



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 1730.4H

CHAP

02 JUN 2025

AIR STATION ORDER 1730.4H

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE COMMAND RELIGIOUS PROGRAM

Ref: (a) SECNAVINST 1730.7E
(b) MCO 1730.6G
(c) MCO 1306.16F
(d) SECNAVINST 7010.6C
(e) NAVMC 3500.85C
(f) MARCORMAN
(g) 10 USC 1789
(h) SECNAVINST 1730.11

Encl: (1) Command Religious Program Facilities Request Form and
Memorandum of Understanding
(2) MCAS New River Chaplain Contact Information

1. Situation. Reference (a) promulgates policy and assigns responsibility for Religious Ministries within the Department of the Navy. References (b), (c), (f), and (h) provide policies and procedures for Religious Ministry (RM) in the United States Marine Corps. Reference (d) promulgates policy on Religious Offering Funds. This Standing Operating Procedure addresses procedural items that are specific to the conduct of RM on board Marine Corps Air Station New River.

2. Cancellation. Air Station Order 1730.4G.

3. Mission. To set forth policies, responsibilities, and procedures for the Command Religious Program (CRP) on board Marine Corps Air Station (MCAS) New River; to develop and implement a Religious Ministry Plan (RMP); to provide technical supervision and support for the RMP; and to provide advice to the Commanding Officer (CO) and staff for religious and ethical issues which may impact the command and its operations, family readiness, morale, and welfare.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Per references (a) and (b), MCAS New River will establish and sustain a CRP to ensure the free exercise of religion. The Command Chaplain will serve as a Special Staff Officer to the CO to develop and implement the CRP, and to provide professional advice and counsel on religious, spiritual, moral, and ethical issues.

(2) Concept of Operations. The Command Chaplain shall provide RM for all personnel assigned to MCAS New River as well as all tenant commands not supported by the 2d Marine Aircraft Wing (MAW) or Camp Geiger Religious Ministry Teams (RMT).

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02 JUN 2025**b. Tasks****(1) The Command Chaplain**

(a) The Command Chaplain will coordinate and supervise the work of the chaplains, Religious Programs Specialists (RP), and Chaplain Assistants (CA) assigned to the MCAS New River RMT. No RMT personnel will be assigned duties outside the CRP without approval from the Command Chaplain.

(b) Advise the CO on matters pertaining to the religious, moral, and general welfare of all persons assigned to the Air Station.

(c) Develop and execute a comprehensive RM program for Air Station personnel and their dependents, and where appropriate, in cooperation with 2d MAW RMTs, for personnel of 2d MAW and their dependents.

(d) Maintain a current and accurate Religious Needs Assessment of personnel assigned to the Air Station to ensure appropriate support for all faith groups represented.

(e) Provide faith specific RM to personnel not represented by a chaplain by means of Contract Religious Ministry Professionals (CRMP), chapel volunteers, and religious lay leaders. The Command Chaplain will train lay leaders for faith groups not represented by a Navy Chaplain or CRMPs. All resourcing of personnel will be based on the current Religious Needs Assessment.

(f) Liaison with the Navy-Marine Corps Relief Society, American Red Cross, civilian clergy, local religious organizations, and community agencies.

(g) Ensure timely and effective publicity of CRP events and activities.

(h) Authorize use and have oversight of the Air Station CRP facilities (AS-236 and AS-612). CRP facilities are government property and are available for use by authorized personnel for authorized purposes and will be reserved in accordance with the enclosures.

(i) Formulate and enforce office policies, rules, and regulations.

(j) Collateral or additional duties may be assigned in accordance with references (a) and (b).

(k) The Command Chaplain is responsible for and will coordinate all divine services and public worship offered at the Air Station Chapel. Changes in the divine service or public worship schedule require CO's approval.

(l) Participate in staff functions, with particular emphasis on RM support provisions, religious and cultural influences, family readiness, and general personnel welfare. Develop and publish RM Support Plans for inclusion in the operation/exercise plans.

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(m) The Command Chaplain is responsible for budget and fiscal requirements. The fiscal plan in support of the CRP will include comprehensive support for all faith groups represented, covering individual and collective needs, and provide for required professional training for RMT personnel, equipment, facilities, religious expression, consumable items, personnel support, publicity, transportation, labor, maintenance, repair, replacement, personal growth, and spiritual formation events. References (d) and (g) provide amplifying guidance on authorized use of appropriated funds for chaplain led programs.

(n) Coordinate the placement of RMT members at destructive weather shelters during destructive weather periods (and other emergencies); develop and maintain a contingency plan for the assignment of chaplains to Casualty Assistance Calls as needed and develop a cooperative RM plan to support Mass Casualty events on the Air Station.

(2) Deputy Chaplain. The Deputy Chaplain will be the junior chaplain. Their responsibilities include:

(a) Advise the Command Chaplain regarding special project personnel, collateral duty assignments, and employment of RMT personnel tasking from the Installation S-3.

(b) Coordinate with the Air Station S-3 for all exercises, events, and taskers.

(c) Function as the designated ROF Alternate Administrator.

(d) Be responsible, under the Command Chaplain, for the proper performance of the duties assigned to the RMT, and for the conduct of CRP personnel in accordance with current regulations and orders.

(3) Enlisted Support Personnel. RPs are assigned to provide dedicated enlisted RM support as members of the RMT. The CO may appoint a qualified Marine or Sailor to serve as a chaplain assistant (CA). RPs and CAs are combatants and provide force protection and individual security for non-combatant chaplains when mission requirements necessitate.

5. Administration and Logistics

a. Performance evaluations for all enlisted personnel will be submitted by the Command Chaplain to the CO, Headquarters and Headquarters Squadron, for awareness, review, and routing to the Station CO. Annual evaluations for Navy personnel, once signed will be forwarded to the Personnel Specialists at Branch Medical Clinic Admin, MCAS New River.

b. Officer Fitness Reports will be submitted to the Station CO for review, modification, and signature. Once signed the Fitness Report will be forwarded to the Personnel Specialists at Branch Medical Clinic Admin, MCAS New River.

c. The Religious Offering Fund will be managed in compliance with reference (d), with two authorized subaccounts: Catholic and Protestant. Two subaccount representatives per faith group are authorized. All disbursements above 4,500 dollars must have written command approval. The

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Command Chaplain is the Administrator of the ROF. Monthly sub-account statements will be posted in a prominent public space in the Chapel and included in Divine Service bulletins to ensure transparency.

d. CRP volunteers and contractors will comply with all training requirements, installations records checks conducted by the Provost Marshal's Office, and other requirements set forth by the MCAS New River Command Chaplain.

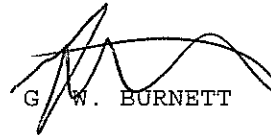
e. Per a Memorandum of Understanding (M67358-240725-U004/1 Aug 2024), the MCAS New River RMT will participate in the Marine Corps Installations East/Camp Lejeune Consolidated Duty Chaplain Watchbill. Enclosure (2) provides details for the Air Station leadership and the Command Duty Officer to reach a chaplain after normal working hours.

f. McCutcheon Memorial Chapel (AS-236) and the Spiritual Fitness Center (AS-612) are available to authorized persons. Authorized persons may request space for special religious services or ceremonies, and unit level training by completing enclosure (1) and submitting it to the RMT.

6. Command and Signal

a. Command. This Order is applicable to all Station Personnel and Tenant Commands.

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



G. W. BURNETT

DISTRIBUTION: B

Command Religious Program Facilities Request Form

1. Primary Point of Contact: _____
Rank and Name Unit

Work Phone Cell Phone E-mail

2. Command: _____ Approximate Attendance: _____

3. Purpose: _____ Funeral Service _____ Brief (_____)
_____ Memorial Service _____ PME (_____)
_____ Retirement _____ Other (_____)

4. Space(s) requested:

Chapel AS-236: _____ Chapel Sanctuary _____ Chapel Fellowship Hall _____ Chapel Classroom(s) _____ Chapel Kitchen

Spiritual Fitness Center AS-612: _____ Gymnasium _____ Multipurpose Room _____ Classroom(s) _____ SFC Kitchen

5. Time Slot(s): The MCAS New River Chapel Spaces are available for use by command, tenant commands, and the community of MCAS New River. They provide a safe place for divine worship, celebrations, and educational purposes. Chapel spaces are available on Mondays – Saturdays, and Sundays after 1400. No event will be confirmed until the chapel staff determines the availability of the facilities.

****Please Note****

Any event starting before 0730 and ending past 1600 will need special justification and approval by the Command Chaplain.

The Command Chaplain has the final approving authority.

The chapel is not available for weddings during December or the week of Easter.

Due to limited space and manpower, only one unit event will be scheduled in chapel spaces per day.

6. Date(s) requested: _____ Arrival Time/Depart Time: _____ to _____ Time actual event starts: _____
(MM/DD/YY)

7. Equipment and aids requested:

_____ Speaker for Audio _____ Televisions _____ Microphones _____ DVD Player _____ Projector & Screen

FOR CHAPEL STAFF USE ONLY

Received by: _____

Date: _____

02 JUN 2025**MEMORANDUM OF UNDERSTANDING**

I certify that this request is only for use pertaining to the requested event. By my initials on appropriate sections of this Memorandum of Understanding, I acknowledge my understanding of and responsibility therein. _____ (*Initial here and at the end of each applicable paragraph*).

1. I acknowledge that I am responsible for:

- a. The appropriate use and care of the requested spaces. _____
- b. The conduct of and/or damage caused by participants and guests. _____
- c. A completed request, including the Memorandum of Understanding, must be completed, and turned in before the date is reserved. Religious Services have priorities over any other event. _____
- d. I understand that **it is my responsibility as the sponsor to have the Chapel/ Spiritual Fitness Center cleaned as well as all the rooms used by my guests, and verified by chapel staff the space is clean.** Everything will be cleaned, and everyone will be out of the Chapel/ Spiritual Fitness Center by the allotted time frame. _____
- e. I understand that **it is my responsibility to designate a working party for set up and break down back to original setup of tables, chairs, and equipment for requested event.** It is the Chapel Staff responsibility to provide a key for access to tables, chairs, and other requested equipment. The Facilities Equipment Request Form shall be filled out with requested equipment. _____
- f. Events, which start late, are not entitled to extra time. _____
- g. Floral arrangements will not be affixed to the furniture or walls of the assigned space through the use of tape, pins, nails, staples, or any fastener that would leave any mark on the furniture or walls. After consultation with the enlisted clerk assigned to the event, flowers may be affixed to the end of the pews by tying them on with ribbons. The eligible sponsor must remove all decorations and floral arrangements from the assigned spaces immediately after the event. **I understand that the Chapel/ Spiritual Fitness Center furnishings will not be rearranged or removed for any event.** _____
- h. Alcoholic beverages, other than for sacramental use, are not permitted in any spaces assigned. _____
- i. **Eating and drinking liquids other than water** in the Sanctuary and Gymnasium are not authorized, and I am responsible for clarifying this with my unit. _____
- j. The use of any tobacco products and electronic cigarettes is permitted only 50 feet from the building per DOD policy. If anyone is caught using these items indoors; they will be asked to leave. _____

2. By my signature below, I accept all conditions and requirements attached to my approved request and agree to reimburse the United States Government and MCAS New River for any damages resulting from my use of the assigned space. I also am aware that I will be responsible for providing a working party after the event to clean any space that was used based on the chapel cleaning list for the area being reserved.

Printed Full Name

Signature and Date

MCAS NEW RIVER CHAPLAIN CONTACT INFORMATION

MCAS New River Chaplain (Station / H&HS / CNATT)

Office: 910-449-6801

Call Chaplain Beasley (252.647.0757) before calling the CLNC/MCIEAST CDO.

CLNC/MCIEAST DUTY CDO
910-451-2414

MAG 26 Chaplain

Office: 910-449-7180 / 7142

After Hours: 910-546-1799

MAG 29 Chaplain

Office: 910-449-7560 / 6866

After Hours: 360-710-4019

MALS-26
VMM-261
VMM-264
VMM-365

VMM-162
VMM-263
VMM-266
VMMT-204

MALS-29
HMH-464
HMLA-269

HMH-461
HMLA-167
HMHT-302

MWSS 272 Chaplain

Office: 910-449-7450 / 6998

After Hours: 417-300-9654