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SECRETARY OF THE AIR FORCE**

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Chaplain

CHAPLAIN CORPS (HC) READINESS

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include a substantial restructuring of the publication. This instruction has been reissued as a DAF Instruction and its language now incorporates the U.S. Space Force (USSF), which is served by chaplains and Religious Affairs Airmen belonging to the U.S. Air Force (USAF).

Chapter 1

OVERVIEW

1.1. CONCEPT OF OPERATIONS. 10 U.S.C. § 8547 and 8067 (h) mandate the functions of the Chaplain Corps. The Air Force Chaplain Corps provides spiritual care and ensures all Airmen, Guardians, and their families have opportunities to exercise their Constitutional right to the free exercise of religion. The Chaplain Corps utilizes the three core capabilities of religious accommodation, spiritual fitness, and advising leadership to strengthen military readiness and ensure sustainment of spiritually resilient Airmen, Guardians, and their families.

1.1.1. Religious Accommodation. Chaplains provide religious worship, liturgies and rites, religious accommodation, pastoral care, unit engagement, counseling, and spiritual care. The Chaplain Corps assists all Airmen and Guardians in this capacity by “providing” or “providing for” their religious and spiritual needs.

1.1.2. Spiritual Fitness. Spiritual Fitness is the ability to adhere to beliefs, principles, or values needed to persevere and prevail in accomplishing missions (Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3405.01, *Chairman's Total Force Fitness Framework*) It is the ability to adhere to beliefs, virtues or values needed to develop a fulfilling life with quality of service. (Department of the Air Force Instruction (DAFI) 52-101, para. 2.3.3., *Chaplain Corps Planning and Organizing*)

1.1.3. Advising Leadership. Religious Support Teams (RST) advise Air and Space Force leaders at every level regarding religious issues, including respect for religious practices, ethical choices, moral thinking, and matters of morale. Furthermore, they act as the chief consultants to leadership about the spiritual aspects of Comprehensive Airman Fitness, as outlined in DAFI 90-5001, *Integrated Resilience*.

1.2. Readiness Support in the Department of the Air Force. RSTs will conduct readiness support through pre-deployment briefings, personnel deployment function (PDF) lines, pre-exposure briefings, unit engagement, and opportunities to enhance spiritual fitness opportunities. Furthermore, RSTs will build relationships designed to strengthen installation-level mortuary affairs and honor guard program personnel to mitigate potential operational effects of secondary trauma and compassion fatigue. **(T-3)** Formal briefings will include, at a minimum, spiritual care opportunities, family spiritual support programs, and contact information for assigned RSTs and/or on call duty chaplains. **(T-3)**

1.2.1. Pre-Deployment Briefings. HC members will be present on PDF lines and Non-Combatant Evacuation Operations (NEO) lines. HC members should ensure religious accommodation, counseling opportunities, advise on religious affairs affecting the operational area, and brief on spiritual fitness considerations during deployment and reintegration. Formal briefings will include, at a minimum, spiritual fitness, spiritual care opportunities, family spiritual support programs, and contact information for assigned RSTs and/or on call duty chaplains.

1.2.2. PDF Lines. HC members may be present on the PDF line to ensure religious accommodation for all deploying members and families.

1.3. Embedded Positions. Embedded positions are considered minimum support staff and provide for assigned personnel and their families' spiritual fitness. If tasked to deploy, the

commander may work with the closest geographical HC unit to cover religious accommodation, spiritual fitness and leadership advisement in the deployed member's absence.

1.4. Joint Bases.

1.4.1. At joint bases where the Department of the Air Force (DAF) is the lead Service (supporting component), RSTs will coordinate with the supported Service(s) to ensure religious accommodation services and programs are disseminated to joint base populations and the services and programs are in accordance with local joint base agreements. **(T-2)**

1.4.2. At locations where the DAF is not the lead Service (supported component), the DAF provides resources and capabilities for DAF-specific programs through coordination with the supporting Service. **(T-2)**

1.5. Joint Operations. DAF Chaplain Corps Support to Joint Operations. In a Joint operation, Chaplains and Religious Affairs Airmen enable and support free expression of religion and/or religious practice for all authorized personnel. They also guard against religious discrimination of any kind within the command. Joint Commanders are responsible for the religious accommodation of joint force personnel. RSTs provide for religious worship, rites, sacraments, ordinances, and ministrations.

1.5.1. Humanitarian Assistance. Humanitarian Assistance (HA) includes several Department of Defense (DoD) programs conducted to build the capacity of partner nations. The Department of State (DoS) is the designated United States Government (USG) leads for coordination of foreign disaster response. These operations and activities are characterized by a crisis event and require rapid RST planning, preparation, response and coordination with appropriate authorities. For more information, see Joint Publication (JP) 3-29, *Foreign Humanitarian Assistance*.

1.5.1.1. Identify the religious needs and ensure religious accommodation for all personnel authorized to receive religious support (reference DAFI 52-101 *Chaplain Corps Planning and Organizing* and JP 3-29 *Foreign Humanitarian Assistance*).

1.5.1.2. Chaplains may provide pastoral support to dislocated civilians only when directed by the Joint Force Commander after consulting the Staff judge Advocate and Civil Affairs (where appropriate).

1.5.1.3. When appropriate, and in coordination with the Civil Military Operations Center or proper authorities, chaplains may serve as liaison to Non-Government Organizations (NGOs) that have a religious affiliation. For more detailed information on chaplain liaison support, refer to JP 3-29.

1.5.1.4. Advise planning team or appropriate authorities on resource requirements for religious rites and worship, to include but not limited to facility, dietary restrictions, religious sensitivity, and counseling availability.

1.5.1.5. Advise appropriate authorities on spiritual and religious health of authorized personnel and families.

1.5.1.6. Conduct unit engagement and counseling as needed for authorized personnel.

1.5.1.7. Chaplains may accompany elements of the joint force as they distribute relief supplies or have other interactions (e.g., security patrols) with the local populace.

1.5.2. Noncombatant Evacuation Operations (NEOs). NEOs are conducted by local commanders in conjunction with the DoD to assist the DoS in the evacuation of United States (US) citizens and other authorized personnel, from locations in a foreign nation, when directed by DoS. The RST personnel plan and coordinate comprehensive religious support for the safe haven force and evacuees.

1.5.2.1. Advises the forward command element (FCE) Officer-in-Charge (OIC) or authorized authority on religious support requirements of evacuees that may impact the evacuation process.

1.5.2.2. Advises the FCE OIC or authorized authority on Host Nation (HN) religious issues that may impact the evacuation process.

1.5.2.3. Provides immediate religious support to military personnel and their dependents, and other authorized recipients, as required.

1.5.2.4. Provides liaison to HN religious leaders and/or government cultural/religious affairs officials for assistance to the evacuation.

1.5.2.5. Provides liaison to religion-based NGOs for assistance to the evacuation.

1.5.3. Defense Support of Civil Authorities (DSCA) is support provided by federal military forces; DOD civilians; DOD contract personnel; and DOD component assets, to include National Guard forces (when the Secretary of Defense, in coordination with the governors of the affected states, elects and requests to use and fund those forces in Title 32, United States Code [USC], status), in response to a request for assistance from civil authorities for domestic emergencies, cyberspace incident response, law enforcement support, and other domestic activities or from qualifying entities for special events. The DOD conducts DSCA operations in support of another primary agency supporting a state, local, territorial, or tribal response. DOD works with the Department of Homeland Security and other United States Government (USG) departments and agencies to accomplish these missions. During DSCA, religious support teams (RSTs) deploy for the purpose of providing religious support to authorized personnel and advise the command on matters of morals, ethics, and religion.

1.5.3.1. An Active Component RST, when directed, may provide religious support to National Guard personnel serving in state active duty or Title 32, USC, duty status during emergency or exigent circumstances. Likewise, In Accordance With (IAW) state law and when directed, a National Guard RST in state active duty or Title 32, USC, status may provide religious support to Active Component personnel during emergency or exigent circumstances.

1.5.3.2. To support DSCA, domestic operations, or other contingencies, Air National Guard RSTs shall utilize an Agile Readiness Kit. The kit consists of multi-terrain mobile transportation which transports a standalone, secure, and decontaminated structure that can be assembled by one RST (i.e., two individuals). The kit contains independent mobile communication capabilities, heating and air conditioning, and independent power production. The structure is required to be multi-functional and ensure chaplain personnel can provide confidential counseling, conduct religious observances and spiritual resiliency activities, provide rest and recovery space for Airmen and Guardians, and perform administrative tasks. **(T-3)**

1.5.4. Conduct unit visitation and spiritual or intervention counseling as needed for authorized personnel as directed by HC leadership.

1.6. Mass Casualty (MASCAL). A mass casualty is any large number of casualties produced in a relatively short period of time, usually as the result of a single incident such as a military aircraft accident, hurricane, flood, earthquake, or armed attack that exceeds local logistic support capabilities.

1.6.1. Immediate Response. The first 72 hours are considered the immediate response time for either a manmade or natural MASCAL event. The objective of the RST during an immediate response for a MASCAL is to take care of Airmen, Guardians, and families.

1.6.1.1. At the minimum, one RST will report to the Casualty Collection Point (CCP) and begin spiritual triage to ensure religious rites are observed for the dying. **(T-0)**

1.6.1.2. If available, the chapel will be opened for religious worship, counseling, and spiritual support for authorized personnel. HOPE team members may man the chapel until Chaplain Corps personnel are available.

1.6.1.3. HC will be available for religious worship, counseling, and spiritual support for authorized personnel. **(T-0)**

1.6.1.4. An RST will be assigned to a Search and Recovery team to conduct a pre-exposure briefing and be available for immediate counseling of Search and Recovery team members. An RST will support the installation-level mortuary affairs program to provide religious affairs support to personnel performing mortuary affairs and honor guard operational functions. **(T-0)**

1.6.1.5. An RST will be available to conduct ramp ceremonies and support dignified transfers. Air Force Mortuary Affairs Operations, Chapel Team (AFMAO/HC) is available to provide operational guidance on RST support of mortuary affairs programs, including guiding senior leaders in offering condolences, organizing ramp ceremonies, coordinating with local honor guards, and arranging travel coverage for Chaplain Corps members. These consultations ensure effective support for grieving families and honor fallen service members with dignity, honor, and respect.

1.6.1.6. The Senior RST (Sr RST) will maintain contact with functional leadership to ensure unity of effort for resources, requirements, and guidance.

1.6.2. Sustainment Operations are anything that exceeds 72 hours after the initial event. The goal of the sustainment operation is the long-term care of authorized personnel. The Sr RST will:

1.6.2.1. Ensure staff are provided with resources and has availability for self-care.

1.6.2.2. Publish and ensure worship services are available for all authorized personnel

1.6.2.3. Maintain contact with off/on-base mortuary, hospitals, and partners to ensure religious and spiritual care for all authorized personnel

1.6.2.4. Communicate with functional leadership as requested.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Air Force Chief of Chaplains (AF/HC):

- 2.1.1. Serves as religious affairs advisor to the Secretary of the Air Force, the Chief of Staff of the Air Force, the Chief of Space Operations, and all officers and agencies of the Department of the Air Force.
- 2.1.2. Directs HC personnel in the performance of their duties.
- 2.1.3. Organizes, trains, and equips expeditionary and home station religious affairs capabilities to satisfy Air Force and joint operational requirements in support of combatant commanders (CCDRs).
- 2.1.4. Ensures mission readiness of Chaplain Corps personnel and equipment.
- 2.1.5. Establishes and oversees programs to assess and enhance the spiritual readiness of the Total Force. (see DAFI 52-101)
- 2.1.6. Ensures effective force management by approving Unit Type Code management practices that enhance the operational readiness and organizational effectiveness of HC activities.
- 2.1.7. Ensures all appropriate HC units report the readiness status of assigned UTCs.
- 2.1.8. Approves the ratio of augmentation from the Air Reserve Component (ARC) in filling Air Force Force Generation (AFFORGEN) requirements.
- 2.1.9. AF/HC is the final authority on all sourcing solutions for HC.

2.2. Chaplain Corps, Functional Area Manager (FAM) at the Chief of Chaplains Office.

- 2.2.1. Is appointed and fulfills duties in accordance with AFI 10-401, *Air Force Operations Planning and Execution*.
- 2.2.2. Develops and publishes functional specific guidance through Air, Space and Information Operations directorate (AF/A3).
- 2.2.3. The principal advisor to AF/HC on the management and oversight of all Chaplain Corps personnel and equipment supporting operational planning and execution.
- 2.2.4. Strategic advisor on proper readiness Tactics, Techniques, and Procedures and will provide policy clarification to MAJCOMs, FLDCOMs, DRUs, Air Force Installation and Mission Support Center (AFIMSC) Chaplain Corps Division, and supported command.
- 2.2.5. Oversees all wartime planning policies and procedures affecting the Chaplain Corps. Serves as the strategic focal point for HC requirements, guidance, and plans necessary to support worldwide operations.
- 2.2.6. Develops Unit Type Code (UTC) posturing, coding, and HC readiness guidance. Resolves inconsistencies between Chaplain Corps practices and ensures compliance with Air Force and joint guidance, as required.

- 2.2.7. Reviews proposed functional Component-MAJCOM operational plans and updates prior to their submission.
- 2.2.8. Reviews current AFFORGEN requirements with affected Air Force Forces (AFFOR).
- 2.2.9. Reviews requests for forces (RFFs) and requests for capabilities and responds to the request with the Chaplain Corps' ability to supply the requested force or capability.
- 2.2.10. Complies with Air Force and Joint Strategic Capabilities Plans. Reviews position description for Joint Expeditionary Tasking and Individual Augmentation requirements to ensure appropriate UTCs/Air Force Specialty Codes (AFSCs) are utilized in accordance with force provider agreements and Joint business rules.
- 2.2.11. Orchestrates planning coordination between the Chaplain Corps' Consolidated Readiness Functional Area Manager (CRF), Air National Guard (ANG) FAM, and Air Force Reserve Command (AFRC) FAM for all rotational sourcing requirements and for emerging requirements as appropriate/needed.
- 2.2.12. Recommends to AF/HC the ratio of Air Reserve Component (ARC) and Regular Air Force (RegAF) in filling AFFORGEN requirements.
- 2.2.13. Recommends individual sourcing solutions for all O-6 chaplain and Senior Non-Commissioned Officer Religious Affairs Airman deployments for AF/HC's approval.
- 2.2.14. Approves individual sourcing solutions for specific mission critical unit line numbers outside of Agile Combat Support Consolidated Planning Schedule (ACS CPS) in coordination with the CRF and affected AFFOR command chaplain.
- 2.2.15. Serves as the point of contact to the Joint Staff Chaplain for all Joint readiness matters. Serves on the Joint Religious Support Operations Committee.
- 2.2.16. Chairs the Chaplain Corps Readiness Working Group (RWG).

2.3. Consolidated Readiness FAM (CRF).

- 2.3.1. The AFIMSC Chaplain Corps Division Chief appoints a Chaplain to serve as the Chaplain Corps Consolidated Readiness Functional Area Manager, fulfilling readiness activities below Air Staff level.
- 2.3.2. Serves as the single POC for MAJCOM/FLDCOM/DRU level readiness issues and pursues readiness capability for the life of the tasking.
- 2.3.3. Interfaces with AF/HC FAM, AFRC/HC FAM, NGB/HC FAM, MAJCOM/FLDCOM/DRU HCs, AFFOR/HCs, Regular Air Force (RegAF) installation Senior Religious Support Teams (Sr RST) and UDMs for deployment/wartime taskings to ensure force readiness and resolve shortfalls, reclaims, and Unit Indicator Codes changes.
- 2.3.4. Utilizes DAFI and functional area guidance in identifying sourcing solutions to readiness requirements.
- 2.3.5. Reviews all taskings with affected MAJCOMs/FLDCOMs/DRUs. Notifies installations of taskings and line remark requirements not included in ACS CPS. Engages with UDMs to provide HC-specific details on deployed location mission and requirements.

2.3.6. Coordinates recommended ACS CPS allocation with affected MAJCOM/FLDCOM/DRU Chaplain Corps leaders prior to approval by AF/HC FAM and coordination with Air Force Personnel Center Chaplain Career Management Division (AFPC/DPMH) and AFIMSC Chaplain Corps Division.

2.3.7. Updates MAJCOMs/FLDOCMs/DRUs monthly on readiness issues affecting their Area of Responsibility (AOR).

2.3.8. Performs XFFC series UTC posturing and coding duties. Confirms coding strategy with AF/HC FAM and assist MAJCOM/FLDCOM/DRU/HC teams with Special Experience Indicator (SEI) allocation. Ensures all funded unit manpower document authorizations at operational units are postured in UTCs, in accordance with AFI 10-403, *Deployment Planning and Execution*.

2.3.9. Ensures Chaplain Corps UTCs are balanced throughout AFFORGEN phases.

2.3.10. Updates UTC availability in Deliberate and Crisis Action Planning and Execution Segments (DCAPES) as changes occur.

2.3.11. Plans, schedules, and sources personnel to meet Combatant Commander (CCDR) rotational and emergent requirements using postured UTCs by their indicated readiness status. Analyzes current UTC posturing to ensure accurate UTC availability. Reports trends within the XFFC UTC series that could impact ability to meet mission requirements. Update AF/HC FAM on trends within XFFC UTC series.

2.3.12. Maintains current, projected future, and historical deployment sourcing database that is made available to Chaplain Corps FAMs for coordination.

2.4. Air Reserve Component (ARC) FAMs.

2.4.1. Air National Guard (ANG) and Air Force Reserve Command (AFRC) personnel support contingencies per AFI 10-401, are activated IAW DAFI 10-402, *Mobilization Planning* and are trained IAW DAFI 10-403, *Deployment Planning and Execution*.

2.4.2. Chaplain Corps Air National Guard (ANG/HC) FAM.

2.4.2.1. Serves as the Functional Area Manager of 52R and 5R0 ANG career fields.

2.4.2.2. Performs readiness posturing, coding, and validation duties for ANG units.

2.4.2.3. Monitors ANG unit readiness, availability of forces, and advises ANG HC leadership of units that are not manned, trained, or equipped to maintain the postured capability.

2.4.2.4. Coordinates with ANG Wing Installation Deployment Officers (IDOs) and/or Unit Deployment Managers (UDMs) to source Chaplain Corps ANG personnel to meet CCDR rotational and emerging requirements.

2.4.2.5. Develops and manages planning, sourcing, and execution through standard force packaging/ UTC and Time-Phased Force and Deployment Data development supporting the full spectrum of military operations and Military Vacancy Authority.

2.4.2.6. Plans and executes joint Defense Support of Civil Authorities (DSCA) training objectives for North American Aerospace Defense Command/United States Northern

Command, states, National Association of Voluntary Organizations Active in Disasters, and Faith Based Organizations utilized during exercise and DSCA taskings.

2.4.2.7. Coordinates with other Chaplain Corps FAMs at HAF, AFIMSC, AFRC, and AFFORs as needed on all appropriate readiness issues.

2.4.3. The Chaplain Corps Air Force Reserve Command (AFRC/HC) FAM:

2.4.3.1. Performs readiness posturing, coding, and validation duties for Traditional Reserve Units.

2.4.3.2. Monitors Traditional Reserve (TR) unit readiness, availability of forces, and advises AFRC/HC Career Field Managers of units that are not manned, trained, or equipped to maintain the postured capability.

2.4.3.3. Analyzes current UTC posturing in DCAPEs to ensure accurate UTC availability. Reports trends within the XFFC UTC series that could impact ability to meet mission requirements. Coordinates appropriate actions with applicable units to remedy manning, training, or equipment issues.

2.4.3.4. Coordinates with Air Force Reserve Command Manpower Directorate (AFRC/A5XW) to update UTC availability in DCAPEs as changes occur.

2.4.3.5. Plans and schedules TR personnel to meet CCDR rotational and emergent requirements using postured UTCs by their indicated readiness status.

2.4.3.6. Coordinates with AFRC's Force Generation Cell (FGC) and TR Wing Installation Deployment Officer (IDO) and/or Unit Deployment Manager (UDMs) to source Reserve personnel to meet CCDR rotational and emerging requirements. Advises the FGC to ensure taskings are correct and sourced to the appropriate units. Advises TR Wing IDO's/UDM's on readiness issues and discrepancies.

2.4.3.7. Immediately informs AF/HC FAM and the Consolidated Readiness FAM of potential reclaims and ensures reclaims procedures are followed.

2.4.3.8. Coordinates with other Chaplain Corps FAMs at HAF, AFIMSC, ANG, and AFFORs as needed on all appropriate readiness issues.

2.4.4. ARC sourcing utilizes capabilities postured in Reserve Component Periods.

2.5. AFFOR/HC. The AFFOR/HC serves as the principal advisor to the Commander Air Force Forces, by integrating the chaplain-facilitated free exercise of religion through worship, religious and pastoral counseling services, ceremonial honors for the dead, crisis intervention, and/or advice to the commander on matters pertaining to religion, morals, ethics, morale, and well-being as affected by religion. (JP 3-83, *Religious Affairs in Joint Operations*)

2.5.1. The Component-MAJCOM chaplain serves as principal adviser to the air component commander and facilitates religious support to all assigned military personnel. Maintains religious liaison with partner nations within the AOR. (Reference AFI 13-103, *Air Component Headquarters AFFOR Staff Operations, Readiness and Structures*)

2.5.2. Informs/coordinates with HAF FAM regarding upcoming request for forces (RFFs) and authorization change requests prior to forwarding to Air Force Forces Manpower, Personnel and Services (AFFOR/A1) for action.

2.5.3. Reports suggested courses of action derived from lessons learned in the Joint Lessons Learned Information System to the HAF FAM.

2.5.4. Develops guidelines for Expeditionary Airmen Ministry Plan (E-AMP) procedures within area of responsibility (AOR) as needed.

2.5.5. Maintain liaison with CCMD and service component command chaplains. Maintains liaison with, including but not limited to: Civil Air Patrol, State Partnership Program components, humanitarian assistance/disaster relief (HA/DR), and exercise integration. Assesses and develops contingency religious support requirements (e.g., HA/DR). (AFI 13-103)

2.5.6. Air Mobility Command, Air Force Global Strike Command, United States Air Forces in Europe-Air Forces Africa, and Pacific Air Forces have their AFFOR staff embedded in the MAJCOM staff. Ninth Air Force serves as the USAF component to U.S. Central Command and is a regional unified command. (AFI 13-103)

2.6. Deployed or Employed Sr RST.

2.6.1. Serves as principal advisor on religious affairs to the assigned command.

2.6.2. Directs deployed location religious affairs operations.

2.6.3. Develops Expeditionary Ministry Plan (E-AMP) based on the commander's intent, functional guidance, mission requirements, and available resources, as approved by the commander. Executes the plan and manages support for religious accommodation and spiritual fitness. Evaluates and advises command and functional leaders regarding needed adjustments.

2.6.3.1. E-AMP is required to receive Chapel Tithes and Offerings Fund (CTOF) funding in support of local ministry.

2.6.3.2. HC members are eligible to receive money for ministry if they are under CED orders and nominated by C-MAJCOM/HC.

2.6.3.3. AFIMSC will develop prioritization for funding that will be approved by AF/HCP.

2.6.4. Submits an After-Action Report (AAR) to AFFOR/HC prior to departing deployed location. **(T-2)** Title of the AAR will include "AF/HC" and the last names of the Sr RST. The supporting MAJCOM/HC and AFIMSC/HC will review the AAR through appropriate system.

2.7. Wing/Delta/Installation Sr RST.

2.7.1. Establishes a readiness training environment by ensuring Readiness RSTs obtain the Readiness RST training and provides training for the local chapel team. **(T-1)**

2.7.2. Ensures personnel are assigned to the AFFORGEN phases.

2.7.2.1. Ensures HC personnel are trained in accordance with local wing/delta/installation training guidance and are identified in the DAF personnel system with their current AFSC and if applicable, SEI.

2.7.2.2. Ensures the SEI status for chaplains who are extended active duty high density/low demand, are updated in the system within thirty days of the chaplain graduating from the Basic Chaplain Course. **(T-1)**

2.7.3. Develops and coordinates functional plans, annexes and Operating Instructions (OI) for base/installation contingency and emergency operations plans. **(T-3)** Establishes HC Contingency and Emergency Support OI and validates OI through Command Chaplain or functional leadership. **(T-3)** Develops a Command and Control (C2) Plan for contingency and emergency operations that complements base installation plans in accordance with, DAFI 10-2501, *Air Force Emergency Management (EM)*. **(T-3)**

2.7.4. Advises leadership in preparation, execution, and lessons learned regarding contingency or emergency operations. **(T-3)** Provides support to base population during contingency or emergency operations. **(T-3)**

2.7.5. Continuously assesses home-station mission and manpower requirements and advises commander on mission objectives.

2.7.6. Requests Military Personnel Authorization (MPA) days through MAJCOM/FLDCOM/DRU HC for Air Reserve Component (ARC) to backfill upcoming deployments or surge of operations, in accordance with DAFI 36-2619, *Military Personnel Appropriation Mandy Program*. **Note:** MPA days can only be applied to ARC personnel assigned to RegAF units.

2.7.7. Appoints a Readiness RST and ensures members attend Chaplain Corps Readiness Train the Trainer course within 90 days of appointment. ARC members must attend the training within 365 days of appointment. Readiness RST will be responsible for advising the Sr RST of the teams' readiness status, managing day to day readiness operations, and developing/executing training.

2.7.8. Ensures all personnel, including Individual Mobilization Augmentees (IMAs), meet mission-training requirements and are prepared to deploy or respond to contingencies or emergencies IAW established plans. **(T-2)**

2.7.9. Liaison with civilian and military religious leaders for support during contingencies or emergencies IAW JP 3-28, *Defense Support of Civil Authorities*. Overseas installations will use host nation support agreements and the State Partnership Program for international locations. **(T-3)**

2.7.10. Assigns an Air and Space Expeditionary Force Indicator to each assigned member IAW UTC capability.

2.7.10.1. The Sr RST works with unit deployment manager to keep readiness reports current and reports any changes to a UTC assessment within 24 hours of the change, in accordance with AFI 10-201, *Force Readiness Reporting*. **(T-2)**

2.7.10.2. Sr RSTs should stagger AFFORGEN phases to ensure continuity of tactical level operations (e.g., Sr RST should not be in the same phase as Deputy Chaplain and second highest ranking enlisted member).

2.7.11. Informs MAJCOM/FLDCOM/DRU HC and CRF of changes that may impact UTC capability. (see [paragraph 3.2](#)) **(T-2)**

2.8. Readiness RST.

2.8.1. Tactical level Chaplain Corps readiness program action officer, trainer, and inspector. Primary advisor to Sr RST on HC team readiness status to include:

- 2.8.1.1. Deployment status and availability per member.
- 2.8.1.2. Medical readiness and/or Limiting Factors.
- 2.8.1.3. Training competency levels.
- 2.8.1.4. Upcoming exercises with desired outcomes or objectives.
- 2.8.1.5. Guidance or regulation updates.
- 2.8.1.6. Condition of Personal Protective Equipment and assigned equipment.
- 2.8.2. Maintains liaison with the Installation Deployment Officer (IDO), UDM, base plans office, medical readiness, NEO wardens and the emergency manager. **(T-3)**
- 2.8.3. Trains assigned personnel in readiness in accordance with **Attachment 2**.
- 2.8.4. Ensures pre-deployment, pre-exposure, and reintegration briefings are standardized. Briefings should contain at a minimum:
 - 2.8.4.1. Information on deployed or current location religious practices.
 - 2.8.4.2. Spiritual resiliency.
 - 2.8.4.3. Privileged communication.
 - 2.8.4.4. Religious rites or services available.
- 2.8.5. Liaises with local Installation Personnel Readiness office for PDF schedules and chalks. Readiness RST will coordinate RST coverage and ensure resources are available for deploying members. **(T-3)**

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/execution forum to meet current and future requirements. The RWG will meet on an as needed basis that is determined by AF/HCP.
- 2.9.2. Updates the readiness community on initiatives, issues, policies, processes, procedures, and programs.
- 2.9.3. RWG required members will be determined by AF/HCP during scheduling. Standard members include:
 - 2.9.3.1. AF/HCP Division Chief.
 - 2.9.3.2. HAF FAM (Chairperson) and Readiness NCO.
 - 2.9.3.3. AF/HC Religious Affairs Career Field Manager.
 - 2.9.3.4. CRF and Readiness NCO.
 - 2.9.3.5. ANG/HC FAM and Readiness NCO.
 - 2.9.3.6. AFRC/HC FAM and Readiness NCO.
 - 2.9.3.7. MAJCOM/FLDCOM/DRU HC Readiness RSTs.
 - 2.9.3.8. Numbered Air Force/HC Readiness RST.
 - 2.9.3.9. Air Force Chaplain Corps College Sr RST.

Chapter 3

SPIRITUAL CARE DELIVERY AND ADMINISTRATION

3.1. Expeditionary Combat Support (ECS) Forces. Chaplains, as non-combatants, and Religious Affairs Airmen, as combatants, serve as ECS force personnel per AFI 10-401 guidance.

3.2. Chaplain Conduct. In accordance with the DoD Directive 2311.01, *DoD Law of War Program*, chaplains, as religious personnel, serve exclusively in a humanitarian capacity. Chaplains, therefore, will not engage in activities that could create perceptions of combatant behavior or that compromise the protected status of other chaplains in the field. **(T-0)** All HC members have the inherent right of self-defense. Chaplains will carry their Common Access Card with a red cross on it, as proof of their noncombatant status regarding the Geneva Convention per DoDI 1000.01, *Identification (ID) Cards Required by the Geneva Conventions*, Enclosure 2, Paragraph 2.b.and 2.b.(1). **(T-0)** 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 intelligence gathering operations for combatant actions. 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)**

3.3. 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. Chaplains may lose their noncombatant protected status if they commit, outside their humanitarian function, acts harmful to the enemy. Actions may be taken against an offender and may result in corrective action or punishment under the provisions of the Uniform Code of Military Justice IAW AFI 51-401, *The Law of War*.

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

3.5. Religious Affairs Airmen. As combatants, Religious Affairs Airmen provide force protection and security measures for the RST, in accordance with Joint Publication (JP) 3-83, Airmen will qualify at their home station on the M9 and carry the M9 as their primary weapon as required by gaining duty location. **(T-1)** Religious Affairs Airmen will refrain from conduct or activities that would compromise the integrity of the RST and non-combatant status of the chaplain. **(T-0)**

3.6. Chaplain Corps Unit Type Code (UTC) and Mission Capability.

3.6.1. XFFCB. This UTC provides or provides for religious affairs across the full range of military operations. Planners ensure chaplains from diverse faith traditions are tasked based on demographics for populations exceeding 750 service members whom the Air Force has responsibility to support. Chaplain authorized grade is a minimum of O-3 and maximum of O-4, and Religious Affairs Airman authorized AFSC is minimum of 5R031 and maximum of

5R071 and will not exceed the grade of E-6. This UTC will deploy as a Religious Support Team (RST). (T-1)

3.6.2. XFFCC. The Senior Religious Support Team (Sr RST) UTC is the leadership team for Chaplain Corps operations and deploys across the full range of military operations. Chaplain authorized grade is a maximum O-5 (preferred) with a minimum grade of O-4 and Religious Affairs Airman must hold a 5R071 AFSC (no substitution and with the minimum grade of E-6). For bases with populations exceeding 4,500 service members whom the Air Force has responsibility to support, a chaplain in the grade of O-6 is required and a Religious Affairs Airman with a minimum grade of E-7. Chaplains and Religious Affairs Airmen deploying in the UTC must have completed the Wing/Delta/Installation Chaplain/NCOIC/Superintendent Course. This UTC will deploy as an RST. (T-1)

3.6.3. XFFCD. The Staff Chaplain Corps Support UTC provides Chaplain Corps staff management to support all mission types. This UTC is designed for chaplain taskings where grade O-6 and Religious Affairs Airman AFSC 5R091 are required, usually at a headquarters level or large contingency site. No substitution for the chaplain below O-6 select and no substitution below grade E-7 with 5R071 for the Religious Affairs Airman is permitted. Completion of the Chaplain Corps Strategic Leadership Course is preferred. This UTC will deploy as a Religious Support Team (RST). XFFCD will primarily be used for staff positions.

3.6.4. XFWGC. Chaplain Support Box. The HAF FAM is the primary POC for updates to the Logistics Detail. This UTC consists of a small shelter that can be used as a chapel facility. Other nomenclature includes, but is not limited to, religious flags, clothing, furniture, literature, and symbols necessary to conduct religious rites and worship in a contingency setting.

3.6.5. Short tour deployments to cover high holy days for minority faith groups will not be based on manning but instead the need of the mission.

3.7. Special Experience Indicator (SEI) Codes.

3.7.1. Utilize Chaplain Corps specific SEI codes to add faith group specific requirements to the request for forces UTCs in order to meet the diverse religious needs of Airmen in the AOR.

3.7.2. SEI codes are found in the Air Force Officer Classification Directory; however, Chaplain Corps specific SEI codes include, but are not limited to:

3.7.2.1. DV1 - Catholic Chaplain.

3.7.2.2. DV2 - Buddhist Chaplain.

3.7.2.3. DV3 - Muslim Chaplain.

3.7.2.4. DV4 - Jewish Chaplain.

3.7.2.5. DV5 - Orthodox Christian Chaplain.

3.8. Chaplain Corps Expeditionary Ministry Planning and Resourcing. Sr RSTs at deployed locations will ensure resource requirements are identified in the E-AMP (see [paragraph 2.6](#)). (T-3)

3.8.1. Appropriated Funds. Funds for mission support identified in the Expeditionary Airmen Ministry Plan (E-AMP) will be provided by the commander and used IAW DAFI 52-105 *Chaplain Corps Resourcing* and DAFMAN 52-107 *Chapel Tithes and Offerings Fund*

Management, and DAFI 65-601, Volume 1, *Budget Guidance and Procedures*. The E-AMP should distinguish between Direct War and Enduring Costs funds to be used for deployed & PCS personnel and baseline funds to be used for command sponsored families.

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

3.8.3. Grant Funds. Grant funds, sourced by CTOF, are a one-time request based on the number of HC personnel assigned to a deployed location. Additional information on obtaining and utilizing funds can be found in DAFI 52-105.

Chapter 4

READINESS TRAINING

4.1. Chaplain Corps Readiness Requirements. Chaplain Corps Readiness training shall be conducted in accordance with DAFMAN 36-2689, *Training Program*. The 52R and 5R0 Career Field Managers, in coordination with the HAF FAM, establish functional readiness training requirements.

4.1.1. Chaplain Corps Readiness training teaches foundational expeditionary skills and is delivered through accessions and initial occupational training such as Basic Military Training and Officer Accession venues. Additionally, the Chaplain Corps College, in coordination with the 52R Career Field Manager, HAF FAM, and Air University, provides Tier 1 training to all new Chaplain accessions. Tier 1 training is embedded in the Basic Chaplain Course and the Religious Affairs Apprentice Course. MAJCOM and Command Chaplains may direct additional Tier 1 training to meet their specific mission requirements.

4.1.2. Training is delivered at the Wing/Delta/Installation level in alignment with AFFORGEN Battle Rhythm and includes Home-Station Proficiency Training and Home-Station Pre-Deployment Training.

4.1.3. Advanced expeditionary skills training for a specific mission, deployment tasking, duty assignment, or role. HC members will be directed by gaining command as needed for appropriate training.

4.1.4. Chaplain Corps personnel assigned to a military treatment facility will participate in medical readiness training IAW JP 4-02, *Joint Health Services*. The senior chaplain will coordinate with the medical readiness office to schedule this training. **(T-1)** See DAFI 41-106, *Medical Readiness Program* for further guidance.

4.1.5. Chaplain Corps personnel will participate in Disaster Mental Health Team training. **(T-1)** See AFI 44-153, *Disaster Mental Health Response & Combat and Operational Stress Control* for further guidance.

4.1.6. Chaplain Corps personnel will participate in installation workplace violence and mass casualty response training. The Sr RST will also ensure training is provided to chaplains, Religious Affairs Airmen, attached IMA reservists, and any other resource personnel, which identifies their role and responsibility to augment or to curtail sustainment operations during surge. Training will be documented by the Readiness RST. **(T-3)**

4.1.7. Women Chaplains and Religious Affairs Airmen are to be provided with body armor specifically designed to suit female service members. **(T-0)** This body armor, like that issued to Security Forces, is essential for protection against combat and operational hazards. It features a curved chest plate tailored to the female form, ensuring a better fit and enhanced safety. The armor is adjustable and equipped with a snap buckle for secure fastening, a notable improvement over the traditional Velcro design. This policy mandates the provision of such armor to female personnel, ensuring their adequate protection in line with operational requirements.

TRENT C. DAVIS
Chaplain, Major General, USAF
Chief of Chaplains

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

AFI 10-201, *Force Readiness Reporting*,
AFI 10-401, *Operations Planning and Execution*, 19 July 2024
DAFI 10-402, *Mobilization Planning*, 08 March 2018
AFI 10-403, *Deployment Planning and Execution*, 17 April 2020
AFI 13-103, *AFFOR Staff Operations, Readiness and Structures*, 19 November 2020
DAFMAN 36-2689, *Training Program*, 31 March 2023
DAFI 41-106, *Medical Readiness Program Management*, 29 July 2020
AFI 44-153, *Disaster Mental Health Response & Combat and Operational Stress Control*, 29 May 2014
AFI 51-401, *The Law of War*, 3 August 2018
AFPD 52-2, *Accommodation of Religious Practice in the Air Force*, 28 July 2020
DAFI 52-101, *Chaplain Corps Planning and Organizing*, 29 November 2023
DAFI 52-105, *Chaplain Corps Resourcing*, 21 December 2020
DAFMAN 52-107, *Chapel Tithes and Offerings Fund Management*, 20 January 2021
DAFI 65-601V1, *Budget Guidance and Technical Procedures*, 22 June 2022
AFI 65-602, Volume 2, *Budget Management for Operations*, 29 January 2021
DAFI 90-5001, *Integrated Resilience*, 23 July 2024
DoDI 1000.01, *Identification (ID) Cards Required by the Geneva Conventions*, 16 April 2012
DoD Directive 2311.01, *DoD Law of War Program*
Department of Defense Law of War Manual, December 2016
Geneva Convention Relative to the Treatment of Prisoners of War of 12 August 1949 (Article 37 & Chapter V)
CJCSI 3405.01, *Chairman's Total Force Fitness Framework*, 23 September 2013
Army Field Manual (FM) 3-63, *Detainee Operations*, 5-101
JP 3-28, *Defense Support of Civil Authorities*, 29 October 2018
JP 3-29, *Foreign Humanitarian Assistance*, 14 May 2019
JP 3-31, *Joint Land Operations*, Appendix E, Religion, 24 February 2014
JP 3-83, *Religious Affairs in Joint Operations*, 19 December 2022

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAR—After Action Report

ACS—Agile Combat Support

AF/HCP—Headquarters Air Force Chaplain Corps, Plans and Programs Division

AFFOR—Air Force Forces

AFFOR/A1—Air Force Forces Manpower, Personnel and Services

AFFORGEN—Air Force, Force Generation

AFIMSC—Air Force Installation Mission Support Center

AFMAN—Air Force Manual

AFMAO/HC—Air Force Mortuary Affairs Operations, Chapel Team

AFPC/DPMH—Air Force Personnel Center Chaplain Corps Division

AFRC—Air Force Reserve Command

AFRC/A5XW—Air Force Reserve Command Manpower Directorate

AFPC—Air Force Personnel Center

AFSC—Air Force Specialty Code

ANG—Air National Guard

AOR—Area of Responsibility

ARC—Air Reserve Component

C2—Command and Control

CCDR—Combatant Commander

CCP—Casualty Collection Point

CED—Contingency, Exercise and Deployment

C-MAJCOM—Component MAJCOM

CPS—Consolidated Planning Schedule

CRF—Consolidated Readiness Functional Area Manager

CTOF—Chapel Tithes and Offerings Fund

DAF—Department of The Air Force

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

DMH—Disaster Mental Health
DoD—Department of Defense
DoS—Department of State
DA—Disaster Relief
DSCA—Defense Support of Civil Authorities
E-AMP—Expeditionary Airmen Ministry Plan
ECS—Expeditionary Combat Support
EFAC—Emergency Family Assistance Center
EMED—Expeditionary Medical Encounter Database
EOC—Emergency Operations Center
EPW—Enemy Prisoners of War
FAM—Functional Area Manager
FCE—Forward Command Element
FGC—Force Generation Cell
FM—Field Manual
GC—Geneva Convention
HA—Humanitarian Assistance
HC—Chaplain Corps
HN—Host Nation
IAW—In Accordance With
IDO—Installation Deployment Officer
IMA—Individual Mobilization Augmentee
ISO—In Support Of
JET—Joint Expeditionary Tasking
JLLIS—Joint Lessons Learned Information System
JP—Joint Publication
MASCAL—Mass Casualty
MISCAP—Mission Capability
MPA—Military Personnel Appropriation
NEO—Non-Combatant Evacuation Operations
NGO—Non-Government Organizations
OI—Operating Instruction

OIC—Officer-in-Charge
OPLAN—Operations Plan
OPR—Office of Primary Responsibility
PDF—Personnel Deployment Function
RegAF—Regular Air Force
RFF—Requests For Forces
RST—Religious Support Team
RWG—Readiness Working Group
SEI—Special Experience Indicator
Sr RST—Senior Religious Support Team
TPFDD—Time-Phased Force and Deployment Data
TR—Traditional Reserve
UDM—Unit Deployment Manager
ULN—Unit Line Number
USG—United States Government
UTC—Unit Type Code

Office Symbols

AETC/HC—Air Education and Training Command Chaplain
AFIMSC/IZH—Chief, Chaplain Corps Division
AF/HC—Air Force Chief of Chaplains
AF/HCP—Air Force, 52R Career Field Manager
AF/HCX—Air Force Chief of the Plans and Programs Division
AFDW/HC—Air Force District of Washington, Senior Chaplain
AFPC/DPMH—Air Force Personnel Center, Chaplain Career Management Division
AFRC/HC—Air Force Reserve Command Chaplain
AFRC/HCC—Air Force Reserve Senior Enlisted Advisor
AFRC/HCP—Air Force Reserve Command, Chief of the Personnel, Budget and Readiness Division
AFRC/HCX—Air Force Reserve Command, Chief of the Plans, Programs, and Training Division
AFRS/RSOH—Air Force Recruiting Service, Chief of Air Force Chaplain Accessions
NGB/HC—National Guard Bureau, Chief of Chaplains
NGB/HCC—National Guard Bureau, Religious Affairs Senior Enlisted Advisor

SJA—Staff Judge Advocate

USAFA/HC—Chaplain, United States Air Force Academy

USAFA/HCX—Wing Chaplain, United States Air Force Academy

Terms

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

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.

Ramp Ceremonies—Ceremonies conducted on the flightline/ramp.

Reclamas—The process of identifying that a capability is not available.

Religious Support Team—A team that is composed of at least one Chaplain and one Religious Affairs Airman. The team works together in designing, implementing, and executing the command religious program.

Spiritual Triage—The prioritization of spiritual care based upon the level and need of the affected member.

Attachment 2—CHAPLAIN CORPS TIER 2 TRAINING

A2—Chaplain Corps Readiness Training. All Chaplain Corps personnel will receive Tier 2 training on an annual basis at home station. Readiness RSTs who are certified through HC Readiness Train the Trainer will develop, conduct, and inspect the below training. At a minimum, all Chaplain Corps personnel will be expected to be able to:

A2.1. Advise leadership with a readiness mindset:

A2.1.1. Comprehend required coordination and communication of readiness plans, personnel, and resources needs to commanders.

A2.1.2. Comprehend Religious Affairs advisement requirements to commanders from tactical, operational, and strategic levels of war.

A2.1.3. Comprehend Internal and External Advisement by Sr RST to commanders (JP 3-83).

A2.2. Integrate HC Functions with Mission Partners: EMEDs, DMH, EFAC and other base support agencies—A2.2.1. Create synergy of Readiness interoperability with mission partners ISO Airmen and Guardians through crisis counseling for Airmen, Guardians, and first responders.

A2.2.2. Build spiritual resiliency of Airmen, Guardians, and their families through Strong Bonds programs.

A2.2.3. Train with mission partners on local exercises and locally generated exercise scenarios to hone skills and integration.

A2.2.4. Comprehend Religious Affairs role in detainee operations.

A2.3. Build Partnerships: Local Religious Leaders, IGOs/NGOs ISO Disaster Response, Humanitarian Relief/AFIMS/DSCA—A2.3.1. Demonstrate assessment of Religious Accommodation Requirements of local Airmen and Guardians.

A2.3.2. Review or develop plan to foster relationships with local Religious Leaders—(Rabbi, Imam, Hindu, Buddhist, Protestant, Catholic, Orthodox Christian, etc.) to augment installation chaplains.

A2.3.3. Meet and train with local/regional Hospital/Law Enforcement/Fire chaplains and IGOs/NGOs who would respond in DSCA, AFIMS operations resulting from natural disaster and attack.

A2.4. MASCAL/TRAUMA/CBRN event ministry—A2.4.1. Comprehend HC responses during Mass Casualty (MASCAL)/Trauma/CBRN events and ensure appropriate plans/checklists.

A2.4.2. Identify designated Casualty Collection Point(s) (CCP) at local installations/FOB.

A2.4.3. Comprehend proper Spiritual Triage of patients and medical staff.

A2.4.4. Ensure proper ATSO and HC equipment for response to CCP(s)

A2.4.5. Coordinate with DMH/HRT/EFAC for follow-up support and care

A2.4.6. Demonstrate C2 with UCC/CAT/EOC/BDOC

A2.5. Religious rites and services in contested conditions—A2.5.1. Comprehend how contested conditions shape performance of religious rites and services.

A2.5.2. Display awareness of different faith group religious requirements under life-threatening conditions

A2.5.3. Demonstrate worship and sacramental services in contested conditions (small groups, austere locations, short duration, and equipment required)

A2.5.4. Demonstrate memorial, ramp ceremonies