



THE  
*Chaplaincy*  
CONNECTION



NOVEMBER 2018



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# From the Staff...



Ch Yates

**Right People, Right Place, Right Time!**  
One of my Wing Commanders always said, "I will never deploy our unit without including a legal officer, a doctor, and a chaplain." That's great advice, especially with our many ANG wing support packages training in Europe. Recently, during an exercise in Ukraine, we lost a California pilot in a tragic air crash. It just so happened, his unit brought their chaplain along. I thank God they did. He was on the spot to provide spiritual care and support in a crisis. He also performed a very meaningful Ramp Ceremony for his own wing and host nation military. Right person, right place, right time. A number of days later, USAFE hosted the Dignified Transfer ceremony at Ramstein. Guess what? Another California ANG chaplain was on station and led the service.

I thank God he was there. Right person, right place, right time. A thousand thanks for the quality care, compassionate service and edifying ministry provided by Ch Clayton Diltz of the 144 FW, Fresno and Ch David Sarmiento of the 163 ATKW, March ARB. Tell your leaders: Chaplains and Religious Affairs Airmen – never leave home without them!

## The Ministry of Memory: Our Veterans

My wife's uncle was an Army infantryman in World War II. We know he was killed in action during Operation Market Garden in September 1944, and that he is buried in the U.S. Cemetery at Margraten, Netherlands. What we did not know until recently is that the Dutch have never forgotten him. A local family adopted his grave decades ago. For generations, this

family has visited the site, placed flowers, and kept alive the memory of a lone veteran from Connecticut who helped liberate their country and save their ancestors. There's more: We contacted the cemetery who put us in touch with this family. They sent us a photo taken next to the grave site with current family members who still care for our relative's grave. And with it, big smiles, arms waving and a personal thank you for what this young man did for them during the war. They didn't have to do this, they wanted to do this. Their ministry of memory moves us deeply. Let us all remember our veterans, living and departed, especially this Veterans Day and keep alive the memory of their service and sacrifices.

## One of the Very Best Words: Thanks

At the height of his popularity, Rudyard Kipling was one of the most widely read authors of all time. It was estimated that each word he had in print was worth 25 shillings. A group of students at Oxford University pooled their change and sent 25 shillings to Kipling (about \$70 today). On the accompanying letter they wrote, "Send us your best word." The reply came and with great anticipation the students opened the envelope from Kipling to find a single word written on a piece of paper. It simply said, "Thanks."

Thanks is certainly one of the most important words in our vocabulary, and not just in November or at Thanksgiving. I join you in cultivating a heart of thanksgiving. The power of gratitude on overall human wellbeing and happiness is well documented. And in religious terms, it includes being rich toward God and not just in things. A happy and blessed Thanksgiving to you and yours! I am grateful for all of you at our wings, our Chaplain Corps leaders at HQs and commands, and for our outstanding staff here at NGB/HC.

*"Locally, Globally—Always Ready, Always on Mission!"*



SMSgt Recore

We are leaning towards the holiday season, and it will be upon us before we know it. Many of us will be taking some days off, and travelling to spend time with family and friends. For those of you who will be travelling, I pray for safe travels and a healthy enjoyable Thanksgiving. It is good to remember and express thanks for all the blessings we have in our lives. I have just returned from the AFRC Development Team (DT) meeting at ARPC at Buckley AFB. Each AFRC member E6—E9 submitted a development plan (every two years) for team review. The packages consisted of the members plan (signed off by chaplain leadership), a record RIP, and last 3 EPRs. The Team reviewed each package and scored it. Scoring splits over 1.5 points required the DT members who split to discuss their scoring and ultimately adjusting their scores. Each grade is racked and stacked.

A cut line is established: those above the cut line are identified as "key personnel" and later offered opportunities to develop their career in the direction the DT intended to build their skill set. It is a great way to identify and deliberately develop the future leaders of their Corps. Everyone gets deliberate feedback on their package and take steps to improve over the next two years. Those who fall below the cut line and are nearing 20 yrs (or over 20 years) of service, receive feedback to consider retirement. This may sound harsh, but deliberate honest professional feedback and deliberate development are the real takeaways here.

I truly appreciate the value of that system—there are times I wish we had something similar, but that system isn't practical for us. We are the Air National Guard; we are a different and very capable force. Most of you will start and end your careers on the same base, with the same folks around you for your entire career. You are successful Citizen Airmen at a time when that alone is remarkable because the requirements are so much more challenging to meet today than ever before. That is what a shift to an operational reserve did to us. We have to be ready to go tonight. That should help you narrow your focus. If you are doing tasks on a drill weekend that do not keep you moving to that end, ask yourself why you are

doing it. You can't do it all, so anything not a requirement should wait until the requirements are met. There are times when your advice to leadership is to say no. You have requirements to meet to be mission ready and they will understand that because that is their world too. So while managing your career, remember these things—it is YOUR career. You are the single best advocate for your career. You are responsible for developing it. You are the sole person responsible for meeting your training, readiness, and education requirements. If you are a supervisor, you have a significant role in the training and development of your Airmen. Don't neglect that. For example, learn how to write a strong EPR (most I see are not), pay attention to upgrade training, and recognize and reward good work. With everything being electronic, folks with system access can see EVERYTHING, both the good things and the not so good. Pay attention to those deadlines and suspenses.

Following two recent inspections, I've been working with the NCOICs who did not manage their career, did not meet the requirements to be the NCOIC. No big deal right? Wrong. The impact on the other Airmen they oversee, will take some time to mend. All upgrade training tasks for four junior members signed are being decertified (tasks had to be retrained). It may cost one of our peers a stripe. From my perspective, that is a situation that was completely avoidable. This is a good reminder of why it is important you take the time to become fully qualified and work diligently to ensure you are meeting all job requirements that many of us are so passionate about. We are blessed to serve in a job where we get to serve all Airmen. It is an awesome responsibility and one you cannot take lightly. If you haven't already done so, I strongly encourage all of you to set up your profile on MyVector: <https://myvector.us.af.mil/myvector/>

Think of this tool as an electronic curriculum vitae or resume. This tool will help you graphically see all elements of your career and education in one place. It will allow you to connect with potential mentors and let you see what your peers are doing for professional and personal development. I encourage all of you to seek out career development opportunities. They will help you become a much better Religious Affairs Airman.

I witness and hear testimony daily about the great ministry many of you do. I deeply appreciate the hard work and sacrifice you all willingly take on to be a Citizen Airman. I am proud to be a member of this great organization and have the opportunity to serve alongside all of you.

# From the Staff...



Ch Gregory

Last month, I had the privilege of serving in the Air National Guard Readiness Center Crisis Action Team for Hurricane Florence. I learned a great deal about the logistical and operational aspects required for the recovery efforts following a catastrophic event. Here's my walkaways for the field from this experience:

- Whenever you can, take advantage of any training with your Army Guard counterparts. Knowing who the players are in your state and understanding standard operating procedures will allow you to integrate into operations rapidly and smoothly. Most Joint Force Headquarters chaplains provide joint chaplaincy training throughout the year. Your team will benefit from this type of training. Why not include it in your next Annual Ministry Plan?

• The chaplains and religious affairs Airmen who were activated in both North Carolina and South Carolina seemed to have operated well in their environment. Wing chaplains knew their state's JFHQ chaplain and communication between them appeared to be positive and conducive for the mission sets.

- Be accessible and ready to engage at a moment's notice. Two RSTs from Tennessee were alerted to their potential activation to North Carolina and they were ready to assist within hours. One chaplain from Kentucky was activated to support a Fatality Search and Rescue Team. He was out the door and on his way to flooded areas in a short period of time.
- The missions that you support require you to be ready at all times. When the balloon goes up, it's not the time to complete all your leftover CBTs, skill level training, or specialized training. Either you're ready or not! Opportunities are grasped or lost based on your status of readiness. Don't be that chaplain or RAA who wishes he/she was ready.
- Side note: If your unit has a unique capability like Fatality Search and Rescue (FSRT), CBRN Enhanced Response Force Package (CERFP), explore the possibility of training with the team. This may open the door for an RST to accompany the team during real world recovery operations.

The Chaplain Corps ministry expands our kingdom impact and allows us to support a diverse group of individuals who serve in unique environments.

Our office appreciates the sacrifices you make that assist Airmen to be spiritually resilient to operate in the worse settings imaginable. Thank you for all you do to minister to our military community.

May God continue to use you to enrich the lives of others. God bless



Ch Brewer

## AFCCC ENROLLMENT PROCESS

Please review the below enrollment process if you want to attend all courses at the Air Force Chaplain Corps College (AFCCC). We've put the following process together to help you better understand a system which is not intuitive. Hopefully, this will help you understand all of the needed steps. Visit the NGB/HC ShareNet page at <https://eissp.area52.afnoapps.usaf.mil/org/HC/Pages/default.aspx> for a more detailed description of this process. Along the left side, click *Chaplain and Religious Affairs Training*. Open the PDF titled *AFCCC Enrollment Process*. Below is a brief description of that enrollment process:

**First**, fill out and send an *ANG Student Information Sheet* to NGB/HC (Division Chief Plans & Programs).

**Second**, wait until NGB/HC notifies you that you've been accepted into the course. You'll receive additional instructions at that time.

**Third**, go immediately to your BETM/FDO, asking him/her to request a TLN through MilPDS. Follow their procedures to begin out-processing.

**Fourth**, the AFCCC (schoolhouse) will email lodging and reporting instructions to you about 30 days prior to the CSD (course start date).

**Fifth**, begin coordination with your wing finance office and building your TDY into DTS.

## Important Reminders:

- The AFCCC selects individuals for all classes based on seat availability, prerequisites being met, and order received.
- Check the criteria for attending a course before submitting an *ANG Student Information Sheet* to NGB/HC. Find the criteria in that same folder.
- Submit your *ANG Student Information Sheet* to NGB/HC at least 60 days prior to course start date.
- Plan ahead to attend AFCCC courses. Read over the criteria for attending AFCCC courses and develop an educational planning map for your military career (be sure to include PME as well).
- Wing Chaplains/NCOICs/Training Managers, develop an educational planning map for everyone on your staff. It's required per in the AFI!
- AFCCC **WILL NOT** enroll a new member within 45 days of the course start date. People may drop out, but those seats go back to Active Duty (ANG cannot get those seats back).

Don't hesitate to contact us if you need an *ANG Student Information Sheet* or have any questions about the enrollment process.



Congratulations!  
Aug 18. 332d Air Expeditionary Wing Staff FGO of the month was awarded to Ch John Bailey, 187 FW, AL ANG



# From the Staff...



Ch Williams

As we are approaching Thanksgiving it is incumbent upon us to reflect upon gratitude, family, friends, and fellowship. I particularly love the fact that during this season we all partake in this family dinner together as a nation. And for some that entails sweet potato pie, pumpkin pie, turkey, and stuffing. Nora Ephron got it right when she wrote that it is "a miracle that once a year so many millions of Americans sit down to exactly the same meal they grew up eating." That meal begins with particularly one thought in mind "Giving thanks!"

But for many, the holiday traditions can become painful memories which may lead to deep loneliness and sorrow. Missing loved ones and empty chairs make no secret that life has changed over the years. Most of us realize that it is normal for those in mourning to feel great sadness and grief

during this particular holiday. With this said, as ministry partners we should truly be intentional about providing encouragement during these times.

Therefore, I ask that you join me and others during this Thanksgiving season by praying and keeping your eyes wide open and your heart ready to share words of encouragement to those Guardsmen of valor and their families that are in need. I believe they would appreciate our full, rich and immeasurable kindness... Like you, they are America's Airmen...they are America's heroes!

*Gratitude is not only the greatest of virtues, but the parent of all others.*  
—Marcus Cicero

Have a wonderful Thanksgiving! GIVE THANKS!



SMSgt Obst

## MPA Opportunities

Wing Chaplains and Superintendents or NCOICs, when considering to allow one of your members to apply for an MPA tour, please scrutinize these key points in your final decision:

1. Will your member positively reflect the image of RAAs/Chs/the ANG?
2. Is your member a competent leader?
3. Will your member professionally accept criticism?
4. Is your member willing to learn or is it "my way or the highway"?
5. Can your member roll with the high tempo of fulltime Chaplain Corps duties?
6. Is the member technically competent with AFTR & AFCCARS?
7. Is your member the top 20% of the Chaplain Corps? That's who we need.

Consider each of these in your decision process. If you answered "no" or a stronger version of "no" to any of these questions, we ask you to further develop/mentor your Amn before allowing them to apply.

The "Guard Hustle" is in full swing, but know that any negative feedback we get from the MAJCOM staff, the AD supervisors, wing chaplains, and superintendents, are taken very seriously and will absolutely eliminate members from future opportunities until mbrs are developed further. We need capable Amn who reflect positively on the career field, rank, and the Guard. The MAJCOMs have entrusted us with the task of making the selections for these tours—and we will do that to the fullest extent.

**MPA Entitlements:** <30 days: If you came from *outside* the local area then you'll get daily per diem, no BAH or BAS. If you live *in* the local area to the duty location then entitlements are prorated pay, prorated BAH or BAH Type II (a local hire has a lower bill and advantageous to the government...this is their preferred fill)

—Tours 31-180 days: TDY status, with daily per diem, no BAS or BAH

—Tours >180 days: PCS status, with BAS & BAH, no daily per diem

**Routing MPA requests:** AD wing > AD MAJCOM > NGB > NGB advertises or simply signs off on a by-name request > NGB routes applicant to

MAJCOM for M4S action > NGB notifies ANG wing CC of member's selection for MPA using official memorandum

## DACOWITS

*Thank you* to everyone who contributed to AF/HC's DACOWITS tasker. Your feedback was innovative and included such inspirational "out-of-the-box" thinking. I've summarized the results below which include recent, current, or past measures that helped chaplain staffs recruit and retain female chaplains. Consider incorporating these efforts to diversify your programs.

1. ANG efforts to recruit and thereby increase the percentage of women in the Chaplain Corps  
—Intentionally discuss becoming a chaplain with women who express interest. Display gender diverse recruiting material. Ask recruiters to visit gender-diverse seminaries/synods and denominational conventions. Referrals from VA hospitals. Connect with civilian CPE instructors when women chaplains express interested. Intentional hiring and promotion to ensure staffs represent diversity. Become a seminary mentor. Let seminaries know you are available to help with class assignments. Key note speaker at or attend ecclesiastical gatherings and ask young female clergy if they want to visit the base. Intentional word of mouth around base. Invite interested prospects to a drill weekend. Encourage women chaplains to recruit women in the Corps. Assign supervisors who support women in leadership and ministry. Afford equality in recruiting efforts.

2. ANG efforts to retain female chaplains (e.g., professional development opportunities, conferences, programs, broadening assignments, mentorship, etc.)

—Work with Retention Office to seek incentive programs. Ensure collaboration with establishing unit ministry plans and programs. Ensure credit is given when due. Being present and being respectful. Promote growth in openness. Women mentoring women programs. Direct mentoring for leadership opportunities. Empowering women through military women in ministry speaking events. Encourage women to apply for chaplain vacancies so others see women chaplains. Discuss associations for women chaplains. Encourage attendance in the Joint Women Chaplains' Conference for a time of healing, networking, coalition-building and joint sisterhood. Develop a local ACPE program. Offer Leadership Symposiums where Total Forces attend. Offer women opportunity to serve on selected key committees upon NGB or HAF solicitation. Establish a comparable promotion rate (female to male). Advocate that leadership fund fulltime chaplain positions. Increase number of women in in-residence courses. Submit for award programs at a comparable rate (female to male). Advocate for MHICS trng opportunities and attendance. Afford equality in retention efforts.

# Announcements...



## Duty Positions

- Director, ANG Chaplain Corps (STAT Tour): **Closed**
- ANG Assistant to the Command Chaplain, AMC: NGAP site <https://www.ang.af.mil/Careers/National-Guard-Assistance-Program/>
- PACAF MPA Tours (enlisted): Misawa AFB, 179 days; Osan AFB, 330 days; JB Pearl Harbor AFB, 330 days; Eielson AFB, 242 days. Reference SMSgt Obst's email, dated 25 Oct 2018
- ACC MPA Tours (enlisted): Grand Forks AFB, 103 days; JB Langley, 95 days; Ft. Gordon, 95 days; Moody AFB, 78 days. Reference SMSgt Obst's email, dated 2 Nov 2018

—Tours 31-180 days: TDY status, with daily per diem, no BAS or BAH; —Tours >180 days: PCS status, with BAS & BAH, no daily per diem

## Chaplain Corps Annual Awards

- Categories: ANG can be nominated for individual awards (para 1.4) or the Spirit of the Four Chaplains (para 1.5)
- Award period: Individual awards are 1 Jan 18—31 Dec 18; Spirit of the Four Chaplains has no required award period
- Package: Submit package IAW [AFI 36-2811](#)
  - ◆ Individual award package due to NGB Org box NLT 15 Jan 19, USAF JB A-NAFW NGB HC Mailbox HC CHAPLAIN CORPS (usaf.jbanafw.ngb-hc.mbx.hc-chaplain-corps@mail.mil)
  - ◆ Spirit of the Four Chaplain award package, submit directly to AF/HC Org box NLT 15 Feb 19, HQ USAF/HCX (usaf.pentagon.af-hc.mbx.af-hcx-workflow@mail.mil). See the AFI on specific package requirements.
  - ◆ Individual award package contents (para 2.1.1): Three items—Signed endorsement memo from WG/CC, biographical sketch, AF Form 1206
- The attachments below are an effort to save you time (in having to re-submit because of formatting/content errors). Use these and AFI 36-2811 to perfect your package prior to submitting.

Bio Sketch with correct format

1206 with correct format

Strengthen pkg by detailing these areas

Grading Scale:								
4 = Outstanding								
3 = Excellent								
2 = Satisfactory								
1 = Minimal								
Minute Man Award Nominees	Contributions to Wing Mission Support	Contributions to the Deployed Mission	Training Accomplishment & Leadership Skills	Contributions to Civilian Community Organizations/Endeavors	Professional Development	Meets AF standards (fitness, conduct, core values)	Joint/DSCA/DCMOPs Experience	Totals
								0
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# ANG Strong Bonds

*Building Resilient Airmen*

## IMPORTANT ANNOUNCEMENTS AND GUIDANCE!!

- \*FY 2019 Strong Bonds Training (funding) Requirement Submittals
- \*CY 2019 Strong Bonds Instructor Certification Training Courses (SBITC)
- \*After Action Reports (AARs) - 2018

## TRAINING AND FUNDING REQUIREMENTS PROCESS – IMMEDIATE ACTION NEEDED!!

All Wing Chaplains and SB POCs – Fiscal Year 2019 ANG Strong Bond Training (Funding) Requirements are due now. All SB Training/Funding Requirements (website submittals) will be considered into 1<sup>st</sup> Quarter FY2019. Post all training/funding requirements on the following web link: <https://airguard.ang.af.mil/A1/AIS/HCSBonds/> using 4 digits: (2019). Your prompt response will assist the ANG Strong Bonds Team in assuring appropriate funding for all ANG Wings/Units requesting retreat trainings. Also, please ensure your Strong Bonds training requirements are included in your 2019 Airman Ministry Plan (AMP) to include FY19 Strong Bonds financials. Please contact Mr. Ed Brown with questions or concerns at [edwin.b.brown.ctr@mail.mil](mailto:edwin.b.brown.ctr@mail.mil)

### \*Tips for Strong Bonds Funds Management – ESP Code “AV”:

NGB/FM Authorizes “Front Load Authority” for Wings/Units FY2019.

The Wing FM **Commits** ESP “AV” Funds by validating the Form 9.

The Contracting Office **Obligates** ESP “AV” Strong Bonds funds by letting a Contract.

GPC cards assigned to the Wing Chaplain Corps, commits funds upon loading of “AV” funds.

GPC cards assigned to other sections within a Wing, obligate Wing funds until the Journal Voucher process is completed. Upon the completion of the Journal Voucher, then (and only then) are Strong Bonds Funds (ESP “AV” Funds) Committed/Obligated. \*When using a GPC card outside the Chaplain Corps please make sure the Journal Voucher is completed or if not, you will think you’re spending Strong Bonds monies but you’re not; you will be spending Wing funds. Please have this conversation with your FM or RA whichever is applicable.

**SPECIAL NOTE: The Strong Bonds Program operates on O&M Funds ONLY! We do not issue MILPERS (ST or AT Days or Dollars).**

## STRONG BONDS INSTRUCTOR TRAINING CERTIFICATION COURSES – CY 2019:

Two stand-alone (ANG-Wide) SBITCs will be offered in CY 2019. One in April – Kirkland AFB, NM, one in August (dates and location TBD) and three different SBITC (LYW) courses at Maxwell AFB, AL (AFCCC) in conjunction with BCC courses. SBITC students will report the weekend prior to their BCC start dates and all other (ANG-Wide) students will report per the course MOI. More information to follow in separate emails.

\***22-27 April 2019** Kirkland AFB, NM (Curricula TBD – Forwarded in a Separate Email)

\***August 2019** (Dates, Curricula and Location TBD) – Forwarded in a Separate Email)

\***Laugh Your Way (Couples)** – SBITC (LYW) courses at Maxwell AFB, AL for BCC Students and ANG-Wide Students. Report the Weekend Prior to BCC Start Date. See dates below:

January 12-13 2019 (11 January Travel Day)

May 12-13 2019 (11 May Travel Day)

August 12-13 2019 (11 August Travel Day)

**AFTER ACTION REPORTS (AARS):** AARs for FY2018 are due upon completion of the training event. If you need more time, please contact our office immediately so [we] can establish a future date of submittal. AARs (4, 8, 12 and Yellow Ribbon) are required for each event. Yellow Ribbon events which include either Strong Bonds curricula or a briefing, require an AAR. Also it is extremely important that all FY18 AARs are submitted as soon after the event as possible. Please contact Mr. Ed Brown with questions or concerns at [edwin.b.brown.ctr@mail.mil](mailto:edwin.b.brown.ctr@mail.mil)

**Again, thanks to every Chaplain, Chaplain Assistant, Airman and Family Readiness Program Manager and Key Volunteers** for your continued support and efforts to make the ANG Strong Bonds Program a success. Your efforts have a direct and positive impact on our Airmen and their Families. If you have any questions or concerns regarding anything listed in this newsletter article, please do not hesitate contacting either myself or Ch Bruce Brewer. Gods Blessings to All

**Coming Soon- 2019 Religious Affairs Workshop (RAW) Save the Date Message, 25-29 March 2019** Note: MOI will be provided when available. The purpose of the 2019 RAW will be to build and strengthen relationships among all Religious Support Teams (RSTs) that support NORAD and USNORTHCOM Regions, Components, Subordinates and mission partners. The RAW will be an interactive, results oriented and operationally focused event. For more information contact POC, SMSgt Rhonda McClellan, NGB Religious Affairs Liaison to NORAD and USNORTHCOM at 402-304-5437.

# AFCCARS

## NO CHANGES THIS MONTH

### ABC Tool (1802-1), and UserFile (1710-1) for November 2018 Reporting

Our ANG Chaplain Corps SharePoint has migrated to a new site:  
<https://eissp.area52.afnoapps.usaf.mil/org/HC/Pages/default.aspx>  
Please update all the places you have the old SharePoint link saved

**Airman Ministry Plan (AMP)** The new ABC Tool has issues flowing smoothly into an AMP product (MPT tab of AFCCARS ABC Tool). Until the issues are resolved, complete your FY20 AMP using the old ABC Tool 1703-1. Only use this old ABC Tool for AMP purposes—not for regular monthly reports to NGB. Once the issues are resolved, we will give detailed instructions on how to transfer your AFCCARS AMP into the most recent ABC Tool.

**\*\* Do not be afraid of the AMP (the MPT tab) inside the AFCCARS ABC Tool!!** The AF/HC site notes, *“The AMP is a product of the ministry planning process. The AMP is a published document which identifies, validates, and prioritizes ministry deliverables and resource requirements at the tactical-level. The Senior RST develops the AMP in partnership with their team members, and in concert with the Chaplain Corps Strategic Priorities, ... the supported Commander's intent, and other relative requirements. The AMP must be realistic and measurable. MAJCOM-DRU-FOA/HC validates the AMP and the supported Commander (typically the Installation Commander) approves it prior to implementation.”* Please take time to input your AMP information into the ABC Tool. Once the initial data is input, the year-to-year update is simplified.

**Reminder 1** In your Master UserFile, format your unit types as *Squadron* (e.g. 197 SFS, 197 WHQS, 197 MDS). This is the only authorized format. You'll need to categorize (or re-categorized) accordingly.

**Reminder 2** Send your monthly reports to MSgt Angel Huertas (Cc SMSgt Obst).

**Reminder 3** Use the tools provided below FIRST if you need training—if you still have questions, MSgt Huertas or SMSgt Obst will assist.

## TRAINING

**Base Recorders needing initial/refresher AFCCARS training must FIRST watch the training videos below. Also, review the How-To Step-by-Step Guide located on the [ANG/HC SharePoint](#). Your AFCCARS Subject Matter Experts\* (SMEs) are at your disposal afterwards to assist further.**

TEC video #1, AFCCARS Initial Setup Example:

<https://www.youtube.com/playlist?list=PLZ5V-jmb10JVTQDjxPaOqq3T-QPIBM394>

TEC video #2, AFCCARS Troubleshooting:

<https://www.youtube.com/playlist?list=PLZ5V-jmb10JWeyvydaR8tpSydKg-215De>

Regular user training: <https://www.milsuite.mil/video/watch/newvideo/5738>

Base Recorder training: <https://www.milsuite.mil/video/watch/newvideo/5737>

Resources available to assist with setting up and updating your AFCCARS reports.

Location: ANG/HC SharePoint

- Name
- AFCCARS ABC Tools
- AFCCARS UserFiles
- 20131226\_AFCCARS\_2\_Glossary
- 20140110\_AFCCARS\_Base\_Consolidation\_Tool\_Quick\_Start\_Guide
- AFCCARS How To Script (Step-by-Step)
- AFCCARS Training Video Resources
- AFCCARS Versions Screenshot
- Base Recorder Appointment Letter (BLANK Example)
- Chaplain Corps SharePoint Site Access 20151209
- User Instructions, AFCCARS
- UserFile Upgrade Instructions

**\*AFCCARS SMEs: MSgt Huertas or SMSgt Obst. If you are unable to access the SharePoint, let us know.**

# Accessions and Training...



## AFCCC Schoolhouse Schedule Oct 2018 – Sep 2019

### FY19 Course Schedule

Request seats through this office by emailing your Student Information Sheet to Ch Brewer (for officers), and to SMSgt Obst (for enlisted). New enlisted cross-trainees must attend the Apprentice Course within 12 months of being assigned the 5R AFSC.

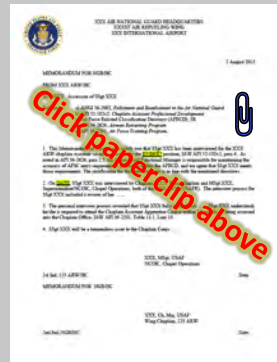
START	END	COURSE	CLASS ID
09 Oct 18	20 Nov 18	Religious Affairs Apprentice Course	RAAC 19001
05 Nov 18	09 Nov 18	Chaplain Spiritual Leadership Course	CSLC 19A
14 Jan 19	26 Feb 19	Religious Affairs Apprentice Course	RAAC 19002
14 Jan 19	26 Feb 19	Basic Chaplain Course	BCC 19A
25 Feb 19	08 Mar 19	Wing Chaplain Course	WCC 19A
25 Feb 19	08 Mar 19	Superintendent/NCOIC, Chapel Operations Course	SCOC 19A
25 Mar 19	05 Apr 19	Deputy Wing Chaplain Course	DWCC 19A
01 Apr 19	10 May 19	Religious Affairs Apprentice Course	RAAC 19003
30 Apr 19	02 May 19	Religious Affairs Crisis Intervention Course	RACIC 19A
06 May 19	17 May 19	Wing Chaplain Course	WCC 19B
06 May 19	17 May 19	Superintendent/NCOIC, Chapel Operations Course	SCOC 19B
14 May 19	25 Jun 19	Religious Affairs Apprentice Course	RAAC 19004
14 May 19	25 Jun 19	Basic Chaplain Course	BCC 19B
16 Jun 19	21 Jun 19	Chaplain Spiritual Leadership Course	CSLC 19B
08 Jul 19	16 Aug 19	Religious Affairs Apprentice Course	RAAC 19005
29 Jul 19	09 Aug 19	Deputy Wing Chaplain Course	DWCC 19B
14 Aug 19	25 Sep 19	Religious Affairs Apprentice Course	RAAC 19006
14 Aug 19	25 Sep 19	Basic Chaplain Course	BCC 19C
17 Sep 19	19 Sep 19	Senior Chaplain Course	SCC 19A
17 Sep 19	19 Sep 19	Religious Affairs Senior Leadership Course	RASL 19A

Red = Entry-level / required  
 Blue = Technical Training Course  
 Black = PCE Course

### Accessions Process for Religious Affairs Amn

IAW AFI 52-102v2 para 4, the AFECDD 5R, and AFI 36-2626 para 2.5, follow these instructions. Wing Chaplains and Superintendents conduct an interview, review the following documents, and then email a package (as a single PDF) to the CFM, SMSgt Recore; courtesy copy SMSgt Obst.

- ◆ **Retraining memorandum.** This must be eSigned or wet signed by the wing chaplain and Superintendent/NCOIC. Include the CFM's (SMSgt Recore) endorsement block. The CFM will sign and return this to you once the accession has been approved.
- ◆ **Student Information Sheet.** Filled out by/for the member—no signatures required.
- ◆ **Last 3 EPRs/LOEs.** A combo of these is okay too. Examples: one EPR and two LOEs; two EPRs and one LOE. Note: evals have been required for 3 yrs for ANG. If none exist, we recommend you accomplish an LOE with the Airman's help, and gently request the previous chain to complete an EPR.
- ◆ **vMPF RIP.** The member can print this out by logging into vMPF—Self-Service Actions—Personal Data—Duty History—View/Print All Pages. Don't remove any pages.
- ◆ **Fitness printout.** Found in [AFFMS](#)
- ◆ **Form 422.** This shows worldwide qualification



Click docs at left to open

MFR (at left) and Student Information Sheet (below). Fill these out and include them in the accession package described in the bullets to the left. This package must be routed IAW the description, also to the left. Once routed, standby for approval. Upon approval, begin the official accession into your HC office. These two original documents can be found on the ANG [SharePoint](#)—Chaplain and Religious Affairs Amn Training—Religious Affairs Amn Student Information Forms folder and the Accessions Documents folder.

All other Student Information Sheets for HC courses can be found in the folder located on the ANG/HC [SharePoint](#)—Chaplain and Religious Affairs Training—Select the enlisted or officer folder—Student Information Forms folders. Send enlisted forms to SMSgt [Obst](#), and officer forms to Ch [Brewer](#).



# HC Vacancies...



**FIND A CAREER THAT'S RIGHT FOR YOU**

OVERVIEW FIND YOUR CAREER BENEFITS

FILTER BY FROM FILTERS

Keyword:  Location:  Category:  Education Requirement:

Job Title	Location	Category	Education
Chaplain E2X	Various	Business, Operations & Administration	Bachelor's Degree
Chaplain Assistant M301	Various	Business, Operations & Administration	High School Diploma

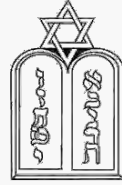
**CHAPLAIN ASSISTANT**

It takes a great deal of faith to handle some of the things Air National Guard members face from time to time. That's where the Chaplain's Assistant comes in. Chaplain's Assistants play an important role in the spiritual care of Air Guard men and women. They assist the Chaplain in attending to Air Guard members who are struggling with personal stress or spiritual turmoil, and they also manage important religious ceremonies like weddings, memorial services, baptisms, and more. As a Chaplain's Assistant, you'll be a part of the Air National Guard's effort to serve the whole person for its Airmen and women and their families.

MINIMUM EDUCATION: HIGH SCHOOL DIPLOMA | CATEGORY: BUSINESS, OPERATIONS & ADMINISTRATION | AFSC CODE: 494X1

LOCATIONS WITH THIS CAREER TYPE (93)

**GoANG website. Contact your base recruiting office to advertise your positions here too.**



**CHAPLAIN**

OVERVIEW FIND YOUR CAREER BENEFITS

**CHAPLAIN**

It takes a great deal of faith to handle some of the things Air National Guard members face from time to time. That's where the Chaplain comes in. As the Chaplain, you'll play an important role in the spiritual care of Air Guard men and women. You'll attend to Air Guard members who are struggling with personal stress or spiritual turmoil, and manage important religious ceremonies like weddings, memorial services, baptisms, and more. As a Chaplain, you'll be a key part of the Air National Guard's effort to serve the whole person for our Airmen and their families.

MINIMUM EDUCATION: BACHELOR'S DEGREE | CATEGORY: BUSINESS, OPERATIONS & ADMINISTRATION | AFSC CODE: 494X1



**Key Notes:**

**Standard ANG Chaplain Corps offices entail the following staffing:**

**(1)O5; (2)O4s; (1)E7; (1)E6; (1)E5**

*For advertisement modifications/removals/additions, please notify MSgt Huertas*

**NOTE: We cannot put personal cell phones in your advertisement (it violates PII). We can only input duty cells and official office phones.**

- ◆ One Chaplain (O4)—192 FW, Joint Base Langley Eustis, VA ANG, POC Ch [Incorviaia Comm](#) 757-225-0409, DSN 575-0409
- ◆ One Religious Affairs Amn (E5)—164 AW, Memphis, TN ANG, POCs Maj [Conger](#) 901-291-7373; Ms. [Chism](#) 901-291-7478
- ◆ One Chaplain (O3 or O2) 178 WG, Springfield, Ohio ANG, POC Ch [Branch](#), Comm 937-327-2214, DSN 346-2214
- ◆ One Chaplain (O5) -- 142 FW, OR ANG, POC Ch Howard, [Comm](#) 509-842-2156
- ◆ One Chaplain (O4)—150 SOW, Albuquerque, NM ANG, POC MSgt [Quintana](#) Comm 505-853-5128, DSN 246-1920
- ◆ One Chaplain (O4)—129 RW, Moffett ANGB, CA ANG—POC Ch [Schenone](#), Comm 707-292-8971; MSgt Henrikson, Comm Two RAAs (E5 & E6) 209-404-3692
- ◆ Two Chaplains (O3 & O4)-188 WG, Fort Smith, AR ANG, POC [Ch Pair](#), AR JFHQ/HC, Comm 479-366-9939, DSN 962-5622 One RAA (E5)
- ◆ Two Chaplains (O3 & O4)-189 AW, Little Rock, AR ANG, POC [Ch Pair](#), AR JFHQ/HC, Comm 479-366-9939, DSN 962-5622 Two RAAs (E5 & E6)
- ◆ One Chaplain (O4)—152 AW, Reno, NV, POC Ch [Crandell](#), Comm 559-454-5152, DSN 830-8785
- ◆ One Religious Affairs Amn (E5)—139 AW, St. Joseph, MO, POC Ch [Ludwig](#), Comm 816-236-3175, DSN 356-3175
- ◆ One Chaplain (O4)—143 AW, N. Kingstown, RI ANG, POC Ch [Yi](#), 401-267-3269, DSN 476-3269; MSgt [Levasseur](#) 401-639-5413
- ◆ One Religious Affairs Amn (E5)—146 AW, 146th AW, Channel Islands, CA ANG, POC Ch [Love](#), Comm 805-986-7959
- ◆ One Religious Affairs Amn (E5)—123 AW, Louisville, KY ANG, POC TSgt [Lawson](#), DSN 741-4602
- ◆ One Chaplain (O4)—193 SOW, Harrisburg, PA ANG, POC Ch [Qualmann](#), Comm 314—565-8009, DSN 565-8009
- ◆ One Chaplain (O4)—116 ACW, Robins AFB, GA ANG, POC Ch [Bridges](#), Comm 478-952-0624, DSN: 241-1274
- ◆ One Chaplain (O4)—104 FW, Westfield, MA ANG, POC [Ch DeVoi](#), Comm 413-568-9151, DSN 698-1082 One RAA (E5) POC TSgt [Anderson](#), Comm 413-568-9151, DSN, 698-1572
- ◆ One Religious Affairs Amn (E6)—137 SOW, OK ANG, POC Ch [Baker](#), Comm 405-686-5036, MSgt Smith 405-686-5334
- ◆ One Chaplain (O3)—169 FW, McEntire JNGB SC ANG, POC Ch [Pittman](#), Comm 803-647-8265, DSN, 583-8265 One RAA (E5)

# ANG/HC Staff...

<b><u>Ch Col Bill Yates</u></b> <i>Director</i>	william.t.yates6.mil@mail.mil	240-612-7920—Desk <b>301-675-2153—iP</b>
<b><u>SMSgt John Recore</u></b> <i>ANG Career Field Functional Manager (CFFM)</i> <i>Religious Affairs Amn Accessions, MICT, Inspections, AMPs, TFRSK, Deployments, AFTR</i>	john.w.recore.mil@mail.mil	240-612-7521—Desk <b>240-393-9049—iP</b>
<b><u>Ch Col Tim Gregory</u></b> <i>Deputy Director</i> <i>ISR/RPA, Chaplain Career Advisement</i>	robert.t.gregory.mil@mail.mil	240-612-7437—Desk <b>301-332-3669—iP</b>
<b><u>Ch Lt Col Bruce Brewer</u></b> <i>Chief, Readiness &amp; Resources</i> <i>MICT, Inspections, AMPs, CSOs, Patriot, Deployments</i>	bruce.r.brewer2.mil@mail.mil	240-612-7316—Desk <b>240-247-7913—iP</b>
<b><u>VACANT</u></b> <i>Chief, Plans &amp; Programs</i> <i>Chaplain Accessions, Chaplain School Seats, Strong Bonds</i>		
<b><u>Ch Maj Christian Williams</u></b> <i>Staff Chaplain, Readiness</i> <i>MICT, Inspections, AMPs, Patriot, Deployments, CPE, MPAs</i>	christian.l.williams20.mil@mail.mil	240-612-7474—Desk <b>240-695-8108—iP</b>
<b><u>SMSgt Robin Obst</u></b> <i>Manager, Readiness &amp; Resources</i> <i>Religious Affairs Amn Courses, MICT, Inspections, AMPs, Patriot, Deployments, CPE, AFTR, MPAs</i>	robin.l.obst.mil@mail.mil	240-612-7096—Desk <b>240-478-1684—iP</b>
<b><u>MSgt Angel Huertas</u></b> <i>Manager, Plans and Programs</i> <i>AFCCARS, Strong Bonds, Chaplain Accessions, Newsletter</i>	angel.l.huertas3.mil@mail.mil	240-612-7081—Desk <b>301-979-0677—iP</b>
<b><u>Mr. Ed Brown</u></b> <i>ANG Strong Bonds Program Manger</i>	edwin.b.brown.ctr@mail.mil	

ANG/HC Org Box Email: 'USAF JB A-NAFW NGB HC Mailbox HC Chaplain Corps'

[usaf.jbanafw.ngb-hc.mbx.hc-chaplain-corps@mail.mil](mailto:usaf.jbanafw.ngb-hc.mbx.hc-chaplain-corps@mail.mil)

ANG/HC Workflow Email: [usaf.jbanafw.ngb-hc.list.hc-workflow-mgmt@mail.mil](mailto:usaf.jbanafw.ngb-hc.list.hc-workflow-mgmt@mail.mil)

ANG/HC SharePoint: <https://eissp.area52.afnoapps.usaf.mil/org/HC/Pages/default.aspx>

Wingman Toolkit: <http://www.wingmantoolkit.org/>

AF/HC Secure SharePoint: <https://cs2.eis.af.mil/sites/10028/hcknowledge/Pages/Home.aspx> (requires permission)

ARNG Chaplain Corps GKO: <https://gko.portal.ng.mil/arng/STAFF/D08/SitePages/Home.aspx>

ARNG Facebook: <https://www.facebook.com/groups/ArmyNationalGuardChaplains/>

The Chaplaincy Connection is a monthly newsletter provided to members of the ANG Chaplain Corps (active/retired) and military community. Our intent is to provide members communication on the focus, efforts, and accomplishments of our ANG Chaplain Corps teams. All past newsletters can be found on the ANG/HC SharePoint listed above.

## Locally, Globally—Always Ready, Always on Mission

Please direct any suggestions, comments, or article submissions for the next newsletter to MSgt Angel Huertas