



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

ASO 1730.1K
CHAP
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AIR STATION ORDER 1730.1K

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

Subj: RELIGIOUS MINISTRIES ABOARD MARINE CORPS AIR STATION CHERRY POINT

Ref: (a) SECNAVINST 1730.7E
(b) MCO 1730.6F W/ADMIN CH
(c) SECNAVINST 1730.8B w/Ch 1
(d) SECNAVINST 7010.6B
(e) ASO 1730.5E w/Ch 1
(f) ASO 1752.1D

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. Navy chaplains assigned to commands aboard Marine Corps Air Station, Cherry Point (MCAS CHERPT) provide ministry to personnel throughout the Air Station to all supported commands.

2. Cancellation. ASO 1730.1J.

3. Mission. To establish policy, responsibilities, and procedures for providing religious ministries to all authorized personnel and their family members stationed aboard MCAS CHERPT.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. 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. MCAS CHERPT 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 references (a) through (f).

(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 should 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 appropriate unit Commanding Officer.

(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.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Coordinating Instructions

(1) Command Chaplain, MCAS CHERPT

(a) Advise the Installation Commander 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 supported commands.

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

(d) Administer the MCAS CHERPT 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 Marine Aircraft Wing (MAW) chaplains.

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

(h) Advise the Installation Commander 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.

(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 the Navy and Marine Corps Relief Society, American Red Cross, and other community social agencies and religious organizations.

(k) Keep the Communication Strategy and Operations Office (COMMSTRAT) informed of all CRP activities of public interest.

(l) Advise the Marine Corps Installations East-Marine Corps Base, Camp Lejeune Chaplain of necessary actions concerning programming of chaplain and RP billets, other support requirements, and religious accommodation requests and decisions.

(2) Staff Chaplains, MCAS CHERPT

(a) Conduct divine services.

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

(c) Provide appropriate sacramental ministry, 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) As required, maintain liaison with religious groups in the Havelock/Cherry Point area in order to meet faith group obligations and to develop public awareness of the religious activities aboard the Air Station.

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

c. Coordinating Instructions

(1) The ROF shall follow policy and procedures set forth in reference (d) while supporting projects of religious benevolence or community fellowship.

(2) The Installation Commander will appoint the Command Chaplain in writing as the administrator of the ROF. The Installation Commander 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 (d).

(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.

5. Administration and Logistics. Questions pertaining to the content of this Order should be directed to the Command Chaplain, MCAS CHERPT.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point and its subordinate and tenant commands.

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


B. C. BURKS

DISTRIBUTION: A