



DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON YONGSAN - CASEY  
UNIT #15333  
APO AP 96205-5333

IMYN-ZA

09 OCT 2018

**UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 43**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Religious Support Facility Use

1. **REFERENCE:** Army Regulation 165-1, Chaplain Activities in the United States Army, 23 Jun 15.

2. **PURPOSE:** To establish policy, priorities, and guidelines for the use of Religious Support Facilities (chapels) in United States Army Garrison Yongsan-Casey (USAG Y-C). USAG Y-C chapels are designed as religious support facilities and as such fall directly under the Office of Chief of Chaplain's supervisory oversight.

3. **APPLICABILITY:** This policy applies to South Post Chapel (Yongsan South Post), Memorial Chapel (Yongsan Main Post), Brian Allgood Army Community Hospital Chapel (121 Hospital), K-16 Community Chapel, Warrior's Chapel (Camp Red Cloud), West Casey Chapel (Camp Casey), Memorial Chapel (Camp Casey), and Camp Hovey Chapel.

4. **PROCEDURES:**

a. The USAG Yongsan - Casey Garrison Chaplain has oversight, authority, and responsibility for all USAG Y-C religious support chapel and associated facilities. Chapel facilities are for religious services and other activities related to the spiritual and moral welfare of the command. Whenever possible, non-religious events should be held in other 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/sponsored religious education (Sunday School, Bible studies, Confraternity of Christian Doctrine, Vacation Bible School, etc.).

(4) Chaplain sponsored outreach (Protestant/Catholic Women of the Chapel, Youth of the Chapel, etc.).

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- (5) Chaplain led special events (weddings, moral leadership training, etc.).
- (6) Distinctive Religious Group Leader approved and led worship services.
- (7) Other events of worship and education (including choir and wedding rehearsals, etc.).
- (8) Other appropriate command/unit activities only when the facility is not being used for a religious support activity. South Post Chapel, due to the transformation efforts of Yongsan, is increasingly sought after for large group functions. Whenever not in use for a specific religious worship service or educational program, South Post Chapel may be used for non-religious activities on a case-by-case basis with the approval of the chapel Officer-in-Charge (OIC).

c. The following are guidelines for use:

(1) A Chapel Reservation Form will be utilized for all reservation requests for a specific chapel facility at the chapel office for each facility herein listed: South Post Chapel, 121 Hospital Chapel, K-16 Community Chapel, Warrior's Chapel (CRC), or West Casey Chapel (Camp Casey).

(2) Scheduling a chapel for non-religious activities will be on a space available basis and subject to the approval of the chapel OIC. Use of South Post Chapel in particular is at a premium due to the ongoing requirements to hold religious worship services and educations programs throughout the week, day and night. Due to the transformational nature of Yongsan, South Post Chapel is in high demand as it is able to accommodate large group training and community oriented events. As such, reservations for events outside of a religious nature will only be accepted on a space available basis regardless of rank of person or level of the office making the request.

(3) All programs will end prior to 2100 unless pre-coordination approval has been granted by the chapel OIC.

(4) Holiday use of chapels will be on a by exception basis subject to approval by the chapel OIC.

(5) Non-military congregations and worshipping communities will not be allowed to schedule events in USAG Y-C chapels.

(6) Resale activities will not be conducted in chapels or at chaplain sponsored events.

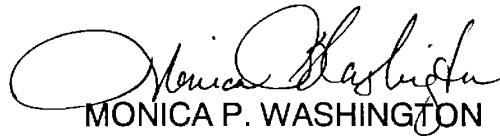
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(7) All events will have a chaplain sponsor.

5. Chaplains, Religious Affairs Specialists/NCOs and event POCs at all levels must follow chapel Standard Operating Procedures and ensure that facilities are kept in the highest state of readiness to facilitate the free exercise of religion for all Service Members, Family Members, and Department of Defense Civilians.

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

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MONICA P. WASHINGTON  
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Commanding

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