



**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 52-101**

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Chaplain

USE OF THE CADET CHAPEL

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This instruction implements Air Force Policy Directive (AFPD) 52-1, *Chaplain Corps*, identifying those eligible to use the United States Air Force Academy (USAFA) Cadet Chapel for weddings, funerals, memorial services, and other religious activities rites, and sets responsibilities and procedures for such use. This instruction applies to all USAFA personnel and active duty Air Force or Space Force personnel stationed in the local area, including Buckley Air Force Base, CO. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. This publication may not be supplemented or further implemented/extended. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. For this publication, the waiver authority is Office of the Academy Superintendent (HQ USAFA/CC). See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been modified to incorporate United States Air Force Academy (USAFA) Mission Directive 6 – *Headquarters Staff*, and the HQ USAFA/CC directed the policy of Office

of the Academy Chaplain (USAFA/HC) oversight to the Cadet Chapel Tour program, which entails providing group tours, explaining points of interest, maintaining patron safety, and preserving the historic nature of the facility.

1. General Information. The USAFA Cadet Chapel primarily exists for cadets, graduates, Academy staff, and family members. The chapel contains five established Sanctuaries, an all-faiths room, a multi-purpose room, and a music room.

1.1. Sanctuaries:

- 1.1.1. Protestant Sanctuary, level 4.
- 1.1.2. Jewish Sanctuary, northern section of level 2.
- 1.1.3. Catholic Sanctuary, northern section of level 2.
- 1.1.4. Buddhist Sanctuary, northwest corner of level 2.
- 1.1.5. Cadet Chapel Falcon Circle, located on the hill above the Visitor's Center.

1.2. Additional rooms:

- 1.2.1. All-faiths room, southeast corner of level 1.
- 1.2.2. Multi-purpose room, southern section of level 1.
- 1.2.3. Music room, central section of level 1.
- 1.2.4. Multi-purpose room, southwestern section of level 1.

2. Use of Sanctuaries/Additional Rooms. All religious activities must be led by a clergyperson or lay-leader, coordinated with and approved by the Cadet Wing Chaplain or their designee. Each area is used for religious services and rites of the faith group for which it was created, with the following exceptions:

- 2.1. Ecumenical or Interfaith services may be held in any sanctuary with the approval of the Cadet Wing Chaplain or their designee.
- 2.2. Additional rooms may be used for worship, chapel music program rehearsals, religious education, and fellowship activities.
- 2.3. Veteran Associations may request remembrance or memorial services, provided that each service is led by a chaplain or clergyperson approved by the Cadet Wing Chaplain or their designee.
- 2.4. Individuals eligible for marriage ceremonies, funerals, and memorial services may reserve the appropriate Sanctuary with the Cadet Chapel Scheduler, subject to its availability. Reservations are based on a first-come/first-served system with priority USAFA cadet graduates.
 - 2.4.1. Individuals may not render a Sanctuary neutral by removing or altering religious symbols and fixtures, as these religious artifacts are integral to the architecture of the building. If changed in any other manner, the user must return the Sanctuary to its original condition.
- 2.5. All services held at the chapel must be religious and conducted by a clergyperson or led by a lay-leader approved by the Cadet Wing Chaplain or their designee.

3. Attendance of the General Public at Worship Services.

3.1. Members of the general public may attend any worship service posted on the USAFA Cadet Chapel marquee and webpage. The ability to access the base will depend on Force Protection status and visitor hours.

3.2. The chapel is closed to the general public and tours during the times of non-public Cadet Chaplain Corps services. These services include weddings, funerals, baptisms, christenings, memorial services, and other rites of a private nature.

4. Marriage Ceremonies at the USAFA Cadet Chapel.

4.1. The following individuals are authorized to be married in the chapel:

4.1.1. Graduates of USAFA and other United States military academies.

4.1.2. Active duty personnel and their dependents currently assigned to USAFA or stationed in the local area, including Buckley AFB. Dependents must have a valid military dependent ID card on their wedding day.

4.1.3. Recipients of the Purple Heart, Silver Star or higher.

4.1.4. Gold Star family members with a valid military dependent ID card.

4.2. Persons listed above must arrange their wedding ceremony through the Cadet Wing Chaplains' Office. Eligible persons may elect a military chaplain or an ordained civilian clergy person to conduct the service.

4.2.1. A wedding coordinator chosen from a pre-approved or trained coordinator list provided by the Cadet Wing Chaplain office is required for all weddings unless specifically exempted by the Cadet Wing Chaplain or their designee. Expenses for the wedding coordinator, civilian clergy, and musical support are the sole responsibility of the wedding party.

5. Funerals, Memorial Services. Those authorized burials in the USAFA Cemetery IAW USAFAI 34-501, *Using the USAF Academy Cemetery*, are authorized funeral and memorial services at the USAFA Cadet Chapel regardless of their actual burial place.

5.1. Military chaplains conduct funerals and memorial services IAW USAFAI 34-501.

6. Other Religious Rites. Authorized personnel may schedule baptisms, christenings, and other dedications for themselves or their dependents, subject to the approval of the respective faith group chaplain.

7. Cadet Chapel Tour Program. The USAFA Cadet Chapel Tour Program exists primarily to guide guests during their visit to this National Historical Landmark and sacred site. Visitors include, but are not limited to, cadets, cadet graduates, Academy staff, family members, civilians, and Distinguished Visitors (including U. S. Presidents, Senators, Congressmen, high-ranking military officers, foreign dignitaries, movie, television and athletic stars, etc.). Chapel guides carry out this mission to direct visitors with a deeper understanding of the chapel's spiritual significance. The Cadet Chapel is a functional religious facility—a sacred site, a sacred building embracing sacred space. Guidance of visitors is a function of religious ministry and kept under the management and direction of the USAF Academy Chaplain as the resident expert in religious issues and spirituality.

7.1. Hours of Operation. The chapel is open to visitors Monday thru Saturday (0900-1630hrs) and Sundays (1300-1630hrs), with the exception of Thanksgiving, Christmas, and New Year's Day. Formal guided tours are available (schedule permitting) Mon-Fri (0900-1500hrs) and requested via email: cadet.chapel@usafa.edu and cadet.chapel@afacademy.af.edu.

7.2. Responsibilities.

7.2.1. The Supervisory Guide will:

7.2.1.1. Manage the chapel tour program.

7.2.1.2. Supervise and train chapel guide staff and docents.

7.2.1.3. Greet and guide Distinguished Visitors during their tour.

7.2.1.4. Provide tours and general information, including hours of operation, availability, schedules for tours, and other information to visitors, such as detailed information on the facility.

7.2.1.5. Assist "special needs" visitors by escorting them to handicap entrances, operating the elevator, accompanying them throughout the chapel, and providing other accommodations, as appropriate.

7.2.1.6. Explain the reason for unavailability of the facility during non-public religious services and events.

7.2.1.7. Assist with funeral, memorial and wedding services.

7.2.1.8. Account for and promote monetary donations from visitors.

7.2.1.9. Serve as the primary Facility Manager. Ensures the facility is open and secured IAW the daily hours of operation and schedule special events. Keeps the chapel neatly maintained. Coordinates with the 10th Security Force Squadron on requests for close-access parking, as requested. Directs visitors to the shelter, located in the basement during extreme weather conditions. Provides first-aid, as appropriate, and calls 911 during medical and security emergencies. Conducts daily security checks on high-value artifacts. Performs monthly facility safety inspections and report hazards to the appropriate offices for corrective actions.

7.2.1.10. Serve as the Cadet Chapel Scheduler, manage eight Office of the Cadet Wing Chaplain (USAFA/HCX) calendars. Responds and coordinates on facility scheduling email requests. Manage wedding requests and schedules.

7.2.1.11. Manage the Cadet Chapel Facebook Page.

7.2.1.12. Be prepared to be interviewed by national/local media outlets in coordination requests for interviews with Public Affairs (HQ USAFA/PA).

7.2.1.13. Coordinate with national and local tour companies and local tourism centers to provide accurate information on the Cadet Chapel and U.S. Air Force Academy.

7.2.2. The Chapel Guide will:

7.2.2.1. Provide tours and general information, including hours of operation, availability, schedules for tours, and other information to visitors, such as detailed information on the facility.

7.2.2.2. Assist “special needs” visitors by escorting them to handicap entrance, operating the elevator, accompanying them throughout the chapel, and providing other accommodations, as appropriate.

7.2.2.3. Explain the reason for unavailability of the facility during non-public religious services and events.

7.2.2.4. Serve as the alternate Facility Manager. Ensures the facility is open and secured IAW the daily hours of operation and schedule special events. Keeps the chapel neatly maintained. Coordinates with 10 Security Force Squadron (10 SFS) on requests for close-access parking, as requested. Directs visitors to the shelter, located in the basement during extreme weather conditions. Provides first-aid, as appropriate, and calls 911 during medical and security emergencies. Conducts daily security checks on high-value artifacts. Performs monthly facility safety inspections and report hazards to the appropriate offices for corrective actions.

7.2.2.5. Assist with funeral, memorial and wedding services.

7.2.2.6. Account for and promote monetary donations from visitors.

7.2.3. The Chapel Docent will:

7.2.3.1. Receive training from the Supervisory Guide

7.2.3.2. Provide tours and general information, including hours of operation, availability, schedules for tours, and other information to visitors, such as detailed information on the facility.

7.2.3.3. Assist “special needs” visitors by escorting them to handicap entrance, operating the elevator, accompanying them throughout the chapel, and providing other accommodations, as appropriate.

7.2.3.4. Explain the reason for unavailability of the facility during non-public religious services and events.

7.2.3.5. Assist the Facility Managers. Directs visitors to the shelter, located in the basement during extreme weather conditions. Provides first-aid, as appropriate, and calls 911 during medical and security emergencies. Conducts daily security checks on high-value artifacts.

7.3. Docent Training.

7.3.1. Five-phase training program.

7.3.2. Phase 1: Orientation to learn about the docent program.

7.3.3. Phase 2: General knowledge exam consisting of 40 true or false and multiple-choice questions. The participants receive information on the facility to study for the exam. Each participant must score 80% or higher on the exam.

7.3.4. Phase 3: Participate in a tour led by the Supervisory Guide or Chapel Guide. The tour includes detailed information about the facility and emergency situations.

7.3.5. Phase 4: Complete an essay question on handling various emergency situations.

7.3.6. Phase 5: Provide a proctored tour to the Supervisory Guide or Chapel Guide. The participant will receive recommendations to improve on their presentation.

8. Visiting Choirs. Visiting Choirs can submit requests to sing in the Cadet Chapel. If approved, all groups must adhere to the following guidelines:

- 8.1. Sing up to a maximum of 15 minutes.
- 8.2. Do not use musical instruments.
- 8.3. Ensure the music is patriotic or religious.
- 8.4. No advanced publicity.

JULIAN C. GAITHER, Chaplain, Colonel,
USAF Academy Chaplain

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

AFPD 52-1, *Chaplain Corps*, 4 November 2018

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

USAFAI 34-501, *Using the USAF Academy Cemetery*, 12 November 2018

USAFMD 6, *Headquarters Staff*, 6 July 2017

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFPD – Air Force Policy Directive

AFRIMS – Air Force Records Information Management System

OPR – Office of Primary Responsibility

RDS – Records Disposition Schedule

USAFA – United States Air Force Academy

USAFA/CC – Office of the Academy Superintendent

USAFA/HC – Office of the Academy Chaplain

USAFA/HCX – Office of the Cadet Wing Chaplain

USAFA/PA – Public Affairs

USAFAI – United States Air Force Academy Instruction

Terms

Docent – Volunteer tour guide