

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



AIR FORCE INSTRUCTION 52-102

AIR EDUCATION AND TRAINING COMMAND

Supplement 1

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Chaplain

PROFESSIONAL DEVELOPMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
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OPR: HQ AETC/HCX (SSgt Brad Turner)

Certified by: HQ AETC/HCX
(Ch, Lt Col Gregory Tate)

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AFI 52-102, 7 January 2004, is supplemented as follows:

This supplement does apply to the Air National Guard and Air Force Reserve Command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule* (projected to be the *Air Force Records Disposition Schedule [RDS]*).

SUMMARY OF REVISIONS

This supplement is revised primarily to realign the paragraph numbers with basic instruction.

2.7. Annually report education and training requirements to HQ AETC/HCX no later than 31 December of each year.

2.7.1. Document and maintain training in the chapel continuity file.

2.7.2. (Added) The wing chaplain or equivalent establishes procedures for effective human resource management (HRM) and personnel utilization in a local operating instruction (OI). Include as a minimum: mentoring program, awards and recognition program, and diversity program that promotes mutual respect, fair treatment, and equal opportunity. **NOTE:** The mentoring program is based on the *USAF Chaplain Service Mentoring Handbook* which is available for download at <http://www.usafhc.af.mil>. Send initial and revised OIs for coordination to HQ AETC/HCX via email ([AETC/HC Inbox \[mailto:aetchc@randolph.af.mil\]](mailto:AETC/HC%20Inbox@mailto:aetchc@randolph.af.mil)).

2.7.2.1. (Added) Wing chaplains and noncommissioned officers in charge (NCOIC) or equivalents develop and implement processes to ensure active participation in formal and informal awards and recognition programs such as:

2.7.2.1.1. (Added) Wing-level quarterly and annual awards program.

2.7.2.1.2. (Added) HQ AETC/HC annual awards program.

2.7.2.1.3. (Added) Reserve Officer Association (ROA) Individual Mobilization Augmentee (IMA) of the Year Program.

2.7.2.1.4. (Added) Religious-affiliated association awards; for example, The Witherspoon Award, which honors a chaplain who creatively uses the Bible in ministry.

2.7.2.2. (Added) Wing chaplains or equivalents will ensure chaplains are trained in all areas of Chaplain Service (CS) ministries and rotate chaplains through as many diverse areas of chaplain responsibilities as possible. This is especially critical for extended active duty (EAD) chaplains prior to application for conditional reserve status. Chaplain assistant training will follow *5R0X1 Career Field Education and Training Plan (CFTP)* guidance.

2.7.2.3. (Added) Wing chaplains will seek opportunities to have various base agencies brief members of their staff on pertinent issues that enhance functional understanding of these offices.

2.7.2.4. (Added) Wing chaplains and NCOICs or equivalents will review annually IMA awards and decorations and consider appropriate submissions. Maintain documentation in the IMA management folder and the reserve support team (RST) program file.

2.7.2.5. (Added) Wing chaplains and NCOICs or equivalents will annually review active duty chaplain and chaplain assistant awards and decorations and consider appropriate submissions. Maintain documentation in the continuity file.

3.3. Wing chaplains or equivalents identify training requirements for assigned chaplains and chaplain assistants. HQ AETC/HCX develops appropriate professional mission enhancement training (MET) programs.

4. **Ecclesiastical Requirements.** Temporary duty (TDY) or permissive TDY is authorized for attendance at retreats and faith group, denominational, or professional organization-sponsored conferences.

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

AFMAN 37-123, *Management of Records*

AFMAN 37-139, *Records Disposition Schedule* (projected to become the Air Force Records Disposition Schedule)

USAF Chaplain Service Mentoring Handbook

Abbreviations and Acronyms

AETC—Air Education and Training Command

CS—chaplain service

EAD—extended active duty

HRM—human resource management

IMA—Individual Mobilization Augmentee

MET—mission enhancement training

NCOIC—noncommissioned officer in charge

OI—operating instruction

ROA—Reserve Officer Association

RST—Reserve support team

TDY—temporary duty

USAF—United States Air Force

Terms

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

JOHN W. STEFERO, Chaplain, Colonel, USAF
Command Chaplain