

**DEPARTMENT OF THE AIR FORCE
377 AIR BASE WING (AFGSC)**



**KIRTLAND AFB CHAPLAIN CORPS
EVENT REQUEST FORM**



377 ABW/HC
1950 2ND STREET, SE
KIRTLAND AFB, NM 87117
PHONE: 505.853.5000 DSN: 263.5000

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974)

AUTHORITY: 10 USC 8013. PRINCIPLE PURPOSE: Information is used to systematically schedule and control chaplaincy invocations.
ROUTINE USES: None. DISCLOSURE IS VOLUNTARY: However, chaplains cannot be scheduled without requested data.

POC NAME/ORGANIZATION:		POC PHONE NUMBER (DSN AND CELL):		TODAY'S DATE:	
TYPE OF EVENT:		NAME OF EVENT:		LOCATION OF EVENT:	
DATE/TIME OF EVENT (START TO FINISH):	SELECT UNIFORM OF OFFICIAL PARTY WHICH APPLIES:			IS THIS EVENT:	
	MESS DRESS	SERVICE DRESS	OTHER	INDOOR	
	OCP	CIVILIAN ATTIRE		OUTDOOR	
IS THE CHAPLAIN'S SPOUSE INVITED (IF APPROPRIATE)?			IS A MEAL FOR THE CHAPLAIN PROVIDED?		
YES			YES		
NO			NO		
IF REQUESTING A SPECIFIC CHAPLAIN, FAITH GROUP, OR RELIGIOUS AFFAIRS AIRMAN, PLEASE LIST THEM BELOW (PLEASE EXPLAIN):					
WILL THERE BE ANY DISTINGUISHED VISITORS PRESENT? IF SO, PLEASE LIST BELOW:					
ADDITIONAL NOTES OR COMMENTS:				SIGNATURE OF REQUESTOR:	

For Chapel Use Only:

REMARKS:		
Coordinated By:		Date:
Staff Providing Invocation:	Date Received:	Date Confirmed:

KIRTLAND CHAPEL FORM 1 - 20240215

COORDINATION DIRECTIONS: Email this request to the 377ABW.HC.CHAPEL@us.af.mil org box. Please allow a minimum of two weeks to coordinate a chaplain. Note that due to manning considerations, the chaplain may not be able to stay for the duration of the event.

