

**BY ORDER OF THE COMMANDER  
366TH FIGHTER WING**

**MOUNTAIN HOME AIR FORCE BASE  
INSTRUCTION 52-103**



**20 NOVEMBER 2019**

**Chaplain Corps**

**FACILITY MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication provides direction and guidance to reserve, use, and secure the Mountain Home AFB Chapel, Bldg. 2606 and Bldg. 1505. It applies to all military and civilian personnel who use these facilities. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation of Change of Publication*. Ensure that 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).

**SUMMARY OF CHANGES**

This publication has been updated and must be reviewed completely.

**1. ROLES AND RESPONSIBILITIES**

1.1. Facility Scheduler will approve the chapel to be used by authorized personnel. Facility scheduler will communicate with facility requester/POC when requests are approved or denied.

1.2. Superintendent/NCOIC, Religious Affairs will recommend approval or denial of requests and signs the *Chapel Facility Request Form (Figure A2.1)*. Superintendent/NCOIC, Religious Affairs will inspect facilities for cleanliness and check for damages after it has been used. If damage to facilities or equipment is discovered, the Superintendent/NCOIC, Religious Affairs will consult 366 FW/JA to determine liability.

1.3. Wing Chaplain has oversight of facility usage. Wing Chaplain gives final approval or denial of chapel facility usage and signs the *Chapel Facility Request Form* (Figure A2.1).

## 2. RESERVATION PROCEDURES

2.1. Chaplain Corps activities receive priority over other base activities when scheduling use of Chaplain Corps facilities. Only DoD ID card holders may submit facility utilization requests. Individuals using the chapel will complete the *Chapel Facility Request Form* (Figure A2.1). Forms may be obtained from Chaplain Corps personnel. This form is required for all activities and programs to be scheduled in the chapel facility. The form will be maintained for one year from date of facility request acceptance, and will be used for coordination, contact information, and scheduling of the chapel facility. Secular agencies are authorized to use the facility (if available) only if the activity is an official function of a recognized military organization or group. Such agencies are authorized to reserve the chapel on a recurring basis not to exceed two times per month per program. Private functions such as parties, baby showers, etc. will not be authorized to take place in the chapel facility. Chapel/religious activities will take precedence in scheduling.

2.2. The facility scheduler will check the schedule to ensure the date and time requested is available and does not conflict with other programs. After a tentative entry has been made into the master calendar, the facility request form will be routed to the sponsoring chaplain, facility scheduler, Superintendent/NCOIC, and the Wing Chaplain for final approval. An active duty memorial service will take priority over any scheduled events.

2.3. Facility requestor/POC will be notified as soon as possible if applicable.

## 3. USE OF THE BASE CHAPEL

3.1. Groups or individuals with confirmed reservations will have exclusive use of the designated portion of the chapel facility.

3.2. Facility requestor/POC will be briefed by the facility scheduler concerning his/her responsibilities while using the chapel facility. Facility requestor/POC will be responsible for the facility, its contents, and for any equipment used for their program or activity. The Superintendent/NCOIC, Religious Affairs will be briefed of any problems and will consult the legal office for liability of equipment or the facility if damage occurs. Facility requestor/POC will be issued a key for the chapel facility using AF Form 1297, *Temporary Issue Receipt*. Facility requestor/POC will be responsible for the care, safe keeping, and security of the facility and will assume responsibility for all persons in their group using the facility. The key will be returned the next duty day following the completion of the activity. Staff members, contractors, and program leaders will be issued keys for as long as needed to complete their assigned duties and tasks.

3.3. Facility requestor/POC will be responsible for the cleanliness of the chapel facility. They will ensure the facility is returned to its original condition before departing. Trash will be placed in proper containers and will be properly disposed of in the outside dumpsters. Facility requestor/POC should report any discrepancies found when they arrive to use the facility to the facility scheduler.

## 4. SECURITY OF FACILITY

4.1. Security of the chapel facility is essential. All staff members, contractors, lay leaders, and personnel using the chapel facility on a regular basis will be briefed on security. Personnel using the facility on a one-time basis will receive a security briefing from the facility scheduler when they sign for the key to the facility. Individuals responsible for securing the facility may be contacted by the facility scheduler to accompany him/her on a building inspection if the facility is found unsecure.

4.2. When departing the chapel facility the staff member, contractor, lay leader, or facility requestor/POC is responsible for turning off all lights and equipment used during the activity or function. Ensure all offices, store rooms, or any other areas opened for the activity are locked and all lights and equipment are turned off. Lock all outside doors.

## **5. MILITARY FUNERALS AND MEMORIAL SERVICES**

5.1. Civilians, dependents and retirees requesting a chaplain for a cemetery graveside service or a military funeral will be directed to Mortuary Affairs to verify eligibility prior to scheduling a chaplain (if available).

5.2. The Wing Chaplain will assign a chaplain (if available) of the appropriate faith, as requested to conduct funerals, graveside, and memorial services for the family of those authorized (if available).

5.3. Individual chaplains, after assignment of a funeral by the Wing Chaplain, will contact the family of the deceased and mortuary affairs to coordinate services. If the deceased was active duty, the chaplain will contact the commander of the deceased to assist with the planning of the service. If music support is necessary for an active duty memorial service, a chapel contractor may be used, but payment of the musician is the responsibility of the family in person or through the funeral home. Musicians will not be paid through their contracts. The chaplain will coordinate with the facility scheduler to ensure the building is available. If chaplain assistant support is needed, they will coordinate through the Superintendent/NCOIC, Chapel Operations.

5.4. Eligibility.

5.4.1. Active Duty deceased will be provided an active duty chaplain (as requested/ if available) and the use of the facility.

5.4.2. Active Duty Dependent deceased that had a valid military ID at the time of death will be provided with an active duty or reserve chaplain, based on availability.

5.4.3. Deceased Retired Service Members, will be provided with an active duty or reserve chaplain, if available. The use of the Chapel facility is also authorized, if available.

5.4.4. Deceased Dependents of Retired Service Members that have a valid military ID at the time of death will be provided with an active duty or reserve chaplain, if available.

5.4.5. Catholic Funeral Masses: To comply with Archdiocese guidelines the Catholic Chaplain/or GS Catholic Priest can only celebrate funeral masses for active duty deceased, their dependents, and active members of Mountain Home AFB Chapel Community with a valid DoD Identification card. The Catholic Chaplain or Catholic GS Priest will determine whether or not a deceased member has fulfilled the requirement of "active member."

## 6. WEDDINGS

6.1. Individuals with a valid military identification card can utilize the chapel in accordance with chapel policies. The bride and/or groom must have a valid military ID for a wedding to take place in the chapel.

6.2. The chapel can be reserved up to six months in advance of the proposed wedding, rite, liturgy, or sacrament date. Reservations may be made by completing the *Chapel Wedding Request Form* (Figure A2.2). These forms will be used for coordination, contact information, and will be maintained for one year. Persons refusing to complete the prescribed form will be denied use of the chapel facility.

6.3. Couples may request chaplain support for the wedding, rite, liturgy or sacrament. The requester must meet the chaplain's specific denomination requirements regarding eligibility, pre-marital counseling and suitability of preparation for weddings, rites, liturgies, and sacraments.

6.4. Guest clergy must submit and have on file a photocopy of his/her ordination certificate or equivalent authorization from their religious organization to conduct marriages. Roman Catholics must have a letter of good standing from their diocese/religious order before receiving approval from the Wing Chaplain or Roman Catholic chaplain for the wedding, rite, liturgy or sacrament date.

6.5. Couples must secure the services of an approved chapel wedding coordinator. A chapel reservation will not be confirmed until the retention of a wedding coordinator is confirmed. The facility scheduler will provide a list of approved coordinators to the requester.

6.6. The chapel shall be reserved for no more than three (3) hours, to include preparation, decorating, photographs, etc.

## 7. GENERAL PROVISIONS

7.1. Individuals reserving the chapel facility are responsible for cleaning the facility. No furniture will be moved without prior permission from the Wing Chaplain. Any damage to equipment or facility must be reported immediately to a chapel staff member.

7.2. Alcohol is not permitted in the chapel facility or on chapel grounds with the exception of wine used during communion. Smoking is not allowed. All chapel areas to include vehicle parking areas are non-smoking zones.

7.3. Pew decorations will not be taped or tacked to pews.

7.4. Couples will not tamper with the existing liturgical environment. Certain seasons of the year (Christmas, Lent, and Easter) dictate unique environmental settings. If couples desire to change liturgical items, they must consult the Wing Chaplain.

7.5. Wedding receptions will not be held in chapel facilities.

7.6. Rice, birdseed or confetti must not be thrown in or around the facility. Balloons must not be released into the environment.

7.7. The wedding party will provide candles for the unity candle lighting ceremony (if applicable).

7.8. Photos and/or videos must be coordinated before the wedding, rite, liturgy or sacrament with the officiating clergy or chaplain and must be completed during the reserved 3-hour period.

7.9. The chapel sanctuary, chancel, nave, or denomination specific room will be used for religious activities and must be coordinated with the facility scheduler.

7.10. Distinctive faith group symbols will not be permanently displayed in the chapel sanctuary, chancel or nave.

Richard A. Goodman, Col, 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

***Prescribed Forms***

Mountain Home AFB Form 1, *Mountain Home AFB Chapel Facility Request*, 31 March 2016

Mountain Home AFB Form 2, *Chapel Wedding Request Form*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*, 30 June 1987

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

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

**DoD**—Department of Defense

**FW/HC**—Fighter Wing Chaplain Office

**FW/JA**—Fighter Wing Judge Advocate Office

**GS**—Government Schedule

**IAW**—In Accordance With

**ID**—Identification

**NCOIC**—Non Commissioned Officer in Charge

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**Attachment 2**  
**CHAPEL REQUEST FORMS**

**Figure A2.1. Chapel Facility Request Form**

366 FW/HC MOUNTAIN HOME AFB CHAPEL FACILITY REQUEST			
<i>Privacy Act Statement</i>			
<p><b>AUTHORITY:</b> 10 U.S.C. 8013.  <b>PURPOSE:</b> To reserve Mountain Home AFB Chapel Facilities.  <b>ROUTINE USES:</b> In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of systems of records notices apply to this system.  <b>DISCLOSURE:</b> Voluntary. However, failure to provide all requested information could lead to scheduling/notification conflicts due to inadequate data.</p>			
NAME OF REQUESTOR:	UNIT:	PHONE NUMBER (Home/Work/Cell):	E-MAIL ADDRESS:
NAME OF EVENT:		DESCRIPTION OF EVENT:	
<p>Please check the box beside each room that you wish to use:</p> <p> <input type="checkbox"/> Sanctuary      <input type="checkbox"/> Fellowship Hall A      <input type="checkbox"/> Fellowship Hall B      <input type="checkbox"/> Conference Room  <input type="checkbox"/> Wee Joy      <input type="checkbox"/> Kitchen      <input type="checkbox"/> Chapel Annex      <input type="checkbox"/> Annex Room # _____                 </p>			
DATE OF EVENT:	TIME OF EVENT (include set-up):	Is this a one-time event: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Please check the box beside recurring day:</p> <p> <input type="checkbox"/> Sunday    <input type="checkbox"/> Monday    <input type="checkbox"/> Tuesday    <input type="checkbox"/> Wednesday    <input type="checkbox"/> Thursday    <input type="checkbox"/> Friday    <input type="checkbox"/> Saturday                 </p>			
I HAVE READ THE FACILITY GUIDELINES (ON REVERSE) AND WILL COMPLY WITH ALL THE LISTED ITEMS. I UNDERSTAND THAT IF I DO NOT COMPLY, I WILL LOSE THE USE OF THE REQUESTED FACILITY.			
SIGNATURE OF REQUESTOR:			DATE:
FOR CHAPEL USE ONLY			
FACILITY USE BRIEFED BY:		DATE RECEIVED:	DATE SCHEDULED:
FACILITY MANAGER (remarks about request):			DATE:
SPONSORING CHAPLAIN (Print Name) (See "Key Log" below as required):		SPONSORING CHAPLAIN'S SIGNATURE:	
SENIOR FAITH GROUP CHAPLAIN (Print Name) (As required):		SENIOR FAITH GROUP CHAPLAIN'S SIGNATURE:	
SUPERINTENDENT/INCOIC, CHAPEL OPERATIONS APPROVAL (Print Name):		SUPERINTENDENT'S/INCOIC'S SIGNATURE:	
WING CHAPLAIN (Print Name) (as required):		WING CHAPLAIN'S SIGNATURE:	
CHAPEL KEY LOG:			
List individuals authorized to receive facility keys below (only individuals listed will receive keys with the facility managers).			
NAME:	LIST AUTHORIZED KEYS:	PHONE NUMBER:	

Figure A2.2. Chapel Wedding Request Form.

<b>LIBERTY CHAPEL WEDDING WORKSHEET</b>		
<b>PRIVACY ACT STATEMENT</b>		
1. <b>AUTHORITY:</b> 10 USC 8013, Secretary of the Air Force		
2. <b>PURPOSE:</b> Information required to schedule and coordinate weddings in chapel facilities.		
3. <b>ROUTINE USE:</b> To coordinate chapel wedding reservations.		
4. <b>DISCLOSURE:</b> Voluntary. However, if information is not provided facility will not be reserved or utilized.		
<b>I. WEDDING INFORMATION</b>		
<b>WEDDING TYPE: (Check One)</b> <input type="checkbox"/> PROTESTANT <input type="checkbox"/> CATHOLIC <input type="checkbox"/> OTHER		
<b>FACILITY REQUESTED: (Check One)</b> <input type="checkbox"/> LIBERTY CHAPEL <input type="checkbox"/> OTHER		
<b>NAME OF BRIDE:</b>	<b>ORGANIZATION</b>	<b>VALID MILITARY ID CARD HOLDER</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>NAME OF GROOM:</b>	<b>ORGANIZATION</b>	<b>VALID MILITARY ID CARD HOLDER</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>TIME OF WEDDING: (Check One)</b> <input type="checkbox"/> SATURDAY, 11 A.M. <input type="checkbox"/> SATURDAY, 2 P.M. <input type="checkbox"/> SATURDAY, 5 P.M. <input type="checkbox"/> OTHER: _____(BY EXCEPTION ONLY)		<b>DATE OF WEDDING:</b>
<b>TIME OF WEDDING REHEARSAL: (Check One)</b> <input type="checkbox"/> FRIDAY, 3 P.M. <input type="checkbox"/> FRIDAY, 4 P.M. <input type="checkbox"/> FRIDAY, 5 P.M. <input type="checkbox"/> FRIDAY, 6 P.M. <input type="checkbox"/> OTHER: _____(BY EXCEPTION ONLY)		<b>DATE OF WEDDING REHEARSAL:</b>
<b>OFFICIATING CHAPLAIN/CLERGY:</b>		
<b>OFFICIATING CHAPLAIN/CLERGY CONTACT INFORMATION:</b>		
<b>WEDDING COORDINATOR:</b>		
<b>II. CONTACT INFORMATION</b>		
<i>By signing this form, I agree to abide by the regulations, rules, and responsibilities for use of the Chapel facilities as outlined in HCOI 52-105v1 and the Mountain Home Chaplain Service Wedding Guide.</i>		
<b>NAME OF REQUESTER:</b>	<b>PHONE (Specify Home/Duty):</b>	
<b>EMAIL:</b>	<b>SIGNATURE:</b>	
<b>III. CERTIFICATION OF SPONSORING CHAPLAIN</b>		
<i>By signing this form, I certify that I have explained all regulations, rules, and responsibilities for use of the Chapel facilities as outlined in HCOI 52-105v1 and the Mountain Home Service Wedding Guide.</i>		
<b>WEDDING GUIDE: (Check One)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>DATE ISSUED:</b>
<b>RESERVATION REQUEST FOR CHAPEL FACILITY: (Check One)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>DATE COMPLETED:</b>
<b>SPONSORING CHAPLAIN:</b>	<b>SIGNATURE:</b>	
<b>NOTES:</b>		