



DEPARTMENT OF THE NAVY
NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:

NASOCEANAINST 1730.1H
16
17 MAY 2002

NAS OCEANA INSTRUCTION 1730.1H

Subj: CHAPEL USAGE

Encl: (1) Memorandum of Understanding for Sponsor
(2) Memorandum of Understanding for Weddings
(3) Wedding Application
(4) General Chapel Usage Application
(5) Request for Chaplain Services
(6) Requirements for Base Access

1. Purpose. To set policy and procedures for use of chapel facilities.

2. Cancellation. NASOCEANAINST 1730.1G. Because of extensive revisions, paragraph markings have been omitted.

3. Definitions

a. Chapel. Refers to Naval Air Station (NAS) Oceana Chapel/Dam Neck Annex Chapel complex.

b. Eligible Persons. Military personnel (active duty, reserve or retired) and family members holding a valid U.S. Armed Forces Identification (ID) card. Eligibility must exist at the time of the special event. In the case of weddings, either the bride or groom must possess a valid ID card. Eligible personnel shall agree to take responsibility for arrangements and abide by the rules and regulations contained in enclosures (1) and (2).

4. Policy. The chapel shall be administered by the Command Chaplain. The use of the chapel by all groups shall be governed to preserve the facilities for their primary mission as centers for religious, cultural and related needs of military personnel and their family members. Special events performed at the chapel shall be approved by the Command Chaplain or a delegate for conformity with religious, Navy, civil and station regulations.

5. Procedures. The chapel is available to eligible persons on a non-conflicting basis with the ongoing Command Religious Program and scheduled events. Individuals or groups desiring to use chapel facilities or the chaplain, must complete enclosures (3) through (5), as appropriate, available at the chapel office. The Command Chaplain shall review requests with regard to availability of time and space and advise individuals of approval/disapproval.

17 MAY 2002

6. Chaplains and Civilian Clergy

a. Arrangements to engage the services of NAS Oceana/Dam Neck Annex chaplains for marriage ceremonies, funerals or baptisms shall be made directly with the chaplain concerned and are separate from arrangements made to use the chapel. Individuals or groups shall complete enclosure (5), available from the chapel office. The Command Chaplain shall review request with regard to the availability of a chaplain and advise individuals of approval/disapproval. Each chaplain is directed by their ecclesiastical regulations and conscience in the performance of marriage ceremonies, funerals, baptisms or other religious rites.

b. With prior approval from the Command Chaplain or a delegate, chaplains from other commands, other branches of service, civilian clergy or a certified marriage commissioner may conduct a wedding or other religious service/ceremony that has been scheduled at the chapel. At the time of the application for use of the chapel, the eligible person shall indicate who will be conducting the service. Arrangements for services of any visiting chaplain or civilian clergy are the sole responsibility of the eligible person. However, no service conducted by clergy other than NAS Oceana/Dam Neck Annex chaplains shall be scheduled until the clergy intending to officiate receives approval from an NAS Oceana/Dam Neck Annex chaplain. Clergy, military or civilian and marriage commissioners performing weddings in the chapel shall be certified by the Commonwealth of Virginia to conduct such ceremonies.

7. Guests and Participants. Eligible persons sponsoring a special religious ceremony or services are responsible for fulfilling security requirements for the entry of guests, including musicians, florists, photographers, etc., onto the base (see enclosure (6)). Persons participating in or attending a service or special ceremony in the chapel shall comply with current regulations concerning entry onto the base and personal conduct while on board, including operation of private vehicles.

8. Action. Use of the chapel shall be in compliance with this instruction and coordinated by the Command Chaplain. Applicants using the chapel for special services or ceremonies shall provide a copy of enclosures (1) through (5), as appropriate, and signify their intention to abide by the provisions before approval of their application is granted.


C. A. SILVERS

Distribution:
NASOCEANAINST 5216.1W
List I, III and IV

MEMORANDUM OF UNDERSTANDING FOR SPONSOR

1. As the eligible person filing an application for use of the chapel, I understand that I am responsible for the event and will ensure that the religious service or event conducted in the chapel will convey appropriate respect. I further understand that:

a. Scheduling of the chapel for any purpose shall be made through one of the NAS Oceana chapel/Dam Neck Annex staff. Application forms shall be returned to the chapel office no later than 15 days prior to retirements, commissioning and other military ceremonies and 45 days prior to wedding dates. In the event of a deployed sponsor, arrangements may be made for an extension.

b. Fees shall not be charged for services of a chaplain or a Religious Program Specialist (RP). Voluntary donations to the chapel are permissible and appropriate. Checks should be made payable to "Religious Offering Fund" and given to the chaplain or RP. Fees for personal services of civilian clergy, soloists or musicians shall be paid directly to those persons by the sponsor and are not the responsibility of the chapel staff.

c. Consultants, such as wedding coordinators and funeral directors are acceptable, but they should be advised that the officiating chaplain or clergy have the final authority on all decisions regarding procedures during the ceremony.

d. Photographers shall consult with the officiating clergy concerning their preference regarding photographers.

e. Organists or pianists for weddings shall be selected from the list of regular chapel musicians available in the chapel office. Arrangements for the organist/pianist are the responsibility of the eligible person making application for the use of the chapel. Current rates can be discussed with the musicians.

f. Parking at NAS Oceana Chapel of the Good Shepherd, for eligible persons and guests, is available in the lot behind the chapel and Personnel Support Activity Detachment Oceana lot across "D" Street. Parking at Dam Neck Chapel by the Sea, for eligible persons and guests, is available in front of the chapel and across the street in the medical building parking lot.

Note: Parking is prohibited on the driveway and lawn.

Enclosure (1)

17 MAY 2002

g. Decorations, such as regular altar hangings, are furnished by the chapel. It is the eligible person's responsibility to secure a florist, if flowers are desired. Flowers may not be placed on the altar. No decorations shall be used which require the use of nails, staples, scotch tape or tacks to affix them to any part of the chapel. The chapel shall be left in the same condition found prior to the event. Sponsors will be held responsible for any damage to chapel property.

h. NAS Oceana and Dam Neck Annex Security departments shall be notified (in writing) of guests attending the function. Guest lists shall be submitted to the Security Officer at the Pass Office (see enclosure (6) at least four working days prior to the function. Guest lists requirements are:

- (1) Adults must have identification.
- (2) Children under the age of 18 must be accompanied by an adult with identification.
- (3) Drivers license must be valid.
- (4) Vehicle registration must be current.
- (5) City sticker must be up to date.
- (6) Driver must show proof of insurance.
- (7) Rental cars need rental agreement paperwork. Phoned in contract extensions are not acceptable to base security.
- (8) Paperwork must be current.

Guests' vehicles without base decals must arrive on board NAS Oceana/Dam Neck Annex via the front gate. Upon arrival at the front gate, guests must show valid identification and give the name of the function's sponsor. All guest vehicles are subject to search.

i. The NAS Oceana Chapel of the Good Shepherd and Dam Neck Chapel by the Sea are available on Friday afternoons and evenings for rehearsals, and Saturdays for weddings. Other days are by special arrangement with the Command Chaplain or a delegate. Normally, weddings will be performed on Saturdays only, at both chapels. Scheduled times for weddings at NAS Oceana are 1000, 1200 and 1400. Scheduled times for Dam Neck Annex are 1200, 1400, 1600 and 1800. If a Command Religious Program (CRP) event/function is scheduled during one or more of the above designated times, those times will not be available for weddings. CRP events/functions shall always have precedence over all other events/functions. A

17 MAY 2002

chapel staff member shall have the chapel opened one hour prior to each scheduled wedding. One hour is allotted for each wedding (including photographs) and the chapel shall be vacated promptly, one hour after the scheduled wedding time. Rehearsals are conducted the day prior to the wedding at NAS Oceana at 1500, 1600 and 1700. Rehearsals are conducted the day prior to the wedding at Dam Neck Annex at 1400, 1500, 1600 and 1700. 45 minutes are allowed for each wedding rehearsal and the chapel shall be vacated 15 minutes before the next hour. The bridal party shall be present to begin on time and any delay shall be deducted from the allotted time. The next scheduled rehearsal shall begin at its specified time. Because of the heavy schedule of requirements for use of the facility, time is critical and users are required to be punctual.

j. All candles, except normal altar candles, shall be obtained by the party using the chapel. This includes candles for candelabras and wedding candles.

k. The use of tobacco products and alcoholic beverages are not permitted in the chapel complex or on chapel grounds except in areas designated as authorized smoking areas.

l. The throwing of rice, birdseed, confetti or flower petals inside or outside the chapel is strictly prohibited by command regulations.

17 MAY 2002

**MEMORANDUM OF UNDERSTANDING FOR WEDDINGS
NAVAL AIR STATION OCEANA CHAPELS****INTRODUCTION**

Welcome to Naval Air Station Oceana/Dam Neck Annex. Congratulations on the occasion of your forthcoming marriage. Our Commanding Officer has two chapels available for possible celebration of your marriage ceremony. These are Chapel of the Good Shepherd at NAS Oceana and Chapel by the Sea at NAS Oceana Dam Neck Annex. The information guidelines that follow derive from policy and procedures stated in NASOCEANAINST 1730.1H. They apply to both chapels except where minor differences are noted. This pamphlet is organized in the following sections:

General Application Steps
Military Requirements
Chapel Decoration
Military Honors
Photographers/Videographers
Cancellation Policy
Religious Requirements
Civil Requirements
Marriage Ceremony Fees
Chapel Wedding Schedule
Use of Musicians
Application Form
Wedding Rig Sheet

GENERAL APPLICATIONS STEPS

Step One - Obtain an application from the chapel staff.

Step Two - Complete the application form and return to chapel. (15 days prior to retirement, commissioning and other military ceremonies and 45 days prior to wedding date).

Enclosure (2)

17 MAY 2002

Step Three - Receive notification of approval/disapproval.

Step Four - Five to seven days prior to your scheduled wedding, contact the chapel staff and confirm your rehearsal and wedding. Please contact the chapel as soon as possible in the event of a cancellation of your wedding or scheduled rehearsal.

Note: The schedule available for weddings provided later in this pamphlet is established in keeping with other regularly scheduled worship services and chapel activities that meet the needs of a large population. This schedule cannot be driven by other requirements that you may have arranged, such as the availability of a reception hall. Therefore, it is very important to obtain services of clergy or a marriage commissioner and gain approval for use of one of the chapels before locking in other arrangements.

MILITARY REQUIREMENTS

Eligibility to Use the Chapel. The NAS Oceana chapels are maintained as an essential government service funded by military appropriations. Therefore, eligibility for use of these facilities is determined by status of the bride and/or groom in holding a valid U.S. Armed Forces Identification Card. This eligibility cannot be loaned from parents, other relatives or friends.

Eligibility for a Military Chaplain. A marriage ceremony is regarded by military chaplains as a religious act. Military chaplains are governed by policies of their respective religious denominations. This means that counseling and ceremony requirements will vary from chaplain to chaplain. This also means that the government cannot require a chaplain to perform a marriage that is outside the religious laws of that chaplain's denomination.

Visiting Clergy. We welcome military or civilian clergy from outside the command. Such clergy must comply with all pertinent military regulations and customs. They must hold authorization to perform marriages in the Commonwealth of Virginia. Visiting Roman Catholic priests must obtain delegation from the Roman Catholic Chaplain assigned to Chapel of the Good Shepherd.

Marriage Commissioners. As an alternative resource for conducting your marriage ceremony, NAS Oceana welcomes marriage commissioners certified by the Commonwealth of Virginia and City of Virginia Beach.

Bride/Groom Responsibility. Both the bride and groom are responsible to ensure that all personnel connected with the wedding in any capacity adhere to the standards of conduct emphasized below and all other standards of conduct governing

17 MAY 2002

military installations. The application form includes an affidavit to this effect that must be signed by both parties. Use of tobacco products inside the chapel complex is not permitted. Tobacco users shall use designated smoking areas and dispose of their products in proper receptacles. Use of alcoholic beverages inside the chapel complex and on adjoining grounds and parking areas is not permitted. Violation shall result in immediate cancellation of the event. Throwing or dropping rice, flower petals, bird seed or any form of confetti, while often customary in a civilian setting, is not permitted inside the chapel complex, on the adjoining grounds or in parking areas.

Rude, vulgar or profane language and prejudicial remarks against other religious traditions is not compatible with the privilege of using a military religious facility.

During all planning sessions, rehearsal and marriage ceremony, the Duty Petty Officer represents the Commanding Officer in all matters of conduct and safety. The presiding official reserves the right to stop or redirect the ceremony in response to any contingency that affects the nature of the ritual.

CHAPEL BY THE SEA DETAILS

Center Aisle - 40 feet long.

Seating - Approximately 250 (including overflow to the left side). Center portion has eight rows, with 85 seats on the left side and 75 seats on the right side.

Unity Candle Stand - Three inch diameter center candle and a 7/8 inch no-drip tapered candle on each side. Wedding party provide candles.

Changing Rooms - A "Bride's Room" is available. Other spaces may be used as needed in consultation with the chapel staff.

Security of Personal Belongings - NAS Oceana cannot accept liability for the security of any personal items. The chapel staff will offer moderately secure stowage in the "Bride's Room" as requested.

CHAPEL OF THE GOOD SHEPHERD DETAILS

Center aisle - 100 feet long

Seating - Approximately 625 (including balcony overflow). The main deck has 52 pews, with 26 on each side of the center aisle.

Unity Candle Stand - Three inch diameter center candle with a one inch no-drip tapered candle on each side. Candles must be provided by the wedding party.

17 MAY 2002

Changing Rooms - No specifically designed rooms are available. Classroom spaces may be used as needed in consultation with the chapel staff.

Security of Personal Belongings - NAS Oceana cannot accept liability for the security of any personal items. The chapel staff will offer moderately secure stowage in the chapel kitchen as requested.

MILITARY HONORS

In planning military honors for your wedding, please remember that either the bride or the groom must be in uniform. The wedding party is solely responsible for arranging swords and sword bearers.

According to military custom and local policy, swords are never worn inside NAS Oceana chapels. We will provide a table at the entrance of the chapel for the stowage of swords until the conclusion of your ceremony.

PHOTOGRAPHER/VIDEOGRAPHERS

We recognize the importance of recording your ceremony for future memory. Please ensure that your photographer or videographer consults with the presiding official and does not interfere with your ceremony.

CANCELLATION OR DELAY POLICY

Cancellation. If for any reason the rehearsal or marriage ceremony must be postponed or cancelled, applicants must notify the chapel staff as soon as possible.

Delays on Wedding Day. Sometimes unavoidable delays occur. Depending on their length, we can work with you to complete your ceremony. Please understand, however, that we cannot delay another wedding that follows or any other scheduled chapel activity that follows.

17 MAY 2002

CHAPEL DECORATION

General Guidance. You are welcome to personalize the chapel with decorations following guidelines stated below. The limitations are required to ensure that the health and safety of guests are not placed at risk and the chapel is not damaged.

Permitted

Floral arrangements, candelabra, pew ornament bows and other decorations for your wedding. Plastic rug protectors must be placed under candelabras.

Minor movement of commonly used chapel furniture that is replaced immediately after your ceremony.

Use of the Unity Candle Stand. You provide the candles and ensure that dripping wax does not spill onto altar cloths, religious hangings, flags, furniture or the carpet.

You may use aisle runners, whether purchased or rented from your florist.

Not Permitted

Attaching decorations to any chapel property with nails, scotch tape or any other type of fastener that might disfigure or damage that property.

Use of the altar as a temporary desk, credenza or worktable. This is extremely offensive to many that worship in the chapel who regard the altar as sacred furniture.

RELIGIOUS REQUIREMENTS

Pluralistic Respect. U.S. Navy chapels are used by personnel of different religious beliefs. The command actively promotes an atmosphere of mutual respect so that all eligible personnel may be served in our chapels with appropriate dignity. Personnel who conduct or participate in religious activities within NAS Oceana chapels are expected to cooperate with this approach.

Pre-marital Counseling. Virtually all clergy require preparatory counseling before the wedding. Therefore, it is essential that you clarify this as early as possible with the clergy you are seeking to perform the ceremony.

Other Requirements. The Department of Defense does not determine the religious norms of a faith group or the clergy who

17 MAY 2002

serves under the certification of a religious body. These matters are solely between you and the religious officials you are seeking to participate in your ceremony.

CIVIL REQUIREMENTS

Marriage License. A marriage license from the Commonwealth of Virginia must be obtained at a county or City Clerk's office.

The bride or groom must be at least 16 years of age. If between age 16 and 18, notarized written permission from a parent or guardian is required.

Both parties must be present and provide valid identification when applying for a license.

No blood test is required in the Commonwealth of Virginia.

The license is valid for 60 days. The license fee must be paid in cash. No other form of payment is accepted. On 1 March 2000, the fee was 30 dollars.

Clergy/Commissioner Certification. The clergy or commissioner who presides at your ceremony must be certified by the Circuit Court to perform weddings in the Commonwealth of Virginia. Affidavit of this authority is necessary in the presiding official's portion of your NAS Oceana Wedding Application.

At the time of your wedding, the presiding official must certify your marriage on forms provided with your marriage license. After the wedding, that official is responsible for promptly returning them to the issuing office.

For further information, contact the Marriage License Office, City of Virginia Beach at (757) 427-8827.

CEREMONY FEE REQUIREMENTS

No fee is required for use of the NAS Oceana/Dam Neck chapel.

No fee is permitted for use of a military chaplain or assisting chapel staff. You may make a voluntary donation to the Religious Offering Fund. Please make checks payable to "NAS Oceana ROF" and indicate the faith group (such as Islamic, Jewish, Protestant or Roman Catholic) in the memo field.

Fees for marriage commissioners are your responsibility and must be clarified in advance.

Fees for musicians (including those who are chapel contractors) are your responsibility and must be arranged in advance.

CHAPEL WEDDING SCHEDULE

Weddings are scheduled on a first-approved, first-served basis and conducted throughout the year on Saturdays only, with the following exceptions: No weddings during Christian Holy Week; no weddings when Christmas Day falls on a Saturday and no weddings at Chapel of the Good Shepherd during Oceana Air Show weekend. Weddings will be scheduled for the following times only:

Chapel of the Good Shepherd - 1000, 1200 and 1400

Chapel by the Sea - 1200, 1400, 1600 and 1800

To accommodate as many weddings as possible and maintain other regular religious services, the chapel offers a maximum two-hour time window. This begins one hour before the scheduled time to begin the ceremony and runs for one hour after. This includes initial arrival of the wedding party, assistants, decorators, etc., through completion of the ceremony and photography, removal of decorations, cleaning the spaces used and removing all refuse to a container outside the chapel.

All wedding rehearsals are conducted on the Friday preceding the wedding. Rehearsal times at the respective chapels are:

Chapel of the Good Shepherd - 1500, 1600 and 1700

Chapel by the Sea - 1400, 1500, 1600 and 1700.

The maximum time period for a rehearsal is 45 minutes.

USE OF MUSICIANS

You are welcome to use an organist, pianist or other musician of your choice. If you choose to use an organist other than those contracted by the chapel, that individual must receive separate, prior clearance from the Command Chaplain or one of our contract organists. This policy is necessary to minimize difficulties or damages that may occur when chapel organs are played by several different people.

The chapel contract organists are:

Mr. Marshall Ellis - (757) 416-9055; cell - (757) 636-1352

Ms. Debbie Moran - (757) 491-3263; pager - (757) 554-6498

NAS OCEANA/DAM NECK ANNEX WEDDING APPLICATION

To apply for use of the Chapel of the Good Shepherd (NAS Oceana) or Chapel by the Sea (Dam Neck Annex) and to certify the credentials/concurrence of the person who will officiate at your ceremony, please complete **all appropriate blocks** and return to the Chapel **45 days prior to wedding date**.

Wedding Site: ____ Chapel of the Good Shepherd ____ Chapel by the Sea

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

BRIDE INFORMATION

Name (Rank/Rate): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Work Telephone: (____) _____ Home Telephone: (____) _____

Active Duty assigned to NAS Oceana/Department: _____

Active Duty Assigned to: _____

Reserve or Retired Military/Component: _____

I hold a valid U.S. Forces Identification card as a family member

Proof of valid I.D. witnessed by: _____
Signature of Chapel Representative

GROOM INFORMATION

Name (Rank/Rate): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Work Telephone: (____) _____ Home Telephone: (____) _____

Active Duty assigned to NAS Oceana/Department: _____

Active Duty Assigned to: _____

Reserve or Retired Military/Component: _____

I hold a valid U.S. Forces Identification card as a family member

Proof of valid I.D. witnessed by: _____
Signature of Chapel Representative

Enclosure (3)

PRESIDING CLERGY/MARRIAGE COMMISSIONER INFORMATION

Must be completed before application is reviewed for approval by the Command Chaplain

Name (Rank/Title): _____

Religious Affiliation (If Clergy): _____

Command (If Military): _____

Position (If Civilian): _____

Work Telephone: (____) _____ Home Telephone: (____) _____

**BY AUTHORITY OF A LICENSE ISSUED BY THE CLERK OF THE CIRCUIT COURT OF
_____, VIRGINIA, DATED _____**

Date Signed

Clergy/Commissioner Signature

AFFIDAVIT OF THE APPLICANT(S) SPONSOR(S) :

By signature below, I (we) affirm my (our) understanding of and agreement to comply with all policies governing weddings in Chapels under the authority of the Commanding Officer, Naval Air Station Oceana as stated in NASOCEANAINST 1730.1H and various materials provided by the Chapel Staff at the time of my (our) application. I (we) further acknowledge my (our) complete responsibility for any and all actions of my (our) wedding party, guests, musicians, photographers, and any other vendors or consultants connected with the wedding while they are on board NAS OCEANA and or NAS OCEANA DAM NECK ANNEX before, during, and after any planning sessions, the rehearsal, and the marriage ceremony.

Signature

Date

Signature

Date

***** FOR CHAPEL STAFF USE ONLY *****

Date Provided to Applicant: _____ Signed: _____

Date Returned by Applicant: _____ Signed: _____

Date Approved/Disapproved: _____ Signed: _____

Date Entered on Schedule: _____ Signed: _____

Date Applicant Notified: _____ Signed: _____

17 MAY 2002

WEDDING RIG SHEET

Applicant Information

Groom's Name: _____ Bride's Name: _____

Date of Wedding: _____ Time: 1000 1200 1400 _____

Date of Rehearsal: _____ Time: 1500 1600 1700 _____

Name of Chaplain or Presiding Clergy: _____

PLEASE LIST A DAY TIME NUMBER AND A WORK NUMBER OR A PLACE OF CONTACT

(W) _____ (H) _____ (PC) _____

WEDDING PARTY

of Guests: _____ (this includes the wedding party)

Best Man: Yes/No

Maid of Honor: Yes/No

of Groom's Men: _____

of Bride's Maids: _____

of Ring Bearers: _____

of Flower Girls: _____

of Ushers: _____

Arch of Swords/Rifles: Yes/No

_____ Dressing Rooms/Classrooms

_____ Kneelers

_____ Stand for Guest Books

_____ Communion

_____ Stand for Programs

_____ Statues

_____ Unity Candle Stand

_____ Crucifix

_____ Bible on Stand

_____ Credence Table

_____ Candelabras

_____ Chairs

_____ Podiums

_____ Flags

_____ Microphone

_____ Cassette Player

Special Notes: _____

Chapel Staff Initial's: _____ Today's Date: _____

17 MAY 2002

NAS OCEANA/DAM NECK ANNEX
GENERAL CHAPEL USAGE APPLICATION

Date of Request: _____ Command: _____

Chapel Requested: [] NAS Oceana Chapel [] Dam Neck Annex Chapel

Event: [] RETIREMENT [] CHANGE OF COMMAND [] FUNERAL/MEMORIAL SERVICE
[] OTHER: _____

Spaces Requested: [] Main Chapel [] Classrooms/Trailers

Chaplain Services Requested: [] Yes [] No

If yes, please complete NAS Oceana/Dam Neck Annex
Request for Chaplain Services

Date of Event: _____ Time: _____

Name of Honoree: _____ Rate/Rank: _____

Point of Contact: _____ Phone: _____

RIGGING INFORMATION

_____ Six foot table for plaques/photos _____ Stand for Guest Books

_____ Stand for Programs _____ Chairs

_____ Podiums _____ Microphone

_____ Flags _____ Cassette Player

Special Note: _____

By signing below, applicants using the Chapel for any special services, functions or ceremonies agree to comply with current Chapel Usage regulations found in NASOCEANINST 1730.1H. Eligible persons are military personnel (active duty, reserve, or retired) and/or their family members with valid ID card.

Applicant's Signature

Remarks: _____

Command Chaplain Approval

Enclosure (4)

17 MAY 2002

NAS OCEANA/DAM NECK ANNEX
REQUEST FOR CHAPLAIN SERVICES

Date of Request: _____ Command: _____

Event: [] RETIREMENT [] CHANGE OF COMMAND
[] FUNERAL/MEMORIAL SERVICE
[] OTHER: _____

Chaplain Services Requested: [] Invocation [] Benediction [] Both
[] Other:

Chaplain Preference: [] Catholic [] Protestant [] No preference

Date of Event: _____ Time: _____

Location: _____ Building: _____

Name of Honoree: _____ Rate/Rank: _____

Uniform: _____ [] w/ribbons [] w/medals F M

Point of Contact: _____ Phone: _____

*** FILL OUT FOR RETIREMENT ONLY ***

Years Completed: _____ Spouse's Name: _____

Children's Name(s) _____ Age: _____
_____ Age: _____
_____ Age: _____

Plans after retirement: _____

By signing below, applicants using the Chapel for any special services, functions or ceremonies agree to comply with current Chapel Usage regulations found in NASOCEANINST 1730.1H. Eligible persons are military personnel (active duty, reserve, or retired) and/or their family members with valid ID card.

Applicant's Signature

Remarks: _____

Chaplain Assigned: _____ Initials: _____

Command Chaplain Approval

Enclosure (5)

17 MAY 2002

REQUIREMENTS FOR BASE ACCESS

**SEND GUESTS LIST TO BASE SECURITY OFFICER: 433-2434 NO LATER
THAN FOUR DAYS PRIOR TO EVENT
FAX: 433-2032**

**PASS OFFICE
CLOSED WEEKENDS AND HOLIDAYS
433-2816/3212
FAX: 433-3253**

REQUIREMENTS TO GET ON BASE:

ALL ADULTS MUST HAVE IDENTIFICATION
AN ADULT WITH IDENTIFICATION MUST ACCOMPANY CHILDREN
UNDER THE AGE OF 18
DRIVER LICENSE - MUST BE VALID
VEHICLE REGISTRATION - MUST BE CURRENT
CITY STICKER - UP TO DATE
INSPECTION STICKER - UP TO DATE
PROOF OF INSURANCE
VEHICLES ARE SUBJECT TO SEARCH
RENTAL CARS NEED RENTAL AGREEMENT PAPERWORK - PHONED IN CONTRACT
EXTENSIONS ARE UNACCEPTABLE TO BASE SECURITY.
"PAPERWORK MUST BE CURRENT"

THE BRIDE AND GROOM, MILITARY MEMBER, MILITARY DEPENDENT, OR
MILITARY RETIREE SPONSORING GUESTS AND WEDDING PARTY ARE
RESPONSIBLE FOR SUPERVISING THE CONDUCT OF THEIR GUESTS.

BE SURE TO INCLUDE FLORIST, PHOTOGRAPHERS, WEDDING COORDINATORS,
CIVILIAN MINISTERS, OR MARRIAGE COMMISSIONERS ON YOUR GUEST LIST
TO AVOID DELAYS, WHICH COULD RESULT IN THE RESCHEDULING OF YOUR
WEDDING DATE.

Enclosure (6)
