



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1730.9A
CHAP
JUN 15 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 1730.9A

From: Commander
To: Distribution List

Subj: USE OF MARINE CORPS BASE CAMP LEJEUNE COMMAND RELIGIOUS
PROGRAM SPACES

Ref: (a) U.S. Navy Reg. 1990, Articles 0817 and 0820
(b) SECNAVINST 1730.7D
(c) MCO 1730.6E

Encl: (1) Application for Use of Chapel Facilities

1. Situation. References (a) through (c) establish Marine Corps policy for the free exercise of religion for all active duty Marines, Sailors, family members, and other authorized persons. Reference (c) assigns the commanding officers the responsibility for implementing and maintaining a Command Religious Program (CRP) in support of the free exercise of religion.

2. Cancellation. MCIEAST-MCB CAMLEJO 1730.9.

3. Mission

a. This Order promulgates policy, establishes procedures, and assigns responsibility for use of CRP spaces for Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ).

b. Summary of Revision. This Order has been revised to make administrative changes to the format and added paragraph 4a(2)(d). It should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. CRP spaces shall be available for use in accordance with the listed below, as determined

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distribution is unlimited.

by the MCIEAST-MCB CAMLEJ Command Chaplain. Eligible persons may reserve CRP spaces for themselves by submitting enclosure (1) to the Base Chaplains Office.

(2) Concept of Operations. Eligibility and priority are defined as follows:

(a) The MCIEAST-MCB CAMLEJ CRP has priority over all other uses of CRP space. Tenant commands are next in priority followed by other eligible groups or individuals.

(b) All persons authorized access to Camp Lejeune may visit CRP spaces, attend any regularly scheduled service, or enter for private meditation (when such meditation does not interfere with regularly scheduled events).

(c) Allowable uses for the CRP spaces, in order of priority, are regularly scheduled divine services, Holy Day services, regularly scheduled religious education activities, private sacraments/ordinances, and other events as approved by the MCIEAST-MCB CAMLEJ Command Chaplain.

(d) Private sacraments, ordinances, and other events require a sponsoring chaplain to reserve Chapel facilities. Active duty Service Members and their dependents will utilize their unit chaplain. All other authorized personnel will request sponsorship through the MCIEAST-MCB CAMLEJ Chaplain. The sponsoring chaplain will provide CRP support.

(e) 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, the groom, bride, or either parent may serve as the primary participant.

b. Definitions

(1) CRP Spaces. MCB CAMLEJ Buildings 16, 17, BB-16, M-116, TC-601, LCH-4025, TT-2477, and designated worship/CRP spaces in Buildings 67, the Brig, and TT-2471.

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

(3) 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. Administration and Logistics. Publications are issued by this headquarters electronically and located at:
<http://www.mcieast.marines.mil/Staff-Offices/Adjutant/>.

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ, its tenant, subordinate commands and MCIEAST-MCB CAMLEJ Departments.

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



M. L. SCALISE

DISTRIBUTION: A/C (plus H&S Bn and WTBn)

JUN 15 2017

APPLICATION FOR USE OF CHAPEL FACILITIES

Information contained on this form is maintained under the Systems of Records Notice NM05512-2, Badge and Access Control System (August 15, 2007, 72 FR 45798). **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN). **PRINCIPLE:** Individuals considered or seeking consideration for access to space under the control of the Department of the Navy/combatant command and any visitor (military, civilian, or contractor) requiring access to a controlled facility. **PURPOSE:** To control physical access to DoD, Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON or USMC has security responsibilities. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE:** Mandatory for access.

ELIGIBILITY

Individual eligibility for use of CRP space will be established by the primary participant of the event, who must be in legal possession of a Uniformed Services Identification Card. For weddings, the groom, bride, or either parent may serve as the primary participant.

Date of Application	<input type="checkbox"/> Wedding	<input type="checkbox"/> Wedding Rehearsal	<input type="checkbox"/> Funeral/Memorial	<input type="checkbox"/> Other
Chapel Site:	<input type="checkbox"/> CRP Command Religious Program Type of Event:			

Command/Organization:

Requestor's Name:	Phone #:	E-mail Address:
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APPLICATION DATA

Date of Rehearsal:	Time of Rehearsal:	Date of Event:	Time of Event:
Space (s) Requested:	<input type="checkbox"/> Sanctuary <input type="checkbox"/> Annex <input type="checkbox"/> Religious Education Center <input type="checkbox"/> Kitchen <input type="checkbox"/> Nursery		
Special Requirements:	Units/organizations are responsible for setting up, breaking down, and cleaning, their own events.		

Piano/organ Audio/ Visual Equip Liturgical Supplies (List items):

WEDDING DATA

The groom, bride, or either parent may serve as the primary participant.

Name of Groom:			Name of Bride:		
Work #:	Home #:	Cell #:	Work #:	Home #:	Cell #:
E-mail Address:			E-mail Address:		
Command:			Command:		
Faith Background:			Faith Background:		

OFFICIATING CLERGY INFORMATION

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. A copy of the State authorization must be on file.

Print Name	Signature
Officiating Chaplain/Clergy's Phone Number:	
Officiating Chaplain/Clergy E-mail Address:	

COMMAND SIGNATURES

Recommendation: Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Chapel Pastor Signature	Date
Recommendation: Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Command Chaplain Signature	Date

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During the week prior to your event, you must schedule a walk-through of the chapel spaces with the Religious Program Specialists /Chapel Manager who staff the chapel program to acknowledge agreement to the following:

- a. No furnishings or property may be moved or repositioned without the permission or supervision of the Religious Program Specialist/Chapel Manager.
- b. ONLY the Religious Program Specialists/Chapel Manager may adjust the sound system.
- c. Upon completion of ceremony / event the condition of the Chapel spaces must be restored to the degree of cleanliness that will facilitate immediate use by others. By submitting this request you hereby agree to clean up after your program.

Guidelines for use of space:

- a. Only specifically assigned spaces and equipment will be used for an event. Equipment normally employed in and designed for sacramental/worship will not be used for secular purpose.
- b. Swords, rifles, and weapons of any kind, including replicas or facsimiles, are not permitted within a chapel or other worship space. Honor guards are permitted, but must leave weapons outside or in the entryway, and the archway must be formed outside the building.
- c. Alcoholic beverages, other than for sacramental use, is not permitted in any space. Tobacco use is not permitted in any space.

In addition to the above guidelines, the following apply for weddings:

- d. Assigned spaces for weddings will be available 1 hour prior to the start time and will be granted a maximum of 2.5 hours. For rehearsals, we will grant a maximum of 1 hour. Late starts are not permitted extra time.
- e. Floral arrangements will not be affixed to the furniture or walls of the assigned spaces through the use of tape, pins, nails, staples, or any other fastener which could leave a mark or residue on the furniture or walls. Floral arrangements may be placed in chancel/pulpit areas only in accordance with specific approval from supporting Religious Program Specialist or Chapel Manager who is responsible for the chapel. The responsible/sponsoring ID card holder must remove all decorations and floral arrangements from the assigned space immediately after the event.
- f. Candles on the altar may be used. Any other candles used must be the drip-less type provided by the local florist, with protection provided on the floor.
- g. Throwing rice, birdseed, confetti or other similar material is not permitted in or outside the spaces assigned.

By the signature below, the unit sponsor certifies that this event will comply with the instructions contained and agrees to and is responsible for the following:

- a. Appropriate use and care of the required space.
- b. The conduct of and/or damage caused by participants, consultants, florist, photographers, and guests.
- c. Arrangements with security officials for access to the installation for any civilians attending the event.
- d. Arrangements for service of an organist and clergy (or other religious official) financial or otherwise. The name and phone number of an approved organist will be supplied by the Chaplains' office.
- e. I understand that an RP will be provided by the sponsoring chaplain.

Responsible/Sponsoring ID Card	
Print Name	Signature
Phone Number:	E-mail Address:
Sponsoring Chaplain Information	
Print Name	Signature
Phone Number:	E-mail Address:
Supporting RP Information	
Supporting RP/CA: (Print Name)	Signature
Phone Number	E-mail Address: