



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 1730.1H
REL

14 MAY 2002

AIR STATION ORDER 1730.1H

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: RELIGIOUS MINISTRIES ABOARD MARINE CORPS AIR STATION,
CHERRY POINT

Ref: (a) SECNAVINST 1730.7B
(b) MCO 1730.6D
(c) SECNAVINST 1730.3G
(d) SECNAVINST 1730.8A
(e) SECNAVINST 7010.6
(f) ABO 1730.1B
(g) ASO 1730.5D
(h) ASO 1752.1H

1. Situation. The Marine Corps recognizes its obligation to make possible the practice of religion and to ensure that citizens serving in the naval service are not deprived of opportunities for the free exercise of their religion.

2. Cancellation. AirStaO 1730.1G.

3. Mission

a. To establish policy, responsibilities and procedures for providing religious ministries to all authorized personnel and their family members stationed aboard MCAS Cherry Point.

b. Free exercise of religion is a command responsibility and the Command Religious Program (CRP) is an integral and essential element of a command's administration, planning, programming and budgeting activities.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCAS Cherry Point will ensure the free exercise of religion for all members of the naval service, their family members, and other authorized persons to the greatest extent possible through the development and implementation of a comprehensive CRP which accommodates religious practices within the guidelines established per reference (a) through (h). Navy chaplains assigned to MCAS Cherry Point will provide ministry to personnel throughout the Air Station and to all tenant commands.

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(2) Concept of Operations

(a) The prescribed day of worship shall be observed on Sunday, except by members who celebrate their prescribed day of worship on a day other than Sunday.

(b) Except by reason of necessity, personnel who celebrate their prescribed day of worship on a day other than Sunday will be afforded the opportunity to observe the requirements of their religious principles. When excused from duty on a day other than Sunday, the workweek of each individual should not be less than that of any other individual and may include work on Sunday. Determination of necessity rests entirely with the CG.

(c) Ensure careful consideration is given to applications for leave for those who may desire to observe the significant holy days of their faith with their families.

b. Tasks

(1) Command Chaplain

(a) Advise the CG on all matters related to religious ministries aboard the Air Station.

(b) Develop plans, programs, and budgets to execute religious ministries aboard the Air Station and in relation to tenant commands.

(c) Administer the CG's program for religious ministries to meet the religious needs of all personnel aboard the Air Station.

(d) Administer the MCAS Cherry Point Religious Offering Fund (ROF).

(e) Coordinate the ministries of all assigned chaplains to meet the needs of personnel and their family members aboard the Air Station, ensuring that requirements of each chaplain's ecclesiastical endorsing agency are complied with and are respected.

(f) Coordinate activities with 2d MAW chaplains.

(g) Advise and make recommendations to the CG regarding the appointment of Lay Readers to meet the religious needs of faith groups which are not represented by chaplains assigned to MCAS Cherry Point.

(h) Advise the CG of the need for appropriately endorsed civilian clergy as auxiliary or contract chaplains to provide additional professional personnel to supplement assigned chaplains/existing ministry and assist in obtaining their services.

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(i) Provide appropriate supervision, training, and professional development for assigned chaplains, Religious Program Specialists (RP), chaplain assistants (CA), civilian employees, and reserve chaplains.

(j) Maintain liaison with Navy and Marine Corps Relief Society, American Red Cross, and other community social agencies and religious organizations.

(k) Keep the Joint Public Affairs Officer (PAO) informed of all CRP activities of public interest.

(l) Advise the MARFORLANT Force Chaplain of necessary actions concerning programming of chaplain and RP billets, other support requirements, and religious accommodation requests and decisions.

(2) Staff Chaplains

(a) Conduct divine services.

(b) Facilitate the free exercise of religion for all.

(c) Provide appropriate sacramental ministry and pastoral counseling and care.

(d) Organize voluntary programs of religious education.

(f) Visit workspaces.

(g) Visit the sick and personnel confined to briggs or correctional facilities.

(h) Maintain liaison with religious groups in the Havelock/Cherry Point area in order to meet a chaplain's faith group obligations and to develop public awareness of the religious activities aboard the Air Station as required.

(i) Submit a Chaplain's Semiannual Report of activities to the Commandant of the Marine Corps (REL), via the Command Chaplain and MARFORLANT Force Chaplain per reference (a) and (b).

(3) RP/CA. Assist chaplains in the administration and coordination of the CRP.

c. Coordinating Instructions

(1) The Religious Offering Fund (ROF) shall follow the policy and procedures set forth in reference (e), supporting projects of religious benevolence or community fellowship.

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(2) The CG will appoint, in writing, the Command Chaplain as the administrator of the ROF. The CG will appoint an RP as custodian and another as alternate custodian for the ROF. The Command Chaplain will appoint a designated faith group representative for each sub account. Each faith group representative will make recommendations for disbursements according to the intent of the donors. The administrator, custodian, alternate custodian, and faith group representative will strictly follow the guidelines contained in enclosure (1) of reference (e).

(3) No fees or gratuities will be charged or received for the use of government facilities in the performance of any religious act, sacrament, or rite. Nor will any chaplain, RP or CA charge or receive a fee or gratuity for any religious act, sacrament, or rite performed on government-owned property, or for persons entitled to receive such services by authorization of the Department of the Navy.

4. Administration and Logistics.

5. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to the Marine Corps Reserve.


ANDREW KOWALSKI
Chief of Staff

DISTRIBUTION: MCAS A
2d MAW A

Copy to: CMC (REL)
MARFORLANT Force Chaplain