



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

ASO 1730.5E *Ch 1*
CHAP
24 Aug 10

AIR STATION ORDER 1730.5E *w/Ch 1*

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

Subj: USE OF COMMAND RELIGIOUS PROGRAM ~~(CRP)~~ SPACES

Ref: (a) US Navy Regs 1990, Article 0817 and 0820
(b) SECNAVINST 1730.7D
(c) MCO 1730.6D

Encl: (1) Application for Use of Memorial Chapel Facilities

1. Situation. 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. Cancellation. AirStaO 1730.5D

3. Summary of Revision. This Order has been completely rewritten and must be reviewed in its entirety.

4. 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 Cherry Point, 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).

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

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

(a) The MCAS Cherry Point 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.

(c) Allowable uses for the CRP spaces, 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 Cherry Point 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.

5. 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 for themselves or their activity by submitting the enclosure.

ASO 1730.5E
24 AUG 2010

6. 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.



ROBERT D. CLINTON
Executive Officer

DISTRIBUTION: A



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

ASO 1730.5E Ch 1
CHAP
24 JUL 2014

AIR STATION ORDER 1730.5E Ch 1

From: Commanding Officer
To: Distribution List

Subj: USE OF COMMAND RELIGIOUS PROGRAM SPACES

Encl: (1) Replacement Pages (New Enclosure (1)) for Current Order

1. Situation. To direct a pen change to and insert new pages in the basic Order.

2. Execution

a. Promulgation Page:

(1) Delete "(CRP)" from the Subject (Subj:) line.

(2) In par 1, line 2 add the words 'Command Religious Program' immediately before the acronym 'CRP' and enclose the acronym 'CRP' in parenthesis.

b. Page 3. In par 6, insert the word 'and' between the words 'Command Signal'.

c. Replace the current enclosure with the enclosure contained in this Change.

3. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.


C. PAPPAS III

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)

<input type="checkbox"/> ACTIVE DUTY	<input type="checkbox"/> RESERVE	<input type="checkbox"/> RETIRED	<input type="checkbox"/> CIVILIAN	RANK/RATE:	WORK PHONE NUMBER:	CELL PHONE NUMBER:
<input type="checkbox"/> DEPENDENT	<input type="checkbox"/> OTHER _____					

UNIT NAME: _____	E-MAIL ADDRESS: _____
------------------	-----------------------

TYPE OF EVENT: (CHECK ONE)	<input type="checkbox"/> TRAINING	<input type="checkbox"/> MEMORIAL SERVICE	<input type="checkbox"/> FUNERAL SERVICE	<input type="checkbox"/> WEDDING*** (PLEASE SEE BELOW)
	<input type="checkbox"/> CEREMONY (REENLISTMENT, PROMOTION, RETIREMENT)		<input type="checkbox"/> OTHER _____	

*****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 15:30PM.
No weddings will be scheduled in December after the first Saturday.**

FOR WEDDINGS ONLY: NAME OF CIVILIAN CLERGY* OR MILITARY CHAPLAIN INVOLVED IN THE EVENT
--

NAME OF EVENT (Examples: General Smith's Retirement, Sgt Jones' Wedding):	EVENT DATE:	EVENT START TIME (No earlier than 0800):	EVENT END TIME (No later than 1530):
---	-------------	---	---

**Please include setup and breakdown times.
Weekday events will begin no earlier than 0800 and end no later than 1530.
Please note any additional days needed for rehearsals, etc.
(All requests need to be reserved by a SNCO or senior).**

REHEARSAL DATE:	REHEARSAL TIME:	EVENT LOCATION:	<input type="checkbox"/> MEMORIAL CHAPEL (Seats approximately 600)
			<input type="checkbox"/> FELLOWSHIP CHAPEL (Seats approximately 60)
			<input type="checkbox"/> MANNA CABANA (Seats Approximately 8)
			<input type="checkbox"/> OTHER _____
ARE YOU REQUESTING A CHAPLAIN? IF YES, COMPLETE CHAPLAIN REQUEST FORM			NUMBER OF GUESTS/PARTICIPANTS: _____
<input type="checkbox"/> YES <input type="checkbox"/> NO			

*****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 Chaplain prior to the event being approved.**

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 at the top 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. Request for changes to the reservation must be in writing on a new request form and submitted within seven business days of the scheduled event.
- 14. 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: _____