COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 52-1, *Chaplain Corps* and AFI 10-401, *Air Force Operations Planning and Execution.* It provides guidance and procedures on Chaplain Corps Readiness throughout the Air Force. It applies to individuals at all levels, including the Air Force Reserve and Air National Guard (ANG) while in Federal service, except where noted otherwise. This AFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to SAF/AAII Policy Branch for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include: synthesis of (Air Expeditionary Force) AEF Teaming as it applies to the Chaplain Corps, a revision of the UTC bed-down population distribution table, and restructuring of the core content in accordance with in accordance with (IAW) AFI 33-360, para 6.5.10.7.

Chapter 1

CHAPLAIN CORPS READINESS OVERVIEW

1.1. Chaplain Corps Readiness Mission. Chaplain Corps functions are mandated by Title 10, United States Code, Section 8547 and 8067 (h). The Air Force Chaplain Corps provides spiritual care and the opportunity for Airmen, their families and other authorized personnel to exercise their Constitutional right to the free exercise of religion. This mission is accomplished by conducting religious observances, providing spiritual care and advising leadership on spiritual, ethical, moral, morale, and religious issues. The Religious Support Team (RST) is the manpower capability that combines one chaplain and one chaplain assistant, AFSCs 52R and 5R0 respectively, in partnership to accomplish the mission IAW Unit Type Codes (UTCs) determined in this instruction.

1.2. Expeditionary Combat Support (ECS) Forces. Chaplains, as non-combatants, and chaplain assistants, as combatants, serve as ECS force personnel. Chaplains and chaplain assistants, as RSTs, provide spiritual care, opportunities for the free exercise of religion and advice to leadership IAW AFI 52-101, *Planning and Organizing*, para. 3.2.5.

1.3. Chaplain Corps in Joint Operations. Joint Publication (JP) 1-05, *Religious Affairs in Joint Operations* and provides doctrine and guidance for the Armed Forces of the United States regarding religious advice and support in Joint force settings and operations and is the basis for joint utilization of AF Chaplain Corps personnel in Joint operations. JP 1-05 also uses the RST as the basic capability for providing Chaplains Corps ministries. The Chief of Chaplains ensures Chaplain Corps personnel are trained and equipped to perform religious support in support of Combatant Commands.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Secretary of the Air Force (SecAF). Retains ultimate responsibility for all policies related to the Department of the Air Force.

2.2. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Serves as the agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies and programs addressing religious, ethical and quality of life programs.

2.3. The Air Force Chief of Chaplains (AF/HC). Is responsible to the Air Force Chief of Staff for planning, organizing, training, and equipping; sustaining a corps of chaplains and chaplain assistants to provide religious support and advisement to leadership. AF/HC is specifically responsible for providing spiritual care and the opportunity for AF members and their families to exercise their constitutional right to freedom of religion consistent with Department of Defense policy. AF/HC establishes and utilizes the functional chain of command. AF/HC ensures the Chaplain Corps has personnel trained as ECS planners and force providers for contingency operations IAW AFI 10-401, *Air Force Operations Planning and Execution*.

2.4. Office of the Chief of Chaplains, Personnel, Budget and Readiness (AF/HCP), Chaplain Corps Headquarters Air Force Functional Area Manager (HAF FAM).

2.4.1. Serves as the HAF FAM for AF Chaplain Corps personnel per AFI 10-401, *Air Force Operations Planning and Execution*, and as the principal advisor to the Chief of Chaplains and Deputy Chief of Chaplains all wartime planning, policies and procedures regarding Chaplain Corps personnel and resources. The HAF FAM generates and maintains readiness policy for the Air Force Chaplain Corps. The HAF FAM responsibility resides in AF/HCP.

2.4.2. Provides oversight of centrally managed Chaplain Corps UTCs and briefs the Chief of Chaplains regarding availability and status of postured, employed in-place, generated, and redeployed Chaplain Corps personnel aligned with UTC codes.

2.4.3. Coordinates appropriate Posturing-codes (P-code) strategy IAW AFIs and functional requirements.

2.4.4. Coordinates with the Chaplain Corps Consolidated Readiness Functional Area Manager (CRF), Air Force Reserve Command (AFRC)/HC FAM, National Guard Bureau (NGB)/HC FAM, supporting MAJCOM/HC, Component Headquarters/HC Air Force Forces (AFFOR) and Air Force Installation Mission Support Center (AFIMSC) Readiness Branch to manage UTCs, as well as clarify AF and Joint guidance and resolve issues and inconsistencies as required.

2.4.5. Oversees Chaplain Corps UTC alignment IAW ECS Consolidated Planning Schedule (CPS).

2.4.6. Oversees respective deployment requirements for all phases of military operations and coordinates actions with the CRF.

2.4.7. Ensures complete functional capability in each Air Expeditionary Force (AEF). Validates Chaplain Corps requirements at each bed down location (see **Table 3.1**). Determines Chaplain Corps requirements at each contingency hospital location.

2.4.8. Reviews and complies with AF and Joint Strategic Capabilities Plan (JSCP) and functional annexes.

2.4.9. Reviews position description for Joint Expeditionary Tasking (JET) and Individual Augmentation (IA) requirements to ensure appropriate Chaplain Corps UTCs/AFSCs are utilized in accordance with force provider agreements and Joint business rules.

2.4.10. Serves as the AF Chaplain Corps point of contact to the Joint Staff Chaplain for all joint readiness matters. Serves as the primary AF Chaplain Corps Joint Religious Support Operations Committee (JRSOC) member. Coordinates AF Chaplain Corps support to Combatant Command (CCMD) for high demand/low supply (HD/LS) short term Chaplain Corps augmentation needs.

2.4.11. Utilizes the Agile Combat Support (ACS) process in identifying Chaplain Corps Readiness resource requirements per AFI 10-401.

2.4.12. Chairs the Chaplain Corps Readiness Working Group (RWG).

2.4.13. Represents Chaplain Corps on the HAF Expeditionary Skills Working Group (ESWG).

2.4.14. May utilize the CRF as reach-back support when crafting changes to the Time-Phased Force and Deployment Data (TPFDD).

2.4.15. Serves as the primary Chaplain Corps AF Crisis Action Team (AFCAT) member.

2.5. Chaplain Corps Consolidated Readiness FAM.

2.5.1. . Air Force Personnel Center Directorate of Personnel Assignments, Chaplain Corps (AFPC/DPAH) serves as the Consolidated Readiness FAM (CRF) and fulfills readiness activities below Air Staff level.

2.5.2. Performs readiness posturing, coding and validation duties for MAJCOMs/AFIMSC at full operational capability (FOC).

2.5.3. Coordinates with the AFIMSC FAM to determine P-codes using the process outlined in AFI 10-401.

2.5.4. Identifies XFFC-series UTCs using standard Chaplain Corps configurations to meet Operations Plan (OPLAN) requirements and coordinates with AFIMSC FAM once FOC to ensure all funded unit manpower document (UMD) authorizations at operational units are postured in UTCs.

2.5.5. Identifies anticipated UTC contribution during wing AEF vulnerability periods. Validates AOR requirements with the Service Component head chaplain/AFFOR HC, and coordinates with supporting MAJCOM/HC.

2.5.6. Updates UTC availability in Deliberate and Crisis Action Planning and Execution Segments (DCAPES) as changes occur. Coordinates with the AFIMSC FAM and MAJCOM/HC AFFOR all proposed UTC postures with applicable wing, installation and group chaplains and deviations therein and acquires final approval of HAF FAM.

2.5.7. Ensures Chaplain Corps UTCs are aligned IAW ECS CPS target base alignment as needed.

2.5.8. Plans, schedules and sources Chaplain Corps personnel to meet COCOM contingency and surge requirements using postured UTCs and AEF Reporting Tool (ART). Analyzes current UTC posturing and sourcing in ART to ensure accurate UTC availability. Reports trends within the XFFC UTC series and emphasizes impact on ability to meet mission requirements. Coordinates with MAJCOM or AFIMSC/FAM at FOC to resolve reclamas.

2.5.9. Assists HAF FAM in developing Chaplain Corps deployment and UTC strategy.

2.5.10. Acquires approval of authorization change request from HAF FAM and coordinates updated ULNs.

2.5.11. Maintains Chaplain Corps deployment history database.

2.6. AFIMSC/HC FAM

2.6.1. The AFIMSC/FAM along with the CRF performs readiness duties formerly associated with MAJCOM FAM duties as described in AFI 10-401, *Air Force Operations Planning and Execution*.

2.6.2. Coordinates with supporting MAJCOM/HC, Component Headquarters/HC (AFFOR), wing, installation and group chaplains to manage UTCs, verifying P-codes using the process outlined in AFI 10-401. Chaplain/Chaplain Assistant Individual Mobilization Augmentee (IMA) authorizations will not be postured in UTCs and will be managed by their AEF Indicator (AEFI) code IAW AFI 10-401. (T-0)

2.6.3. Confirms P-coding with HAF FAM.

2.6.4. Advises and coordinates with the HAF FAM on Chaplain Corps readiness and coordinates with HAF FAM to resolve issues and discrepancies.

2.6.5. Determines respective steady-state deployment requirements for all phases of military operations and coordinates with the HAF FAM and CRF.

2.7. C-MAJCOM/HC AFFOR serves as principle advisor to the COMAFFOR on the religious, spiritual, moral, and ethical needs and the morale of personnel assigned. AFFOR/HC responsibilities are outlined in AFI 13-103, AFFOR STAFF OPERATIONS, READINESS AND STRUCTURES.

2.8. Air Reserve Component (ARC). ANG and AFRC personnel support contingencies per AFI 10-401, are activated IAW AFI 10-402, *Mobilization Planning* and are trained IAW AFI 10-403, *Deployment Planning and Execution*.

2.9. Readiness Working Group (RWG)

2.9.1. Serves as the advisory body for Chaplain Corps readiness and deployment issues and as a planning forum to meet current and future requirements.

2.9.2. Updates the Chaplain Corps readiness community on initiatives, issues, policies, processes, procedures and programs.

2.9.3. RWG members include:

AF/HCP Division Chief

AF/HCP HAF FAM (Chairperson) RST
AF/HCC Chaplain Assistant Career Field Manager
AFPC/DPANH Consolidated Readiness FAM
AFIMSC/HC Readiness Division
MAJCOM/HC AFFOR
National Guard Bureau (NGB/HC) Readiness FAM/NCO
HQ AFRC/HC Readiness Officer/NCO
AFCCC, Air Force Chaplain Corps College

2.10. Wing/Installation Senior RST (Home Base Sustainment)

2.10.1. Provides Chaplain Corps support to base population during contingency or emergency operations. (T-1)

2.10.2. Develops and coordinates plans, annexes and operating instructions for base/installation contingency and emergency operations. (T-1) Develops and coordinates Chaplain Corps annexes to base/installation plans such as the installation Comprehensive Emergency Management Plan (CEMP) 10-2. Establishes the chapel contingency and emergency support operating instruction and coordinates with the functional chain of command. (T-1) Develops a Command and Control (C2) Plan for contingency and emergency operations that complements the installation CEMP 10-2 according to AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*. (T-1)

2.10.3. Provides advice to the commander on the status of Chaplain Corps operations during contingency or emergency operations. (T-3)

2.10.4. Determines impact of deployment(s) on critical, ongoing mission requirements. (T-2)

2.10.5. Assesses mission requirements and manpower when Chaplain Corps personnel are notified to deploy and determines which mission objectives to reduce, defer, or stop. (T-2)

2.10.6. Appoints a Readiness Program RST responsible for ensuring a unit program that addresses readiness and emergency management IAW this instruction and AFI 10-2501. (T-3)

2.10.7. Ensures Chaplain Corps personnel meet mission training requirements and are prepared to deploy or respond to contingencies or emergencies IAW established plans. (T-2) The senior RST advises the MAJCOM/HC, AFIMSC FAM and CRF of resource changes that may impact UTC capability (see paragraph 3.2.).

2.10.8. Maintains liaison with civilian religious leaders for support during contingencies or emergencies IAW JP 3-28, *Civil Support*. Overseas installations use host nation support agreements. (T-3)

2.10.9. Assigns AEFI to all personnel IAW UTC capability. The senior RST works with UDM to keep ART current. (T-1)

2.11. Readiness Program RST

2.11.1. Responsible for the Wing/Installation Chaplain Corps readiness program and training.

2.11.2. Reports readiness, equipment and training capability to the Wing/Installation Chaplain on a monthly basis. Report includes shortfalls/deficiencies through the next six

months. Coordinates with the Unit Training Manager (UTM) to facilitate and enforce efficiency and training compliance. (T-3)

2.11.3. Maintains liaison with the Installation Deployment Officer (IDO), Unit Deployment Manager (UDM), base plans office (XP), medical readiness (SG), and emergency manager (CEX). (T-3)

2.11.4. Ensures Personnel Deployment Function (PDF) Chaplain Corps station is properly provided for and equipped. (T-3)

2.11.5. Develops briefings for deploying and employing forces that include information on deployed or current location religious practices, spiritual resiliency, privileged communication and religious rites and services available to them and their dependents. Coordinates with other PDF functionals to ensure relevance and avoid redundancy. (T-3)

2.11.6. Develops briefings for newly assigned Chaplain Corps personnel, which cover Chaplain Corps readiness capability, roles, responsibilities and training requirements IAW mission, plans and UTC. (T-3)

2.12. AFFOR/HC RST

2.12.1. Consists of 52R and 5R0, serves as principal adviser to the COMAFFOR and directs HC mission execution to all assigned/attached military personnel in the AF Component.

2.12.2. Develops and coordinates all inter-service and inter-departmental support agreements to fulfill Joint force plans and memorandums of understanding, which define AFFOR/HC mission requirements and execution..

2.12.3. Maintains liaison with the HC function in the Combatant Command and Component Commands of other Services.

2.12.4. Maintains liaison and communications with HAF FAM and AFIMSC FAM.

2.12.5. Reviews available religious support capabilities with CCDR and recommends the allocation of religious resources to meet commander's intent.

2.12.6. Coordinates HD/LS chaplain seasonal support with deployed leadership, AFIMSC and the HAF FAM. Requests HD/LS chaplain support at least 120 days from the expected Required Delivery Date (RDD). HD/LS will rotate as Chaplain Corps operational requirements dictate per AFI 10-401.

2.12.7. Exercise functional supervision over Chaplain Corps personnel within the theater of operations to support mission requirements.

2.12.8. Maintains liaison and communications with functional chain of command, AFFOR/A1 and deployed personnel functions for basic maintenance of area of responsibility (AOR) requirements.

2.12.9. Reviews ULNs to mitigate gaps or unnecessary overlap between rotations and realign dates if needed.

2.12.10. Coordinates ULN line remarks with CRF to ensure pre-deployment training and reporting instructions are updated to meet supported commander requirements. Reviews command remarks codes and recommends changes as needed.

2.12.11. Reviews UTCs and ULNs to ensure requirements are identified correctly. (e.g., Joint Expeditionary Tasking (JET), Individual Augmentee (IA))

2.12.12. Builds temporary tasking, providing the location, dates and estimated tour length (ETL) for each HD/LS seasonal requirement to HAF FAM and the CRF.

2.12.13. Reviews and processes UTC authorization change requests (ACRs) to verify validity, correct formatting and timely processing. If approved at the component headquarters/HC (AFFOR) level, the request is forwarded to component A1 for validation.

2.12.14. Reports suggested courses of action derived from lessons learned in the Joint Lessons Learned Information System (JLLIS) and to the HAF FAM.

2.12.15. Responsible for establishing AF Component Chaplain Corps office, C4, logistical and personnel requirements.

2.13. Deployed Senior RST

2.13.1. Is responsible, as the Joint Task Force (JTF) Chaplain/NCOIC, to and serves as principal advisor on religious affairs to the deployed command staff IAW JP 3-33, *Joint Task Force Headquarters, Annex C to Appendix A.*

2.13.2. Oversees Chaplain Corps operations.

2.13.3. Develops Ministry Support Plan based on the commander's intent, AF/HC policy, mission requirements, and available resources, as approved by CC. Executes the plan and manages support for religious rites, observances, religious education, and spiritual care. Evaluates and advises command and functional leaders regarding needed adjustments.

2.13.4. Will   submit   an   After   Action   Report   to   the   JLLIS   website (**https://www.jllis.mil/USAF**) prior to departing their deployed location. (T-2) Title of the AAR will include AF/HC and last names of senior RST. The supporting MAJ

Chapter 3

JOINT READINESS ENVIRONMENT

3.1. Deployed Chaplain Corps Members. Deploy IAW the Chaplain Corps Supplement to the War Mobilization Plan, Volume 1 (WMP-1), *Basic Plan and Supporting Supplements*; AFI 10-403, *Deployment Planning and Execution*; and the Mission Capabilities (MISCAPS) in DCAPES. Chaplain Corps RSTs execute mission as directed by the command and functional authorities. The RST must only engage in religious functions, such as providing ministry to the sick and wounded, and spiritual care to the fighting force, which do not violate the provisions of Geneva Conventions I and II.(T-0)

3.1.1. Chaplain Conduct. Chaplains will refrain from all activities that could create perceptions of combatant behavior or that compromise the protected status of other chaplains in the field. Chaplains will carry their Common Access Card (CAC) as proof of their noncombatant status regarding the Geneva Convention per DoDI 1000.13. Under the Law of Armed Conflict (LOAC) it is a violation to use chaplains in any direct military capacity that jeopardizes a chaplain's noncombatant status. Chaplains will not act nor give the appearance of acting as informants, intelligence officers, or political agents. Chaplains will not take part in psychological operations or in manipulating civilian relationships for political or military motives. Chaplains do not bear or transport arms or ammunition. Chaplains will not engage in other traditional combatant activities, e.g., assisting in planning military actions, collecting or conveying military intelligence or directing response to hostile fire. (T-0)

3.1.1.1. Non-compliance with Noncombatant Status**.** A violation of the chaplain's obligations as a noncombatant may constitute a breach of duty as well as a failure to meet AF standards. Actions may be taken against an offender and may result in corrective action or punishment under the provisions of the Uniformed Code of Military Justice (UCMJ) IAW AFI 51-401*, Training, and Reporting to Ensure Compliance with the Law of Armed Conflict.*

3.1.1.2. Military Chaplains in Service to Detainees or Enemy Prisoners of War (EPW)**.** The requirements of the Geneva Conventions are to be followed in the spiritual care of detainees and EPWs (*Geneva Convention Relative to the Treatment of Prisoners of War, August 12, 1949,* Chapter V and Geneva Conventions relative to the *Treatment of Prisoners of War, Article 37*). Military chaplains may assist and support retained religious leaders and appointed lay leaders in facilitating the spiritual care of detainees and/or EPWs as identified by the commander.

3.1.2. Chaplain Assistant Conduct. Chaplain Assistants assist in force protection for Chaplain Corps assets and resources, which include chaplains with consideration of their unique noncombatant LOAC status. Chaplain assistants will qualify at their home station on the M9 and carry the M9 as their primary weapon.(T-1) Chaplain assistants will refrain from activities that would compromise the integrity of the RST.(T-0)

3.2. Chaplain Corps Mission Capability. 3.2.1 UTC Mission Capability Statements (MISCAPS)

3.2.1.1. XFFC1. Protestant chaplain, authorized grade O-2 through O-5. This UTC provides routine chaplain support as well as Protestant chaplain support across the full

range of military operations. XFFC1 can be substituted with XFFCL. This UTC will deploy with the UTC XFFC2 to form a RST. (T-1)

3.2.1.2. XFFC2. Chaplain Assistant, AFSC 5R051 through 5R000. This UTC provides support functions for the Chaplain Corps across the full range of military operations. This UTC will deploy with the UTC XFFC1, XFFC3, XFFC6, XFFC7, XFFC9, or XFFCL to form a RST. (T-1)

3.2.1.3. XFFC3. Catholic chaplain, authorized grade O-2 through O-5. This UTC provides routine chaplain support as well as Catholic chaplain support across the full range of military operations. This UTC will deploy with the UTC XFFC2 to form a RST. (T-1)

3.2.1.4. XFFC4. Senior RST Chaplain, normally an O-5 chaplain and 5R071 chaplain assistant. This UTC provides supervision for Chaplain Corps operations and deploys across the full range of military operations. Authorized substitution for the 5R071 is 5R051 with the minimum rank of E-5. This UTC will deploy as a team. (T-1)

3.2.1.5. XFFC5. Staff Chaplain Support. This UTC provides Chaplain Corps staff management to support all mission types. This UTC is designed for tasking where grade O-6 and AFSC 5R091 are required, usually at a headquarters level or large contingency site. No substitution for the chaplain and no substitution below grade E-7 with 5R071 or 5R091 for the chaplain assistant is allowed. This UTC will deploy as a team. (T-1)

3.2.1.6. XFFC6. Jewish chaplain, authorized grade O-2 through O-5. This UTC provides routine chaplain support as well as Jewish chaplain support across the full range of military operations. This UTC will deploy with the UTC XFFC2 to form a RST. (T-1)

3.2.1.7. XFFC7. Orthodox Christian chaplain, authorized grade O-2 through O-5. This UTC provides routine chaplain support as well as Orthodox Christian chaplain support across the full range of military operations. This UTC will deploy with the UTC XFFC2 to form a RST. (T-1)

3.2.1.8. XFFC9. Muslim chaplain, authorized grade O-2 through O-5. This UTC provides routine chaplain support as well as Muslim chaplain support across the full range of military operations. This UTC will deploy with the UTC XFFC2 to form a RST. (T-1)

3.2.1.9. XFFCL. Latter-Day Saints chaplain. authorized grade O-2 through O-5. This UTC provides routine chaplain support as well as Latter-Day Saints chaplain support across the full range of military operations. This UTC will deploy with the UTC XFFC2 to form a RST. (T-1)

Table 3.1. UTC Bed-Down Population Distribution

POPULATION	XFF C1	XFF C2	XFF C3	XFF *C4	XFF *C5	XFF C6	XFF C7	XFF C9	XFF CL	TO TAL PAX
1-750	1	1								2
751-1,500	1	2	1							4
1,501-2,250	1	2	1	1						6

2,251 -3,000	2	3	1	1						8
3,001-3,750	2	4	2	1						10
3,751-4,500	1	5	2	1		1			1	12
4,501-5,250	1	5	2	1	1	1			1	14
5,251-6,000	1	6	2	1	1	1	1		1	16
6,001-6,750	2	7	2	1	1	1	1		1	18
6,751-7,500	2	8	2	1	1	1	1	1	1	20

*XFFC4 and XFFC5 includes chaplain and chaplain assistant

3.3. Chaplain Corps Readiness Training. The Chief of Chaplains provides equipped and trained forces to support the full range of military operations. The means to train these forces are described in **Chapter 5.** Reference the Management Internal Control Toolset (MICT) for the self assessment communicator (SAC) requirements.

3.4. Chaplain Corps Resourcing. Senior RSTs at deployed locations will ensure resource requirements are identified in the Ministry Support Plan. (T-3)

3.4.1. Appropriated Funds. Funds for mission support identified in the Ministry Support Plan will be provided by the commander and used IAW AFI 52-105 volume 1, *Chaplain Service Resourcing, Appropriated Funds* and AFI 65-601, volume 1, *Budget Guidance and Procedures*.

3.4.2. Chapel Tithes and Offering Funds (CTOF) at deployed location. The collection of CTOF is prohibited at deployed locations. (T-1)

3.4.3. Grant Funds. Grant funds, sourced by CTOF, are a one-time request based on the number of Chaplain Corps personnel assigned to a deployed location. Additional information on obtaining and utilizing funds is found in AFI 52-105 volume 2, *Chapel Tithes and Offering Fund (CTOF)*.

3.5. Major Accident or Chemical, Biological, Radiological, Nuclear and High Yield Explosives (CBRNE Role). Chaplains and chaplain assistants support the all-hazards approach to incident response. These threats and hazards may include, but are not limited to: major accidents, natural and man-made disasters, enemy attacks with CBRNE and conventional weapons or materials. (T-2)

3.5.1. The primary role of Chaplain Corps personnel is to support authorized Department of Defense (DOD) personnel during incident response.

3.5.1.1. Air National Guard (ANG) Chaplain Corps personnel under state control provide religious support to non-DOD personnel in accordance with ANG guidance applicable to those forces.

3.5.1.2. All commanders have the authority to request religious support for an immediate response to support the religious and spiritual needs of command personnel.

3.5.2. The safety of AF personnel is a primary consideration during incidents. RSTs must do everything possible to prevent becoming casualties while seeking to provide spiritual care to victims. RSTs will normally operate in a secure, decontaminated area (cold zone), unless inside a collective protected facility or in the appropriate Mission-Oriented Protective Posture (MOPP) level for the contamination threat. (T-1) RSTs will communicate through appropriate chain of command while responding. (T-3)

Chapter 4

WING/INSTALLATION READINESS ENVIRONMENT (TACTICAL)

4.1. In-Garrison Expeditionary Site Plan. The in-garrison expeditionary site plan (IGESP) is the installation-level planning document (see AFI 10-404, *Base Support and Expeditionary Site Planning)*. The Wing/Installation senior RST will annually review/update the Chaplain Corps portion of the IGESP. (T-3) The Chapel Contingency and Emergency Support OI and IGESP will be exercised annually and/or to meet unit requirements. (T-1)

4.2. Workplace Violence, Major Accidents, Mass Casualty Response, Natural Disasters, National Emergencies, and Humanitarian Support. Chaplain Corps personnel have a critical role in responding to workplace violence, major accidents, mass casualty events, natural disasters, national emergencies, and humanitarian support. Chaplain Corps personnel provide spiritual care to survivors, their dependents and to the dependents of casualties. (T-0) Providing crisis counseling to the emergency responders and advice to commanders on issues that may arise during the subsequent investigation can also be expected.

4.2.1. Chaplain Corps personnel may be directly involved in the installation effort to support the surrounding community in response to a natural disaster. The wing/installation senior RST develops a plan to determine the level of support provided to the community while continuing to accomplish the wing/installation mission. (T-3)

4.2.2. Chaplain Corps personnel identify manning shortfalls where military personnel cannot fully support mass casualty events. If resource personnel (as defined in AFI 52-101) are utilized to support mass casualty events, ensure they are equipped and trained. (T-1)

4.2.3. Assess resource personnel and identify those who are trained for mass casualty response events and appropriately resource as needed.

Chapter 5

CHAPLAIN CORPS TRAINING PHASES

5.1. Tier 1 Chaplain Corps Readiness Training. All new Chaplain Corps accessions (including Air Reserve Component) will receive Tier 1 Readiness Training IAW AFI 10-403 while attending either Commissioned Officer Training (COT)/Basic Officer Training (BOT) or enlisted Basic Military Training (BMT). The Air Force Chaplain Corps College, in coordination with the Career Field Functional Managers, will continue to build upon the strong warrior ethos foundation acquired through the accessions process IAW AFI 52-102V1, AFI 52-102V2, AFI 10-403, and AFI 36-2201 chapter 8, in all curriculum plans and course execution.

5.2. Tier 2 Chaplain Corps Readiness Training. Tier 2A Readiness Training is ancillary, proficiency training that takes place at the home base of assignment (includes ARC and Civil Air Patrol (CAP)). Tier 2B Readiness Training is home-station pre-deployment training. (See AFI 36-2201, *Air Force Training Program*). The Wing/Installation Senior RST during home base operations will ensure all Chaplain Corps personnel (including attached IMAs and fully qualified CAP Chaplains) will. (T-1)

5.2.1. Receive training to include annual training on the local installation plans and annexes, Chapel Command and Control Plan and Chapel Control Center operations (if applicable). Personnel will participate as required in local wing/installation exercises.

5.2.2. Chaplain Corps personnel assigned to an MTF are encouraged to participate in medical readiness training. The MR office will coordinate with the senior chaplain to schedule this training per AFI 41-106, *Medical Readiness Program Management.*

5.2.3. Participate in Disaster Mental Health (DMH) Team training per AFI 44-153, *Disaster Mental Health Response & Combat and Operational Stress Control.*

5.2.4. Participate in installation workplace violence and mass casualty response training. The Senior RST will also ensure training is provided to chaplains, chaplain assistants, attached IMA reservists and any other resource personnel, which identifies their role and responsibility to augment or to curtail sustainment operations during surge. The Senior RST will document this training.

5.3. Tier 3 Chaplain Corps Readiness Training. Some Chaplain Corps personnel may be required to attend Tier 3, Advanced Expeditionary Skills Training and/or Chaplain Corps approved Functional Readiness Training. This training requirement will be established on the individual theater entry requirements. (T-1)

5.3.1. Chaplain Corps approved functional Readiness Training includes, but may not be limited to USAF Expeditionary Center training. All Tier 3 readiness training is supervised at the AF level to fulfill command-unique requirements.

HOWARD D. STENDAHL
Chaplain, Major General, USAF Chief of Chaplains

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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None

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Abbreviations and Acronyms

AAR—After-Action Report

ACR—Authorization Change Request

ACS—Agile Combat Support

ADCON—Administrative Control

AEF—Air Expeditionary Force

AETF—Air Expeditionary Task Force

AETFI—Air Expeditionary Task Force Indicator

AFFOR—Air Force Forces

AFH—Air Force Handbook

AFIMSC—Air Force Installation Mission Support Center

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFPC/DPW—AFPC Directorate of AEF Operation

ANG—Air National Guard

ANGB—Air National Guard Bureau

ANGRC—Air National Guard Readiness Center

AOR—Area of Responsibility

ARC—Air Reserve Component

ARPC—Air Reserve Personnel Center

ART—AEF UTC Reporting Tool

BMT—Basic Military Training

BOT—Basic Officer Training

C2—Command and Control

C3—Command, Control, Communications

C4—Command, Control, Communications, Computers

CAP—Civil Air Patrol

CAST—Combat Airman Skills Training

CAT—Crisis Action Team

CBRNE—Chemical, Biological, Radiological, Nuclear and High Yield Explosives

CCC—Chapel Control Center

CDAY—Commencement Day

CEMP—Comprehensive Emergency Management Plan

CH—Contingency Hospital

COCOM—Combatant Command

COT—Commissioned Officer Training

CPS—Consolidated Planning Schedule

CRF—Consolidated Readiness Functional Area Manager

CTOF—Chapel Tithes and Offerings Fund

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

DMH—Disaster Mental Health

DOD—Department of Defense

DRF—Disaster Response Force

ECS—Expeditionary Combat Support

EOC—Emergency Operations Center

ETL—Estimated Tour Length

EPW—Enemy Prisoners of War

FAM—Functional Area Manager

FOC—Full Operational Capability

FM—Force Management

HAF—Headquarters Air Force

IA—Individual Augmentation

IAW—In Accordance With

IDO—Installation Deployment Officer

IEMP—Installation Emergency Management Plan

IGESP—In-Garrison Expeditionary Site Plan

IMA—Individual Mobilization Augmentee

JET—Joint Expeditionary Tasking

JFP—Joint Force Provider

JLLIS—Joint Lessons Learned Information System

JRSOC—Joint Religious Support Operations Committee

JSCP—Joint Strategic Capabilities Plan

JTF—Joint Task Force

HD/LS—Low Density/ High Demand

LOAC—Law of Armed Conflict

MISCAP—Mission Capability

MOPP—Mission-Oriented Protective Posture

NEO—Noncombatant Evacuation Operation

OI—Operating Instruction

OPCON—Operational Control

OPLAN—Operations Plan

P-Code—Posturing Code

PDF—Personnel Deployment Function

PRC—Personnel Readiness Center

PRF—Personnel Readiness Function

RDD—Required Delivery Date

RFF—Request For Forces

RST—Religious Support Team

RWG—Readiness Working Group

SCC—Service Component Command

SECAF—Secretary of the Air Force

TACON—Tactical Control

UCC—Unit Control Center

UCMJ—Uniform Code of Military Justice

UDM—Unit Deployment Manager

ULN—Unit Line Number

UMD—Unit Manning Document

UTC—Unit Type Code

UTM—Unit Type Management

WMP—War and Mobilization Plan

Refer to JP 1-02, *DoD Dictionary of Military and Associated Terms*, and AFDD 1-2, *Air Force Glossary,* for a complete listing of abbreviations, acronyms and definitions of terms.

Terms

Administrative Control (ADCON)— Direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations. (JP 1-02)

Chapel Tithes and Offerings Fund (CTOF)— Cash and other assets received within Armed Forces religious communities as the expression of one's faith.

Command and Control (C2)— The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission (JP 1-02).

Emergency Responders— The response elements of a Disaster Response Force (DRF) that deploy to the accident scene after the First Responders to expand C2 and perform support functions. Emergency Responders include follow-on elements such as firefighters, law enforcement personnel, security personnel, emergency medical technicians, emergency management personnel, EOD personnel, physicians, nurses, medical treatment providers at medical treatment facilities, public health officers, bioenvironmental engineering personnel, mortuary affairs personnel and include any specialized teams. Not all Emergency Responders are First Responders, but all First Responders are Emergency Responders. Emergency Responders are not assigned to additional duties that will conflict with their emergency duties.

Grant Funds— Funding supplemental to appropriated funds, which are sourced from CTOF resources. This funding may only be requested one time by the deployed RST, usually at the beginning of the deployment.

Low Density/High Demand (HD/LS)— Limited assets/forces with unique mission capabilities stressed by continual high OPTEMPO because of Combatant Commander requirements.

Individual Augmentee (IA)— Individual Augmentation represents unfunded temporary duty positions (military or civilian) requested to augment a supported combatant commander's or governmental agencies staff operations during contingencies. Similar to requests for forces (RFFs) in support of contingencies, IA requirements are inherently temporary in nature and are not to be used to solve permanent manning or capability shortages (see AFI 10-401 for additional information on IAs).

Joint Expeditionary Tasking (JET)— When a standard force solution (i.e. a mission ready, Joint capable force with associated table of organization and equipment *executing its core mission*) cannot be made, the Joint Force Provider (JFP) may recommend a non-standard force solution. While the Joint Staff has defined three categories of non-standard force solutions, the AF collectively refers to its contribution to these as JET. A JET sourcing solution becomes a factor when the traditional force provider for the requested force or capability cannot fill the requirement or there is no traditional force provider. (see AFI 10-401 for additional information on JETs)

Mission Capability (MISCAP)— A short paragraph that describes the capability a specific unit type code is expected to have at execution. The statement usually contains pertinent information such as type base to be deployed to, functions included, and other augmentation requirements necessary to conduct specific missions.

Noncombatant Evacuation Operation (NEO)— Operations directed by the Department of State, the Department of Defense, or other appropriate authority whereby noncombatants are evacuated from areas of danger overseas to safe havens or to the United States.

Operational Control (OPCON)— Operational control normally provides full authority to organize commands and forces and to employ those forces as the commander in operational control considers necessary to accomplish assigned missions; it does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training.

Operations Tempo (OPSTEMPO)— A readiness term referring to the number of hours personnel are working in support of military operations.

Personnel Reclama— When a wing/tasked unit/installation cannot meet an individual augmentee tasking, they will request relief by submitting a personnel reclama through the local manpower and military personnel flight to the CRF.

Personnel Tempo (PERSTEMPO)— A readiness term referring to length of time personnel are TDY from their home base in support of military operations.

Reachback— The process of obtaining products, services, and applications or forces, equipment, or material from AF organizations that are not forward deployed. This capability allows commanders to obtain or coordinate support from units not physically located with the forward force. By leveraging advances in communications technology, reachback capabilities make it possible to utilize CONUS and/or rear-based assets and organizations to perform various functions in support of AEF operations. Effective use of reachback will reduce the number of personnel and amount of equipment, which deploys to the AOR, reduce airlift and support requirements, and will positively impact a commander's ability to protect the deployed force. Reachback is predicated on global communications, rapid global mobility, and time-definite resupply capabilities.

Ready Reserve— The Selected Reserve, Individual Ready Reserve, and Inactive National Guard liable for active duty as prescribed by law (US Code, Title 10 (DOD), sections 10142, 12301, and 12302).

Required Delivery Date (RDD)— A date, relative to CDAY, when a unit must arrive at its destination and complete off-loading to properly support the concept of operations (JP 1-02).

Religious Support Team (RST)— A team that is composed of an AF chaplain and AF chaplain assistant. The team works together in designing, implementing, and executing the command religious program (AFI 52-101 and JP 1-05).

Tactical Control (TACON)— The detailed and usually local direction and control of movements or maneuvers necessary to accomplish missions or tasks assigned (JP 1-02).

Time Phased Force and Deployment Data (TPFDD)— The JOPES data base portion of an operation plan contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operational plan, including: in-place units, units to be deployed to support the operation plan with a priority indicating the desired sequence for their arrival at the port of debarkation, routing of forces to be deployed, movement data associated with deploying forces, estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces, and estimate of transportation requirements that must be fulfilled by common-user lift resources as well.

Total Mobilization— Expansion of the active Armed Forces resulting from action by Congress and the President to organize and/or generate additional units or personnel, beyond the existing force structure, and the resources needed for requirements of a war or other national emergency involving an external threat to the national security.

Unit Line Number (ULN)— A seven-character alphanumeric code that uniquely describes a unit entry (line) in a JOPES TPFDD (JP 1-03.2).

Unit Type Code (UTC)— A five-character alphanumeric code that uniquely identifies each type unit of the Armed Forces (JP 1-02).

UTC Shortfall— When a wing/installation tasked does not possess sufficient qualified personnel to support a UTC tasking, they will request relief by submitting a UTC shortfall request from the installation deployment office to their MAJCOM operation plans or deployment office. This request will be coordinated with the local manpower office and MPF. There are two types of personnel UTC shortfalls: a wing/installation cannot support the entire UTC and a wing/installation can support part of the tasked UTC, but cannot fill one or more of the AFSC requirements within the UTC.

War and Mobilization Plan (WMP)— Provides the Air Staff and AF commanders with current polices and planning factors for conducting and supporting wartime operations. It establishes requirements for developing mobilization and planning programs for industrial production to support sustained contingency operations of the programmed forces (WMP-1).

Attachment 2

CHAPLAIN CORPS CONTINGENCY AND EMERGENCY SUPPORT OPERATIONAL INSTRUCTION (OI)

Prepare Contingency and Emergency Support Operating Instruction per unit-level guidance and IAW AFI 33-360.

A2.1. Preparation for Contingency and Emergency Operations

A2.1.1. Identify the mission for the Chaplain Corps.

A2.1.2. Identify the concept of operations for the Chaplain Corps.

A2.1.3. Identify local Chaplain Corps support capabilities and existing services. Include the availability and or limitations of support in the following areas: advice to leadership regarding execution of mission requirements such as worship and rites, religious accommodation, pastoral care, unit engagement, traumatic stress intervention and confidential pastoral and intervention counseling.

A2.1.4. Identify support provided by local or host nation activities or other service components for religious affairs. Describe support provided to or obtained from other services, including religious affairs in Joint operations and NATO forces; also consider support provided by local civilian clergy. Include coverage of hospitals, expansion hospitals and contingency hospitals when applicable.

A2.1.5. List the tasks and responsibilities of the Wing Chaplain/NCOIC, Chapel Operations, Chaplain Corps staff and other support in preparation for contingency and emergency operations.

A2.1.6. Training Requirements

A2.1.6.1. List local Chaplain Corps training requirements for contingency and emergency operations. Include training on command and control (C2) and/or the management of a chapel control center, provision of religious advice and support during, local procedures, quick response checklists and maintenance of operational continuity. Include training requirements for chaplains, chaplain assistants, attached IMA reservists and resource personnel.

A2.1.6.1.1. Quick response checklists must include response to: major accident, natural disaster, national emergencies, humanitarian support, workplace violence and mass casualty. (T-1) (Reference Attachment 3)

A2.1.7. Logistic Requirements. List local Chaplain Corps logistic requirements for contingency and emergency operations. Include transportation, supplies, facilities and communication equipment. (T-3)

A2.2. Plan Operations

A2.2.1. In the OPLAN, state the Chaplain Corps mission during contingencies and emergencies.

A2.2.1.1. Review, establish, or update support agreements to determine if Chaplain Corps requirements will increase or decrease and plan accordingly.

A2.2.1.2. List policies, procedures, guidance and any changes in capabilities (decreased/ increased services, resources, etc.) which may differ from those identified in Part 1 (e.g., 50% of active duty Chaplain Corps deployed). Include plan for augmentation from applicable resource personnel IAW AFPAM 10-243.

A2.2.2. List potential limitations or disconnects which may impact OPLAN execution.

A2.2.3. Identify Chaplain Corps C2 procedures for OPLAN execution. Include chapel control center procedures if applicable.

A2.2.4. List all functional area partnerships Chaplain Corps requires for support and supplies during OPLAN execution (e.g., LRS, JA, COMM, FSS, FM).

A2.2.5. Identify and justify contingency and emergency operations task that place additional resource requirements on your unit to accomplish the mission (e.g., memorial services, PDF lines, increased counseling, spiritual support to affected personnel).

A2.2.6. Identify contingency and emergency operations that will require additional Chaplain Corps personnel (e.g., mass casualty, natural disaster, local emergency) and define process for augmentation.

A2.2.6.1. List amount, current inventory, and estimated cost of required equipment and supply items based on total numbers of additional Chaplain Corps personnel expected to support your operations.

A2.2.6.2. Identify if facilities are adequate for contingency operations. Items for consideration include: private office space for chaplains, worship areas and sacramental supply storage.

A2.2.6.3. Identify additional communications and information requirements beyond current capabilities. Items for consideration include: phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or cell phones/pagers, secure and unsecure fax machines and printing capabilities.

A2.2.7. Define the process for reporting all resource shortfalls.

A2.2.8. Any additional information not covered elsewhere.

Attachment 3

SAMPLE QUICK RESPONSE CHECKLIST (QRC)

SAMPLE CONSOLIDATED CHECKLIST FOR CHAPLAIN ROLES AND RESPONSIBILITIES FOLLOWING A MAJOR ACCIDENT, NATURAL DISASTER, MASS CASUALTY, WORKPLACE VIOLENCE, NATIONAL EMERGENCIES AND HUMANITARIAN SUPPORT				
	TASK	**PERSON RESPONSIBLE**	**Yes**	**No**	**N/A**
1.	Activate C2 Plan or chapel control center, call unit control center (UCC) (#XXXX) and update status; number of personnel notified, number present for duty and number on leave or TDY. (Note: should equal total assigned)				
2.	Start events log and list time, date and non-classified information provided during recall. Post all new information as received.				
3.	Inform UCC of personnel accountability. Ensure all personnel are informed of situation. Continue to call or search for unaccounted personnel. Stay in constant contact with the UCC.				
4.	Call the emergency operations center (EOC). Get update on situation: What happened, who was involved, Dead, Injured, Missing personnel (DIM) report, where are the casualties being transported, is there a chaplain (service dress ready) for death notifications?				
5.	Continue to provide advisement and support to commanders and leaders, focusing on affected units				

6.	Implement plan for stress debriefings for affected units and community				
7.	Dispatch personnel to respond to appropriate areas as needed. If requested by the incident commander or the EOC director, report as directed for transport to the incident.				
8.	Order additional supplies				
9.	Develop plan for memorial services in expectations of fatalities				
10.	Develop plan for spiritual support to affected personnel				
11.	Continue to focus unit engagement at casualty collection point, medical facilities and affected units				
12.	Develop a plan to coordinate with other base Agencies to provide support (e.g., Airman and Family Readiness Center (or equivalent), Red Cross, Mental Health, local churches, etc.)				
13.	Follow up with dependents of casualties and/or fatalities				
14.	Determine if facilities were damaged and report damages				
15.	If facilities were damaged, determine impact on worship observances and chapel programs				
16.	If directed by commander to assist in local recovery efforts, determine what must be provided				
17.	Contact chapel volunteers to see if the chapel community can help by: - Providing needed services - Assisting in cleanup operations - Developing donation drives for food, clothing and other needs				

18.	Call the installation deployment office (IDO) (#XXX) to check update on mobility actions required. (***Note:*** find out when they are processing and where they are going)				
19.	Call unit deployment manager (UDM) and ensure Chaplain Corps has all information for deployments				
20.	Review actions and discuss lessons learned in staff meeting. Make recommended changes to improve Chaplain Corps response				

PERSONNEL DEPLOYMENT FUNCTION (PDF) CHAPLAIN STATION CHECKLIST

	TASK	**PERSON RESPONSIBLE**	**Yes**	**No**	**N/A**
1.	Continue plan for 24-hour operations, as needed				
2.	Inventory/re-supply religious materials				
3.	Check-in with officer-in-charge and set-up HC area				
4.	Secure private space for counseling				
5.	Review conscientious objector information				
6.	Provide Chaplain Corps information or a briefing, when requested, to deploying personnel that includes: information on deployed location, religious practices, spiritual resiliency, privileged communication, and religious rites and services available to them and to their dependents.				
7.	Maintain log book of significant events and information regarding conscientious objectors				
8.	Advise leadership of any personnel issues that may affect the deployment eligibility of an individual				

9.	Secure area and return supplies to chapel when released				

NOTE: This QRC sample is not all-inclusive. Wing/Installation Chaplains and Superintendent/NCOIC, Chapel Operations, must evaluate their mission and construct QRCs to meet those requirements. (T-3) Additional suggestions may include in-place shelters, non-combatant evacuation operation (NEO), Chaplain Corps personnel evacuation, etc.