



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

MCIEAST-MCB CAMLEJO 1730.7A
CHAP
OCT 10 2019

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1730.7A

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR COMMAND RELIGIOUS PROGRAM (SHORT
TITLE: SOP FOR CRP)

Ref: (a) SECNAVINST 1730.7E, "Religious Ministry within the Department of
the Navy," March 11, 2019
(b) MCO 1730.6F W/ADMIN CH
(c) SECNAVINST 1730.8B Ch 1, "Accommodation of Religious Practices,"
October 2, 2008
(d) OPNAVINST 1730.1E, "Religious Ministry in the Navy," April 25,
2012
(e) SECNAVINST 7010.6B, "Religious Offering Fund," March 22, 2018
(f) BUPERSINST 1610.10D Ch 2
(g) MCIEAST-MCB CAMLEJO 3440.6F
(h) MCO 3040.4
(i) SECNAV M-5216.5 Ch 1, "Department of the Navy Correspondence
Manual," May 16, 2018
(j) SECNAV M-5210.1 Ch 1, "Department of the Navy Records management
Program," September 23, 2019
(k) MCO 1610.7A
(l) MARCORMAN, Par. 2816

Encl: (1) Command Religious Program Procedural Guidance

Reports Required: I. Religious Ministry Team Data (RMT)(Report Control
Symbol DN-1730-05)
II. Mishap Summary (Report Control Symbol DD-5102-02)
III. Command Chronology (Report Control Symbol MC-5750-06)
IV. Morning Report (Report Control Symbol MCIEAST-MCB
CAMLEJ-5214-01)
V. Unit Inspections (Report Control Symbol EXEMPT)

1. Situation. To promulgate policy in accordance with references (a)
through (l) and to establish an SOP for the facilitation and administration
of the CRP within Marine Corps Base Camp Lejeune (MCB CAMLEJ).

2. Cancellation. MCIEAST-MCB CAMLEJO 1730.7.

3. Mission

a. References (a) through (l) direct the establishment of a CRP which
meets the needs of assigned personnel and their family members and provides
for the free exercise of religion within the Command. Policy and procedural
guidance is contained in enclosure (1).

b. Summary of Revision. This Order has been significantly revised and
should be revised in its entirety.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order promulgates instructions for facilitating and administering the CRP.

(2) Concept of Operations. The applicable Designated Faith Group Representatives and the Chapel pastors of the faith communities involved shall assist the Base Chaplain in the implementation of this Order.

b. Tasks. All commanders shall comply with the contents of this Order.

5. Administration and Logistics. Not Applicable.

6. Command and Signal

a. Command. This Order is applicable to all personnel aboard MCB CAMLEJ, its subordinate, and tenant commands.

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



N. E. DAVIS
Chief of Staff

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

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

General Information (Mission and Organization)

1. General. Per references (a) through (b), the Commanding General (CG) has responsibility for implementing and maintaining a CRP at MCIEAST-MCB CAMLEJ in support of the free exercise of religion detailed in reference (a). This support includes funding and logistical support of the CRP as an integral part of the command's total operation. The senior chaplain assigned to MCIEAST-MCB CAMLEJ is responsible to the CG for developing and executing the CRP.

2. Mission. To provide and facilitate for religious ministry through the CRP. The senior chaplain, designated as the Command Chaplain, will act as the principal advisor to the CG on religious, spiritual, moral, and ethical issues affecting the command. The Command Chaplain will seek to ensure the free exercise of religion for all active duty, their family members, and those otherwise entitled to religious ministry support.

3. Assignment. Officers of the Navy Chaplain Corps are assigned to duty with the Marine Corps by the Commander, Bureau of Naval Personnel. Chaplains of various faiths are assigned to major Marine commands to provide a broad range of religious ministry to all personnel and their family members. The Command Chaplain is responsible to the CG for the placement and location of the chaplains within the Command. Denomination, special training, and particular skills will be considered in both the assignment and utilization of chaplains. The complex nature and size of the command and the limited number of chaplains available for assignment may require the senior regional chaplain, MCIEAST-MCB CAMLEJ, to share the services of chaplains in order to provide the broadest coverage. Reassignments will be done in coordination with affected Commanders.

4. Religious Ministry Team Functions

a. The Religious Ministry Team (RMT), composed of chaplains, Religious Program (RP) Specialists and Marine Chaplain Assistants (CA), is responsible for promoting and providing for the free exercise of religion.

b. Provide religious opportunities for individuals to express and develop their religious faith through provision of pastoral care, counseling, religious services and activities, religious education, benevolence, and personal growth.

c. Provide professional assistance to Commanders with regard to religious, spiritual, moral, and ethical issues.

d. Implement directives issued from higher authorities that are related to religious ministry.

e. Requisition, warehouse, control, and issue equipment and/or materials associated with the CRP.

f. Provide consumable materials required by various faith groups.

g. Schedule and coordinate use of CRP facilities for other authorized functions.

5. Organization. Chaplains and enlisted personnel aboard MCB CAMLEJ are administratively assigned to "B" Company, Headquarters and Support Battalion (H&S Bn), MCIEAST-MCB CAMLEJ.

6. Responsibility. References (a) through (d) establish requirements for providing for the free exercise of religion through the CRP. The CG and the Command Chaplain are responsible for implementing and maintaining a CRP as outlined in these references.

a. Support of the CRP (including personnel, funding, and logistics) is an essential element of a Command's total operation. These matters will be managed as an integral part of the Command's planning, programming, and budget activities as governed by current directives.

b. Intra-commands, tenant organizations, and subordinate commands shall support the CRP and the free exercise of religion throughout MCB CAMLEJ.

Chapter 2

Staff Section (Duties and Responsibilities)

1. General. Chaplains assigned to MCB CAMLEJ, as representative clergy of their respective faith groups, provide and facilitate religious ministries to all personnel, their family members, and other authorized persons. All chaplains' responsibilities include, but are not limited to:

a. Advise the Command Chaplain and Deputy Command Chaplain on CRP needs, issues, and activities; and report directly on special tasking/collateral duties assigned.

b. Advise the CG on matters concerning religious, spiritual, moral, and ethical issues affecting units.

c. Assist in developing and executing the CRP.

d. Chaplains are responsible for maintaining their own ecclesiastical endorsement and submission of other reports required by respective endorsing agents.

e. Cooperate with other chaplains, via the appropriate faith group coordinator, to provide a comprehensive ministry throughout MCB CAMLEJ.

f. Ensure spaces, equipment, and supplies assigned are maintained in a "mission capable" state of readiness.

g. Instruct subordinates in all applicable safety precautions.

h. Maintain an RMT notebook on personnel assignments.

i. Manage assigned spaces and resources.

j. Perform duties assigned in specific areas and be responsible for the conduct of subordinates, in accordance with regulations and the orders of the CG and other superiors.

k. Prepare monthly, semi-annual, denominational, and other reports as required.

l. Provide ministry of presence throughout work spaces, quarters, and pastoral visitations.

m. Stay informed on the capabilities and needs of all subordinates and take such action as may be necessary for the welfare and morale of subordinates.

n. Supervise assigned personnel and inform the Leading Petty Officer (LPO) or Division Officer/Leading Chief Petty Officer (LCPO) on enlisted personnel issues affecting the Department.

o. The Command Chaplain provides leave approval, via the Navy Standard Integrated Personnel System, of liberty and special privileges. Chaplains submitting such requests should ensure a note of command approval is included in the memo section of the request.

p. Train subordinates for success in their duties and encourage them to qualify for advancements and to increase their education.

2. Command Chaplain. The Command Chaplain is responsible for administering, supervising, and facilitating religious ministries, chaplain activities, and shall:

a. Administer the CRP with an inclusive and vibrant ministry to meet the spiritual needs of all MCB CAMLEJ personnel to the fullest extent possible.

b. Administer the Religious Offering Fund (ROF) in accordance with reference (e).

c. Advise the Echelon II Chaplain of necessary actions concerning programming of chaplain and RP billets and other support requirements.

d. Advise the CG on all matters pertaining to the CRP and all religious, spiritual, moral, and ethical issues affecting the command.

e. Coordinate MCIEAST-MCB CAMLEJ ministries and religious activities.

f. Coordinate the ministries of all assigned chaplains - respecting their specific religious faith, functional diversity, and professional qualifications - in order to meet the religious needs of MCB CAMLEJ personnel.

g. Develop plans and programs to execute religious ministry within MCB CAMLEJ and its shore-base tenant activities.

h. Ensure liaison with Navy-Marine Corps Relief Society, American Red Cross, Marine Corps Community Services, Marine Corps Family Team Building, and other helping agencies and organizations, both civilian and military.

i. Facilitate required and continued training and professional development of CRP staff, contracted personnel, and volunteer personnel.

j. Maintain liaison with supervisory chaplains of tenant commands.

k. Maintain liaison with civilian religious and charitable organizations and agencies as appropriate.

l. Prepare a fiscal plan in support of the CRP which encompasses adequate support for all faith groups represented, covering their individual and collective needs. The fiscal plan shall provide for adequate training, equipment, facilities, religious expression, consumable support, collateral equipment, personnel support, publicity, transportation, labor, maintenance, repair, replacement, personal growth, and spiritual formation events.

m. Prepare and submit funding needs to the CG encompassing the total need of the fiscal plan to implement quality religious ministries at MCIEAST-MCB CAMLEJ. Funding requirements shall be based on programs of ministry.

n. Prepare and submit subordinate officer fitness reports, chief petty officer fitness reports, and enlisted evaluations for signature, in accordance with reference (f).

o. Supervise assigned chaplains, enlisted personnel, and civilian personnel.

3. Deputy Command Chaplain. The Deputy Command Chaplain is responsible to the Command Chaplain and shall:

a. Act as the senior reporting officer for all evaluations (Navy seaman recruit to petty officer first class), proficiency and conduct markings (Marine private (Pvt) to corporal (Cpl)) and fitness reports (Marine sergeant (Sgt) and above) submitted on enlisted personnel.

b. Advise the Command Chaplain regarding assignment of special project officer(s) and collateral duty assignments.

c. Advise the Command Chaplain regarding delivery and analysis of RPs sponsored by the CRP.

d. Assist in preparing point papers, white papers, and flag letter correspondence.

e. Coordinate civilian requests and chaplain coverage for military funeral/memorial services as directed by Headquarters, U.S. Marine Corps.

f. Coordinate chaplain participation on various MCIEAST-MCB CAMLEJ boards and committees.

g. Coordinate the placement of RMT members at destructive weather shelters during destructive weather periods (and other emergencies) in accordance with reference (g).

h. Develop and maintain a contingency plan for the assignment of chaplains to Casualty Assistance Calls as needed, per reference (h).

i. Develop and encourage RMT members in professional growth, which will include training, mentorship, qualifications, and academic studies.

j. Function as the designated ROF Alternate Administrator.

k. Liaison with all civilian and military religious organizations requesting to provide ministry and/or services of a religious or spiritual nature to military personnel aboard Camp Lejeune.

l. Make recommendations on the proper use of assigned chaplains and enlisted personnel to carry out the mission of the CRP.

m. Maintain and manage contingency plans involving chaplain assignment to include Destructive Weather Shelter Assignments and the Emergency Recall Bill.

n. Monitor awards and decorative submissions from the department to command level.

o. Monitor chaplain coverage at outlying sites and advise the Command Chaplain on religious ministry faith group coverage.

p. Monitor and provide final pay certification for all civil service personnel.

q. Oversee and monitor the daily operations of the Chaplains Department across MCIEAST-MCB CAMLEJ.

r. Perform all Commanders Critical Information Requirements in the absence of the Command Chaplain.

s. Provide staff briefings on the CRP.

t. Prepare and coordinate the area Consolidated Duty Chaplain Watch bill. (Serve as Watch bill Officer.)

u. Supervise, direct, and advise the Training and Operations Chaplain.

4. Training and Operations Chaplain. The Training and Operations Chaplain is responsible to the Deputy Command Chaplain and shall:

a. Assist the Deputy Command Chaplain in the coordination of departmental meetings.

b. Conduct, coordinate, and monitor monthly area-wide Chaplains Training.

c. Coordinate Navy Physical Fitness Assessment for all RMT personnel assigned to the MCB CAMLEJ area.

d. Oversee the implementation and monitoring of all special projects (i.e., Professional Development Training Course, Professional Development Training Workshop, Chaplain Corps Anniversary Banquet, Chaplain Candidate Program Officer Indoctrination, and other various religious and civil events.

e. Prepare departmental reports as required. Reports include, but are not limited to, Annual Command Chronology, Monthly/Annual Attendance, and higher echelon reporting requirements.

f. Schedule and conduct training for assigned personnel. Phases of training should include: indoctrination of new personnel; preparation for advancement in rating, including correspondence courses and practical factors in both military and professional subjects; individual instruction and drills in religious duties; and team training to fulfill operational requirements of the department.

g. Serve as advisor and coordinator for all Lay Leaders who facilitate ministry in the CRP and ensure they function in accordance with established guidelines.

h. Serve as alternate Duty Chaplain Watch bill Coordinator.

i. Serve as area coordinator for the Chief of Chaplains to include area training, Chaplain Corps Anniversary Banquet, senior chaplain conferences, and the Professional Development Training Course and Workshop.

j. Serve as Division Officer for all RPs and Liaison Officer for civilian personnel assigned to MCIEAST-MCB CAMLEJ.

k. Serve as the Media Liaison Officer, coordinating the listing of CRP activities via all media resources.

l. Track all RMT leave and Temporary Additional Duty (TAD) requests, and all departmental-calendar events to ensure efficient and thorough operations.

5. LCPO. The senior enlisted staff RP is the primary advisor to the Command Chaplain on matters related to the enlisted support assignment in the department and shall:

a. Accompany the Command Chaplain on regular scheduled on-site visits to the various chapel areas for the purpose of promoting morale, inspection, and support of staff.

b. Assist the Command Chaplain on official calls, functions, and meetings as directed.

c. Attend and assist in departmental staff meetings as directed by the Command Chaplain and conduct RP staff meetings.

d. Conduct muster of enlisted personnel, enlisted inspections, and barracks room inspections.

e. Conduct the CRP portion of CG Readiness Inspection for all the RMTs within MCIEAST-MCB CAMLEJ.

f. Function as the senior enlisted leader for all staff members.

g. Host enlisted visitors to the Command impacting on the CRP.

h. Identify requirements for department office equipment and supplies and ensure effective use of assets.

i. Liaison with "B" Company, H&S Bn concerning enlisted personnel issues.

j. Maintain liaison with the Navy Personnel Service Department on issues relating to enlisted personnel matters.

k. Manage the development and implementation of departmental desk top procedures and checklists.

l. Provide input on award recommendations for enlisted personnel.

m. Provide input on evaluations, proficiency and conduct markings (Marine Pvt to Cpl) and fitness reports (Marine Sgt and above) submitted on enlisted personnel.

- n. Provide indoctrination training.
 - o. Review and monitor official message traffic daily and distribute relevant messages and orders to the Command Chaplain and staff.
 - p. Review correspondence, instructions, and notices pertaining to enlisted SOPs, orders, and official instruction.
 - q. Supervise and coordinate professional training and career development of staff RPs, temporary and/or permanent Marines, and assigned assistants.
 - r. Supervise reports, tasks, and duties assigned to the staff enlisted personnel with the assistance of the LPO and senior Marine.
6. LPO. The LPO assists and is directly responsible to the department Chief and shall:
- a. Assist the LCPO in coordinating meetings and task groups.
 - b. Assist in identifying all administrative staffing, equipment, supply, and facility needs.
 - c. Assist in budget preparation and with Internal Control reviews.
 - d. Conduct morning muster and complete necessary forms by 0745, submitting them to "B" Company by 0800.
 - e. Conduct pre-inspection of all enlisted personnel prior to any formal inspection.
 - f. Coordinate enlisted training.
 - g. Coordinate RP and CA Monthly Watch bill.
 - h. Coordinate watches for Navy and Marine Corps requirements.
 - i. Counsel junior enlisted personnel when necessary.
 - j. Draft monthly reports (i.e., recall rosters, TAD status, etc.), correspondence, and review instructions.
 - k. Ensure all telephones are staffed by 0730 and that clerks are trained in proper phone etiquette and reception office procedures.
 - l. Ensure Recall Bill is correct, current, and properly distributed.
 - m. Function as the LCPO in the absence of the LCPO and as Professional Reference Library Officer.
 - n. Indoctrinate new personnel regarding office policies and procedures.
 - o. Maintain a check-in/check-out board to monitor the whereabouts of enlisted personnel.
 - p. Manage professional training and career development of staff RPs and permanent Marine personnel.

q. Organize and monitor the operation of the Chaplain's Office. Ensure the accurate and timely submission of all assigned correspondence and reports. Ensure timely completion of all tasks performed by staff RPs and assigned enlisted Marines.

r. Perform verification of Enlisted Distribution and Verification Report and Officer Distribution Control Report.

s. Periodically evaluate work distribution and make recommendations concerning more efficient department operation.

t. Serve as assistant Department Security Officer and as the Fire Marshall for Command Chaplain's Office.

u. Submit input for enlisted performance evaluations, proficiency and conduct markings, and evaluation reports to the LCPO.

7. Fiscal Accounting

a. Purchasing Agent. Purchasing Agent is the primary advisor to the Command Chaplain regarding the status of procurement, budget execution, and CRP funding support and is responsible to the Deputy Command Chaplain. The Purchasing Agent shall:

(1) Conduct proper accounting, to include cost appropriation, property, funding obligations, funding estimates, projections, and funding balance management.

(2) Coordinate preparation and submission of outlying area operational needs through the use of purchase requests or other appropriate documentation.

(3) Disburse government funds within the guidelines established by the Command Chaplain.

(4) Ensure material received is inspected upon receipt and distributed to requesting area.

(5) Implement and approve spending plan.

(6) In coordination with both the Command and Deputy Chaplains, develop and submit proposed CRP budget.

(7) Procure, receive, store, issue, ship, transfer, account for, and maintain stores and equipment utilized by the CRP.

(8) Staff initial response on all budget issues.

(9) Track annual budget expenditures from MCIEAST-MCB CAMLEJ chapel site chaplains.

b. Supply Coordinator. The Supply Coordinator is responsible to the Budget Manager for the proper fiscal accounting of government property and shall:

(1) Assemble and maintain catalogs and listing of supply sources as required.

(2) Certify and maintain bank statements to create a detailed examination and auditing trail.

(3) Maintain adequate audit trails on government funds.

(4) Maintain a record of each account which lists balances and adjustment actions taken.

(5) Maintain financial records and files on all Chapel fund activities and appropriated fund records. Maintain daily chronological subject files relating to financial matters of the CRP.

(6) Maintain paperwork and file for purchasing supplies and equipment in support of the respective chapel activities.

(7) Perform a monthly reconciliation and recapitulation of the government purchase card account to ensure that the basic accounting data and the computerized and manual reports are in balance.

(8) Process all invoices.

(9) Provide research for the development of annual appropriated funds.

(10) Provide the Command Chaplain with an ongoing account of Operation Maintenance and Navy (OM&N) funds allocated and disbursed in support of the CRP. This account will reflect use of these monies in the categories of the projected budget presented to the Command Chaplain.

(11) Serve as contact person to arrange for piano and equipment repairs not covered under service contracts.

c. Contract Coordinator. The Contracting Coordinator is responsible to the Budget Manager for all contracting issues and shall:

(1) Prepare and submit purchase requests for appropriated fund contract personnel to the Purchasing and Contracting Department.

(2) Review and accept invoices for payment of services and maintain an audit trail of all contract payments.

(3) Certify and sign contract personnel time cards.

8. Executive Secretary. The Executive Secretary to the Command Chaplain shall:

a. Assist with all correspondence matters pertaining to the Chaplain department, including officer fitness reports.

b. Maintain a master calendar of events for the Protestant, Catholic, and Jewish Chapels at Camp Lejeune.

- c. Provide administrative support to the Deputy Command Chaplain, Training and Operations Chaplain, and the LCPO.
- d. Receive and screen all calls and visitors for the Command Chaplain.
- e. Schedule and monitor all appointments and meetings involving the Command Chaplain.
- f. Serve as the coordinator for civilian personnel leave, payroll, evaluations, and training for all civil service personnel.
- g. Type, review, and maintain official files of correspondence in accordance with references (i) and (j).

9. ROF Custodian. The ROF Custodian is appointed in writing by the CG and will be responsible to the ROF Administrator. The ROF Custodian shall:

- a. Assist the Sub-Account Representative with the preparation and processing of disbursement requests.
- b. Disburse approved expenditures.
- c. Ensure ledgers for each faith group sub-account and the consolidated account are maintained in accordance with reference (e).
- d. Ensure all reports are prepared and submitted on schedule.
- e. Ensure that a current signature card/ownership card is maintained at the bank.
- f. Ensure all files and records are maintained in accordance with reference (e). Files will be maintained for a minimum of four fiscal years (current year plus three). These files include, but are not limited to:
 - (1) All bank statements;
 - (2) All designated offering request/disbursement forms;
 - (3) All ledgers;
 - (4) All returned cancelled checks;
 - (5) All ROF audit reports;
 - (6) All ROF receipts with deposit slips attached;
 - (7) Copies of all appointment letters for the Administrator, Alternate Administrator, Sub-Account Representatives, Audit Board members, and the Custodian/Alternate Custodian;
 - (8) Copies of all pertinent instructions and directives; and
 - (9) Copies of all relevant correspondence.

g. Maintain accountability of all ROF monies and assets by ensuring that a complete and accurate audit trail exists for all transactions involving the ROF.

h. Maintain files showing command approval for the collection, solicitation, and disbursement of designated offerings.

i. Maintain reconciliation reports, bank statements, ROF receipts, and disbursement requests for detailed examination.

j. Provide information regarding the ROF upon request by the CG, ROF Administrator, ROF Audit Board, or others authorized by the administrator.

k. Receive, safeguard, verify, and deposit offerings collected during worship services. Ensure collections are expediently verified and deposited in accordance with reference (e).

l. Reconcile the ROF consolidated account with the bank statement within three working days of receipt of the bank statement. Reconcile all participating faith group sub-ledgers with the consolidated account.

m. Review disbursement requests for completeness, appropriateness, and availability of funds before forwarding the request to the administrator.

10. Collateral Duties. All collateral duties assigned to chaplains will be in keeping with the primacy of the chaplains' duties of religious ministry, per references (a) through (b). Chaplains will not be assigned collateral duties which involve actions that violate the religious practices of their ecclesiastical authorities. Specifically prohibited duties include:

a. Performing any duty that would compromise the chaplain's status as a non-combatant.

b. Director or treasurer of fund drives or serving in any capacity relating to the solicitation, disbursement and/or custody of monies; except as Administrator, Alternate Administrator, or Sub-Account Representative of the ROF.

c. Serving on a court-martial or rendering judgment in disciplinary cases, except as required by reference (a).

d. Standing watches other than Duty Chaplain Watch, Special Events, and Military Funeral Honors Watch.

(1) Sub-Account Representative. Sub-Account Representatives are appointed and assigned by the Command Chaplain for each faith group represented within the CRP. They are responsible to the Fund Administrator and is that faith group's representative. They are the primary advisor to the ROF Administrator on that faith group's sub-account. Each Sub-Account Representative recommends disbursements from the ROF based on the faith group donor's intent, and they will ensure that a statement covering legal utilization of ROF is published to their applicable faith group on a monthly basis. Publication of this scope statement shall be considered sufficient proof of donor's intent.

(2) Chapel Site Chaplains. The Command Chaplain's Office maintains all chapels throughout MCIEAST-MCB CAMLEJ. Each chapel is assigned a chaplain who functions as Chapel Pastor/RMT Leader (not functional as a Command Chaplain). Manning levels of chaplains assigned will determine the placement of chaplains at each chapel facility. While every attempt will be made to assign chaplains to individual sites, it must be understood by each respective Commander that this assignment may not be feasible. Chapel pastors may function, in some cases, at more than one facility. Regardless of assignment, the Pastor shall:

(a) Account for chapel equipment, inventory, consumable, and non-consumable items.

(b) Assume responsibility for chapel facility maintenance.

(c) Attend area Chapel Advisory Council meetings.

(d) Be responsible for all forms, reports, and correspondence originated or maintained in their assigned chapel sites, and maintain all files and correspondence in accordance with reference (k).

(e) Be responsible, under the Command Chaplain, for the proper performance of the duties assigned to the RMT, and for the conduct of subordinates in accordance with current regulations and Orders.

(f) Ensure optimum material conditions of readiness within the chapel site.

(g) Ensure proper handling of ROF monies in accordance with department guidelines and reference (e).

(h) Ensure that all equipment and check-off lists in assigned spaces are maintained in proper working condition and are properly labeled.

(i) Ensure that all required reports are properly prepared and forwarded to the Training and Operations Chaplain in a timely manner.

(j) Ensure that prescribed security measures are strictly observed by personnel of the site.

(k) Establish and maintain desktop procedures, turnover files, and other directives which may be necessary for the administration of each site.

(l) Initiate performance evaluation sheets for enlisted personnel, in accordance with reference (f).

(m) Keep the Command Chaplain and Deputy Command Chaplain informed of ministries provided, programs, and significant issues.

(n) Plan, coordinate, and implement worship services, religious education programs, and special and seasonal programs. Chaplains will plan and develop an annual calendar for the purpose of projecting needed logistics, personnel, and funding for future services, projects, celebrations, and special events.

(o) Report all infractions of regulations, orders, and instructions which warrant disciplinary action.

(p) Through personal supervision and frequent inspection, ensure that spaces and equipment are in a satisfactory state of cleanliness and preservation.

(3) Special Emphasis Chaplain Assignments. Not every site covered by the CRP may have a dedicated staff chaplain who serves only their needs. To prevent the loss of ministerial coverage, manning may dictate "dual hating" chaplains; certain facilities will be managed under the guidelines of special emphasis. Regardless of manning levels, a chaplain shall be assigned responsibilities in areas requiring CRP coverage. Additionally, special emphasis chaplain assignments shall:

(a) Conduct periodic site visits to work centers within the assigned organization.

(b) Provide comprehensive ministry opportunities to permanent personnel, housing area residents, and to assigned students to the fullest extent possible.

(c) Provide comprehensive on-site ministry to prisoners, and staff of the Brig and Correction Custody Unit, as applicable, to the fullest extent possible.

(d) Serve as advisor to boards and committees as applicable.

(4) Safety Coordinator. The Safety Coordinator is an RP or CA accountable to the Departmental LPO for all safety measures and shall:

(a) Conduct base safety inspection walk-through.

(b) Ensure all fire extinguishers and escape plans are up to date and in place.

(c) Report safety violations in or around the work place and all responsible areas.

(d) Conduct vehicle inspections.

(e) Provide weekend and holiday safety briefs.

11. Chapel Event Coordinators. Civil service personnel are accountable to the Chapel Pastors for all duties determined by their employment contracts. Duties include, but are not limited to:

a. Assist with reserving Chapel spaces for special ceremonies and preparation and submission of Memorandums of Understanding.

b. Demonstrate basic office management skills ensuring efficient use of all chapel and office equipment. Use proper English composition, grammar, spell-check, and proof-reading skills when preparing official documents. Manage resources effectively and consolidate information needed to manage

office files and records in accordance with reference (k). Be able to multi-task and prioritize duties using time management and problem solving skills to successfully complete assigned duties.

c. Provide coordination and assistance for graduations, retirements, baptisms, funerals and memorials, special seasonal observances, and fellowships.

d. Report and track any repairs needed and other defects that require correction.

12. Contract Personnel. Many aspects of religious ministry are accomplished through effective utilization of non-personal service contracts. These contracts are managed through normal procurement procedures and include services for musicians, directors of religious education, choir directors, cantors, etc. Maintenance of these contracts must be based on cost effectiveness in meeting needs which would otherwise remain unfulfilled. Specific criteria are stated in each contract specification, based solely on the needs of the Command at the time the contract was issued.

13. CRP Volunteers. Will comply with all trainings, installations records checks conducted by the Provost Marshalls Office, and other requirements set forth by the MCIEAST-MCB CAMLEJ Command Chaplain.

14. Military Duties. Chaplains are commissioned officers in the United States Navy or Naval Reserve and participate in military functions which are compatible with their non-combatant status, including formations, inspections, and training events that aid in the performance of their duties and ministries.

15. Uniforms. Chaplains and RPs may wear either the Navy or Marine Corps uniforms. When wearing Marine Corps uniforms, chaplains and RPs shall adhere to Marine Corps standards. Reference (c) authorizes the wearing of clerical vestments when performing religious rites.

16. Fitness Reports. Fitness reports for chaplains will be submitted per reference (f).

a. The CG MCIEAST-MCB CAMLEJ, is the Reporting Senior (RS) for the Command Chaplain.

b. Subordinate Commanders will be the RS for the assigned chaplain(s).

c. The Deputy Commander MCIEAST-MCB CAMLEJ, is the RS for all other staff chaplains to include CREDO.

d. To facilitate timely submission, proper formatting, and style of Navy Officer Fitness Reports, the Command Chaplain will provide RSs with training, guidance, and input regarding the Navy Fitness Reports. Additionally, keeping in the spirit of reference (k) and as a general rule, all Chaplains assigned to MCB CAMLEJ shall route their fitness reports to their Commanders via the Command Chaplain to ensure adherence to U.S. Navy Fitness Report standards. The Executive Secretary will be responsible for final drafts and submission in accordance with reference (f).

Chapter 3

Religious Ministries

1. General. Religious ministries will be conducted in accordance with ecclesiastical requirements and through the CRP. Participation in the CRP by eligible personnel will be voluntary. A comprehensive CRP that propagates and strengthens religious customs and practices while enhancing the spiritual life of Marines, Sailors, and family members will include:

a. Worship. Regularly scheduled and advertised divine services will be conducted at least weekly and for seasonal observances, as required by the Command's mission and by the Chaplain's endorsing religious body.

b. Rites and Sacramental Ministries. Rites and sacramental ministries will be provided for all personnel as is feasible. The Command Chaplain will request services of other chaplains or clergy as necessary and appropriate to facilitate ministries for personnel of other faiths.

c. Special and Seasonal Religious Services and Programs. Special and seasonal religious services and programs shall be maintained as part of each faith group's religious life. These programs are designed to meet the faith needs of each community and encourage growth, participation, and development. These programs are essential to the total worship experience and help present a comprehensive CRP.

d. Religious Education. Individual religious instructions and formal programs of religious education will be under the cognizance of an assigned chaplain. It will include the services of Directors of Religious Education and/or CRP volunteers.

e. Pastoral Counseling. A comprehensive program of pastoral counseling and crisis response will be made available to all personnel and their family members, according to their needs and the training of assigned chaplains.

(1) Generally, pastoral counseling and crisis response will be available in each chaplain's work space during normal working hours and through the duty chaplain at all other times.

(2) A chaplain will be available to conduct marriage preparation, family enrichment, and other family programs from a religious perspective.

(3) A chaplain will be available to the Brig to provide on-site pastoral counseling and crisis response for prisoners, and staff.

f. Pastoral Visitation. Continuing pastoral (deck-plate/field) visits will be conducted at work spaces, brig, hospital, and quarters to the fullest extent possible.

g. Other Religious Ministry Programs. Other religious ministry programs (retreats, music events, films, and special activities) will be conducted as appropriate and as funding permits. Priority of ministry provided and accompanying funding levels are determined by the Command Chaplain. Shortages in funding of RP elements due to necessary prioritization shall be passed to the CG.

Chapter 4

Inter-command Cooperation

1. Inter-command Cooperative Activities. Comprehensive and effective religious ministries to all personnel, their family members, and other authorized persons in the MCB CAMLEJ area require the cooperative participation of chaplains from MCB CAMLEJ and tenant commands. The Command Chaplain, under reference (b), will coordinate these cooperative ministries and activities, which include:

a. Area Chapel Programs. Complete information on all area chapel programs and sponsored activities will be made available to area chaplains for publication and the participation of chaplains, military personnel, and their family members.

b. Consolidated Duty Watch. All area chaplains will participate, as available, in the Chaplain Duty Watch bill. Assigned Duty Chaplains will function according to the Duty Chaplain SOP as prescribed by this Order and directives from the Chaplain Duty Watch Officer.

c. Disaster Response. Chaplains and their resources for response to disasters, when activated, will be coordinated by the Command Chaplain from the Base Emergency Operations Center, in liaison with tenant Command Chaplains.

Chapter 5

Logistic Support

1. General. The CRP is supported by local OM&N funds under references (a), (1), and (e) and is reflected as an entity in budget reports and midyear reviews. Logistic support of religious ministries is interpreted to include, but not limited to:

a. Purchasing and providing consumable and religious supplies and services such as religious literature, printing, liturgical accouterments, and transportation.

b. Providing non-consumable support essential to religious ministries, garrison property and equipment, furnishings, and facilities.

c. Contractual positions for musical and educational services such as organist, choir directors, Director of Religious Education, resource persons, and religious faith-group retreats.

d. Support the professional development and training of chaplains, RPs, CAs, and civil service personnel.

2. Cost Center. OM&N fund planning, programming, and budgeting will reflect program requirements for the unique needs of all faith groups in the CRP. The Command Chaplain Department Cost Center will administer OM&N funds in support of the CRP as determined by the Command Chaplain, to include:

a. Purchase of consumable religious supplies (literature, candles, communion supplies, food items for religious observances (such as Passover) and administrative supplies).

b. Provide non-consumable support essential to religious ministries (garrison property and equipment, furnishings, and facilities.)

c. Provide services to support the CRP (equipment repair, cleaning, and transportation).

d. Administer non-personnel service contracts: Director of Religious Education, musicians, choir directors, etc.

e. Administer contracts for civilian clergy.

3. Non-Appropriated Fund. The ROF is the only instrument authorized for the receipt and disbursement of funds received at religious services. The ROF is a non-appropriated fund established and administered under the authority of the CG.

a. The ROF will be managed and administered in accordance with reference (e).

b. All fund raising on chapel grounds will be in support of the CRP and will comply with reference (e).

c. Strict compliance with reference (e) in all areas governing the ROF is mandated.