

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

**LUKE AIR FORCE BASE  
INSTRUCTION 52-101**



**24 FEBRUARY 2017  
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Chaplain**

**USE OF CHAPEL FORMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Larry J. Fowler)

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This instruction implements Air Force Instruction (AFI) 52-101, *Planning and Organizing*. It provides guidance and instruction for completing 56th Fighter Wing Luke Air Force Base (AFB) Chapel Forms. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. System of records notice F052 AF HC A, Chapel Participant Information Set, applies. This publication applies to all personnel who are assigned to Luke AFB units and customers who are required to use these forms and operating instructions. This publication does not apply to the U.S. Air Force Reserve Command and to the Air National Guard units. Refer recommended changes and questions about this publication to the Office of the Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may not be supplemented or further implements/extended. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publication and Forms Management, mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## 1. Facility Utilization.

1.1. Luke AFB Form 303, *Wedding Reservation Request*, is used by individuals requesting use of chapel facilities and used by 56th Fighter Wing Chapel (FW/HC) staff to schedule and track usage of chapel facilities.

1.2. Instructions for completing Luke AFB Form 303. This form will be completed by the requestor. The form is self-explanatory, but if the requestor has questions they can contact the chapel at (623) 856-6211. Once this form has been completed, it will be sent either via email to the [Luke56FW.HC@us.af.mil](mailto:Luke56FW.HC@us.af.mil) email address or dropped off with the chapel staff member.

1.3. Luke AFB Form 303 is to be maintained by the chapel facility scheduler in the chapel facility request binder or chapel drive.

## 2. Chapel Facility Request.

2.1. Luke AFB Form 313, *Chapel Facility Request*. This is used by individuals requesting use of chapel facilities and used by 56 FW/HC staff to schedule and track usage of chapel facilities. Form can be filled out up to one year in advance. Re-occurring events not sponsored by the chapel can only be booked for the duration of six months.

2.2. Instructions for completing Luke AFB Form 313. This form will be completed by the requestor. The form is self-explanatory, but if the requestor has questions they can contact the chapel at (623) 856-6211. Once this form has been completed, it will be sent either via email to the [Luke56FW.HC@us.af.mil](mailto:Luke56FW.HC@us.af.mil) email address or dropped off with the chapel staff member who is sponsoring the event.

2.3. Luke AFB Form 313 is to be maintained by the chapel facility scheduler in the chapel facility request binder.

## 3. Chaplain Corps Request.

3.1. Luke AFB Form 308, *Chaplain Service Request*. Used by individuals requesting a Chaplain to provide services for an on and off base event. This form is used by 56 FW/HC staff to schedule a Chaplain and track requests. Form can be filled out up to six months in advance.

3.2. Instructions for completing the Luke AFB Form 308. This form will be completed by the requestor. The form is self-explanatory, but if the requestor has questions they can contact the chapel at (623) 856-6211. Once this form has been completed, it will be sent either via email to the [Luke56FW.HC@us.af.mil](mailto:Luke56FW.HC@us.af.mil) email address or dropped off at the Luke Community Chapel (bldg. 799) with a staff member to be processed.

3.3. Luke AFB Form 308 is to be maintained by the chapel facility scheduler in the chapel service request binder.

## 4. Resource Management.

4.1. Luke AFB Form 304, *Base Chapel Offering Certificate*. Used by individuals who are trained and authorized to count chapel offerings. Form can be filled out up to six months in advance.

4.2. Instructions for completing the Luke AFB Form 304. This form will be completed by the individuals who are counting the chapel offering. This is required to document the money and the forms of money given as a chapel offering. The form is self-explanatory and taught during the annual chapel counters training. Once this form has been completed, it will be given to the Chapel Tithes and Offering Fund (CTOF) Account Technician. The Accounting Technician files this in required CTOF binder.

**BROOK J. LEONARD**  
Brigadier General, USAF  
Commander

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

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

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

***Prescribed Forms***

Luke AFB Form 303, *Wedding Reservation Request*

Luke AFB Form 304, *Luke Air Force Base Chapel Offering Certificate*

Luke AFB Form 308, *Chaplain Service Request*

Luke AFB Form 313, *Chapel Facility Request*

***Adopted Forms***

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

**CTOF**—Chapel Tithes and Offering Fund

**FW/HC**—Fighter Wing Chapel

**LUKEAFB**—Luke Air Force Base

**OI**—Operating Instruction

**OPR**—Office of the Primary Responsibility

**RDS**—Records Disposition Schedule