

Summary of Revision (ASO 1730.5E to ASO 1730.5F):

This paragraph will be used to briefly summarize the changes that are listed below.

<u>ASO 1730.5E (Current)</u>	<u>ASO 1730.5F (Revision)</u>
Use these tables on the left side to identify which SMEAC paragraph and subsection, you are revising.	Use this side of the table to write out the revision.
DATE AND TITLE LINE: ASO 1730.5E CHAP 24 Aug 10	ASO 1730.5F CHAP 01 Feb 22
Subj: USE OF COMMAND RELIGIOUS PROGRAM (CRP) SPACES	Subj: USE OF COMMAND RELIGIOUS PROGRAM SPACES AND SERVICES
Ref: (b) SECNAVINST 1730.7D	Ref: (b) SECNAVINST 1730.7E
Ref: (c) MCO 1730.6D	Ref: (c) MCO 1730.6F W/ADMIN CH
Encl: (1) Application for Use of Memorial Chapel Facilities	Encl: (1) Application for Use of Memorial Chapel Facilities Or Services (2) MCAS Cherry Point Request For Chaplain
1. <u>Situation</u> . This Order publishes policy, establishes procedures, and assigns responsibility for use of CRP spaces for Marine Corps Air Station (MCAS) Cherry Point.	1. <u>Situation</u> . This Order publishes policy, establishes procedures, and assigns responsibility for use of Command Religious Program (CRP) spaces for Marine Corps Air Station (MCAS) Cherry Point.
2. <u>Cancellation</u> . AirStaO 1730.5D	2. <u>Cancellation</u> . ASO 1730.5E
PAGE 2 DATE LINE: ASO 1730.5E 24 Aug 10	ASO 1730.5F 01 Feb 22
(c) Allowable uses for the CRP spaces	(c) Allowable uses for the CRP spaces and services
5. <u>Execution</u> . CRP spaces are available for use in accordance with the priorities above, as determined by the Station Command Chaplain. Eligible persons may reserve CRP spaces for themselves or their activity by submitting the enclosure.	5. <u>Execution</u> . CRP spaces are available for use in accordance with the priorities above, as determined by the Station Command Chaplain. Eligible persons may reserve CRP spaces and Chaplain services for themselves or their activity by submitting the enclosure.
6. <u>Command Signal</u>	6. <u>Command And Signal</u>
SIGNATURE: ROBERT D. CLINTON Executive Officer	M.R.HUBER
DISTRIBUTION: A	DISTRIBUTION STATEMENT (a): Approved for public release; distribution is unlimited.



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

ASO 1730.5F
CHAP

3 MAR 2022

AIR STATION ORDER 1730.5F

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

Subj: USE OF COMMAND RELIGIOUS PROGRAM SPACES AND SERVICES

Ref: (a) US Navy Regs 1990, Article 0817 and 0820
(b) SECNAVINST 1730.7E
(c) MCO 1730.6F W/ADMIN CH

Encl: (1) Application for Use of Memorial Chapel Facilities Or Services
(2) MCAS CHERPT Request for Chaplain

1. Situation. This Order publishes policy, establishes procedures, and assigns responsibility for use of Command Religious Program (CRP) spaces for Marine Corps Air Station Cherry Point (MCAS CHERPT).

2. Cancellation. ASO 1730.5E

3. Mission

a. The references establish Marine Corps policy for the provision of free exercise of religion for members of the command, their dependents, other authorized persons and assign the Commanding Officer responsibility for implementing and maintaining a CRP in support of the free exercise of religion detailed in the references.

b. Definitions

(1) CRP spaces. CRP spaces refers to MCAS CHERPT , Building 100.

(2) Special Religious Services, Ceremonies or Events. Special Religious Services, ceremonies, or events refer to baptisms, weddings, funerals, memorial services, bar/bat mitzvahs, confirmations, ordinances or sacraments primarily dedicated to worship and other CRP activities (i.e. Vacation Bible School).

(3) Eligibility and Priority. Eligibility and priority for use is defined as follows:

(a) The MCAS CHERPT Command Religious Program has priority over all other uses of spaces, followed by the CRP of tenant commands, followed by other eligible groups of individuals (i.e. promotion ceremonies, retirement ceremonies, unit training evolutions).

(b) All persons who have been authorized access to Cherry Point may visit the CRP spaces, attend any regularly scheduled services, regularly scheduled religious education and activities, private sacraments/ordinances and other events that are primarily religious in nature.

DISTRIBUTION STATEMENT (a): Approved for public release; distribution is unlimited.

(c) Allowable uses for the CRP spaces and services, in order of priority are as follows: (1) regularly scheduled CRP services, (2) Special Religious Services, ceremonies or events, (3) unit training presentations, (4) military ceremonies, i.e. promotion, retirement, etc.

(d) Individual eligibility for use of the CRP spaces will be established by the primary participant of the event, who must be in legal possession of a Uniformed Services Identification Card. For weddings, either the groom or bride must be in legal possession of a Uniformed Services Identification card to be eligible to use the MCAS CHERPT CRP spaces.

(4) Clergy. Clergy refers to Chaplains and civilian church officials including priests, ministers, rabbis, elders, etc., who are authorized by the State of North Carolina to perform religious ceremonies.

4. Execution. CRP spaces are available for use in accordance with the priorities above, as determined by the Station Command Chaplain. Eligible persons may reserve CRP spaces and Chaplain services for themselves or their activity by submitting the enclosure.

5. Command and Signal

a. Command. This Order is applicable to everyone aboard Marine Corps Air Station Cherry Point.

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

M. R. HUBER

APPLICATION FOR USE OF MEMORIAL CHAPEL FACILITIES OR SERVICES

PRIVACY ACT NOTICE

System of records Notice NM05512-2 Badge and Access Control System **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14E, Navy Physical Security and Law Enforcement Program; MCO 5530.14, Marine Corps Physical Security Program Manual and E.O. 9397 (SSN) as amended. **PURPOSE:** To control physical access to DoD, DoN, or U.S. Marine Corps installations/spaces, maintain visitor statistics, to track entry and exit times of personnel, **ROUTINE USE:** To various officials outside the Department of Defense specifically identified as a Routine Use in Privacy Act System of Records Notice NM05512-2 for the stated specific purpose in addition to those set out in the blanket routine uses established by the Department of Defense Privacy Office. **DISCLOSURE:** Voluntary; however failure to provide the information may result in a denial of access to the facility.

APPLICANT'S NAME (FIRST, LAST, MI) _____

TODAY'S DATE _____

STATUS (CHECK ONE)

RANK/RATE: _____

PHONE NUMBER: _____

ACTIVE DUTY RESERVE RETIRED CIVILIAN DEPENDENT

UNIT NAME: _____

E-MAIL ADDRESS: _____

TYPE OF EVENT: _____

*****Saturday wedding times are from 12:00PM through 6:00PM only.
This time frame will include setup, ceremony, pictures, and cleanup.
Wedding rehearsals are done the night before the wedding from 5:00PM through 6:30PM.
No weddings will be scheduled in December after the first Saturday.
Please include setup and breakdown times.
(All requests need to be reserved by a SNCO or senior)**

NAME OF EVENT (Examples: General Smith's Retirement, Sgt Jones' Wedding): _____

EVENT DATE: _____

EVENT START TIME
(No earlier than **0830**):

EVENT END TIME
(No later than **1530**):

REHEARSAL DATE: _____

REHEARSAL TIME: _____

EVENT

LOCATION:

MEMORIAL CHAPEL (Seats approximately 600)

FELLOWSHIP CHAPEL (Seats approximately 60)

OTHER _____

ARE YOU REQUESTING A CHAPLAIN?
IF YES, COMPLETE CHAPLAIN
REQUEST FORM

YES NO

NUMBER OF GUESTS/PARTICIPANTS: _____

*****If you utilize the services of a civilian clergy person, a copy of the individual's credentials will need to be delivered to the Station Chapel at least 2 weeks prior to the event.**

Please contact the Station Chapel for any further assistance at 252-466-4000. Upon completion, submit form via fax 252-466-4002, e-mail CHPT.CHAPEL.OMB or drop off at Station Chapel for processing.

RULES AND GUIDLINES FOR RESERVING THE CHAPEL

Please initial after reading each rule and guideline below indicating your accountability for each item.

1. **Please allow 5 business days for your application to be processed.** Once approved or disapproved you will receive e-mail notification of your request to the e-mail address you provided on the first page of this form.
2. Designated individual to check in and out with a member of the chapel staff prior to and at the conclusion of your event.
Name of Individual: _____
3. Spaces are to be returned to their original condition. We have cleaning materials for your use, i.e., vacuum cleaners, garbage bags, etc. You will be responsible for providing personnel to clean the areas at the end of your event. At the end of your event, any trash must be put in the dumpster found between the chapel parking lot and the Post Office.
4. Ensure all personal non-chapel belongings are removed from the chapel after your event, i.e., your decorations, books, training pamphlets, etc.
5. Alcohol, with the exception of sacramental wine, is not permitted on chapel premises.
6. **FOOD AND DRINKS (EXCEPT WATER) ARE NOT PERMITTED IN THE CHAPELS.**
7. You are responsible for your guests' conduct at all times. Do not allow your guests to park in designated parking spots, non-parking areas, or to enter any areas designated as staff only, i.e., office and staff rest rooms.
8. Smoking and chewing tobacco are not allowed in the chapels except in designated smoking areas.
NO SPITTING ON DECK.
9. Naval regulations restrict chapel staff from accepting money or gifts for their services. If you wish to give a gift, donations may be given to the Religious Offering Fund. Checks must be made payable to "MCAS Religious Offering Fund" and may be given to the duty RP or other chapel staff members.
10. Patron is responsible for coordinating access to the installation for guest without a Department of Defense decal. Please call (252-466-5921) or visit the Pass and I.D. office to make arrangements for civilian access to your event.
11. Decorations will not be attached to any of the chapel walls or furnishings by the use of tape, staples, tacks, nails, or glue, etc.
12. Rose petals for use during wedding ceremonies must be artificial to avoid staining the carpet.
13. **Projectors and computers are not available through the chapel. The Training and Education Department has equipment available for rent. If needed, please contact 252-466-2963, Deborah L. Smith, to make arrangements for equipment.**

*****PLEASE NOTE:**

YOUR RESERVATION IS NOT FINALIZED UNTIL YOU RECEIVE AN E-MAIL FROM ONE OF THE MEMBERS OF THE CHAPEL STAFF.

We reserve the right to cancel your event at any time if you do not adhere to the rules and guidelines listed on this form.

Memorial Services for deceased active duty personnel will have precedence for reservations.

We will do our best to ensure you receive at least 48 hour notification to change or cancel your reservation.

SIGNATURE OF APPLICANT: _____ DATE: _____

CHAPEL STAFF WHO RECEIVED REQUEST: _____ DATE: _____

MCAS CHERRY POINT REQUEST FOR CHAPLAIN

(Submit form 7 days prior to the event)

PRIVACY ACT NOTICE

System of records Notice NM05000-2 Program Management and Locator System **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN). **PURPOSE:** To request chaplain services. **ROUTINE USE:** To officials outside the Department of Defense specifically identified as a Routine Use in Privacy Act System of Records Notice NM05000-2 for the stated purpose in addition to those set out in the blanket routine uses. **DISCLOSURE:** Voluntary; however failure to provide the information may result in delay/denial of chaplain services.

NAME OF APPLICANT (FIRST, MI, LAST) _____

PHONE NUMBER: _____

COMMAND OR ORGANIZATION NAME: _____

E-MAIL ADDRESS: _____

STATUS (CHECK ONE) RANK/RATE: ACTIVE DUTY RESERVE RETIRED CIVILIAN DEPENDENT

POINT OF CONTACT (if different from applicant): _____

TYPE OF EVENT: (CHECK ONE) CHANGE OF COMMAND RETIREMENT CEREMONY MEMORIAL SERVICE WEDDING
 FUNERAL SERVICE GRAVESIDE OTHER _____

REQUESTED SERVICE NEEDED (CHECK ONE) INVOCATION BENEDICTION BLESS MEAL
 OTHER _____

DATE / TIME OF EVENT : _____ SOCIAL HOUR BEGINS AT: _____ LOCATION AND ADDRESS: _____

NAVY UNIFORMS

Service Dress White Service Dress Blues Summer Whites Full Dress Blues Gloves
 Dinner Dress Blues Dinner Dress Whites Service Khaki Full Dress Whites (chokers) OTHER _____

IMPORTANT:

FOR CHANGE OF COMMANDS AND RETIREMENT CEREMONIES, PLEASE ATTACH BIOGRAPHY(S) AND PROVIDE THE FOLLOWING INFORMATION:

1) Full Military Title and Name(s): _____
2) Years of Service (Ret): _____ 3) For Change of Command, gaining command of outgoing CO: _____

NOTE: Please be advised that if an event falls on a Sunday, it's less likely to be supported due to Chaplain's Sunday Worship obligations. This can be decided on a case-by-case basis. The Command Chaplain makes the final decision. Thank you in advance for understanding.

Please contact The Station Chapel for any further assistance at 252-466-4000. Upon completion, submit form via fax 252-466-4002, e-mail CHPT.CHAPEL.OMB or drop off at Station Chapel for processing.

Applicant's Signature: _____ Date: _____

Chapel Staff Who Received Request: _____ Date: _____

Chaplain Assigned: _____ Contact Number: _____ Unit: _____