

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE**

**SCOTT AIR FORCE BASE INSTRUCTION
52-105**



23 SEPTEMBER 2015

Chaplain

**THE SCOTT AFB CHAPEL
PROGRAMS AND SERVICES**

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This instruction implements AFD 52-1, *Chaplain Corps*, AFI 52-105, *Chaplain Corps Resourcing*, and AFI 52-101, *Planning and Organizing*. This instruction provides guidance for scheduling Chapel facilities, for requesting Chaplain Corps personnel, and for gathering program participant data and is applicable to all active duty military members and civilian employees. This publication applies to the 932d Airlift Wing (AFRES) and the 126th Air Refueling Wing (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (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 AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Personnel who fail to adhere to this guidance may be punished under the Uniform Code of Military Justice (UCMJ) Article 92(1) or civil equivalent. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by SORN F052AFHCG. The applicable Privacy Act SORN is available at <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>.

1. Overview. This instruction establishes responsibilities for the scheduling, utilization, and cleanliness of the Chapel facilities; for requesting Chaplain Corps personnel for official functions; and for gathering chapel program participant data. This instruction prescribes the use of Scott AFB (SAFB) Forms 1, *Scott AFB Chapel Facility Request*, 2, *Scott AF Chapel Personnel Support Request*, and 3, *Scott AFB Chapel Program Participant Registration*.

2. Responsibilities.

2.1. The wing Chaplain.

2.1.1. After consultation with the Superintendent/NCOIC, Chapel Operations, appoints Chaplain Assistants as primary and alternate facility managers and as primary and alternate facility schedulers. Chaplain Assistants are delegated authority from the wing Chaplain to make scheduling decisions regarding chapel-sponsored activities after the sponsoring Chaplain has signed off on the request.

2.2. Point of Contact (POC)/Requestor.

2.2.1. Must be a DoD cardholder (military members and families, and other authorized personnel) and will be responsible for the event. Individuals may not submit a SAFB Form 2, Scott AFB Chapel Facility Request, on behalf of another requester who is not a DoD cardholder.

2.2.2. Normally must request the building in advance, no sooner than 30 business days and no later than 10 business days before the event, to allow routing and coordination by approving officials. Under no circumstances will a POC/requestor advertise an event before approval of the Superintendent/NCOIC, Chapel Operations. Short notice requests will be facilitated as available.

2.2.3. SAFB Form 1, *Scott AFB Chapel Facility Request* will normally be submitted in hard copy and in person to the facility scheduler. Pertinent information about the event from the POC/requestor will be given to the scheduler in order to evaluate availability of facility/facilities. If any information is not complete, the request could be delayed and the request may not be approved. The request is not approved until Superintendent/NCOIC, Chapel Operations, or wing Chaplain has signed the request. A signed copy will be given to the requester.

2.2.4. Weddings and Sacramental Rites. The facility scheduler will not receive a SAFB Form 1 *Scott AFB Chapel Facility Request* for weddings or sacramental rites until the POC/requestor has met with the appropriate Chaplain. All Roman Catholic sacramental requests must be routed through the Roman Catholic priest and the Roman Catholic Parish Coordinator.

2.2.5. See [Paragraph 4.2](#) for further guidance on scheduling weddings.

2.2.6. Is responsible for verifying the status of the request. The POC/requestor may request a status after 5 duty days.

2.2.7. Chapel-sponsored programs. The sponsoring Chaplain will list individuals needing keys or cipher lock access code and access to the facility on the request form. The people listed are the ONLY people authorized to have the key or cipher lock access code. For facilities secured by a cipher lock, a cipher lock code will be provided to the requestor. ONLY those listed on the facility request as need access may be given the code. Authorized person(s) must secure the facility upon completion of event.

2.3. Senior-ranking Faith Group Chaplain.

2.3.1. Approves and coordinates functions in conjunction with chapel-sponsored programs.

2.4. Superintendent/NCOIC, Chapel Operations.

2.4.1. Gives final approval or denial of all requests submitted.

2.4.2. Ensures proper coordination and scheduling of all Chapel Facility Requests.

2.4.3. Handles all violations of the Chapel Facility Request agreement.

2.5. Facility Scheduler(s):

2.5.1. Will use the prescribed electronic SAFB Form 1, *Scott AFB Chapel Facility Request*.

2.5.2. Will check availability of Chapel facilities being requested, but will not enter the pending event until it is fully approved by the approving officials.

2.5.3. Will verify that the form is filled out correctly.

2.5.4. Will ensure that the POC/Requestor agrees to and understands the Chapel Facility Request agreement.

2.5.5. Will process the form through proper approving officials within 3 business days. After routed for approval, scheduler will enter the event in the Enterprise Information Management (EIM)/Outlook calendars.

2.5.6. Will place the original form in the proper section of the Chapel Facility Request electronic folder. An electronic copy will be given to the sponsoring Chaplain or in the case of a non-chapel program, to the Superintendent/NCOIC, Chapel Operations and the requestor.

2.5.7. Will maintain all EIM/Outlook facility request calendars and folders.

2.5.8. Will trouble-shoot scheduling conflicts. If the requested date is taken, the facility manager contacts the party requesting the building and informs them of the conflict, offers suggested dates, and makes appropriate changes. Prior scheduled activities are not rescheduled to accommodate the new request, unless the request is higher on the chapel priority as stated in **paragraph 3.5**.

2.5.9. Will properly maintain the form in the electronic folder and EIM/Outlook calendars in inspection order at all times.

2.5.10. Will maintain the Chapel Key Log and or Cipher Lock Access Log.

2.5.11. Will conduct an annual key inventory recall and report to the wing Chaplain any missing keys.

2.5.12. Will change the cipher lock codes at least annually or more frequently if the need arises?

2.6. Recurring Chapel-sponsored activities/program POCs.

2.6.1. All recurring chapel-sponsored events/activities will expire on 30 September of the current fiscal year.

2.6.2. All program POCs for recurring chapel-sponsored events/activities will submit a new form prior to the next fiscal year. These recurring events will be coordinated through the sponsoring Chaplain.

2.6.3. Program POCs will ensure chapel-sponsored events/activities are removed from the facility calendar during holidays, summer breaks, and when an event is discontinued to ensure calendar accuracy.

3. Policy.

3.1. Scott AFB Chaplain Corps members provide spiritual care and ensure all airmen and their families have opportunities to exercise their constitutional right to the free exercise of religion.

3.2. Worship. The senior Religious Support Team (RST) with their team plan, provide, and advertise worship opportunities in response to the religious needs of assigned airmen and their families, with consideration of staff capabilities and available resources.

3.3. Advising leadership. Chaplain Corps personnel advise leadership in all matters pertaining to religion and the accommodation of practices arising from religious faith, ethical decision-making, and moral reasoning. Additionally, Chaplain Corps personnel serve as principal advisors to leadership regarding the spiritual pillar of Comprehensive Airman Fitness (CAF).

3.4. Secular activities. Religious facilities will be used to support secular activities based on established operating instructions and facility availability. The chapel sanctuary, chancel, nave, or denomination-specific rooms will be used to conduct religious activities only.

3.5. Scheduling. Chapel activities should receive priority over other base activities. Facility requests are prioritized in the following way: chapel worship services, chapel programs, denominational worship services, denominational programs, and secular programs.

3.6. Blessed Sacrament room. Wing Chaplains shall ensure an appropriate room is provided for the reservation of the Blessed Sacrament. The Blessed Sacrament room is sacred space dedicated specifically for Catholic use.

3.7. Neutrality. Wing Chaplains will be sensitive to multi-faith use of base religious facilities. They shall ensure distinctive faith group symbols are not permanently displayed in the chapel sanctuary, chancel, or nave.

3.8. Alcoholic beverages shall not be consumed in religious facilities, except when using such beverages for religious rites.

3.9. Resource personnel. The wing Chaplain (or equivalent) authorizes and directs qualified resource personnel to provide for religious program requirements that cannot be provided by assigned Chaplain Corps personnel.

4. Facility Requests.

4.1. Guidelines. All individuals, groups, or organizations authorized to use the facility comply with the following guidelines:

4.1.1. Only Chaplain Corps staff and Chaplain Corps contract personnel are issued keys on permanent basis. For chapel-sponsored programs without a contractor or staff member present, a key must be checked out from the Chapel center the day prior of the event and returned the following duty day after the event and entered into the Chapel Key Log. The sponsoring Chaplain is ultimately responsible for ensuring the facility is secure. Keys must be turned in the next duty day.

4.1.2. Chapel facilities will not be used for wedding receptions, bridal or baby showers, birthday parties, or any other personal parties. Use of the Chapel annexes for funeral/memorial service receptions and unit events are authorized.

4.1.3. Non-DoD/non-chapel-sponsored organizations may not have use of Chapel 1 facilities outside of customer service hours (0900-1630 Monday-Fridays) and may not use Chapel 1 facilities on a regularly recurring basis.

4.1.4. With the exception of weddings, non-chapel-related activities will not be scheduled on weekends or 375 AMW down-days unless approved by the wing Chaplain.

4.1.5. Chapel supplies, other than trash bags and general cleaning supplies are for the exclusive use of chapel-sponsored activities.

4.1.6. All chapel-sponsored activities must be coordinated through the sponsoring Chaplain Program manager before the event is scheduled. The facility manager cannot enter the event on the calendar until the program manager signs the facility request.

4.1.7. Furnishings will not be moved, unless coordinated with the facility manager. The room(s) will be returned to the normal setting after each activity.

4.1.8. Vacuum and/or sweep and mop after each activity. Empty all facility wastebaskets and waste receptacles, replace all with new trash bags, and place all waste in dumpster near the chapel parking lot. Cleaning supplies are located in the janitor closets.

4.1.9. Cooking utensils, dishes, cups, saucers, silverware, glasses, coffee pots, etc. used will be washed, dried and put away after the activity.

4.1.10. Only leftover food intended for specific future functions, and properly identified with responsible program, date and future function may be stored in the chapel refrigerator. The refrigerators are cleaned and cleared weekly.

4.1.11. Ranges, ovens, counter tops and tables are to be free of all food substances and cleaned thoroughly.

4.1.12. Floors and hallways are to be free of all food substances. Vacuum and/or sweep at the conclusion of the activity. Mop the tiled areas after sweeping.

4.1.13. All garbage cans will be emptied and a new trash bag (provided) placed in the can.

4.1.14. No tape, staples, thumbtacks, or pushpins will be used on any surface or window areas.

4.1.15. If the activity is after hours, all lights must be turned off. All doors will be locked and the facility secured by the person that reserved the building.

4.1.16. A key is signed out and logged into the Key Control Log. This key will be returned the 1st duty day after the activity.

4.2. Guidelines for Weddings/Marriage Ceremonies. All individuals, groups, or organizations authorized to use the facility for weddings and marriages (to include vow renewals) comply with the following guidelines:

4.2.1. The bride or the groom must be an active duty, reserve, or National Guard on active duty, retired, or dependent identification (ID) cardholder on the date of the wedding.

4.2.2. Since only religious services are authorized in military chapels, civil authorities (such as a Justice of the Peace) may not preside at chapel weddings. The officiant must be a clergy/religious leader with valid Armed Forces Chaplain Board-recognized credentials and be authorized to perform marriages in the state of Illinois.

4.2.3. Air Force Chaplains may officiate at weddings if available. Couples who wish to have an Air Force Chaplain officiate must meet the requirements of the Air Force Chaplain as determined by his/her religious endorser, their faith tenets, and as schedule permits. The wedding will not be scheduled until the wedding couple has met the counseling requirements of the Air Force Chaplain.

4.2.4. A SAFB Form 1 for a wedding will be submitted only after the wedding couple has met with an Air Force Chaplain for a pre-wedding briefing. If the wedding couple wishes to use their own civilian clergy/religious leader officiant, they must provide a copy of the presiding officiant's ordination/licensing religious credentials from an Armed Forces Chaplain Board-recognized religious organization before the wedding is scheduled on the calendar. On-line religious credentials will not be accepted.

4.2.4.1. Weddings performed by civilian clergy/religious leader officiants will normally be scheduled on three dates (one each in June, July, August) as established by the wing Chaplain at the beginning of each calendar year. Four 2-hour blocks will be offered at Chapel 1 on each of these dates. A Chaplain Assistant will be present on those dates to assist with facility needs and audio/visual support.

4.2.4.2. Weddings performed by civilian clergy/religious leader officiants will only be scheduled on other dates by approval of the wing Chaplain.

4.2.5. Roman Catholic weddings. Couples requesting the sacrament of marriage in the Roman Catholic Church must meet with the Scott AFB Priest prior to submitting a SAFB Form 1 to ensure they have met all Roman Catholic Church requirements.

4.2.6. Wedding rehearsals will be scheduled during duty hours the Friday before the wedding and cannot exceed 1 hour.

4.2.7. The chapel facilities will not be used for wedding receptions.

4.2.8. All POC/facility requestor responsibilities in this instruction apply to weddings.

4.2.9. Other requirements.

4.2.9.1. Use of chapel sound equipment will be coordinated with the facility manager. No heating and cooling system settings will be changed.

4.2.9.2. Civil requirements. The Scott AFB Chapel does not give information on the legal requirements for obtaining a marriage license in Illinois. Please visit the base legal office for information. A valid marriage license must be presented to the Chaplain or clergy/religious leader 1 day prior to the wedding.

4.2.9.3. Couples are responsible for contracting the services of other providers (e.g., musicians, photographer, or wedding consultant). The officiating Chaplain may

- require specific support (i.e., wedding coordinator). It is the responsibility of the couple to negotiate terms of service and fees with service providers. Musicians must be approved by the sponsoring Chaplain.
- 4.2.9.4. Candles. The chapel will furnish two oil candles for the altar. All other candles must be dripless and must be provided by the wedding couple. No additional candelabra may be used in the chapels.
- 4.2.9.5. Decorations. No decorations may be affixed to chapel pews by any means. All decorations must be removed by the wedding couple at the conclusion of the wedding.
- 4.2.9.6. Chapel furnishings/musical instruments. No chapel furnishings (e.g., altar, pulpit, etc.), with the exception of chairs will be moved. Musical instruments will not be moved.
- 4.2.9.7. Smoking is prohibited in all of the chapel facilities and on the chapel grounds. No alcoholic beverages are permitted in chapel facilities or on chapel grounds.
- 4.2.9.8. Rice and confetti. Rice, confetti, birdseed, flower petals, etc., may not be thrown inside the chapel or on the chapel grounds.
- 4.2.9.9. Clean-up. The wedding couple is responsible for cleaning the facility at the conclusion of the wedding. All debris and boxes must be removed from the chapel and placed in the dumpster.
- 4.2.9.10. Sponsoring guests on base. It is the responsibility of the wedding couple to coordinate with 375th Security Forces Squadron to sponsor guests on base.
- 4.2.10. Recognition of Civil Marriages and Renewal of Vows. Couples who have already been married in a civil ceremony may request the chapel for recognition of a civil marriage ceremony. Couples who wish to have marriage vows renewed may request the use of a chapel facility. The same requirements for facility use and Chaplain approval and/or civilian clergy/religious leader apply to these ceremonies.
- 4.2.11. The requestor's signature on the SAFB Form 1 binds the signatory to the terms of this instruction.

5. Chaplain Corp Personnel Support Requests.

5.1. The wing Chaplain.

5.1.1. After consultation with the Superintendent/NCOIC, Chapel Operations appoints Chaplains as primary and alternate Chaplain Corps personnel support request schedulers. These Chaplains are delegated authority from the wing Chaplain to make scheduling decisions in consultation with the Chaplain Corps personnel being requested.

5.2. POC/requestor.

5.2.1. Must be a DoD cardholder (military members and families, and other authorized personnel) and will be responsible for the event. Individuals may not submit a SAFB Form 2, *Scott AFB Chapel Personnel Support Request*, on behalf of another requester who is not a DoD cardholder.

5.2.2. Normally, must request personnel support no later than 10 business days before the event, to allow routing and coordination by approving officials. Short notice requests will be facilitated as available.

5.2.3. SAFB Forms 2 may be submitted to the personnel support request scheduler electronically or in-person. Pertinent information about the event from the POC/requestor will be given to the scheduler in order to evaluate availability of personnel. If any information is not complete, the request could be delayed and the request may not be approved. The request is not approved until the personnel support request scheduler has signed the request. A signed copy will be given to the requester.

5.2.4. Is responsible for verifying the status of the request. The POC/requestor may request a status after 5 duty days.

5.3. Personnel Support Request scheduler(s).

5.3.1. Will use the prescribed electronic SAFB Form 2.

5.3.2. Will check availability of personnel being requested, but will not enter the pending event until the availability of the requested personnel is verified.

5.3.3. Will verify that the form is filled out correctly.

5.3.4. Will ensure that the POC/Requestor agrees to and understands the Chapel Personnel Support Request agreement.

5.3.5. Will process the form through proper approving officials within 3 business days. After routed for approval, the Scheduler will enter the event in the EIM/Outlook calendars.

5.3.6. Will place the original form in the proper section of the Chapel Personnel Support Request electronic folder. An electronic copy will be given to the assigned personnel.

5.3.7. Will maintain all EIM/Outlook facility request calendars and folders.

5.3.8. Will properly maintain the Chapel Personnel Support Request electronic folder and EIM/Outlook calendars in inspection order at all times.

6. Chapel Program Participant Registration.

6.1. The wing Chaplain.

6.1.1. After consultation with the Superintendent/NCOIC, Chapel Operations appoints Chaplains, Chaplain Assistants, and resource personnel as POC for chapel programming. These personnel are delegated authority from the wing Chaplain to collect contact information for those participating in chapel programs.

6.2. Program POCs.

6.2.1. Will use the prescribed electronic SAFB Form 3, *Scott AFB Chapel Program Participant Registration*.

6.2.2. Will place the original forms in the proper section of the Chapel Program Participant Registration electronic folder.

6.2.3. Will maintain all EIM/Outlook facility request calendars and folders.

6.2.4. Will properly maintain the Chapel Program Participant Registration electronic folder electronic folder in inspection order at all times.

6.2.5. Will ensure that information gathered on the forms is used for official use only.

LAURA L. LENDERMAN, Colonel, USAF
Commander

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

AFPD 52-1, *Chaplain Corps*, 19 December 2013

AFI 52-101, *Planning and Organizing*, 5 December 2013

AFI 52-105, *Chaplain Corps Resourcing*, 23 June 2015

Prescribed Forms

Scott AFB Form 1, *Scott AFB Chapel Facility Request*

Scott AFB Form 2, *Scott AFB Chapel Personnel Support Request*

Scott AFB Form 3, *Scott AFB Chapel Program Participant Registration*

Abbreviations and Acronyms

CAF—Comprehensive Airman Fitness

DoD—Department of Defense

EIM—Enterprise Information Management

ID—Identification

NCOIC—Noncommissioned Officer In Charge

POC—Point of Contact

RST—Religious Support Teams

SAFB—Scott AFB