

**BY ORDER OF THE
SUPERINTENDENT**

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

2 JUNE 2011

Chaplain



USE OF THE USAFA CADET CHAPEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFA/HCX
Supersedes: USAFAI52-101, 12 March
2004

Certified by: HQ USAFA/HCX
(Ch, Lt Col J. Daniel Brantingham)
Pages: 5

This instruction implements Air Force Policy Directive (AFPD) 52-1, *Chaplain Service*, identifies those eligible to use the United States Air Force Academy (USAFA) Cadet Chapel for weddings, funerals, memorial services, and other religious rites, and sets responsibilities and procedures for such use. This instruction applies to all USAFA personnel and active duty Air Force personnel stationed in the local area to include 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 AF Form 847, *Recommendation for Change of Publication*. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

The major changes to this publication from the previous edition are in **paragraphs 1, 2, and 4.**

1. General Information. The USAFA Cadet Chaplain Corps facilities exist primarily for the use of cadets, graduates, and Academy staff and their dependent family members. This USAFA Instruction (USAFAI) does not pertain to the usage of the 10 ABW/HC facilities. The building contains five established sanctuaries, one All-faiths room, one Multipurpose room and one Music room:

1.1. Sanctuaries:

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

1.2. Additional rooms:

- 1.2.1. All-faiths room, located on the southeast corner of level 1.
- 1.2.2. Multipurpose room, in the southern section of level 1.
- 1.2.3. Music room, in the central section of level 1.
- 1.2.4. Multipurpose room, in the southwestern section of level 1.

2. Use of Sanctuaries/Additional Rooms. All worship activities must be led by a clergyperson or lay-leader approved by and coordinated with the Cadet Wing Chaplain or designee. Each area is used for worship 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 approval of the Cadet Wing Chaplain or designee and in coordination with the faith group leader of the respective sanctuary.

2.2. Additional rooms may be used for worship, Cadet Chaplain Corps music program rehearsals, religious education and fellowship activities.

2.3. Veterans' Associations may request to schedule services of remembrance or memorial services for their groups in the USAFA Cadet Chapel, provided that each service is led by a chaplain or clergyperson with approval of the Cadet Wing Chaplain or designee, and there is coordination with the faith group leader.

2.4. Individuals eligible for marriage ceremonies, funerals and memorial services (see [paragraphs 4](#) and [5](#)) may reserve the appropriate sanctuary with the Cadet Chapel Scheduler, subject to its availability. Reservations are based upon a "first-come, first-served" system with USAFA cadet graduates having priority.

2.4.1. The selected sanctuary will not be rendered neutral by removal or alteration of religious symbols and sanctuary fixtures, as the religious symbols and fixtures 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 Cadet Chapel must be religious in nature and be conducted by a clergyperson or led by a lay-leader approved by the Cadet Wing Chaplain or designee.

3. Attendance of the General Public at Worship Services.

3.1. Members of the general public may attend any of the worship services posted on the USAFA Cadet Chapel marquee and webpage. All other services are closed to the public. Ability to access the base will depend on Force Protection status and visitor cordon hours.

3.2. The USAFA Cadet Chapel will be closed to the general public and tours during the times of nonpublic Cadet Chaplain Corps services.

3.3. The USAFA Cadet Chapel will be closed to the general public and to all others not directly involved during weddings, funerals, baptisms, christenings, memorial services and other rites of a private nature.

4. Persons Eligible to be Married in the USAFA Cadet Chapel.

4.1. The following persons are authorized to be married in the USAFA Cadet Chapel:

4.1.1. Graduates of the USAFA, the United States Military Academy, the United States Naval Academy, the United States Coast Guard Academy and the United States Merchant Marine Academy.

4.1.2. Active duty personnel currently assigned to the USAFA and active duty Air Force personnel stationed in the local area to include Buckley Air Force Base, CO.

4.1.3. Dependents of active duty personnel currently assigned to the USAFA who hold a valid military dependent ID card on the day of the wedding.

4.1.4. Purple Heart recipients and Silver Star recipients and above.

4.1.5. ID card holding dependents of service members killed in action.

4.2. Persons listed above must arrange their wedding ceremony through the Cadet Wing Chaplains' Office (HQ USAFA/HCX). Eligible persons may elect a military chaplain or an ordained civilian clergy person to conduct the service. Additionally, a wedding coordinator identified by the Cadet Wing Chaplains' office is required for all weddings, unless specifically exempted by the Cadet Wing Chaplain.

4.2.1. Expenses for the Wedding Coordinator, the civilian clergy and musical support are the sole responsibility of the wedding party.

5. Funerals, Memorial Services. Those who are authorized burial in the USAFA Cemetery (see USAFAI 34-242, *Using the USAF Academy Cemetery*) are authorized funeral and memorial services in the USAFA Cadet Chapel, regardless of the actual place of burial.

5.1. Military chaplains will conduct funerals and memorial services IAW USAFAI 34-242, *Using the USAF Academy Cemetery*, **paragraph 6**, which states "Normally, chaplains assigned to the USAF Academy conduct interment services according to the ecclesiastical disciplines of their churches. If the person authorized to direct disposition (PADD) asks, or the USAF Academy staff chaplain invites them, civilian clergy may assist in the services."

6. Other Religious Rites. Persons listed in **paragraph 4** may schedule baptisms, christenings, and other dedications for themselves or their dependents in the USAFA Cadet Chapel, subject to approval of the respective faith group chaplain. This scheduling is arranged by HQ USAFA/HCX.

7. Waivers. Waiver authority for unusual situations rests with the Cadet Wing Chaplain, unless otherwise directed by the Superintendent.

8. Prescribed and Adopted Forms.**8.1. Prescribed Forms.**

No forms are prescribed.

8.2. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

ROBERT BRUNO, Chaplain, Colonel, USAF
Senior Staff Chaplain

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFPD 52-1, *Chaplain Service*, 2 October 2006

USAFAI 34-242, *Using the USAF Academy Cemetery*, 20 October 2008

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

OPR—Office of Primary Responsibility

PADD—Person authorized to direct disposition

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy

USAFAI—United States Air Force Academy Instruction

Terms

HQ USAFA/HCX—Cadet Wing Chaplains' Office