



DEPARTMENT OF THE ARMY
JOINT BASE MYER-HENDERSON HALL
204 LEE AVENUE
FORT MYER VA 22211-1199

AMIM-MHG-CH

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum RS-1,
Chapel Use

1. REFERENCE. JBM-HH Chapel Use for Weddings SOP, 13 February 2020.
2. PURPOSE. To outline approved chapel use on JBM-HH.
3. APPLICABILITY. This policy applies to all organizations and individuals wishing to use the Joint Base Myer-Henderson Hall (JBM-HH) chapels. Policies and procedures specific to either the Old Post Chapel (OPC) or Memorial Chapel are noted.
4. POLICY.
 - a. Due to the high volume of funeral services conducted by Arlington National Cemetery (ANC) at the OPC, no additional training events, worship services, ceremonies, or religious education events will be conducted in the OPC. In addition to ANC funerals, the only other activities that will be conducted in the OPC will be Saturday weddings that have been approved and scheduled by the JBM-HH Religious Support Office (RSO).
 - b. Limiting events in the OPC will reduce the wear and tear on the historic facility and its equipment, thus decreasing maintenance and replacement costs while still providing a suitable facility in which to perform the honors and ceremonies conducted therein.
 - c. No private (non-ANC) funerals or memorials will be conducted in the OPC. These events will be conducted only in the Memorial Chapel during the five-day work week. No funerals or memorials will be scheduled on the weekend due to the active use of the Memorial Chapel for religious services throughout the weekend.
 - d. **Eligibility for Memorial Chapel.** Chapel congregations, chapel- or chaplain-sponsored activities, JBM-HH organizations and units, and Department of Defense (DoD) identification card holders are authorized to request weekday use of Memorial Chapel, including the sanctuary, fellowship hall, conference room, and educational spaces. Due to excessive requests for use of Memorial Chapel, the following criteria in the stated order of priority applies:

(1) Worship services and funerals hosted by JBM-HH organizations or units have top priority. Any other event requesting the use of the facility may be moved or cancelled for these events.

(2) Chapel community events. These events may be scheduled 18 months in advance.

(3) Training or religious studies led or sponsored by a chaplain.

(4) Leader development events with a moral, spiritual, or character development focus that is in direct support of JBM-HH organizations, units, or mission.

(5) Family development, resilience, and suicide prevention for JBM-HH organizations.

(6) Military spouse groups which directly support JBM-HH organizations.

(7) All other uses. These require exception to policy and approval by the Joint Base Chaplain. These include weekend events, requests for private (non-ANC, non-JBM-HH) funerals, etc.

e. **Eligibility for Weddings at Old Post Chapel.** Wedding dates and time slots are reserved on a first come, first served basis. See the JBM-HH Chapel Use for Weddings SOP for more details and information. The following personnel, in the stated order of priority, are eligible to request a wedding slot.

(1) Military personnel (Active Duty, National Guard, and Reserve of any branch of service) and their dependents who hold current DoD identification cards.

(2) Retired military personnel and their dependents who hold current DoD identification cards.

(3) DoD personnel (Government employees). Note, contractors do not qualify.

(4) Otherwise eligible military or retired personnel with dependents who do not hold a current DoD identification card can request an exception to policy. In this situation, the eligible military or retired DoD card holder is responsible for sponsoring the wedding and is accountable for adhering to this policy.

5. PROCEDURES.

a. To request use of a JBM-HH chapel facility, contact the RSO at (703) 696-7668 or email at usarmy.jbmhh.usag.mbx.memorial-chapel@mail.mil. Requests should be submitted NLT 5 business days prior to the requested date.

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b. Anyone who uses a chapel facility must provide persons to set up for the event and clean up afterwards. All chapel areas will be left in the same condition as found. There are no exceptions to this requirement. The person who requests the use of any chapel will be responsible for adhering to this policy.

c. Requests for exception to any part of this policy will be sent to the Joint Base Chaplain.

6. POINT OF CONTACT. Joint Base Chaplain at (703) 696-7668 or
usarmy.jbmhh.usag.mbx.memorial-chapel@mail.mil.

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