



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

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MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: HQ USAF/HC
1420 Air Force Pentagon
Washington DC 20330-1040

SUBJECT: Air Force Guidance Memorandum to AFI 52-102, Volume 1, *Chaplain Professional Development*

By order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately implements changes to AFI 52-102v1, *Chaplain Professional Development*, dated 19 August 2013. Compliance with this publication is mandatory. To the extent that its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publication and Forms Management*.

This Air Force Guidance Memorandum amends the guidance in paragraph 3, involving chaplain designation, paragraph 6, involving a change of ecclesiastical endorsement, and paragraph 7, involving withdrawal of chaplain designation. The policy set out in this instruction applies to all Regular Air Force (RegAF) members and to members of the United States Air Force Reserve (USAFR) and Air National Guard (ANG).

This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon incorporation by interim change or rewrite of AFI 52-102, Volume 1, whichever is earlier.

DONDI E. COSTIN
Chaplain, Major General, USAF
Chief of Chaplains

Attachment:
Guidance Changes

ATTACHMENT
Guidance Changes

3. (Changed) Chaplain Designation. Only AF/HC is authorized to designate officers as chaplains and to remove that designation.

3.1. (Changed) To be designated as a chaplain by AF/HC under *Title 10 United States Code*, Section 8067 (h), the officer must satisfy the requirements set forth in DOD Directive 1304.19, *Appointment of Chaplains for the Military Departments* and DOD Instruction 1304.28 *Guidance for the Appointment of Chaplains for the Military Departments (T-0)*.

6.1. (Changed) Chaplains who choose to change religious organizations shall submit a Request for Change in Ecclesiastical Endorsement Memorandum (Attachment 2) to AF/HC through AF/HCP (T-1). This memo will include intent of the change of religious organization and statements regarding communication with both current/previous and prospective endorsing agents.

6.2. (Changed) The endorsing agent from the prospective religious organization must annotate in section five of DD Form 2088, Statement of Ecclesiastical Endorsement, that they have communicated with the current or former endorsing agent for their reference on whether the chaplain is qualified spiritually, morally, intellectually, and emotionally to continue serving as an Air Force chaplain prior to submitting to usaf.pentagon.af-hc.mbx.af-hcp-workflow@mail.mil or by mail.

6.3. (Changed) After reviewing the change request and DD Form 2088, AF/HC or delegate determines whether or not the request fills a valid Air Force requirement.

6.4. (Changed) AF/HC or delegate will approve or disapprove requests for change in Ecclesiastical Endorsement and return the package to the following individuals, where applicable: MAJCOM Chaplain, Wing Chaplain and requestor. NGB/HC in coordination with the Adjutants General of the respective state/territory will approve or disapprove changes of Ecclesiastical Endorsement of ANG chaplains.

6.5 (Added) AF/HC has discretion to disapprove change of ecclesiastical endorsement requests if the chaplain has a record of disciplinary action (i.e. referral evaluation, UIF, LOR, Article 15, etc.), or for good cause in accordance with guidance for withdrawal of chaplain designation in paragraph 7.2.

7. (Changed) Withdrawal of Chaplain Designation.

7.1. (Changed) A chaplain's designation is automatically withdrawn upon:

7.1.1. (Changed) Retirement,

7.1.2. (Changed) Separation from the Air Force, or

7.1.3. (Changed) Transfer out of the Chaplain Corps.

7.1.4. (Removed)

7.1.5. (Removed)

7.1.6. (Removed)

7.1.7. (Removed)

7.1.8. (Removed)

7.1.9. (Removed)

7.2. (Changed) AF/HC has discretion to withdraw chaplain designation for good cause, including, but not limited to, the following:

7.2.1. (Changed) The chaplain fails to maintain ecclesiastical endorsement. Chaplains have 10 duty days (45 calendar days for reserve or guard chaplains not in active status) to seek new endorsement before they are reclassified.

7.2.2. (Changed) The chaplain fails to maintain ethical or professional standards including, but not limited to, violation of non-combatant status, violation of privileged communication, or violation of the trust inherent in the clergy-penitent relationship.

7.2.3. (Added) The chaplain violates the UCMJ. For ANG, if serving on USC Title 10 orders, violates the UCMJ or state militia code.

7.2.4. (Added) The chaplain violates state or federal criminal statute(s).

7.2.5. (Added) The chaplain fails to successfully complete Commissioned Officer Training (COT).

7.2.6. (Added) The chaplain fails to successfully complete Basic Chaplain Course (BCC).

7.2.7. (Added) Upon recommendation of the Chaplain Corps Ethics Advisory Committee.

7.2.8. (Added) AF/HC determines that withdrawal is in the best interest of the AF.

7.3. (Added) Wing Chaplains or other Chaplain Corps supervisors, as applicable, submit recommendations to withdraw a chaplain's designation through Chaplain Corps supervisory channels to AF/HC through MAJCOM/HC and AF/HCP. Wing Chaplains and other Chaplain Corps supervisors at each intermediate level may add pertinent information and documents to assist AF/HC in deciding the matter.

7.3.1 (Added) When AF/HC receives a recommendation or has sufficient basis to consider withdrawal, the chaplain is notified of the proposed action and is afforded an opportunity to present information to show cause why the action should not be taken. The chaplain will be given at least 10 duty days to respond (45 calendar days for reserve or guard chaplains not in active status).

7.3.2. (Added) If circumstances warrant, AF/HC may suspend designation immediately or restrict the chaplain from specific duties, pending a final decision pursuant to the process described above.

7.4. (Added) A chaplain whose designation has been withdrawn is not authorized to perform the duties of a chaplain or to wear the chaplain badge, unless authorized by AF/HC. However, retired chaplains whose designation has been automatically withdrawn due to retirement under paragraph 7.1.1, and not for cause under paragraph 7.2, may wear the badge whenever they are authorized to wear the uniform, in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 52-102,
VOLUME 1**



19 AUGUST 2013

Chaplain

**CHAPLAIN PROFESSIONAL
DEVELOPMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

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(Ch, Maj Gen Howard D. Stendahl)

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This publication implements Air Force Policy Directive (AFPD) 52-1, *Chaplain Service*. This instruction applies to active duty, Air Force Reserve and Air National Guard chaplains. It outlines the Chief of Chaplains' role in designating chaplains to serve on active duty and reserve status. It directs procedures to ensure the Air Force Chaplain Corps Active and Reserve components are structured and organized to meet mission requirements. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. This document includes information related to the Law of Armed Conflict, the Geneva Conventions, Title 10, United States Code, Section 8067 (h) and the non-combatant status of chaplains. Refer recommended changes and questions about this publication to AF/HCP, 1380 Air Force Pentagon, Washington, DC 20330-1380, using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate chain of command. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA) and direct reporting units (DRU) send an electronic copy of each supplement to hcp.reachback@pentagon.af.mil. Other organizations send one copy of each supplement to the next higher headquarters. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). **Note:** Any reference to MAJCOMs includes DRUs, FOAs and the Air Reserve Component (ARC).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include reorganization of organizational responsibilities; adds the management of the chaplain candidate program under the Air Force Reserve Command, Office of the Command Chaplain and introduces procedures for changing ecclesiastical endorsement and withdrawing chaplain designation.

1. Organizational Responsibilities.

1.1. Functional Authority/ Chief of Chaplains (HQ USAF/HC). Provides strategic oversight of and corporate perspective to the total Chaplain Corps professional development program. Develops guidance for the professional development of chaplains under 10 USC § 8067(h). Serves as a member of the Officer Force Development Panel (OFDP) and Air Force Council (AFC) and provides advice to the Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) on Chaplain Corps force development.

1.2. Functional Manager / Deputy Chief of Chaplains (HQ USAF/HC). Chairs the Chaplain Corps Education Oversight Board (CCEOB) and Development Team (DT). Publishes DT meeting minutes through the Air Force Portal. Notifies AF/A1PF of a newly appointed Chaplain Career Field Manager in accordance with AFI 36-2640, *Executing Total Force Development*.

1.3. Career Field Manager (CFM) / Chief, Personnel, Budget and Readiness (AF/HCP). Provides central oversight for career field education and training in coordination with AETC/HC, Air University (AU) and Air Force Institute of Technology (AFIT). Determines accession and training priorities in support of the vision and mission of the Chaplain Corps to ensure readiness through force development and participates in accession and training conferences. Reviews and validates Advanced Academic Degree (AAD) and Professional Continuing Education (PCE) requirements through the Air Force Education Requirement Board (AFERB) process (see AFI 36-2302, *Professional Development (Advanced Academic Degrees and Professional Continuing Education)*). Provides functional oversight of Chaplain Recruiting (HQ AFRS/RSOCC) and the Air Force Personnel Center, Chaplain Force Development Branch (AFPC/DPANH); serves as a permanent voting member of the DT.

1.4. Education and Training Officer (AETC/HC). Serves as the Academic Specialty Monitor on the AFERB Working Group.

1.5. Air Force Chaplain Corps College (AFCCC). Implements AF/HC education and training requirements and develops all Chaplain Corps course content and design under the functional direction of AF/HCP.

1.6. Air Force Reserve Command, Office of the Command Chaplain (AFRC/HC). Implements Air Force policy and guidance regarding programs pertaining to chaplains assigned to AFRC units, individual reserve programs, and the chaplain candidate program.

1.6.1. Approves accessions of reserve component chaplains and chaplain candidates (including Individual Mobilization Augmentee (IMA) and Participating Individual Ready Reserve (PIRR)).

1.6.2. Recommends appointment and assignment of chaplains to AFRC unit commanders.

1.6.3. Monitors training and inspection of chaplains as required.

1.6.4. Manages the chaplain candidate program.

1.6.5. Maintains ecclesiastical endorsements of chaplains who are in the Pre-trained Individual Manpower (PIM) pool to include the (a) Individual Ready Reserve (IRR), (b) Retired Reserve (active and Reserve), and (c) Standby Reserve (active and inactive). Requests chaplains in the PIM pool obtain endorsements when identified for recall.

1.7. National Guard Bureau, Air National Guard, Office of the Director, Air National Guard Chaplain Corps (NGB/HC). Implements policy and guidance regarding programs pertaining to chaplains assigned to ANG units.

1.7.1. Receives recommendations for appointment and assignment of chaplains from ANG Wing commanders and Wing Chaplains.

1.7.2. Monitors training and inspection of chaplains as required.

1.8. Chaplain Recruiting (HQ AFRS/RSOCC). Develops, implements and oversees a strategic accessions plan to recruit Religious Ministry Professionals (RMP) to meet Air Force requirements.

1.9. Headquarters, Air Force Personnel Center, Chaplain Force Development Branch (HQ AFPC/DPANH).

1.9.1. Oversees Active Component chaplain (Lt – Lt Col) assignments consistent with DT vectors.

1.9.2. Coordinates promotion board membership.

1.10. Wing/Installation Chaplain (WG/HC). Pursues professional development opportunities for assigned chaplains (T-1). Supports all aspects of Force Development (FD) through mentoring and documented feedback of subordinate chaplains (T-1). Supports chaplains attending required denominational/endorser conferences to remain in good standing with their respective denominational/endorser authorities (T-0).

1.11. Functional Advisory Council / Chaplain Corps Council. Serves as the principal advisory body to the Chief of Chaplains and a venue for communication to all lower level echelons. Provides recommendations to the Chief of Chaplains regarding the effective development and utilization of chaplains to meet Air Force requirements. Meets semiannually in the spring and fall and additionally at the discretion of the Chief of Chaplains. Membership is determined by the Chief of Chaplains (see Chaplain Corps Council charter).

1.12. Development Team (DT). Executes the guidance of the Chief of Chaplains and AF Force Development (A1D) and advises AF/HC. Reviews and recommends developmental vectors for all Lt through Lt Col chaplains on their Airmen Development Plan (ADP). DT membership includes:

1.12.1. Career Field Manager (AF/HCP),

1.12.2. Chief, Plans and Programs (AF/HCX),

- 1.12.3. MAJCOM Command Chaplains,
- 1.12.4. Chief, Chaplain Force Development Branch (AFPC/DPANH),
- 1.12.5. Others determined by the Chief of Chaplains.

1.13. **Chaplain Corps Education Oversight Board (CCEOB).** Advises the Chief of Chaplains on chaplain educational requirements to meet the operational needs of the AF, Chaplain Corps, and AF/HC strategic plan. Membership is determined by the Chief of Chaplains (see CCEOB charter). AETC/HC is the Vice-Chair of the CCEOB regarding development and implementation of education and training programs.

2. Chaplain Candidate Program

2.1. Recruiting of Chaplain Candidates

2.1.1. AFRC/HC recruits chaplain candidates to meet the needs of the Air Force Reserve, Air National Guard and Active Component Chaplain Corps for fully qualified chaplains. In cooperation with AF/HCP, AFRC/HC determines recruiting goals based on projected requirements. AFRC/HC develops career vectors to prepare chaplain candidates for chaplain positions in the Air Force Reserve, Air National Guard, or Active Component Air Force. Selection for a career vector does not guarantee appointment in the Active Component Air Force, Air National Guard, or Air Force Reserve upon completion of the Chaplain Candidate Program.

2.1.2. Chaplain candidates may be eligible to receive a bonus, tuition assistance or other monetary incentives. Chaplain candidates who receive monetary incentives may incur a service obligation. See individual incentive program guidelines for details.

2.2. **Appointment of Chaplain Candidates.** AFRC/HC approves and appoints chaplain candidates in accordance with AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*, paragraph 5.4.

2.3. Training of Chaplain Candidates.

2.3.1. The Chaplain Candidate Program includes the following elements: Commissioned Officer Training (COT) IAW AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)*, paragraph 3.17; Chaplain Candidate Course; and supervised training tours as determined by AFRC/HC.

2.3.2. Chaplain candidates who are prior Air Force officers are not required to attend COT. Chaplain candidates coming from services other than the Air Force are required to attend COT.

2.3.3. During supervised internships, chaplain candidates are introduced to all Total Force components (i.e. active, Guard, Reserve).

2.3.4. Chaplain candidates are supervised by a chaplain in the grade of Captain or above during their internships.

2.3.5. AFRC/HC may offer a mid-year symposium or other venue to the chaplain candidates in order to maintain training currency.

2.3.6. Chaplain candidates are managed by AFRC/HC and are assigned to AFRC. AFRC/HCX publishes guidance for the Chaplain Candidate Program, except for COT waivers per AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)*, paragraph 3.18. AFRC/HC is the approval authority for training waivers or training modifications.

2.3.7. Chaplain Candidates who do not reappoint as chaplains within eight years from the time of their appointment shall be discharged.

2.4. Reappointment of Chaplain Candidates.

2.4.1. Chaplain candidates will be reappointed as chaplains in accordance with AFI 36-2005.

2.4.2. Chaplain candidates who receive compensation in the form of a bonus, tuition assistance or other monetary incentives to train or for retention are bound to endorsement as chaplains in the Air Force Reserve, Air National Guard, or Active Air Force, unless they fail to qualify for endorsement, do not receive ecclesiastical endorsement, or are not accepted upon endorsement. Chaplain candidates who receive educational assistance, special pay, or bonus money and do not fulfill incurred service obligations are held to the same requirements for repayment as defined in AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*.

3. Designating Chaplains. Only the Chief of Chaplains can designate an active duty or reserve officer as a chaplain.

3.1. **Designation.** To be designated as a chaplain by the Chief of Chaplains under *Title 10 United States Code*, Section 8067 (h), the officer must satisfy the requirements set forth in DOD Directive 1304.19, *Appointment of Chaplains for the Military Departments* and DOD Instruction 1304.28 *Guidance for the Appointment of Chaplains for the Military Departments (T-0)*.

3.1.1. Undergraduate work (i.e., “advanced standing hours”) will not be counted toward the 72 semester hours (108 quarter hours) graduate-level educational requirement to be qualified as a chaplain applicant.

3.1.2. For an active duty appointment, applicants must have two years of full-time religious leadership experience after graduate-level educational requirements are complete and is compatible with the duties of a RMP in their respective religious organization.

3.1.3. Meets DOD and Air Force physical and medical standards and age requirements (see DOD Instruction 6130.03, *Medical Standards for Appointment, Enlistment, or Induction in the Military Services*; AFI 48-123, *Medical Examinations and Standards* and, for reserve chaplains, AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*, Chapter 5).

3.2. **Air National Guard Chaplains (NGB/HC).** The Air National Guard Readiness Center, Officer Programs Branch (NGB/A1P) selects and appoints applicants nominated by the various adjutants general for all categories of officers, from all sources, to fill ANG

vacancies. NGB/A1P will obtain NGB/HC approval for all appointments (see AFI 36-2005, paragraph 1.15.).

3.3. Statement of Ecclesiastical Endorsement. AFPC/DPANH maintains a valid DD Form 2088, *Statement of Ecclesiastical Endorsement*, for each active duty chaplain. AFRC/HC maintains a valid DD Form 2088 for each reserve chaplain and approval letters for chaplain candidates. NGB/HC and JFHQ State maintains a valid DD Form 2088 for each ANG chaplain.

4. Professional Development. Professional development is essential in supporting Air Force and Chaplain Corps mission requirements. The Air Force Chaplain Corps will create a rich learning environment through a variety of educational programs and developmental opportunities to prepare chaplains for senior leadership positions.

4.1. Formal Training (Core Courses). Course descriptions, content and prerequisites are found in Air Force Education and Training Course Announcements at <https://etca.randolph.af.mil/>.

4.1.1. Basic Chaplain Course (BCC). RMPs assessed into the Chaplain Corps are required to successfully complete this in-residence course for the award of Air Force Specialty Code 52R3 (fully qualified chaplain). The BCC must be completed within 24 months of accession (T-1).

4.2. Professional Continuing Education (PCE). Chaplains attend PCE programs to enhance professional competencies and meet educational requirements for leadership level positions within the Chaplain Corps.

4.2.1. Distance Learning Education (DLE). Eligible chaplains will register and complete DLE in order to fulfill the requirement for career progression and to enhance their professional competencies (T-1). The Basic Leadership Certificate (BLC) program is offered to all chaplains who have completed the Basic Chaplain Course (BCC) with a minimum of four years' time in service. Successful completion of the BLC is a prerequisite for enrollment in the Deputy Wing Chaplain Course (DWCC). Chaplains in the ARC who have not already completed the BLC will complete the course within one year of being assigned as a Deputy Wing Chaplain or an IMA to a Deputy Wing Chaplain (T-2).

4.2.2. Deputy Wing Chaplain Course (DWCC). This course is a requirement for all chaplains based on the following prioritization (T-1):

4.2.2.1. Any chaplain who has assumed the role of Deputy Wing Chaplain or IMA to the Deputy Wing Chaplain within the past 12 months.

4.2.2.2. Any chaplain who is projected to assume the role of Deputy Wing Chaplain or IMA to the Deputy Wing Chaplain within the next 12 months.

4.2.2.3. Any chaplain in the grade of Capt-Lt Col nominated by the appropriate MAJCOM.

4.2.3. Wing Chaplain Course (WCC). This course is a requirement for all chaplains based on the following prioritization (T-1):

- 4.2.3.1. Any chaplain who has assumed the role of Wing Chaplain or IMA to the Wing Chaplain within the past 12 months.
 - 4.2.3.2. Any chaplain vectored or projected to assume the role of Wing Chaplain or IMA to the Wing Chaplain within the next 12 months.
 - 4.2.3.3. Any chaplain in the grade of Maj-Col, to include major-selects, nominated by the appropriate MAJCOM.
- 4.2.4. Senior Chaplain Course (SCC). This course is a requirement for all Chaplains based on the following prioritization (T-1):
- 4.2.4.1. Any chaplain who has assumed the role as Command Chaplain or IMA to the Command Chaplain within the past 12 months.
 - 4.2.4.2. Any chaplain vectored or projected to assume the role of Command Chaplain or IMA to the Command Chaplain within the next 12 months.
 - 4.2.4.3. Any Deputy Command Chaplain or IMA to the Command Chaplain nominated by the appropriate Command Chaplain.
- 4.3. **Continuing Education.** Continuing Education is any type of education that advances a specific capability; it may include workshops, seminars, home-study, online courses, conferences or reading professional related publications/journals.
- 4.4. **Developmental Education (DE).** An array of educational opportunities comprised of professional and specialized education programs, research and doctrinal studies, fellowships and graduate-level studies that meet Air Force and Chaplain Corps requirements. Professional Military Education is a subset of DE and includes: Basic Development Education (BDE), Intermediate Development Education (IDE), and Senior Development Education (SDE). The DT nominates chaplains to attend PME in-residence and selects chaplains for other DE programs.
- 4.4.1. Advanced Academic Degrees (AAD). An advanced academic degree required for a chaplain in the grade of Major and below to fully carry out duties and responsibilities associated with the performance of a particular job and are aligned with Air Force and Chaplain Corps mission requirements.
 - 4.4.2. Clinical Pastoral Education (CPE). The Air Force CPE program provides active duty chaplains clinical pastoral skills which enable them to serve effectively in assignments such as Air Force or multi-service medical facilities, Air Force Mortuary Affairs Office, Contingency Aeromedical Staging Facilities, contingency and trauma care operations, care stations, military confinement facilities, Basic Military Training, as well as other assignments requiring chaplains with a specified level of CPE training.
 - 4.4.3. Accreditation and Special Experience Identifier (SEI). The CPE program is accredited by the Association of Clinical Pastoral Education (ACPE). The one-year Air Force CPE program provides graduates with four units of CPE. Graduates of an Air Force CPE program and other chaplains who previously earned a minimum of four ACPE accredited units may apply for the SEI through their unit of assignment with endorsements from the appropriate MAJCOM/HC.

4.4.4. Graduates of DE programs will serve at least one utilization tour based on mission requirements (T-1).

4.5. **Service Commitment.** Chaplains must fulfill the service commitment incurred by participating in a chaplain specialized education program before they are eligible for another specialized education program.

4.6. **Vectoring and Mentoring.** The DT will vector chaplains to serve in a variety of duty positions that promote professional development. Mentoring is an inherent responsibility of supervision and is an essential ingredient in developing well-rounded, professional and competent leaders to meet current and future mission requirements. Chaplains are encouraged to actively seek mentors both internal and external to the Chaplain Corps.

4.6.1. Career Path Tool (CPT).

4.6.1.1. Chaplains will use the CPT to track their career progression and development (T-2).

4.6.1.2. The DT will use the CPT to identify chaplains with specific capabilities and vector them toward future appropriate responsibilities.

4.6.2. **Vectoring Eligibility.** Chaplains who are Major selects through Lieutenant Colonel are vectored at the DT. Driving factors are: Time on Station, Date Eligible for Return from Overseas, Career Development and requests from MAJCOM/HCs.

5. Maintaining Designation. For entry into, award and retention of this specialty, ecclesiastical endorsement from a religious organization recognized by the DoD Armed Forces Chaplains Board is mandatory (see Air Force Officer Classification Directory, DoDI 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments* and AFI 36-2005, *Appointment In Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of The Air Force and United States Air Force*) (T-0).

5.1. Chaplains must comply with the requirements of their endorsing religious organizations (T-0).

5.2. Endorsing Religious Organizations may require attendance at endorser-sponsored or endorser-approved meetings and/or training events for chaplains. Temporary duty (TDY) is authorized for chaplains to attend at least one of these events per fiscal year. Permissive TDY (PTDY) is also authorized for these events. AFI 36-3003, *Military Leave Program*, table 7, rule 26. Reserve chaplains not on active duty are authorized inactive duty for training for points only IAW AFI 36-2254, Volume 1, *Reserve Personnel Participation*, paragraph 2.5.4., table 2.1.

5.3. **Certification and Licensure.** To maintain certification and licensure in areas of specialized care related to the Chaplain Corps mission, chaplains may be required to fulfill training. Agency or professional association regulations dictate certification and licensure requirements. Chaplains may request TDY, PTDY or leave status IAW Joint Ethics Regulation and AFI 36-3003, *Military Leave Program*.

6. Change of Ecclesiastical Endorsement.

6.1. Chaplains who choose to change religious organizations shall submit a Request for Change in Ecclesiastical Endorsement Memorandum (Attachment 2) directly to the Chief of

Chaplains or delegate (T-1). This memo will include intent of the change of RO and statements regarding communication with current and prospective endorsing agents.

6.2. The endorsing agent from the prospective religious organization shall submit a DD Form 2088, Statement of Ecclesiastical Endorsement to hcp.reachback@pentagon.af.mil or by mail.

6.3. After reviewing the change request and DD Form 2088, the Chief of Chaplains or delegate determines whether or not the request fills a valid Air Force requirement.

6.4. The Chief of Chaplains or delegate will approve or disapprove requests for change in Ecclesiastical Endorsement and return the package to the following individuals, where applicable: MAJCOM Chaplain, Wing Chaplain and requestor. NGB/HC in coordination with the Adjutants General of the respective state/territory will approve or disapprove changes of Ecclesiastical Endorsement of ANG chaplains.

7. **Withdrawing Chaplain Designation.**

7.1. The Chief of Chaplains or delegate will withdraw chaplain designation and classify the officer as an “unclassified officer” (96U0) for the following reasons:

7.1.1. Transfer from the Chaplain Corps.

7.1.2. Withdrawal of endorsement, DD Form 2088 (see DOD Directive 1332.31, *Administrative Separation of Chaplains Upon Loss of Professional Qualifications*). Chaplains have 10 business days to seek new endorsement before they are reclassified.

7.1.3. Violates privileged communication/confidentiality.

7.1.4. Fails to satisfactorily complete COT.

7.1.5. Fails to satisfactorily complete the BCC within 24 months of accession.

7.1.6. Violates or compromises the chaplain non-combatant status.

7.1.7. Convicted of a violation of the Uniform Code of Military Justice (UCMJ). For ANG, if serving on USC Title 10 orders, violates the UCMJ or State Militia Code.

7.1.8. Convicted of a violation of state or federal criminal statutes.

7.1.9. Chaplain candidates who fail to maintain good standing with their denominational/endorser authorities or are recommended for removal by the Chaplain Corps Ethics Advisory Committee shall have their chaplain/chaplain candidate designation removed.

7.2. **Punitive Actions.** When there is an alleged violation, initiate and forward a report to the chaplain’s respective MAJCOM/HC or next organizational level. Upon receipt the MAJCOM/HC will, within five working days, forward the case file to AF/HCP with a recommended course of action. Upon receipt of the case file, AF/HCP, at a minimum, will consult with AF/JA and inform the endorsing agent of the alleged violation. AF/HCP will forward a recommended course of action to the Chief of Chaplains or delegate for action.

7.2.1. The Wing/Installation chaplain, Command Chaplain or CFM can restrict the chaplain from specific duties until the case is adjudicated.

7.2.2. For an ANG chaplain, the Chief of Chaplains will recommend a final course of action to The Adjutant General of the chaplain's state, commonwealth, or territory.

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

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

- United States Code, Title 10, Sec 1789, *Chaplain-led Programs: Authorized Support*
- United States Code, Title 10, Sec 8067(h), *Designation: Officers to Perform Certain Professional Functions*
- DODD 1304.19, *Appointment of Chaplains for the Military Departments*, 11 June 2004
- DODD 1332.31, *Administrative Separation of Chaplains Upon Loss of Professional Qualifications*, 16 October 1981
- DODI 1304.28, *Guidance for the Appointment of Chaplains for the Military Departments*, 11 June 2004.
- DODI 6130.03, *Medical Standards for Appointment, Enlistment or Induction in the Military Services*, 28 April 2010
- AFPD 52-1, *Chaplain Service*, 2 October 2006
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFI 36-2005, *Appointment In Commissioned Grades and Designation and Assignment in Professional Categories -- Reserve of The Air Force and United States Air Force*, 19 May 2003
- AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)*, 23 October 2008
- AFI 36-2254, Volume 1, *Reserve Personnel Participation*, 26 May 2010
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Adopted Forms

DD Form 2088, Statement of Ecclesiastical Endorsement

Abbreviations and Acronyms

- AAD**—Advanced Academic Degree
- ACPE**—Association of Clinical Pastoral Education
- ADP**—Airmen Development Plan

AFC—Air Force Council
AFCCC—Air Force Chaplain Corps College
AFDW—Air Force District of Washington
AFRC—Air Force Reserve Command
AFIT—CI - Air Force Institute of Technology-Civilian Institution
ALC—Advanced Leadership Course
ANG—Air National Guard
BCC—Basic Chaplain Course
BDE—Basic Developmental Education
BLC—Basic Leadership Course
CCEOB—Chaplain Corps Education Oversight Board
CFM—Career Field Manager
COT—Commissioned Officer Training
CPE—Clinical Pastoral Education
CPT—Career Path Tool
DLE—Distance Learning Education
DPANH—Chaplain Force Development Branch
DRU—Direct Reporting Unit
DT—Development Team
DWCC—Deputy Wing Chaplain Course
ECPS—Enlisted Commissioning Programs
FOA—Field Operating Agencies
ICC—Intermediate Chaplain Course
IDE—Intermediate Developmental Education
IMA—Individual Mobilization Augmentee
IRR—Individual Ready Reserve
OFDP—Officer Force Development Panel
PCE—Professional Continuing Education
PME—Professional Military Education
PIM—Pre-trained Individual Manpower
PIRR—Participating Individual Ready Reserve
PTDY—Permissive Temporary Duty

RMP—Religious Ministry Professional

SCC—Senior Chaplain Course

SDE—Senior Developmental Education

SEI—Special Experience Identifier

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice

USC—United States Code

WCC—Wing Chaplain Course

Attachment 2**FORMAT FOR REQUEST FOR CHANGE IN ECCLESIASTICAL ENDORSEMENT
MEMORANDUM**

Insert Date

MEMORANDUM FOR (Enter Appropriate Address)

FROM: (member's name, rank, military address)

SUBJECT: Request for Change in Ecclesiastical Endorsement

1. I request approval for a change in ecclesiastical endorsement from *insert current religious organization* to *insert prospective religious organization* effective *ddmmyyyy*.
2. I have informed my present endorsing agent of this action.

SIGNATURE BLOCK