**8b. Chaplain (HC) Corps**

**Program Summary:**

Chaplains are Religious Ministry Professionals who are trained to provide spiritual care to the Air Force community. Basic requirements to be an active duty chaplain include:

1. A 72 semester hour graduate degree meeting DoDI 1304.28 Para 3.d. requirements
2. Endorsement by an Armed Forces Chaplains Board (AFCB) recognized endorser.
3. Two years of professional ministry leadership experience

Cadets interested in a future career as a chaplain can transition to the Chaplain Candidate Program upon graduation. They remain a Candidate while earning their qualifying graduate degree. Chaplain Candidates serve as second Lieutenants until both seminary graduation and Ecclesiastical Endorsement requirements have been met. Candidates will then reappoint as a reserve chaplain until the necessary 2 years of professional ministry leadership experience have been obtained. Reserve chaplains can then request transfer to active duty.

Applicants are not guaranteed a position as Chaplain Candidates and must be approved for participation by the AFRC Command Chaplain. Applicants must meet two sets of requirements, Chaplain Corps (HC) and Recruiting Service (RS):

**HC Application Timeline:**

*10 Jan 23 – Deadline for contacting HC POC to receive application package* (see addendum notes on page 2)

**31 Jan 23 – Completed application package submitted to HC POC for AFRC/HC approval**

**15 Mar 23 – Approved for Candidate Program by an Ecclesiastical Endorser**

**15 Mar 23 – Enrolled in Seminary Classes**

* It is highly recommended graduating cadets contact the HC POC as soon as they realize their interest in the chaplaincy.

** Your 1288 will be held by AFRC/HC until the required documentation for enrollment and endorsement are received. Please note the 1288 submission timelines listed as part of the RS application process.

**RS Application Requirements:**

See the section of this guide titled “Reserve Categorization Process non-Rated Line (RCP-N)” for instructions.

**POCs:**

**HC**
Ch, Lt Col Philip Spitzer  
philip.spitzer@us.af.mil  
210-380-9428

**RS**
SMSgt Joseph Poltor  
Joseph.Poltor.1@us.af.mil  
478-225-4325
Addendum
The following items are the requirements for the applying in FY23. Begin working these items ASAP, as well as working on gaining Ecclesiastical Endorsement. Also, contact Ch Spitzer via email to notify him that you are working on completing the items below. The Primary Deadline is 31 Jan 23. The 10 Jan 23 deadline is provided to ensure adequate time to get the below items completed.

AFROTC Chaplaincy Application Package Items
1. AF 1288 with page 1 completed and the DET CC’s 1st endorsement on page 2.
2. A Professional Resume highlighting Faith Ministry experience/involvement.
3. The Attached Chaplaincy Questionnaire.
4. The attached Signature Documents.
5. The attached AFROTC SOU signed. (NOTE: Your endorsement and acceptance latter are on file. However, we will still need the AFROTC SOU signed)
6. The completed Candidate Statement of Understanding. 
7. A letter of Recommendation from the Det CC.