

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

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



3 MAY 2021

Chaplain

**THE SCOTTAFB CHAPEL
PROGRAMS AND SERVICES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Ch, Maj Jeromy J. Wells)

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This instruction implements AFD 52-1, *Chaplain Corps*, DAFI 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 AFI 33-322, *Records Management and Information Governance Program*, 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. 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>.

SUMMARY OF CHANGES

This Instruction has been completely rewritten and must be completely reviewed. Major changes include revision to align with DAFI 52-105, *Chaplain Corps Resourcing*, and the rescission of Scott AFB (SAFB) Form 3, *Scott AFB Chapel Program Participant Registration*.

Chapter 1

OVERVIEW OF FACILITY PROCESS

1.1. Overview. This instruction establishes responsibilities for the scheduling, utilization, and cleanliness of the chapel facilities; for requesting Chaplain Corps facilities, Chaplain Corps personnel for official functions; and the equipment utilization policy.

1.2. Forms. This instruction prescribes the use of **Scott AFB (SAFB) Form 1**, *Facility Request Form*, and **SAFB Form 2**, *Scott AFB Chaplain Corps Personnel Request*.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Wing Chaplain.

2.1.1. Will consult with the Superintendent/NCOIC, Religious Affairs, appoint Chaplains/Religious Affairs Airmen as primary and alternate facility managers/primary and alternate facility schedulers. Facility managers have delegated authority from the wing Chaplain to make scheduling decisions.

2.2. Point of Contact (POC)/Requestor.

2.2.1. The POC/requestor must be a DoD cardholder (military members, their family members, and other authorized personnel) and will be responsible for the event. Individuals may not submit a **SAFB Form 1** on behalf of another requester who is not a DoD cardholder.

2.2.2. **SAFB Form 1** will be submitted to the facility scheduler via the org box. The scheduler will evaluate availability of the facility. 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 copy signed by the scheduler has been returned to the requester.

2.2.3. Weddings and Sacramental Rites. The facility scheduler will not receive a **SAFB Form 1** 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. Approval authority lies with the Superintendent/NCOIC, Religious Affairs.

2.2.4. See [Paragraph 3.2](#) for further guidance on scheduling weddings.

2.2.5. The POC/requestor is responsible for verifying the status of the request. The POC/requestor may request a status after 3 duty days.

2.2.6. Chapel-sponsored programs. For facilities secured by a cipher lock, a cipher lock code will be provided to the requestor. Authorized person(s) must secure the facility upon completion of event. If a key is issued, an AF Form 1297, *Temporary Issue Receipt*, or annotation on the key log will be utilized.

2.3. Senior Faith Group Chaplain.

2.3.1. Coordinates functions in conjunction with chapel-sponsored programs.

2.4. Superintendent/NCOIC, Religious Affairs.

2.4.1. Gives final approval or denial of all weddings/sacramental rites requests.

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. Approves or denies all non-chapel sponsored requests submitted.

2.5.2. Will use the prescribed electronic **SAFB Form 1**.

2.5.3. Will check availability of chapel facilities being requested on facility calendar.

- 2.5.4. Will verify that the form is filled out correctly.
- 2.5.5. Will ensure that the POC/requestor agrees to and understands the Chapel Facility Request agreement.
- 2.5.6. Will enter the event on the facility calendar.
- 2.5.7. Will attach the original form on the event in the facility calendar. A signed electronic copy will be given to the requestor.
- 2.5.8. Will maintain all facility requests, facility calendars, and folders.
- 2.5.9. Will troubleshoot scheduling conflicts. If the requested date is taken, the facility scheduler 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.
- 2.5.10. Will maintain the form as an attachment on the facility calendar.
- 2.5.11. Will maintain the AF Form 1297 and/or key issue log.
- 2.5.12. Will conduct an annual key inventory recall and report to the wing Chaplain any missing keys.
- 2.5.13. Will change the cipher lock codes at least annually or more frequently, if the need arises.

2.6. Recurring Events/Programs.

- 2.6.1. All events/activities will expire on 30 September of the current fiscal year.
- 2.6.2. All event/program POCs will submit a new form prior to the next fiscal year. These recurring events will be coordinated through the sponsoring chaplain and/or facility manager.
- 2.6.3. Program POCs will ensure events/activities are removed from the facility calendar during holidays, summer breaks, and when an event is discontinued to ensure calendar accuracy.

Chapter 3

FACILITY REQUESTS

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

3.1.1. Only Chaplain Corps staff and Chaplain Corps contractors are issued keys on a permanent basis. For chapel-sponsored programs without a contractor or staff member present, a key must be checked out from the chapel the day prior to the event, 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.

3.1.2. Chapel facilities will not be used for individuals or organizations outside of the Chaplain Corps to host 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.

3.1.3. Non-chapel organizations requesting the chapel facility cannot exceed 3 hours during the normal duty hours, unless by exception by the wing Chaplain or his/her designee.

3.1.4. 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 (exceptions made on a case by case basis).

3.1.5. With the exception of weddings, non-chapel-related activities will not be scheduled on weekends or 375th Air Mobility Wing (AMW) down-days unless approved by the wing Chaplain.

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

3.1.7. All chapel-sponsored activities must be coordinated through the sponsoring Chaplain before the event is scheduled. The facility scheduler has final approval.

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

3.1.9. Floors and hallways are to be free of all food substances and will be vacuumed, swept, and mopped after each activity. Tiled areas will be mopped after sweeping. All facility wastebaskets and waste receptacles will be emptied and replaced with new trash bags. All waste will be placed in the dumpster near the chapel parking lot. Cleaning supplies are located in the janitor closets.

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

3.1.11. 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.

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

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

3.1.14. 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.

3.2. 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:

3.2.1. One member of the bridal party must be a DoD cardholder.

3.2.2. 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.

3.2.3. 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 couple has met the requirements of the officiating chaplain.

3.2.4. A **SAFB Form 1** for a wedding will be submitted only after concurrence from the officiating chaplain. If the 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. Online religious credentials will not be accepted.

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

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

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

3.2.8. Other requirements.

3.2.8.1. It is strongly encouraged for the couple to have an assigned coordinator for their event. Their name and contact number should be listed in the "remarks" section of **SAFB Form 1**.

3.2.8.2. If the coordinator is not a DoD cardholder, then another volunteer should be assigned for the responsibility of the requirements signed for in **SAFB Form 1** and outlined in the instruction and their name should be in the "remarks" section of **SAFB Form 1**.

3.2.8.3. If no DoD coordinator or POC is assigned, then the requester **WILL** be contacted and expected to fix any issues left undone. This includes, but is not limited to, returning to the chapel to secure unlocked doors immediately upon notification of an unsecured facility.

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

3.2.8.5. Civil requirements. A valid marriage license must be presented to the Chaplain or clergy/religious leader 1 duty day prior to the wedding.

3.2.8.6. Couples are responsible for contracting the services of other providers (i.e., 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.

3.2.8.7. Candles. The chapel will furnish two oil candles for the altar. All other candles must be dripless and must be provided by the couple. No additional candelabra may be used in the chapels.

3.2.8.8. Decorations. No decorations may be affixed to chapel pews by any means. All decorations must be removed by the couple at the conclusion of the wedding.

3.2.8.9. Chapel furnishings/musical instruments. No chapel furnishings (i.e., altar, pulpit, etc.), with the exception of chairs will be moved. Musical instruments will not be moved.

3.2.8.10. 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.

3.2.8.11. Rice and confetti. Rice, confetti, birdseed, flower petals, etc., may NOT be thrown inside the chapel or on the chapel grounds.

3.2.8.12. Clean-up. The 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.

3.2.8.13. Sponsoring guests on base. It is the responsibility of the couple to coordinate with 375th Security Forces Squadron to sponsor guests on base. Chaplain Corps personnel will not sponsor wedding guests.

3.2.9. 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.

3.2.10. The requestor's signature on the SAFB Form 1 binds the signatory to the terms of this instruction.

Chapter 4

CHAPLAIN CORPS PERSONNEL SUPPORT REQUESTS

4.1. The Wing Chaplain. After consultation with the Superintendent/NCOIC, Religious Affairs 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.

4.2. POC/Requestor.

4.2.1. The POC/requestor must be a DoD cardholder (military members, family members, and other authorized personnel) and will be responsible for the event. Individuals may not submit a **SAFB Form 2** on behalf of another requester who is not a DoD cardholder.

4.2.2. **SAFB Form 2** should be received a minimum of 5 duty days prior to event to allow proper coordination. Short notice requests will be facilitated as available.

4.2.3. **SAFB Form 2** must be submitted to the personnel 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 granted.

4.2.4. The POC/requestor is responsible for verifying the status of the request. Verification should be made a minimum of 24 hours prior to event. The POC/requestor may request a status after 3 duty days of the original request.

4.3. Personnel Request Scheduler(s).

4.3.1. Will use the prescribed electronic **SAFB Form 2**.

4.3.2. Will verify the form has all required information before sending calendar invite.

4.3.3. Will ensure that the POC/Requestor agrees to and understands the Chaplain Corps Personnel Request agreement.

4.3.4. Scheduler will utilize the 375 AMW/HC policy for managing and filing request.

Chapter 5

CHAPEL EQUIPMENT

5.1. Utilization.

5.1.1. Use of all chapel equipment (i.e., tables, chairs, pots, pans, etc.) is restricted to chapel use only. Exceptions can be made on a case-by-case basis and must be approved by the wing Chaplain or designee.

5.1.2. Once approved by the wing Chaplain or designee, AF Form 1297 will be utilized and filed with the facility scheduler. Review of all AF Forms 1297 will be conducted biannually.

JEREMIAH S. HEATHMAN, Colonel, USAF
Commander,

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

AFPD 52-1, *Chaplain Corps*, 5 November 2018

AFI 52-101, *Planning and Organizing*, 15 July 2019

DAFI 52-105, *Chaplain Corps Resourcing*, 21 December 2020

Prescribed Forms

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

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

Acronym and Abbreviations

AMW—Air Mobility Wing

DoD—Department of Defense

NCOIC—Noncommissioned Officer in Charge

POC—Point of Contact

SAFB—Scott Air Force Base

Attachment 2

SAFB FORM 1, FACILITY REQUEST FORM

Figure A2.1. SAFB Form 1, page 1.

SCOTT AFB CHAPEL FACILITY REQUEST 375 AMW/HC			
<i>Privacy Act Statement</i>			
<p>AUTHORITY: 10 U.S.C. 8013. PURPOSE: To reserve Scott AFB Chapel Facilities. ROUTINE USES: 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. DISCLOSURE: Voluntary. However, failure to provide all requested information could lead to scheduling/notification conflicts due to inadequate data.</p>			
NAME/ORGANIZATION OF REQUESTOR:	EXPECTED ATTENDANCE:	PHONE NUMBER (Home/Work/Cell):	E-MAIL ADDRESS:
NAME OF EVENT:		TIME AND DATE OF EVENT (BEGINNING & ENDING TIME-NO DEVIATION- INCLUDE SET-UP/CLEAN-UP):	
IS THIS FACILITY REQUEST FOR A RECURRING EVENT (Select Yes/No):			IF YES, SELECT DAY:
PERSON RECEIVING REQUEST (Print Name):			
SIGNATURE:			DATE:
WHERE WOULD YOU LIKE TO REQUEST? (Select from drop down):			OTHER:
I HAVE READ THE FACILITY GUIDELINES (ON REVERSE) AND WILL COMPLY WITH ALL THE LISTED ITEMS. I UNDERSTAND IF I DO NOT, I WILL LOSE USE OF FACILITY REQUESTED			
REQUESTOR (Print Name):	SIGNATURE:	DATE:	
REMARKS:			
FOR CHAPEL USE ONLY:			
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:	
CHAPLAIN ASSISTANT COVERAGE (Chapel-sponsored activities only)?:			SET-UP NEEDED?:
SUPERINTENDENT'S APPROVAL (Print Name) (For assistant support/facility requests):		SUPERINTENDENT'S SIGNATURE:	
WING CHAPLAIN (Print Name) (as required):		WING CHAPLAIN'S SIGNATURE:	
FACILITY MANAGER (Key Issue):			KEY ISSUED DATE:
FACILITY USE BRIEFED BY?:		DATE RECEIVED:	DATE SCHEDULED
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. SAFB Form 1, page 2.

FACILITY GUIDELINES	
In order to use the chapel facilities at Scott AFB this form must be read and complied with.	
1. Proposed activities must be compatible with the mission of the USAF Chaplain Corps and the nature of chapel facilities.	
2. Recurring facility request will expire on 30 Sep of the current fiscal year. All facility requests must be renewed annually (fiscal year).	
3. All weddings are subject to the particular Faith Group requirements and must be scheduled through the Senior Faith Group chaplain (Protestant weddings), or the Catholic Pastoral Coordinator (Catholic weddings).	
4. Scott AFB Chapel programs take precedence over all other activities and programs. In the event your program is bumped to accommodate a chapel event, the facility reservations monitor will notify you in advance.	
5. Smoking is prohibited at Scott AFB Chapel facilities.	
6. The use of alcoholic beverages, with the exception of those used in sacramental rites, is prohibited.	
7. For chapel activities taking place on weekends, holidays, or after duty hours, keys must be obtained from the chapel office. Keys must be returned the first duty day following the event. Chapel office hours are 0730-1630 Monday through Friday. Keys issued are the sole responsibility of the individual listed on AF Form 1297. Keys will not be duplicated or loaned to other individuals.	
8. Most importantly, as the requester, you are responsible for the fire, safety, and security check prior to leaving the facility. If you are the last organization in the building, you must check the entire facility to ensure all windows and doors are closed and locked. Make sure all coffee pots, lights and the sound system have been turned off. If the facility is found unsecured (open windows or doors) you will be called to secure the facility. As requester/contractor/project officer, you may be responsible for any damage to the facility and/or equipment used.	
9. Program items left on Chapel Premises must be labeled. Items not labeled are subject to being thrown out at the discretion of the Chapel Staff.	
10. IAW AFI 52-105 paragraph 3.3.3 the Sanctuary, Nave, and Blessed Sacrament Chapels are to be used for religious ceremonies only; absolutely no exceptions!	
11. NO FUNDS WILL BE COLLECTED ON SITE FOR NON-CHAPEL FUNCTIONS IAW with AFI 36-3101 paragraph 13.3. and AFI 52-105, paragraph 4.4.5.	
SANCTUARY	
a. Ensure missals, hymnals and Bibles are replaced neatly in the pew racks and choir/pew chairs are returned to their original setting.	
b. Verify that all bulletins, papers, flower boxes/arrangements, wedding runners, and dry cleaning bags are removed/thrown away.	
c. Food or drinks are not allowed in the chapel Sanctuary.	
d. Children must be under adult supervision at all times.	
CHAPEL ANNEX	
a. Wipe off all tables and chairs. Return tables/chairs, folded and stacked, to their proper storage area.	
b. Trash containers must be emptied and replaced with new trash bags. Place trash in dumpster behind the chapel parking lot.	
c. Sweep/mop floors. Cleaning supplies are located in the back of the kitchen, by the back door.	
RELIGIOUS EDUCATION CLASSROOMS	
a. Children must be under adult supervision at all times.	
b. Floor will be completely cleaned. The rest of the room should be cleaned as needed.	
c. Return chairs and tables to their original setup.	
d. All books/toys, children's tables, AV equipment, and chairs will be cleaned and placed in their original setup.	
e. All trash cans must be emptied. The dumpster is behind the chapel parking lot.	
KITCHEN	
a. Wash and dry any dishes or utensils used and replace them neatly in the appropriate cabinet. Chapel programs will use the provided paper towels. Due to health regulations, dish towels are not allowed in chapel kitchen facilities unless users take them home to wash and return. Non chapel functions must bring their own paper towels.	
b. Stove, microwave oven, refrigerator, sink and counters must be wiped clean after use.	
c. Pitchers, igloos and coffee pots must be cleaned and placed in their original location.	
d. All leftover food items from fellowships will be disposed of by project officer unless these are clearly marked. Unmarked food items will be thrown out due to health regulations.	
CHAPEL GROUNDS	
a. Do not park in any reserved parking spots.	
b. Police the grounds and pick up any trash/debris and dispose of it in the dumpster behind the chapel parking lot.	
Scott AFB Chapels are Houses of Prayer & Worship for all people. Please treat them with respect and return each one to excellent condition	

Attachment 3

SAFB FORM 2, CHAPLAIN CORPS PERSONNEL REQUEST FORM

Figure A3.1. SAFB Form 2.

SCOTT AFB CHAPEL PERSONNEL SUPPORT REQUEST			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 10 U.S.C. 80013 PURPOSE: To request Chaplain Corps personnel support for official functions. ROUTINE USES: 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. DISCLOSURE: Voluntary. However, failure to provide all the requested information could lead to scheduling and notification conflicts due to inadequate data.</p>			
By filling out a request I understand that:			
<p>a) All requests for Chaplain service will be made to the coordinating Chaplain in a timely manner. Short-notice requests will be approved based on personnel availability. b) Final approval of invocations rests with the wing Chaplain and is based on the current manning and mission requirements. c) It is the requester's responsibility to contact the coordinating Chaplain if there is no response a week prior to the event. d) Requester will notify the coordinating Chaplain of any cancellations or changes to the event.</p>			
Please contact the Chapel at (618) 256 - 3303 / DSN 576-3303 or at 375.AMW.HC@us.af.mil directly if there are any questions.			
CHAPLAIN SERVICE(S) REQUESTED & EVENT TYPE:			
CHAPLAIN REQUESTED (Optional):		LOCATION:	DATE OF EVENT:
START TIME:	END TIME:	RELIGIOUS REQUIREMENTS (Protestant, Catholic, etc.):	CHAPLAIN ATTIRE (i.e., ABU, Blues, UOD, etc.):
IF FUNCTION INCLUDES A MEAL, WILL IT BE PROVIDED?		CONTACT NAME:	ORGANIZATION:
DUTY PHONE NUMBER:		E-MAIL ADDRESS:	
VIP(S) ATTENDING (Name and Rank of VIP(s)):			