

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 52-101
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
18 JUNE 2003**

Chaplain

PLANNING AND ORGANIZING

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AETC/HCX (Ch, Lt Col James Cutter) Certified by: HQ AETC/HC (Ch, Col John Blair)
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AFI 52-101, 21 June 2002, is supplemented as follows:

This supplement applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC), however paragraphs 7 does not apply. Maintain and dispose of records created by prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. Collected information is not included in a system of record. **Attachment 1** contains a glossary of references and supporting information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Paragraphs previously instructing readiness will be implemented in AFI 52-104, *Chaplain Service Readiness*.

2. Chaplain and chaplain assistant Air Force specialty codes (AFSCs) are postured in unit type codes (UTC) and are trained, equipped, and postured to deploy worldwide to support any Air Force tasking.

2.1. Chaplains meet the spiritual needs of the service member and their families, regardless of faith group, denomination, or religious affiliation. In addition, chaplains must facilitate the training and supervision of lay leaders who are certified or authorized by their ecclesiastical agent.

2.2. Refer to the tasks/duties outlined in the process-oriented description (POD) in the current Chaplain Service (CS) Manpower Standard (AFMS 105A). Chaplain assistants provide mission essential ministry support to AETC's ongoing education and training mission.

2.2.1. Mission accomplishment applies to core peacetime and wartime chaplain operations in order for the CS to accomplish its mission. It does not include exemption from normal squadron details.

2.3.3. Limit use of special resource personnel for specific documented purposes to one-time events. Document all documentation on file.

2.4. Report deaths (AETC Form 89, **Notification of Death**), hospitalizations (AETC Form 90, **Notification of Hospitalization**), and births (AETC Form 91, **Notification of Birth**) that affect CS members, assigned individual mobilization augmentees (IMA) and/or members of their immediate family to HQ AETC/HC within 24-hours. Submit the information using the appropriate form via e-mail to the AETC/HC Inbox, <mailto:aetchc@randolph.af.mil>, (see **Attachment 2 (Added)** through **Attachment 5 (Added)**).

2.5. Designate a chaplain as point of contact (POC) or advisor for each organization.

2.6. (Added) Report the arrival or departure of CS personnel, civilian employees, IMAs, and auxiliary chaplains. Submit information to HQ AETC/HCP by e-mail no later than 10 days after arrival or departure.

2.7. (Added) HQ USAF/HC may provide retirement mementos to retiring chaplain service personnel and their spouses. HQ AETC/HC is also authorized to provide a memento to retiring AETC chaplain service personnel. Forward requests for HQ USAF/HC-level mementos or HQ AETC/HC mementos to HQ AETC/HC. HQ AETC/HC will forward the higher headquarters request to HQ USAF/HC. To ensure sufficient time for processing the requests, complete AETC Form 92, **Chaplain Service Retirement Memento Worksheet** (see **Attachment 5 (Added)**), and forward via e-mail to the AETC/HC Inbox, <mailto:aetchc@randolph.af.mil>, 90 days prior to presentation.

2.8. (Added) Maintain a continuity binder containing at a minimum the following information:

2.8.1. (Added) Mission of the wing/unit, and HC mission.

2.8.2. (Added) HC organizational chart.

2.8.3. (Added) Unit manning document.

2.8.4. (Added) Position descriptions for assigned personnel.

2.8.5. (Added) Strategic planning information to include "Doing Global Ministry" needs assessments, resource priorities, and performance indicators.

2.8.6. (Added) USAF Chaplain Service Mentoring Program.

2.8.7. (Added) List of recurring reports and suspense dates.

2.8.8. (Added) Copy of last operational readiness inspection.

2.8.9. (Added) Air Expeditionary Force (AEF) assignment data.

3. In accordance with the US Constitution's protection of the freedom of religion, the military services do not judge the merits of specific faiths, or officially recognize the validity of any faith. Ensure that all faith observances or practices on military installations maintain health and safety standards. When specific conduct has an adverse impact on military readiness, unit cohesion or discipline, or constitutes a

health or safety hazard, commanders would be expected to intercede. Decisions to accommodate requests to hold meetings, or conduct ceremonies on the installation do not constitute endorsements of a particular faith or belief. Faith groups that do not have military chaplains receive the same consideration for religious accommodation as groups having military chaplains.

3.1. Wing chaplains (or chaplains-in-charge) are responsible to their commanders and unit personnel for all religious accommodation issues. Refer to AFI 36-2706, *Military Equal Opportunity and Treatment Program*, and DODD 1300.17, *Accommodation of Religious Practices Within the Military Services*, for specific guidance regarding dietary requirements, religious apparel, and health and Sabbath observance. **NOTE:** Religious accommodation is a commander responsibility. Chaplains serve as advisors to the commander.

3.2.2.3. Requests for worship services that cannot be met by assigned CS personnel will initiate a formal needs assessment process. Keep all assessment documentation on file. Review all worship requirements annually.

3.2.2.3.1. Certification documentation must be on file.

3.2.2.3.2. Certification and licensing documentation must be on file.

3.2.2.3.3. Document and keep on file needs assessments, consultation documentation, leadership selection process, and wing chaplain or equivalent approvals. Refer to paragraph 3.1.

3.2.2.3.4.1. Document and file all training and briefings.

3.2.2.3.4.2. Document and file minutes of monthly meetings.

4.5. Religious education curricula will not denigrate any religious group. In accordance with AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, paragraph 2.3.3, coordinate appropriated fund purchases of curricula with the library to determine if central library funds are authorized and available locally.

5. See paragraphs 3. and 3.1.

6.1.1. Wing chaplains (or chaplains-in-charge) will submit consolidated 1270a to HQ AETC/HCX no later than 31 December.

7. (Added) **Reserve Support Team (RST).** Wing chaplains (or chaplains-in-charge) will create and implement a RST as the primary IMA program leadership/management tool.

7.1. (Added) The CS RST organization and duties are:

7.1.1. (Added) CS RST Chief, senior IMA attached to the wing chapel staff.

7.1.2. (Added) CS RST NCOIC, senior enlisted IMA attached to the wing chapel staff.

7.1.3. (Added) CS RST Chief and NCOIC serve as primary liaison with active duty (AD) and IMA personnel attached to the wing chapel staff. Serve as secondary liaison with base individual mobilization augmentee administrator (BIMAA) and HQ AETC/HCR. Coordinate CS RST staff communications and actions. Develop and maintain open and effective lines of communication.

7.2. (Added) CS RST staff, AD and IMA personnel are assigned by the wing chaplain and are responsible for personnel and operation activities to include:

7.2.1. (Added) Monitoring officer evaluation reports (OER), enlisted performance reports (EPR), promotion recommendation forms (PRF), and awards and decorations status.

7.2.2. (Added) Interfacing with AD mission management and BIMAA.

7.2.3. (Added) Coordinating inactive duty training (IDT) and annual training (AT) tours to include: ensuring adequate workspace, IMA mission taskings, and IMA training.

8. (Added) **Command Visits.** HQ AETC/HC provides functional oversight and evaluation of CS ministries at AETC bases. These requirements are met through: ORIs, command chaplain staff visits, and staff assistance visits (SAV) (when requested). The following guidance will be followed in preparing for visits by the command chaplain and the command chaplain assistant (CCA):

8.1. (Added) Prepare a concise briefing to include, at a minimum, the following topics, immediately followed by a tour of chapel facilities:

8.1.1. (Added) Scope of ministry operations (breakdown worship statistics by worship service).

8.1.2. (Added) Key initiatives.

8.1.3. (Added) Status of appropriated and nonappropriated funds.

8.1.3.1. (Added) Offerings statistics broken out by worship service.

8.1.4. (Added) Status of facilities.

8.1.5. (Added) Relationship with wing, group, or squadron agencies.

8.1.5.1. (Added) Areas that warrant the command chaplain or CCA attention.

8.2. (Added) Prepare a detailed itinerary to include the following:

8.2.1. (Added) The command chaplain schedule for a private consultation with each chaplain. Suggest a 30-minute block per session. Wing chaplain's consultation should be scheduled last.

8.2.2. (Added) The command chaplain schedule for a courtesy visit to appropriate senior officers. Indicate in the itinerary any specific issues to be addressed.

8.2.3. (Added) The CCA schedule for a private consultation with each enlisted staff member, secretary, and any civilian personnel filling a primary support function, for example, accounting technician or program support. Suggest 30-minute block per session. Schedule NCOIC's consultation last.

8.2.4. (Added) The CCA schedule for a courtesy visit with the wing or equivalent command chief master sergeant and first sergeant.

8.3. (Added) Structure the itinerary to include a 30-minute outbrief with the wing chaplain (or chaplain-in-charge) and NCOIC, if assigned.

8.4. (Added) Schedule luncheon or dinner with entire chapel staff (include in itinerary).

8.5. (Added) Allow time in the schedule for physical training before or after normal duty hours (include in itinerary).

8.6. (Added) Prior to the visit provide a draft itinerary. In addition, forward biographies for the senior officers, command chief master sergeant, and first sergeant that will be visited to the AETC/HC Inbox, <mailto:aetchc@randolph.af.mil>.

9. (Added) **Official Communication.** Coordinate all official communication with higher headquarters, to include but not limited to: planned distinguished visitor (DV) visits, personnel and manpower actions, and policy and guidance issues with HQ AETC/HC.

10. (Added) **Reporting Suicides, Significant Suicidal Gestures or Deaths of Base Community.** Report suicides, significant suicidal gestures (requiring extended hospitalization), or deaths that occur within your base community to HQ AETC/HC as soon as possible after the event. Report information telephonically then followup with a detailed e-mail the AETC/HC Inbox, <mailto:aetchc@randolph.af.mil>. The report will include:

10.1. (Added) The age, gender, grade (if military or civilian employee).

10.2. (Added) Marital and/or family status of the individual.

10.3. (Added) A brief description of the event, chaplain involvement if any prior to the event, and post event actions taken by the chaplain staff.

10.4. (Added) Any other pertinent information.

11. (Added) **Forms Prescribed.** AETC Form 89, **Notification of Death**, AETC Form 90, **Notification of Hospitalization**, AETC Form 91, **Notification of Birth**, AETC Form 92, **Chaplain Service Retirement Memento Information Worksheet.**

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 52-101, *Planning And Organizing*

AFI 36-2706, *Military Equal Opportunity and Treatment Program*

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*

DODD 1300.17, *Accommodation and Religious Practice*

AFMS 105A, *Air Force Manpower Standard*

Abbreviations and Acronyms

AD—active duty

AEF—Air and Space Expeditionary Force

AETC—Air Education and Training Command

AFSC—Air Force specialty code

AT—annual training

BIMAA—base individual mobilization augmentee administrator

CCA—command chaplain assistant

CS—chaplain service

EPR—enlisted performance report

IDT—inactive duty training

IMA—individual mobilization augmentee

NCOIC—noncommissioned officer in charge

OER—officer evaluation report

ORI—operational readiness inspection

POC—point of contact

POD—process orientated description

PRF—promotion recommendation form

RST—Reserve support team

SAV—staff assistance visit

UMD—unit manpower document

USAF—United States Air Force

UTC—unit type code

Terms

Denomination—A particular religious body, with a specific name, organization, etc.

Faith Group—A unique religious expression such as: Islam, Protestant, Catholic, Orthodox, Jewish, or Buddhist.

Lay Leader—A nonclergy person who provides limited religious program leadership under the direction of a chaplain.

Special Resource Personnel—Individuals selected to perform a certain function based upon their unique, training, talent, or ability.

Certification—A certification issued to a layperson authorizing him/her to perform certain religious functions.

Licensing—A religious license issues to a layperson authorizing him/her to perform certain religious functions.

Attachment 2 (Added)

AETC FORM 89, NOTIFICATION OF DEATH

NOTIFICATION OF DEATH	
<i>This form contain personal information protected by the Privacy Act of 1974. Form will be safeguarded from unauthorized disclosure and will be disposed of according to AFI 33-332.</i>	
(PLEASE PRINT OR TYPE)	
BASE OF NOTIFICATION Randolph AFB	DATE 15 Jun 2003
NAME OF DECEASED Mr. John Doe	
THIS INDIVIDUAL IS A	
<input type="checkbox"/> CHAPLAIN <input type="checkbox"/> CHAPLAIN ASSISTANT <input type="checkbox"/> CIVILIAN EMPLOYEE <input checked="" type="checkbox"/> RELATIVE	
NAME AND GRADE OF AF CHAPLAIN SERVICE MEMBER SSgt A. Body	
AF CHAPLAIN SERVICE MEMBER RELATIONSHIP TO DECEASED Father	
NEXT OF KIN Ms Angela Mom	
NEXT OF KIN RELATIONSHIP TO DECEASED Wife	
ADDRESS AND TELEPHONE NUMBER OF CHAPLAIN SERVICE MEMBER 123 Any Street Randolph, TX 12345 (123) 456-7890	
ADDRESS AND TELEPHONE NUMBER OF NEXT OF KIN 456 Air Drive Killeen, TX 54321 (098) 765-4321	
CIRCUMSTANCES OF DEATH Heat Stroke	
LOCATION OF FUNERAL <i>(Include Full name, Street address, City, State and Zip)</i> The Funeral Site 123 Funeral Lane, Killeen, TX 12345	
DATE 20 Jun 2003	TIME 1300
FUNERAL HOME <i>(Include Full name, Street address, City, State and Zip)</i> The Funeral Home 123 Funeral Home, Killeen, TX 12345	
TELEPHONE NUMBER (123) 456-7890	
NAME AND TELEPHONE NUMBER OF PERSON COMPLETING THIS FORM TSgt A. One DSN- 123-4567	
PLEASE COMPLETE FORM WITHIN 24HRS OF NOTIFICATION. E-MAIL TO AETC/HC INBOX (AETCHC@RANDOLPH.AF.MIL)	

AETC FORM 89, 20030601 (IMT-V1)

Attachment 3 (Added)

AETC FORM 90, NOTIFICATION OF HOSPITALIZATION

NOTIFICATION OF HOSPITALIZATION	
<i>This form contain personal information protected by the Privacy Act of 1974. Form will be safeguarded from unauthorized disclosure and will be disposed of according to AFI 33-332.</i>	
(PLEASE PRINT OR TYPE)	
BASE OF NOTIFICATION Randolph AFB	DATE 15 Jun 03
NAME OF HOSPITALIZED SSgt A. Body	
THIS INDIVIDUAL IS A	
<input type="checkbox"/> CHAPLAIN <input checked="" type="checkbox"/> CHAPLAIN ASSISTANT <input type="checkbox"/> CIVILIAN EMPLOYEE <input type="checkbox"/> RELATIVE	
NAME AND GRADE OF AF CHAPLAIN SERVICE MEMBER SSgt A. Body	
AF CHAPLAIN SERVICE MEMBER RELATIONSHIP TO HOSPITALIZED Self	
NEXT OF KIN Tom Body	
NEXT OF KIN RELATIONSHIP TO HOSPITALIZED Husband	
ADDRESS AND TELEPHONE NUMBER OF CHAPLAIN SERVICE MEMBER 123 Any Street Killeen, TX 12345 (123) 456-7890	
ADDRESS AND TELEPHONE NUMBER OF NEXT OF KIN Same as above	
ADDRESS AND TELEPHONE NUMBER OF INDIVIDUAL HOSPITALIZED Same as above	
CIRCUMSTANCES OF HOSPITALIZATION Surgery	
HOSPITAL <i>(Include Full name, Street address, City, State and Zip)</i> The Hospital 123 Any Street, Killeen, TX 12345	
TELEPHONE NUMBER (123) 456-7890	ROOM NUMBER 1234
NAME AND TELEPHONE NUMBER OF PERSON COMPLETING THIS FORM TSgt A. One DSN- 123-4567	
PLEASE COMPLETE FORM WITHIN 24HRS OF NOTIFICATION. E-MAIL TO AETC/HC INBOX (AETCHC@RANDOLPH.AF.MIL)	

AETC FORM 90, 20030601 (IMT-V1)

Attachment 4 (Added)

AETC FORM 91, NOTIFICATION OF BIRTH

NOTIFICATION OF BIRTH	
<i>This form contain personal information protected by the Privacy Act of 1974. Form will be safeguarded from unauthorized disclosure and will be disposed of according to AFI 33-332.</i>	
(PLEASE PRINT OR TYPE)	
BASE OF NOTIFICATION Randolph AFB	DATE
THIS INDIVIDUAL IS A	
<input checked="" type="checkbox"/> CHAPLAIN <input type="checkbox"/> CHAPLAIN ASSISTANT <input type="checkbox"/> CIVILIAN EMPLOYEE <input type="checkbox"/> RELATIVE	
NAME OF PARENTS Ch, Maj Amy & Manny Cares	
NAME AND GRADE OF AF CHAPLAIN SERVICE MEMBER Same as above	
NAME OF BABY Solei	
DATE OF BIRTH 1 June 2003	
WEIGHT 8 lbs, 2 Oz	
LENGTH 20 Inches	
TIME OF BIRTH 12:31 AM	
HOSPITAL <i>(Include Full name, Street address, City, State and Zip)</i> The Hospital 123 Any Street Killeen, TX 12345	
TELEPHONE NUMBER (123) 456-7890	ROOM NUMBER 1234
HOME ADDRESS OF PARENTS 123 Any Street Killeen TX 12345 (123) 456-7890	
ADDRESS AND TELEPHONE NUMBER WHERE CHAPLAIN SERVICE MEMBER OR NEXT OF KIN CAN BE REACHED 123 Any Street Randolph, TX 12345 (123) 456-7890	
NAME AND TELEPHONE NUMBER OF PERSON COMPLETING THIS FORM TSgt A. One DSN- 123-4567	
PLEASE COMPLETE FORM WITHIN 24HRS OF NOTIFICATION. E-MAIL TO AETC/HC INBOX (AETCHC@RANDOLPH.AF.MIL)	

AETC FORM 91, 20030601 (IMT-V1)

Attachment 5 (Added)

AETC FORM 92, CHAPLAIN SERVICE RETIREMENT MEMENTO INFORMATION WORKSHEET

CHAPLAIN SERVICE RETIREMENT MEMENTO INFORMATION WORKSHEET	
<i>This form contain personal information protected by the Privacy Act of 1974. Form will be safeguarded from unauthorized disclosure and will be disposed of according to AFI 33-332.</i>	
<i>The following information is required in order to process a request for mementos for retiring personnel. Please complete and return this sheet 90 days before the ceremony.</i>	
<input checked="" type="checkbox"/> Request HQ AETC/HC Memento	<input checked="" type="checkbox"/> Request HQ USAF/HC Memento
a. Full name <i>(include informal salutation)</i> and retirement grade of the retiree: Bobby Joe Jones, CMSgt	
b. Date the retiree began active or reserve duty with the Air Force Chaplain Service: <i>(Do not include military service other than as a chaplain or chaplain service support personnel.)</i> 13 September 1975	
c. Official retirement date: 13 September 2003	
d. Unit and installation individual will be retiring from: AETC/HC 123 Any Street, Randolph AFB, TX 12345	
e. Full name <i>(include informal salutation)</i> of the spouse of the retiree, if applicable: Susie Lou Jones	
f. Retirement address and phone number of the retiree: <i>(Specify whether temporary or permanent.)</i> 123 Any Street San Antonio, TX 12345 (123) 456-7890	
g. Full name <i>(include informal salutation)</i> , grade, and address of the presenter: <i>(Upon retirement of the Wing Chaplain, the Wing Commander or Vice Wing Commander normally acts as presenter.)</i> Ch, Col, Ima Chaplain AETC/HC 123 Any Street Randolph AFB, TX 12345	
h. Proposed presentation date: 1 August 2003	
i. Retirement ceremony POC's name, home address, home phone number, office phone number <i>(commercial and DSN)</i> : Ch, Maj A. Cares AETC/HC 123 Any Street Randolph, TX 12345	
<p>PLEASE COMPLETE FORM WITHIN 90 DAYS OF PRESENTATION</p> <p>EMAIL TO AETC/HC INBOX (AETCHC@RANDOLPH.AF.MIL)</p>	

JOHN R. BLAIR, Chaplain Colonel, USAF
Command Chaplain