



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMKO-ABY-RS

14 September 2010

US ARMY GARRISON-YONGSAN POLICY LETTER 7-1

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Religious Support Facility Use

1. **REFERENCE**: AR 165-1, Chaplain Activities in the United States Army, 3 Dec 09.
2. **PURPOSE**: To establish policy, priorities, and guidelines for the use of Religious Support Facilities (chapels) in US Army Garrison-Yongsan (USAG-Yongsan). USAG-Yongsan chapels are designed as religious support facilities. Chapel facilities are for religious services and other activities related to the spiritual and moral welfare of the command.
3. **APPLICABILITY**: This policy applies to: Memorial Chapel (Yongsan Main Post), South Post Chapel (Yongsan South Post), Hannam Village Chapel, and K-16 Chapel.
4. **PROCEDURES**:
 - a. The USAG-Yongsan Garrison Chaplain has oversight, authority, and responsibility for all USAG-Yongsan religious support chapel facilities.
 - b. Chapel facility priority for use includes, but is not limited to:
 - (1) Regularly scheduled worship services (chaplain led).
 - (2) Chaplain led special worship services (Funeral/Memorial Service/Mass, etc.).
 - (3) Chaplain led religious education (Sunday School, Confraternity of Christian Doctrine (CCD), Vacation Bible School, etc.).
 - (4) Chaplain sponsored religious education events (Bible studies, etc.).
 - (5) Chaplain sponsored outreach (Protestant/Catholic Women of the Chapel, Youth of the Chapel, etc.).
 - (6) Chaplain led special events (weddings, moral leadership training, etc.).

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- (7) Distinctive Faith Group Leader (DFGL) approved and led worship services.
- (8) Other events of worship and education (including choir and wedding rehearsals, etc.).

(9) Other appropriate command / unit activities only when the facility is not being used for a religious support activity (see paragraph 4c(3) below). South Post Chapel, in particular, is one of the Army's busiest chapel facilities, in use 7 days a week. Unit-related use of this particular chapel, due to its limited availability, and perpetual religious support requirements is discouraged.

c. The following are guidelines for use:

- (1) A Chapel Reservation Form will be utilized for all reservation requests.
- (2) Scheduling a chapel for non-religious activities will be on a space available basis and subject to the approval of the chapel Officer In Charge (OIC). Use of South Post Chapel is among the heaviest in the Army, and non-religious activities typically cannot be accommodated due to the high op-tempo of religious support activities conducted both day and night.
- (3) All potential non-religious support users must first complete the Chapel Pre-coordination Checklist (see chapel Noncommissioned Officer In Charge (NCOIC)) which ensures that the requester has attempted to schedule their event at the Multi-Purpose Training Facility (MPTF), Army Community Services (ACS), or at the United Service Organization (USO) prior to coming to the chapel.
- (4) All programs will end prior to 2100 (9:00 PM) unless pre-coordination and approval of the chapel OIC.
- (5) Holiday use of chapels will be on a by exception basis subject to approval by the chapel OIC.
- (6) Non-military congregations will not be allowed to schedule events in USAG-Yongsan chapels.
- (7) Resale activities will not be conducted in chapels or at chaplain sponsored events.
- (8) All events will have a chaplain sponsor.

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5. Chaplains and Chaplain Assistants at all levels must follow chapel Standing Operating Procedures (SOPs) and ensure that facilities are kept in the highest state of readiness to facilitate the free exercise of religion for all military personnel, Family Members, and Department of Defense Civilians.

6. The point of contact this policy is CH (LTC) Hawkins, Religious Support Office at 738-3011.


WILLIAM P. HUBER
COL, USA
Commanding

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