



REPLY TO  
ATTENTION OF

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

IMMH-RS

23 Jan 15

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum RS-2,  
Chapel Use

1. REFERENCE. JBM-HH Policy Memo RS-1, Chapel Weddings, 17 Oct 14.
2. PURPOSE. To outline approved chapel use.
3. APPLICABILITY. This policy applies to all organizations and individuals wishing to use JBM-HH chapels, especially the Old Post Chapel (OPC) for various purposes.
4. POLICY.

a. Due to the high volume of funeral services conducted by Arlington National Cemetery (ANC) using the OPC, no additional training events, worship services 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 approved and scheduled by the JBM-HH Chaplain's office.

b. The purpose of limiting events in the OPC is to reduce the wear-and-tear on a 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 there.

c. No private/Non-ANC funerals or memorials will be conducted in OPC.

d. Private funerals or memorials will be conducted only in Memorial Chapel during the five-day work week. No funerals or memorials will be scheduled for the weekend due to the active use of Memorial Chapel for religious services throughout the weekend.

5. PROCEDURES.

a. Eligibility. Department of Defense (DoD) organizations and units, DoD identification card holders, chapel congregations and chapel-sponsored activities are authorized to request weekday use of JBM-HH chapel facilities, including sanctuaries, fellowship halls, conference room, and educational space.

IMMH-RS

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum RS-2,  
Chapel Use

- b. To request use of a JBM-HH chapel facility, contact the Memorial Chapel Administrative Assistant at (703) 696-6635, DSN 426-6635.
  - c. All chapel areas must be left in the same condition as found. There are no exceptions to this requirement. Anyone using a chapel must provide persons to set up for events and clean up after them. The person requesting the use of any chapel will be responsible to adhere to this policy.
  - d. Exceptions to this policy must be approved by the Joint Base Commander through the Joint Base Chaplain.
6. The JBM-HH Chaplain's Office is the proponent for this policy. POC is the Joint Base Chaplain at (703) 696-3535/6635, DSN 426.

  
MICHAEL D. HENDERSON  
COL, AR  
Commanding

Distribution: I