.1.2. Employ suicide intervention skills, if trained to do so.

9.1.3. Be prepared to solicit the immediate assistance from any person in the immediate area when trying to trace the call.

9.2. The details of the conversation are “privileged communication” and should not be disclosed; however, notifying emergency personnel to save the caller’s life does not constitute a breach of confidence.

10. Parish Membership.

10.1. Use AFSPC IMT 174, *Individual Religious Education Enrollment and Registration Record*, to track and maintain religious education enrollment.

10.2. Use AFSPC IMT 178, *Chapel Community Personnel*, to track parish membership, enrollment and volunteer interests.

11. Chaplain Duty Officer Reports. Use AFSPC IMT 175, *Chaplain Duty Officer Report*, to track significant event during duty officer tours (Reference: paragraph 4.1.5., AFI 52-101 before filing this form in official files). If you enter personal information on to the AFSPC IMT 175; you must annotate on top and bottom of the form "FOR OFFICIAL USE ONLY." This is to protect the information under FOIA exemptions (b)(6), Personal Information.

12. Forms/IMTs Prescribed and Adopted:

12.1. **Forms/IMTs Prescribed:**

12.1.1. AFSPC IMT 54, *Chaplain Tithes and Offering Transaction Request*

12.1.2. AFSPC IMT 55, *Chapel Offering Worksheet*

12.1.3. AFSPC IMT 174, *Individual Religious Education Enrollment and Registration Record*

12.1.4. AFSPC IMT 175, *Chaplain Duty Officer Report*

12.1.5. AFSPC IMT 178, *Community Personnel Data*

12.2. **Forms/IMTs Adopted:**

12.2.1. AF Form 1270A, *Chaplain Service Statistical Report*

12.2.2. TD Form 1096, *Annual Summary and Transmittal of U.S. Information Returns*

12.2.3. TD Form 1099-MISC, *Miscellaneous Income*

BRIAN K. HUNTER, Ch, Col, USAF
Command Chaplain

Attachment 1

COMMAND CHAPLAIN & CHAPLAIN ASSISTANT MAJCOM FUNCTIONAL MANAGER VISIT REQUIREMENTS

A1.1. Itinerary. Prepare an itinerary of events and send a copy to HQ AFSPC/HC at afspc.hc@afspc.af.mil no later than one week before the team's departure. Coordinate any changes directly between the Command and Wing Chaplain. Please include the following in the itinerary:

A1.1.1. Courtesy visit with the NAF/CC and WG/CC for the Command Chaplain.

A1.1.2. Courtesy visit with the NAF/CCC and WG/CCC and First Sergeant for the Chaplain Assistant MAJCOM Functional Manager.

A1.1.3. Schedule fifteen minute interviews for the Command Chaplain with each chaplain and the NCOIC.

A1.1.4. Schedule fifteen minute interviews for the Chaplain Assistant MAJCOM Functional Manager with each chaplain assistant.

A1.1.5. Forty-five minute wrap-up meeting with the Wing Chaplain and NCOIC for the Command Chaplain and Functional Manager.

A1.1.6. Base and local community windshield tour, as requested.

A1.1.7. A tour of all chapel facilities and any chaplain offices in the units (if applicable).

A1.1.8. Forty-five minute Chaplain Service function briefing and roundtable discussion with staff (see **para A1.2.**).

A1.1.9. The opportunity to address your congregations, as appropriate.

A1.1.10. One and a half hours for physical fitness/personal time each day.

A1.2. Briefing. A time to highlight thing you are proud of and identify your concerns. At a minimum, please address the following items:

A1.2.1. Background information regarding the base and Chaplain Service function mission.

A1.2.2. Base population (including civilians and family members).

A1.2.3. Information regarding housing, support facilities and surrounding community.

A1.2.4. Statistical information regarding Chaplain Service ministries and programs.

A1.2.5. Resource management data regarding facilities, funding, personnel, contract services, etc.

A1.2.6. OPSTEMPO/PERSTEMPO highlights impact and concerns; what you are doing to help warriors adapt to deployment, redeployment and reintegration.

A1.2.7. Doing Global Ministry Implementation and ministry benchmarks/impacts.

A1.2.8. Additional information you feel will provide an accurate portrayal of your ministries.

A1.2.9. Allow for the Command Chaplain and the Chaplain Assistant MAJCOM Functional Manager to present a 20-minute briefing.

A1.2.10. Attendees as the briefing should include active duty, IMAs (if available), religious education coordinators, parish coordinators, accounting technician, and other vital personnel.

A1.3. Information Packets. Please provide hardcopy information packets upon arrival that are comprehensive enough to acquaint the Command Chaplain and Chaplain Assistant MAJCOM Functional Manager with the base, Chaplain Service staff and programs. Recommend including the following information:

A1.3.1. Hardcopy of the Chaplain Service briefing.

A1.3.2. Position descriptions of Chaplain Service staff members.

A1.3.3. Most recent worship service bulletins.

A1.3.4. Base newspaper and map.

A1.3.5. Roster of key base personnel.

A1.3.6. Roster of staff with spouses' names, as applicable.

A1.3.7. Bios of NAF and Wing/CC, as well as the NAF and Wing/CCC, and First Sergeant.

A1.4. Lodging. The host Chaplain Service function will arrange lodging and, as appropriate, a U-drive sedan for the team's use during the visit.

A1.5. Leaves/Days Off. Given the short duration of pastoral visits, please reschedule leaves, days off and/or permissive TDYs. Do not reschedule or cancel official TDYs to meet USAF training or mission requirements.

A1.6. Social Events. One social event with staff members and spouses is encouraged, *but not required*, to permit the Command Chaplain and Functional Manager to meet the entire team.

Attachment 2

SAMPLE BACKFILL REQUEST LETTER

Figure A2.1. Sample Backfill Request Letter

MEMORANDUM FOR

FROM:

SUBJECT: Request for IMA Manning Assistance (MPA days)

1. JUSTIFICATION: Support for the Global War on Terrorism (GWOT) is the top priority for MPA days; therefore, it's essential to ***include*** the name of the ***operation*** the member is being requested to support--Operation Iraqi Freedom (OIF) or Enduring Freedom (OEF). This also includes Base Operational Sustainment (BOS) in support of GWOT. If the request is not directly tied to GWOT, then it will be considered "Steady State" (day-to-day) support.

2. **Per AFI 36-2619**, *Military Personnel Appropriation (MPA) Man-day Program,* MPA mandays *"will not normally be used to cover personnel on reconstitution time, TDY, in school, on leave, or to cover gaps due to PCS."* Therefore, the "Tour Length" includes only the number of days required to cover the active duty member's actual ***"boots on ground"*** time in the AOR **plus** travel days for the IMA to/from the backfill location.

3. REQUIRED INFORMATION:
Name of Operation:
Inclusive dates requested (Start/Stop Date):
Report NLT date:
Tour Length (Total # days):
Reporting Location:
Grade/Rank range requesting:
Skill level (Chaplain Assistant):
By Name request (if known):
Duty Hours:
Reporting Official:
Uniform Requirements (example: BDUs, Service Dress, Mess Dress, etc):
Clothing for after duty hours (hot/cold climate, rainy, etc.)
Required Training (if any):
PAS CODE:
Requesting Unit POC info:
1) Name:
2) Phone Number:
3) Email address:

4. FUND CITE: (Your unit pays travel and per diem), please include amount(s) for travel and per-diem (i.e. travel $340, per diem $450).

NAME/RANK
Duty Title of Wing Chaplain or Equivalent