

**BY ORDER OF THE COMMANDER  
436TH AIRLIFT WING**

**DOVER AIR FORCE BASE INSTRUCTION  
52-102**



**13 FEBRUARY 2014**

**Chaplain**

**CHILDREN/YOUTH AND CATHOLIC  
REGISTRATION FORMS REQUEST**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication

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(Lt Colonel Dennis A. Saucier)

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This instruction prescribes Dover Form 6, *Catholic Community Religious Education Program Student Enrollment Form*, and Dover Form 7, *Child and Youth Registration Form*, and the procedures used in completing these forms. This instruction requires collecting and maintaining information subject to the Privacy Act of 1974, AFI 33-360, *Publications and Forms Management*, AFI 33-322, *Records Management Program*, Air Force Manual (AFMAN) 33-363, *Management of Records*, and AFI 33-332, *The Air Force Privacy and Civil Liberties Program*. It applies to all personnel requesting to register their child and/or youth for chapel programs and Catholic religious education, 436th Airlift Wing Chapel. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

**1. PURPOSE:** Dover Form 6 is used by the Chapel to register Catholic children and youth for Religious Education. Dover Form 7 is used by the Chapel to register children and youth for chapel events.

**2. PROCEDURES:** Dover Form 6 and 7 are made to be self-explanatory. If there are any questions you can contact the Dover AFB Chapel, the Catholic Religious Education Coordinator, the Protestant Religious Education Coordinator, or the event coordinator.

**3. COMPLETED DOVER FORM 6 AND 7:** are maintained and disposed as prescribed in AFMAN 33-363, *Management of Records*.

RICHARD G. MOORE, JR., Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFMAN 33-363, *Management of Records*, 8 November 2008

AFI 52-101, *Planning and Organizing*, 10 May 2005

AFI 33-360, *Publications and Forms Management*, 7 February 2013

AFI 33-322, *Records Management Program*, 5 June 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

***Prescribed Forms/Information Management Tools (IMTs).***

Dover Form 6, *Catholic Community Religious Education Program*

Dover Form 7, *Child and Youth Registration Form*

***Adopted Forms/IMTs.***

AF Form 847, *Recommendation for Change of Publication.*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**RDS**—Records Disposition Schedule

**OPR**—Office of Primary Responsibility

**AF**—Air Force