



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

MCIEAST-MCB CAMLEJO 1730.7C
CHAP
06 Sep 23

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

From: Commander
To: Distribution List

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

Ref: (a) SECNAVINST 1730.7E
(b) MCO 1730.6F W/ADMIN CH
(c) SECNAVINST 1730.8B Ch 1
(d) OPNAVINST 1730.1F
(e) SECNAVINST 7010.6B
(f) BUPERSINST 1610.10F Ch 1
(g) MCIEAST-MCB CAMLEJO 3440.6J
(h) MCO 3040.4
(i) SECNAV M-5216.5 Ch 1
(j) SECNAV M-5210.1 Ch 1
(k) MCO 1610.7B
(l) MARCORMAN W/CH 1-3, Par. 2816
(m) SECNAVISNT 1730.11
(n) MCIEAST-MCB CAMLEJO 5760.1D
(o) MCIEAST-MCB CAMLEJO 7010.18A

Encl: (1) Command Religious Program (CRP) Procedural Manual
(2) DD Form 2793 MAR 2018 Volunteer Agreement Form
(3) RNFE Organization Agreement Form
(4) Example RNFE Command Approval/Denial Letter
(5) Example RNFE MOA

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

1. Situation. To promulgate policy in accordance with references (a) through (o) and to establish and to standardize operating procedures (SOP) for religious ministry within Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ).

2. Cancellation. MCIEAST-MCB CAMLEJO 1730.7B.

3. Mission

a. To establish Command Religious Program (CRP) responsibilities, procedures and implementation within MCIEAST-MCB CAMLEJ as directed per references (a) through (o). Policy and procedural guidance is contained in enclosure (1).

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

b. Summary of Revision. This Order has been revised to update policy and procedure; it should be reviewed in its entirety.

4. Execution

a. Commander's Intent. Free exercise of religion is a foundational principle for our nation. The Department of Defense, the Department of the Navy, and the United States Marine Corps place a high value on the constitutional right of service members to practice their religion. In keeping with this principle, the religious ministry policy of MCIEAST-MCB CAMLEJ shall support comprehensive, relevant and robust religious programs to meet the needs of Marines, Sailors, their families and other authorized individuals assigned to our area of responsibility.

b. Concept of Operations. The Command Chaplain is assigned as a special staff officer to the Command General (CG) under the Chief of Staff. The Command Chaplain is responsible for the implementation, revision, and oversight of this order, advises the CG on religious, spiritual, moral, and ethical matters, implications of policies, revisions and actions, to include matters related to support, personnel, plans, programs, policy, and facilities. All chaplains conduct religious activities as needed and promote Command Religious Programs (CRP), including the standing of Area Chaplain and Religious Program Specialist (RP) duty watches with the assistance of operational chaplains and RPs as available. All chaplains, appointed lay leaders, civilian employees, and chapel volunteers shall assist and support the implementation on 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.

FITZGERALD, Digitally signed by
MICHAEL JOH FITZGERALD MICHAEL
JOHN 1099087818
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08:59:47 -0400

M. J. FITZGERALD
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

Mission and Organization

1. General. Per references (a) through (b), the Commanding General (CG) has responsibility for implementing and maintaining a CRP at MCB CAMLEJ in support of the free exercise of religion detailed in reference (a). The CRP encompasses all religious activities on MCB CAMLEJ. Support includes funding and logistical support of the CRP as an integral part of the command's total operation. The Command Chaplain assigned to MCIEAST-MCB CAMLEJ is responsible to the CG for developing and executing the CRP. The CRP is the responsibility of the CG and all activities are subject to his/her approval. The four core Chaplain Corps capabilities are:

a. Care. Chaplains care for active-duty personnel, dependents and other authorized personnel with dignity, respect, and compassion, regardless of an individual's beliefs. Chaplains are to make informed and professional referrals when necessary to ensure highest level of care for each individual. Chaplains are available 24 hours, seven days a week to provide confidential counseling to assist service members and their families on a personal, religious/spiritual and relational level.

b. Facilitate. Chaplains manage and execute the CRP that accommodates for diverse religious ministry requirements. This occurs within the framework of a pluralistic environment of diverse religious organization's (RO), RO requirements/traditions and religions. Chaplain's coordinate support as needed from area chaplains, civilian clergy, and lay leaders.

c. Provide. Professional religious ministry is provided by ecclesiastically endorsed by a religious organization (RO) and commissioned chaplains to meet specific faith group needs, to include, but not limited to, worship services, religious education, weddings, funerals, and other religious rituals and rites, as well as provide religious and moral counseling, and retreats within the 'manner and form' prescribed by their RO per reference (a). Providing also includes pre- and post-deployment training, crises prevention and response, memorial observances, ceremony/event support, Spiritual Fitness training and the Chaplains Religious Enrichment Development Operation (CREDO) program.

d. Advise. Chaplains advise the chain of command and leaders at all levels on health of the force, matters of morale, morals, ethics, spiritual well-being, spiritual fitness, and emerging religious requirements. Chaplains also serve as advisor to commanders on the impact of religion on military operations and mission significance within the boundaries of their non-combatant status.

2. Mission. Navy chaplains are assigned to the command to provide religious ministry and compassionate pastoral care to active-duty personnel, dependents, and other authorized personnel. Chaplains provide and facilitate for religious ministry within the manner and form of their RO through the CRP which accommodates the religious needs, preferences, and rights of command members, eligible family members, and other authorized users.

3. Organization. The senior chaplain, designated as the Command Chaplain and has direct access to the CG as the principal advisor 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.

a. The Command Chaplain is placed organizationally under the CG and is the Special Staff officer responsible for MCIEAST-MCB CAMLEJ Religious Ministries.

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

c. In the absence of the Command Chaplain the Deputy Command Chaplain will assume all CRP responsibilities per this order.

4. Assignment of Chaplains. Chaplains receiving orders to MCIEAST-MCB CAMLEJ, in accordance with the current manpower authorization, are assigned by the Command Chaplain to support specific areas of ministry.

a. The Command Chaplain is responsible to the CG for the placement and location of chaplains within the Command.

b. The complex nature and size of the command and the limited number of chaplains available for assignment may require the Command Chaplain and Deputy Command Chaplain to share in the religious service responsibilities of BN chaplains in order to provide the broadest coverage.

c. Reassignment of chaplains will be done in coordination with affected Commanders within MCIEAST-MCB CAMLEJ.

5. 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 MCIEAST-MCB CAMLEJ.

6. Fitness Reports and Evaluations

a. The MCIEAST-MCB CAMLEJ CG signs the Navy Fitness Report for the Command Chaplain.

b. The Chief of Staff will sign the Navy Fitness Report for Deputy Command Chaplain assigned to MCIEAST-MCB CAMLEJ.

c. The Deputy Commander MCIEAST-MCB CAMLEJ signs the MCIEAST CREDO Director and Deputy CREDO Directors Navy Fitness Reports.

d. The MCIEAST-MCB CAMLEJ Headquarters and Support Battalion (H&S Bn)

Commander signs the chaplain division officer, all other assigned BN chaplains and all enlisted Navy Fitness Reports and evaluations.

7. Professional Navy Chaplaincy (PNC). Per reference (a), PNC is the system by which religious ministry is delivered by the Chaplain Corps (CHC). It ensures CHC officers are professionally qualified and endorsed to perform all offices, functions, sacraments, ordinances, and ceremonies per manner and form of their RO and ensures their ability to function within the Department of the Navy (DON's) pluralistic environment that supports the free exercise of religion. PNC is militarily necessary. To this end PNC includes the following:

a. Religious Organizations agree to allow their chaplains to facilitate, care for, and advise Service Members belonging to other ROs.

b. A chaplain's RO, represented by the Ecclesiastical Endorsing Agent (EEA), is the final arbiter of what is and is not considered "manner and form" in any question regarding faith group-specific ministry. A chaplain is authorized to interact only with his or her RO's EEA, not with the EEA of other ROs.

c. PNC allows ROs to meet the religious needs and obligations of their people at the very moments and in the very places where the nation demands the most of its Service Members and is least able to serve them.

Chapter 2

Duties and Responsibilities of Chaplains

1. General. Per references (a) through (d), chaplains are special staff corps officers within MCIEAST-MCB CAMLEJ. Chaplains execute the CRP and advise Commanding Officer's regarding religious, spiritual, moral, ethical and issues/concerns that affect the Command.

2. Command Chaplain. The MCIEAST-MCB CAMLEJ Command Chaplain is the Special Staff Officer for Religious Ministries on the principal staff of the Commanding General (CG). The Command Chaplain advises the CG about religious, spiritual, moral and ethical issues affecting the Command's mission, morale, policies, and personnel. Additional responsibilities:

a. Administer the CRP to meet the spiritual needs of all MCIEAST-MCB CAMLEJ personnel to the fullest extent possible per references (a) through (d).

b. Administer the 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. Respect all assigned chaplain specific religious faith, functional diversity, and professional qualifications while coordinating ministry efforts in order to meet the religious needs of MCIEAST-MCB CAMLEJ personnel.

g. Develop plans and programs to execute religious ministry within MCIEAST-MCB CAMLEJ and its 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 cooperation and relationship with supervisory chaplains of tenant commands.

k. Manage and oversight of all Non-Federal Entity (NFE's) policies, procedures and processes and ensure 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 oversight of a plan in support of completing regular MCIEAST-MCB CAMLEJ Religious Needs Assessments (RNA) per reference (a).

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

p. Prepare, discuss and submit subordinate officer mid-term counseling reports and chief petty officer mid-term counseling reports in accordance with reference (f).

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

r. Provide leave approval, via the Navy Standard Integrated Personnel System (NSIPS), and approve liberty and special privileges Command Leave Approver (CLA) access.

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

a. Act as the senior reporting officer and rater for evaluations of all Petty Officer's and assigned USMC Chaplain Assistants within MCIEAST-MCB CAMLEJ. Provide proficiency and conduct markings on fitness reports submitted on subordinate enlisted personnel.

b. Collect, review, revise, and submit inputs on all subordinate officer and senior enlisted Fitness Reports to Command Chaplain.

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

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 Assistant Administrator per reference (e).
 - k. Ensure 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.
 - u. Supervise, direct, and advise the Division Officer Chaplain.
 - v. Maintain and Manage MCIP program for MCIEAST-MCB CAMJ CRP.
 - w. Assume all duties and responsibilities of the Command Chaplain in their absence.
4. Division Officer Chaplain. The Division Officer is responsible to the Deputy Command Chaplain and shall:
- a. Assist the Deputy Command Chaplain in the coordination of departmental meetings.
 - b. Monitor and ensure the Religious Ministry Analytics Tool (RMAT) is updated appropriately by the RMT.
 - c. Monitor and input all trainings into Fleet Training Management and Planning System (FLTMPs).
 - d. Coordinate Navy Physical Fitness Assessment for all RMT personnel assigned to the MCB CAMLEJ area.

e. 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.

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

g. 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.

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.

m. Inform the MCIEAST-MCB CAMJ Command Chaplain of any anticipated visits of ecclesiastical endorsers.

5. Battalion Chaplains. Chaplains are assigned to areas of responsibility in accordance with the needs and priorities of ministry as determined by the MCIEAST-MCB CAMLEJ Command Chaplain. Battalion Chaplains are under the direct supervision of the Division Officer Chaplain. Chaplains assigned to MCIEAST-MCB CAMLEJ, provide religious ministry via their respective faith groups, provide and facilitate religious ministries to all military personnel, their family members, and other authorized persons. Battalion Chaplain responsibilities:

a. Advise the chaplain chain of command on CRP needs, issues, and activities; and report directly on special tasking/collateral duties assigned.

b. Advise the chaplain chain of command on matters concerning religious, spiritual, moral, and ethical issues affecting units.

c. Assist in developing and executing the CRP.

d. Maintain ecclesiastical endorsement and submission of reports required by respective endorsing agents.

- e. Cooperate with other chaplains to provide comprehensive ministry throughout MCIEAST-MCB CAMLEJ.
- f. Ensure spaces, equipment, and supplies assigned are maintained in a "mission capable" state of readiness.
- g. Maintain all applicable safety precautions.
- h. Maintain and manage all assigned facilities, spaces and resources.
- i. Maintain appropriate records, files, statistics, reports and directives applicable to CRP activities.
- j. Perform duties assigned in specific areas and be responsible for progress reporting to the MCIEAST-MCB CAMLEJ chaplain chain of command.
- k. Prepare weekly, monthly, semi-annual, reports as assigned and required.
- l. Deck Plate (ministry of presence) throughout workspaces, quarters, command physical training and various other sites Marines and Sailors congregate.
- m. Stay informed on the capabilities and needs of all Marines, Sailors and their family members and take such action as may be necessary for the welfare and morale reporting issues to the chaplain chain of command.
- n. Supervise assigned personnel and inform the Leading Chief Petty Officer (LCPO) or Leading Petty Officer (LPO) on enlisted personnel issues affecting the Department.
- o. Submit all personal leave requests through NSIPS.
- p. Train subordinates and volunteers on subjects like policy, procedure, resiliency and safety.
- q. Develop and implement goals and objectives for ministry (Planned Ministry Objectives) under the supervision of the Division Officer Chaplain.
- r. Conduct divine services, memorial services, weddings, funerals, baptisms and other religious rites per their religious organization (RO). Chaplains will not be required to perform religious services contrary to their RO requirements.
- s. Maintain appropriate records, files, statistics and directives applicable to CRP activities.
- t. Procure, inventory and maintain supplies, equipment and ecclesiastical gear through authorized channels, per reference (h).
- u. Maintain an up-to-date turnover file.
- v. Provide care through visitation, pastoral counseling, community activities, mentorship, advisement and teaching.

w. Maintain a cooperative spirit and liaison with other chaplains as well as the community and other religious organizations.

x. Participate in meetings, training, conferences, chaplain duty watches, professional development training, religious programs or other duties as directed by the MCIEAST-MCB CAMLEJ Command Chaplain.

y. Schedule and attend monthly meetings with division officer chaplain and quarterly meetings with the deputy command chaplain.

z. Report all issues with subordinated enlisted personnel to the MCIEAST-MCB CAMJ Senior Enlisted Leader (SEL) and/or the Leading Petty Officer.

aa. Inform the MCIEAST-MCB CAMJ Command Chaplain of any anticipated visits of ecclesiastical endorsers.

6. Senior Enlisted Leader (SEL). 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 Commanding General's Inspection Program for all the RMTs within MCIEAST.

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 desktop procedures and checklists.

l. Provide input on award recommendations for enlisted personnel.

m. Provide input on evaluations, proficiency and conduct markings (Marine private to corporal) and fitness reports (Marine sergeant 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. To include Enlisted Distribution and Verification Reports and Officer Distribution Control Reports.

s. Review My Navy Assignment alignment and provide command input on incoming Sailors. Coordinate with Marine Corps Installations Command (MCICOM) to request manning as needed.

t. Responsible for the execution of the MCIEAST Sailor of the Year program. Will solicited for nominations, coordinate boards, and submit command approved results to MCICOM.

7. Leading Petty Officer (LPO). The LPO is assigned by the MCIEAST-MCB CAMLEJ Command Chaplain and is directly responsible to the SEL and shall:

a. Assist the SEL in coordinating meetings and task groups.

b. Assist in identifying and maintaining all administrative staffing, equipment, supply, and facility needs.

c. Assist in budget preparation and with Internal Control reviews.

d. Conduct morning muster.

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 and mentor junior enlisted personnel when necessary.

j. Draft reports (i.e., recall rosters, TAD status, etc.), correspondence, and review instructions.

k. Ensure all telephones are staffed 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 SEL.
- n. Indoctrinate new personnel regarding office policies and procedures.
- o. Maintain a check-in/check-out white board to monitor the whereabouts of enlisted personnel.
- p. Manage professional training and career development of staff RPs and assigned 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. Periodically evaluate work distribution and make recommendations concerning more efficient department operation.
- s. Serve as assistant Department Security Officer and as the Fire Marshall for Command Chaplain's Office.
- t. Submit input for enlisted performance evaluations, proficiency and conduct markings, and evaluation reports to the SEL.

8. 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 using 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) 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.

(7) Process all invoices.

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

(9) 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.

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 timecards.

9. Executive Assistant. The Executive Assistant to the Command Chaplain shall:

a. Assist with all correspondence matters pertaining to the Chaplain department.

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, Division Officer Chaplain, and the SEL.
- 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).

10. 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 ten fiscal years (current year plus nine). 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.

11. 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 or violate actions set forth in reference (a). Specifically prohibited duties include:

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

b. 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 as per reference (e).

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 shall be the senior chaplain of that faith group and are appointed in writing and assigned by the ROF Administrator for each faith group represented within the CRP. They are responsible to the ROF 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. When possible, each chapel is assigned a chaplain who functions as Chapel/RMT Leader responsible to the MCIEAST-MCB CAMLEJ Division Officer Chaplain, Deputy Command Chaplain and the 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 chaplains may function, in some cases, at more than one facility. Regardless of assignment, the chaplain shall:

(a) Account and assure all spaces, equipment, inventory, consumable, and non-consumable items are in proper working order and state of condition through frequent inspections and by maintaining detailed inventories.

(b) Assume responsibility for chapel facility maintenance.

(c) Attend assigned 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), ensuring that all required reports are forwarded to the Division Officer Chaplain in a timely manner.

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

(f) Ensure optimum material conditions of readiness within the chapel site are strictly observed by personnel of the site.

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

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

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

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

(k) 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.

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

(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 workplace and all responsible areas.

(d) Conduct vehicle inspections.

(e) Provide weekend and holiday safety briefs.

12. Chapel Event Coordinators. Civil service personnel are accountable to the Command Chaplain 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.

13. 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.

14. 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.

15. 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, training events that aid in the performance of their duties.

16. 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.

17. Fitness Reports and Evaluations. Fitness reports for chaplains and evaluation for enlisted sailors will be submitted per reference (f).

a. The CG MCIEAST-MCB CAMLEJ, is the Reporting Senior (RS) for the Command Chaplain and the Deputy Command Chaplain when the CREDO Director is the same rank as the Deputy Command Chaplain.

b. The Deputy Commander MCIEAST-MCB CAMLEJ, is the RS for the CREDO Director, the Deputy CREDO Director and the MCIEAST_MCB Deputy Command Chaplain when of greater rank than the assigned CREDO Director.

c. H&S Battalion Commanding Officer will be the RS for the Division Officer Chaplain, BN Chaplains, SEL Fitness Reports and all enlisted evaluations.

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. All Chaplains assigned to MCIEAST-MCB CAMLEJ shall route their fitness reports to their RS' via the Command Chaplain to ensure adherence to U.S. Navy Fitness Report standards per reference (k). The Executive Secretary will be responsible for final drafts and submission in accordance with reference (f).

18. Administration. Each chaplain shall become acquainted with the administrative policies and procedures of the command, pertinent manuals, orders and directives.

19. Casualty Assistance Calls Program. Chaplains participate in this program in accordance with current directives which preclude a chaplain being assigned as primary Casualty Assistance Call Officer (CACO).

20. Leave and Liberty. Leave request are submitted via the chain of command via Navy Standard Integrated Personnel Systems (NSIPS) and approved by the MCIEAST-MCB CAMJ Command Chaplain. Current liberty, force protections and area clearance policies govern the approval of leave and liberty requests. If NSIPS is not available, then a paper leave request NAVCOMPT FORM 3065 should be filled out, routed through the Chain of Command, and submitted to the command CLA for input into NSIPS.

21. Civilian Clergy and Volunteers. Per reference (f), The MCIEAST-MCB CAMLEJ Command Chaplain may sponsor Civilian clergy for access to MCIEAST-MCB CAMLEJ facilities for the purpose of visiting personnel of their respective faith group or assisting in leading faith specific worship. Proselytizing or the distribution of materials is prohibited. The posting of materials, such as worship schedules and programs at civilian churches is at the discretion of the MCIEAST-MCB CAMLEJ Command Chaplain. Access granted to civilian clergy and chapel volunteers is limited to the base chapel, alternate fellowship location or any other location which under their volunteering responsibilities requires the pass holder to visit.

Chapter 3

Enlisted Support Personnel

1. General. Per reference (a), RPS and Marine CAs are assigned to Marine Corps Commands to assist chaplains in planning, programming, administrating and coordinating the CRP. The CRP staff may also include civilian administrative assistants, chapel managers, and other office personnel.

2. Duties. As uniformed members, RPs and CAs comply with military regulations, traditions, courtesies and duties of their branch of service. Job descriptions for RPs are based upon Navy Enlisted occupational Standards. RPs and CAs are assigned to a consolidated Duty Watch Bill to support the CRP outside normal working hours and are not to be assigned to any other duty watch bill beyond the scope of the CRP unless approved by the command chaplain. Appropriate CRP duties include the following:

a. Preparing facilities to support worship services, religious educational programs, spiritual renewal activities, humanitarian programs and other CRP sponsored activities.

b. Obtaining a current government driver's license and serve as an authorized driver of government vehicles in support of the CRP.

c. Providing normal office management and customer service functions, as well as providing all administrative support such as typing and processing official correspondence, messages and ecclesiastical letters, religious NFE processing, personnel, budget, facility, material reports and records. Maintaining documents, directives, orders, instructions and record files.

d. Maintaining an up-to-date inventory of supplies to include the requisitioning of ecclesiastical gear, consumables, literature and office equipment.

e. Provides logistical support as it relates to maintaining schedule of chapel utilization of facilities and conducts periodic inspections of chapel facilities and equipment. Also, prepares maintenance repair and facility work requests as required.

f. Supporting events or functions when the service of a chaplain or contract clergy is required, such as weddings, funerals, memorial services, baptisms and special religious services. These are in addition to regular religious observances on weekends.

g. Performing other duties as required by the chaplain, which fall under the scope of their occupational standards.

3. Supervisory Responsibilities. When a Chief Petty Officer is assigned, he/she serves as the Command Religious Programs Leading Chief Petty Officer. In the absence of a Chief Petty Officer, a Petty Officer First Class will assume the responsibility as the Acting LCPO. The LCPO or the Acting LCPO oversees all other enlisted RPs assigned to MCIEAST-MCB CAMLEJ. The LCPO is responsible to the MCIEAST-MCB CAMLEJ Deputy Command Chaplain for enlisted work assignments, training schedules, duty rosters, supervision of office supplies and equipment procedures, ecclesiastical gear procurement, and the inventory

and control of the MCIEAST-MCB CAMLEJ Command Chaplain's Base Property accounts. The following are additional supervisory responsibilities:

a. Plans and establishes work methods, procedures and performance standards for the proper management of personnel and materials relating to the CRP.

b. Designs and implements training programs for RPs and CAs focused on professional development and career advancement. The LCPO is also responsible for ensuring all enlisted personnel assigned under the Command Chaplain meet all training requirements set by the Navy, Marine Corps, Chaplain Corps, MCIEAST-MCB CAMLEJ and/or H&S Bn.

c. Conducts, scheduled (part of a command inspection team) or unscheduled, administrative and material inspections. Inspections include:

(1) Office procedures, files, records, logbooks, documents, directives, orders and instructions for their accessibility, security and applicability.

(2) Facility cleanliness and operability, maintenance records, current requests and impact to chapel operations.

(3) Religious Offering Fund records and procedures.

d. Ensures that enlisted personnel maintain their service records properly. Prepares evaluations and conducts mid-term counseling for all RPs assigned to MCIEAST-MCB CAMLEJ. A provides a roster of all the RPs to be maintained by H&S Bn Company B for the accountability for all-hands evolutions (e.g., medical and dental readiness, safety stand-downs, mandatory trainings.)

e. The LCPO is also a valuable resource to junior officers, providing expert advisement in the career development and professional conduct of their respective RPs. Additionally, the LCPO mentors junior officers in exercising and leading others in the following areas:

(1) Institutional policy and procedures.

(2) Standards of appearance, conduct, and physical fitness.

(3) Knowledge of naval customs, traditions, and history.

4. Navy Senior Enlisted Leader Responsibility. The LCPO is also the Navy Senior Enlisted Leader not only for RPs, but for all Sailors within the region. Due to this "dual-hat" responsibility, the Navy Senior Enlisted Leader is designated as the collateral duty Command Senior Enlisted Advisor (CSEA). The CSEA serves as the main advocate for all Sailor-centric matters within the MCIEAST-MCB CAMLEJ domain and a conduit to Marine Corps Installations Command East's CSEA. The MCIEAST-MCB CAMLEJ CSEA, in collaboration with the command chaplain and the MCIEAST-MCB CAMLEJ Sergeant Major, provides advice on Navy enlisted matters to the commander.

5. Military Bearing. RPs will comply with Navy standards of physical fitness and grooming. In the event an RP chooses to wear a Marine Corps uniform, compliance with Marine Corps grooming and physical appearance regulations is required. Marine personnel will comply with physical fitness and grooming

standards as directed by current Marine Corps instructions.

6. Leave and Liberty. Liberty including EML is recommended by the LCPO and submitted via the chain of command through NSIPS and approved by the MCIEAST-MCB CAMLEJ Deputy Command Chaplain. Current liberty, force protection and area clearance policies govern the approval of leave and liberty requests.

7. Evaluation Reports (EVALS)

a. Raters and Senior Raters will assist the MCIEAST-MCB CAMLEJ Deputy Command Chaplain, delegated Reporting Senior, in the completion of EVALS by conducting mid-term counseling, finalizing EVALS for signature, and participating in ranking boards. Raters and Senior Raters will be assigned as follows:

(1) The MCIEAST-MCB CAMLEJ LCPO will be the Rater for all RPs(B720) E-6 and below.

(2) Division Officer Chaplain will be the Senior Rater. In the absence of a Division Officer Chaplain, the MCIEAST-MCB CAMLEJ Deputy Command Chaplain will be the Senior Rater.

(3) RPs are responsible for ensuring the continuity of their own EVALS. Dates and information on the report must be reviewed for accuracy and to avoid reporting delays and discrepancies. RPs may submit performance input and have the duty to do so when requested by the Rater, Senior Rater or Reporting Senior. In accordance with reference (i), RPs may submit a statement to the record about any performance report submitted for up to two years after the report's ending date or provide justification for the delay.

8. Enlisted Ranking. The LCPO will determine the ranking process for RPs E-6 and below. All RPs will be ranked among their peers by pay-grade. Ranking Boards will be administered as follows:

a. The LCPO will establish the summary ranking procedure of all enlisted EVALS, advise the chain of command on ranking procedures, and ensure all administrative processes comply with reference (g).

b. The LCPO will attend Ranking Board Meeting (RBM) and will adhere to the requirements set forth by procedures established for the RBM.

Chapter 4

Delivery of Ministry

1. General. Chaplains provide ministry and facilitate the free exercise of religion for personnel assigned in accordance with the current edition of reference (a) and (n).

2. Religious Services. Chaplains conduct religious services in accordance with the principles and practices ('manner and form') of their ecclesiastical endorsing agencies per reference (a). These services are conducted primarily at base chapel facilities. Services include regularly scheduled worship services, special seasonal services, memorial services and other religious services. Base chaplains coordinate and cooperate with other chaplains of tenant commands in order to ensure coverage of religious services.

3. Rites and Sacramental Acts. Religious rites and sacraments are available for all authorized personnel. They are conducted in accordance with the chaplain's RO and faith traditions. Chaplains will facilitate ministry to support other faith groups and their requirements.

4. Special and Seasonal Religious Services and Programs. Special and seasonal religious services and programs shall be conducted as part of each faith group's religious life and in accordance with the chaplains RO. 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. When a chaplain's RO restricts their participation in these services or programs they will facilitate and invite other chaplains who are authorized to participate in these services and/or programs.

5. 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.

6. CREDO. CREDO Chaplains provide various retreats and workshops for eligible service members, married couples, eligible family members within MCIEAST-MCB CAMLEJ and with surrounding MCIEAST commands.

7. Pastoral Care. The ministry of providing compassionate care to military personnel of all ranks in times of religious and spiritual uncertainty is one of the most important ministries rendered by chaplains. Examples of this include: death, stress, and/or any type of family emergency.

a. Visitation. Regular deck-plate visits to military personnel in their workspaces, hospital settings, and those confined to the brig are of great value and importance to service members and their command. Deck-plate visits build personal and spiritual resilience and improve command morale thereby enhancing mission readiness.

b. Pastoral Counseling. Chaplains provide pastoral counseling in accordance with their RO's training and educational backgrounds. Per references (a) and (m), information conveyed to a chaplain in the confessional or in any

other capacity of the chaplain's role as a spiritual counselor is privileged and confidential communication and is maintained by chaplains only.

8. 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 religious programming elements due to necessary prioritization shall be passed to the CG.

9. Civilian Contract Religious Ministry Provider. Per reference (o), Civilian Contract Religious Ministry Providers shall lead worship services and provide faith specific rites, sacraments and ordinances in accordance with the terms within their contracts and fall under the supervision of the MCIEAST-MCB CAMLEJ Command Chaplain.

Chapter 5

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 MCIEAST-MCB CAMLEJ area require the cooperative participation of chaplains from MCIEAST-MCB CAMLEJ and tenant commands. The Command Chaplain, under reference (b), will coordinate these cooperative ministries and activities, which include:
2. 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 and the sake of transparency in accordance with reference (a), all religious services will be advertised with the time, type of service and with the RO of the chaplain providing the service (i.e. 1030 Protestant North American Mission Board - Southern Baptist or 1030 Protestant Seven Day Adventist, etc.).
3. Consolidated Duty Watch. All MCIEAST-MCB CAMLEJ and tenant command chaplains will participate, as available, in the Chaplain Duty Watch bill. Tenant command chaplains will participate in accordance with the established MOU. Assigned Duty Chaplains will function according to the Duty Chaplain SOP as prescribed by this Order and directives from the Chaplain Duty Watch Officer.
4. Disaster Response. Chaplains and their resources for response to disasters, when activated, will be coordinated by the MCIEAST-MCB CAMLEJ Deputy Command Chaplain from the Base Emergency Operations Center, in liaison with tenant Command Chaplains.

Chapter 6

Training and Inspections

1. Training. Training will be provided for all personnel assigned to support the CRP. The purpose of training is to provide knowledge, skills and experiences that enable chaplains and RPs to implement relevant and effective ministry for the command. Additionally, training of RPs and CAs enables them to provide the best administrative and logistic support possible and helps them prepare for career advancement. The Command Chaplain and the LCPO are responsible for the development, supervision and coordination of all training. Such programs include the following:

a. Chaplains

(1) Orientation and introduction to MCIEAST-MCB CAMLEJ and tenant commands.

(2) Command training and annual General Military Training (GMT) requirements.

(3) Cooperative monthly RMT area-wide training (AWT).

(4) Chief of Chaplains Annual Professional Development Training Course (PDTC).

(5) Yearly Chaplain RO required meetings and retreats.

(6) Specialized training which may require command funding.

b. RPs/Chaplain Assistants

(1) Command training and annual GMT requirements, to include annual weapons qualifications.

(2) Cooperative inter-command training.

(3) Cooperative monthly RMT area-wide training.

(4) RP Managers Course (E-5s and E-6s).

(5) Enlisted Advancement Program.

2. Inspections. Inspections are designed to evaluate and assist each RMT in the development and maintenance of a relevant program of ministry and a high state of military readiness. Inspections also provide esprit de corps and monitor adherence to standards and policies. Inspections by the MCIEAST-MCB CAMLEJ Command Inspector General are scheduled and held as specified by their office.

Chapter 7

Religious Nonfederal Entities (RNFE's) and Chapel Volunteers

1. Religious Non-Federal Entity. A NFE is generally defined a self-sustaining, Non-Federal person or organization, established, operated and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees or agents of the Federal Government. There are religious NFE organizations (RNFE) invited by commands to support, enrich the spiritual fitness, readiness and resiliency of Service Members aboard Marine Corps Base Camp Lejeune. The authority to grant or deny these organizations permission to operate aboard this installations rests with the Commanding General (CG), MCIEAST-MCB-CAMLEJ.

2. Accountability and Management of RNFE. To provide a clear process for the accountability and management of RNFE who have completed the NFE vetting process and received a command invitation to provide support for personnel and families aboard MCIEAST Installations.

a. RNFE operating in a supporting capacity must have prior coordination from a Sponsoring Chaplain before seeking approval by the MCIEAST Installations Command Chaplain under the policies of references (k) and (n).

b. The United States Marine Corps (USMC) may not explicitly or implicitly provide official endorsement or preferential treatment to an RNFE. This prohibition requires material, oral communications, and public announcements involving its activities with the USMC or Department of Defense (DoD) per reference (n).

c. Any support provided to an RNFE must not interfere with the performance of official duties, would in no way detract from readiness and be in compliance with reference (n).

d. The RNFE volunteer(s) will engage the support of a chaplain on all critical issues revealed to them that affect Service Member's welfare, morale, and safety. The RNFE volunteer(s) are not afforded confidential communication and when meeting with a Service Member, must disclose they cannot provide confidential communications and are a mandatory reporter, per reference (e).

e. Allowing the RNFE's access will benefit or serve a legitimate interest of personnel such as supporting their spiritual fitness, readiness, and resiliency.

f. It is appropriate to associate the USMC or DoD with the RNFE organization.

g. No fundraising activities are allowed before, during, or after an activity on the installation.

h. DoD employees who are officers, directors, employees, or active participants in an RNFE are prohibited from participating in the decision to authorize official support to the same RNFE.

i. RNFE's who are prejudicial to health, readiness, or good order and discipline should not be permitted access to MCIEAST Installations. Such

groups would include those who explicitly or implicitly denigrate the race, sex, culture, ethnic origins, or religious practices of others or groups advocating destructive actions.

j. Proselytizing is Prohibited. Such action raises legal concerns and is counterproductive to service in a pluralistic environment.

3. Tasks

a. The Command Chaplain, MCIEAST-MCB CAMLEJ Installations shall:

b. Ensure RNFE operating aboard MCIEAST Installations are sponsored by a chaplain.

c. Provide annual RNFE Volunteer training. The training will have updates on the proper procedures for respectful cooperative ministry aboard MCIEAST-MCB CAMLEJ Installations.

d. Screen incoming RNFE Sponsorship Registration Packets. Send a signed MCIEAST-MCB CAMLEJ Installations Command Chaplain Approval Memorandum to the Sponsoring Chaplain.

e. Sponsoring Chaplain's will submit the following to the MCIEAST-MCB CAMLEJ Command Chaplain's Office for validation and approval:

(1) RNFE documentation of non-profit organization 501 (C3) status: a copy of the organization's most current Internal Revenue Service (IRS) Exemption determination letter and if applicable a copy of their most current IRS Form 990, exemption from income tax.

(2) The current Certification of Liability insurance, General aggregate coverage, recommends a minimum of two million dollars to protect against public liability, property damage claims, other legal actions that may arise as a result of their activities, one or more of their members acting in their behalf, or the operation of any equipment/apparatus or device under the control and responsibility of such entities.

(3) For RNFE's providing "Child Watch" or working with children under the age of 18 years old, must complete a Federal Bureau of Investigation (FBI) Live Scan background check, or the National Agency Check and Inquiries (NACI). In addition to the FBI Live Scan Check or NACI, a Local Background Check will be required, reference (X) and (K). All background checks must be complete and in good standing prior to providing "Child Watch" or working with children.

(4) FOR RNFEs providing Worship Services. A Worship Service packet is required. Contact the MCIEAST-MCB CAMLEJ Installations Command Chaplain's Office for information on the packet, reference (n).

f. The RNFE Volunteer(s) shall:

(1) Attend annual RNFE Volunteer Training, hosted by the MCIEAST-MCB CAMLEJ Installations Command Chaplain's Office.

(2) The RNFE volunteer representative shall submit quarterly reports via sponsoring Chaplain, URC or DRC to the MCIEAST-MCB CAMLEJ Installations

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Command Chaplain's Office. Contact the MCIEAST-MCB CAMLEJ Installations Command Chaplain's Office for a copy of the RNFE Quarterly Report.

(3) The Quarterly reports due dates: 4 March, 4 June, 4 September, and 4 December. Failure to submit a report will result in MCIEAST-MCB CAMLEJ Installations Command Chaplain's Office contacting the Sponsoring Chaplain. Failure to submit two consecutive reports will result in the termination of sponsorship.

Chapter 8

Logistic Support

1. General. The Commanding General is responsible for logistic support of the CRP. The MCIEAST-MCB CAMLEJ Religious Ministries department functions as its own cost center within the command's fiscal and budgetary program, and is accountable to the CG through the Chief of Staff. The CRP is supported by OM&N funds under references (a), (e), and (l) 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. Funding. OM&N fund planning, programming, and budgeting will reflect program requirements for the unique needs of all Religious Ministry within the CRP. The Command Chaplains Office 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.

4. Office Spaces. Office spaces to meet the professional needs of chaplains are provided by the command. This includes a private office for each chaplain, if available, separate areas for enlisted personnel and support staff, and an adequate reception area for personnel waiting to speak with the chaplain. Per reference (m), the space shall contain at least one private office with a window in the door. These are areas for exclusive use by the chaplain. The office of the chaplain is to be easily accessible for personnel.

5. Office Equipment. Office equipment to meet the professional needs of chaplains and staff are provided by the command. This includes computers and peripherals, desks, chairs, file cabinets and furnishings. The chaplain offices are provided with separate unshared telephone lines (class A) for professional confidence and authorized for calls to OCONUS and Hawaii.

Chapter 9

Base Chapel Facilities

1. General. Base Chapel facilities are under the control of the CG. It is the responsibility of the MCIEAST-MCB CAMLEJ Command Chaplain to execute and manage the CRP and utilize chapel facilities to support religious programs and activities, as well as command events that do not conflict with the CRP worship services and activities.

2. Responsibility. Those applying for the use of the CRP facilities are responsible for the conduct of their events and ensure the respect and decorum befitting a religious facility.

3. Scheduling. Assigned Chaplains are responsible for screening, approving and scheduling all religious activities and command sponsored events in the Chapels. Inquiries concerning scheduling of the Chapels are directed to the Chapel Managers or administrative personnel. Schedules are not changed without prior notification and approval by the Chaplain. CRP facilities are scheduled on a not-to-interfere basis with the regularly scheduled CRP events. The following order of priority governs use of MCIEAST-MCB CAMLEJ CRP facilities:

- a. Regularly scheduled worship services.
- b. Religious services, celebrations or ceremonies of special, sacramental or seasonal significance.
- c. Weddings, funerals and memorial services.
- d. Unscheduled worship services of other groups.
- e. Religious education classes.
- f. Faith Group sponsored fellowships.
- g. Other command related events as defined by the MCIEAST-MCB CAMLEJ, Command Chaplain such as training, retirements, etc.

4. Chaplain Participation. In accordance with Navy regulations, chaplains conduct worship services in accordance with the tradition of their ecclesiastical bodies or endorsing agencies and the sake of transparency in accordance with reference (a), all religious services will be advertised with the time, type of service, and with the RO of the chaplain providing the service (i.e., 1030 Protestant North American Mission Board - Southern Baptist or 1030 Protestant Seven Day Adventist, etc.). Arrangements to engage a particular chaplain for a wedding, baptism or special service are made directly with the chaplain involved. This arrangement is separate from arrangement for the use of CRP facilities. The participation of the chaplain is solely up to the individual chaplain and the chaplain performs the ceremony according to his or her own faith tradition and practices.

5. Civilian Clergy Participation. Participation of civilian clergy in official or worship services as part of the CRP is subject to the approval of the MCIEAST-MCB CAMLEJ Command Chaplain.

6. Facility Utilization. Upon approval by the assigned chaplain, MCIEAST-MCB CAMLEJ CRP facilities are available for utilization by the following persons:

a. Active-duty or retired military personnel and their immediate family members.

b. Civilian federal employees who are assigned to MCIEAST-MCB CAMLEJ.

c. Facilities may be used for command sponsored trainings and non-religious functions on a not-to-interfere basis and by approved religious Non Federal Entities (NFE's) special events. CRP activities have priority. Under no circumstances are weapons or activities contrary to the religious atmosphere of the facility allowed.

7. Participants and Guests. The individual scheduling the use of chapel facilities is responsible for arranging base entry for guests and participants. Additionally, the following applies:

a. Ceremony consultants, photographers, florists, singers and others concerned must understand that the officiating chaplain or civilian clergy has final authority on the conduct of the service, including photography and audio-visuals before, during and after the service.

b. To preserve wood finishing and painted surfaces on chapel pews, altars, other furniture, facility doors, walls and ceilings, the use of pins, thumbtacks, cellophane tape, masking tape or duct tape is strictly prohibited. Only cellophane tape may be used on glass surfaces, painted surfaces or on felt pen boards in classrooms. **DO NOT TAPE ITEMS ONTO WALLBOARD.** Anyone who schedules use of chapel facilities is accountable for any damages incurred to government property and will be charged the cost of repairs.

c. Chapel furnishings and equipment shall not be moved without the prior approval of the Chapel Manager and the assigned Chaplain. If approved, all furnishings and equipment shall be returned to their original places after usage.

8. Fees. No fee will be charged for use of the CRP facility or service of any military chaplain or RP)/CA. Contributions may be donated to the Religious Offering Fund. Fees for all personal services such as civilian clergy, chapel organist, other musicians, singers, photographers, florists, etc., are arranged and paid by the user.

9. Maintenance/Equipment. Immediately following the event, the individual who has scheduled the use of the CRP facility will be responsible for restoring the facility to the same condition as it was prior to the event. The following applies:

a. No furnishing or equipment may be removed from the chapels without prior approval of the Chapel Manager, assigned chaplain or designated RP/CA standing duty.

b. Services/trainings will begin and end on time to prevent interference with other scheduled chapel events.

c. No rice, confetti, or other material may be thrown in the chapel or on the chapel grounds during weddings or any other event. The individual who has scheduled use of the facility will inform participants of this rule before the event.

d. Commands or units using the chapel facilities will provide a working party to clean areas that were used. The assigned chaplain, chapel manager, or RP/CA will inspect. Cleanup includes:

- (1) Returning all items moved to their original position.
- (2) Thorough sweeping/vacuuuming.
- (3) Rebuffing or waxing of floors if needed.
- (4) Interior trash pick-up and placement in designated areas.
- (5) Restocking of heads with hand towels and toilet paper.
- (6) Cleaning of all connecting passageways.
- (7) Outside grounds and parking lot trash pickup.
- (8) Disposing of trash in designated areas.

e. Damaged, missing or inoperative equipment or furnishings is reported to the MCIEAST-MCB CAMLEJ Command Chaplain or LCPO. Chapel equipment is dedicated to the CRP only. Sacramental structures and furnishings will not be moved without MCIEAST-MCB CAMLEJ Command Chaplain permission.

f. Alcoholic beverages are not permitted in the chapel facilities at any time other than when sacramentally used by authorized chaplains or clergy.

g. Smoking or use of any tobacco products is not permitted in the chapel buildings or offices. Smoking is permitted only in designated areas.

h. No food stuff or beverages are allowed in the sanctuary at any time.

i. The altar table is restricted for religious use only. No exceptions.

10. Non-CRP Sponsored Organizations. Organizations or groups which are not sponsored by the CRP may have access to CRP facilities when sponsored by a chaplain or are requested by a person possessing a valid uniformed services identification and privilege card. Use of the facility is approved by the MCIEAST-MCB CAMLEJ Command Chaplain and may be terminated at his or her discretion. RNFE's, Individuals and other groups requesting use of chapel facilities will:

a. Submit a verbal request to the appropriate staff and receive proper approval in writing before the facility can be scheduled for use.

b. Coordinate with the CRP staff regarding the procedures for gaining access to the space(s).

(1) When functions occur during working hours, groups or individuals check in with the chapel staff before and after facility usage.

(2) In order to gain access after normal working hours make arrangements with the chapel staff in advance to gain access to the chapel facility.

c. Turn off all lights and the public address system and lock all doors.

d. Chapel furnishings and equipment shall not be moved without the prior approval of the Chaplain Coordinator, or designated chaplain. If approved, all furnishings and equipment shall be returned to their original places after usage.

e. Remove all training equipment/furnishing at the end of each training day.

f. Clean all areas used and report to chapel personnel that inspection has been complete, and area is suitable for use.

VOLUNTEER AGREEMENT FOR

APPROPRIATED FUND ACTIVITIES

NONAPPROPRIATED FUND INSTRUMENTALITIES

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1588, Authority to accept certain voluntary services; 5 U.S.C. 3111, Acceptance of volunteer service; and DoDI 1100.21, Voluntary Services in the Department of Defense.
PRINCIPAL PURPOSES(S): To acknowledge and document Volunteer Agreement for Appropriated Fund Activities or Nonappropriated Fund Instrumentalities before a statutory individual is allowed to provide volunteer services.
ROUTINE USES: There are no specific routine uses anticipated for this information; however, it may be subject to a number of proper and necessary routine uses that are identified in each of the following systems of records notices: (1) A0608b DFSC, Personal Affairs: Army Community Service Assistance Files (at <http://dpcld.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/570084/a0608b-cfsc/>); (2) NM01754-2, DON Family Support Program Volunteers (at <http://dpcld.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/570427/nm01754-2/>); and (3) F036 AFDPC, Family Services Volunteer and Request Record (at <http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569815/f036-af-dp-c/>).
DISCLOSURE: Voluntary; however, lack of a signed Volunteer Agreement will limit Government support and eliminate certain benefits to individuals donating voluntary services to Appropriated Fund Activities and Nonappropriated Fund Instrumentalities.

PART 1 - GENERAL INFORMATION

1. NAME OF VOLUNTEER (Last, First, Middle Initial)	2. NAME OF PARENT/GUARDIAN (If volunteer is under age 18) (Last, First Middle Initial)	3. VOLUNTEER IS (Select one) <input checked="" type="checkbox"/> AGE 18 OR OVER <input type="checkbox"/> UNDER AGE 18
4. TELEPHONE NUMBER (Include Area Code)		5. E-MAIL ADDRESS

PART II - VOLUNTEER ASSIGNMENT (to be completed by Accepting Official)

6. INSTALLATION/COMPONENT ACTIVITY	7. ORGANIZATION/UNIT WHERE SERVICE OCCURS	8. PROGRAM WHERE SERVICE OCCURS	9. ANTICIPATED DAYS OF WEEK	10. ANTICIPATED HOURS
------------------------------------	---	---------------------------------	-----------------------------	-----------------------

11. DESCRIPTION OF VOLUNTEER SERVICES
 RO/NFE volunteer(s) provide faith specific religious studies, to include faith specific events, to service members located on Naval Air Station Pensacola (NASP) and/or Corry Station.
 RO/NFE volunteer(s) function with the approval and under the authority of the NASP Commanding Officer or designated representative.
 While in the performance of RO/NFE volunteer services, the following applies to all RO/NFE's:

- will not discriminate based on Navy Equal Opportunity policy (OPNAVINST 5354.1G);
- will foster tolerance of spiritual and religious diversity by promoting respect and cooperation among the entire Naval Air Station, Pensacola (NASP) and Corry Station (CS) community;
- will refrain from the distribution of any literature that defames any other religious group or individual;
- will refrain from targeting individuals with the intent of proselytizing them in all other cases;
- will neither solicit nor accept any personal monetary offerings or goods of any sort while on government property;
- may maintain a supply of religious material at the chapel center to provide religious education;
- will not distribute unsolicited materials outside the meeting of their individual groups without the permission of the Command Chaplain;
- may freely share the tenets of their faith after obtaining permission from an individual, and with any person who asks or attends RO/NFE sponsored events;
- will engage the support of a chaplain on all critical issues revealed to them that affect service member's welfare, morale, and safety;
- are not afforded confidential communications, and when meeting with a service member, must disclose they cannot provide confidential communications and are a mandatory reporter;
- understand that the conduct of their personal lives is at all times a reflection upon the Command Religious Program and, therefore, will conduct themselves at the highest moral and ethical standard;
- will attend required training(s);
- will communicate any logistical or pertinent matters such as; volunteer unable to attend event, inappropriate behavior of a service member in attendance, member begins to confide personal concerns and volunteer thinks it appropriate to share with chaplain for follow-up; with the chaplain assigned to the unit which they are supporting;
- will provide monthly reports to the NASP chapel office.

PART III - VOLUNTEER CERTIFICATION

FOR OFFICIAL USE ONLY

12. CERTIFICATION

I expressly agree that my services (or those of my minor child) are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, to participate in any training required to perform assigned voluntary duties, and to follow all installation, unit and organization rules and procedures applicable to the voluntary services I (or my minor child) will be providing.

a. SIGNATURE OF VOLUNTEER	b. SIGNATURE OF PARENT/GUARDIAN <i>(if volunteer is under age 18)</i>	c. DATE SIGNED (YYYYMMDD)
13.a. NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR AND SIGNED BY VOLUNTEER

14. AMOUNT OF VOLUNTEER TIME DONATED	a. YEARS. <i>(2,087 hours = 1 year)</i>	b. WEEKS	c. DAYS	d. HOURS	15. SERVICE END DATE (YYYYMMDD)
16.a. VOLUNTEER SIGNATURE	b. PARENT/GUARDIAN SIGNATURE <i>(if volunteer is under age 18)</i>	17.a. NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>	b. SUPERVISOR'S SIGNATURE	c. DATE SIGNED (YYYYMMDD)	

VOLUNTEER AGREEMENT FOR APPROPRIATED FUND ACTIVITIES or NONAPPROPRIATED INSTRUMENTALITIES INSTRUCTIONS FOR COMPLETING DD FORM 2793

DD Form 2793, Volunteer Agreement for Appropriated Fund Activities and Nonappropriated Fund Instrumentalities, is available online at, <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2793.pdf>. A Volunteer Agreement must be completed and signed by both Volunteer (or Parent/Guardian of volunteer under the legal age of majority) and Government Accepting Official (Installation Volunteer Coordinator or similar) before volunteer begins voluntary service. The accepting official will furnish the volunteer a copy of DD Form 2793, and retain the original in accordance with *DoD Instruction (DODI) 1100.21, Voluntary Services in the DoD* and the Military Departments' Records Disposition Issuances.

VOLUNTEER AGREEMENT FOR APPROPRIATED FUND ACTIVITIES or NONAPPROPRIATED INSTRUMENTALITIES. To be completed by Government official applicable to the volunteer's assignment.

PART I - GENERAL INFORMATION (to be completed by Volunteer or Parent/Guardian as specified)

1. **NAME OF VOLUNTEER.** (Last, First, Middle Initial)
2. **NAME OF PARENT/GUARDIAN.** (if volunteer is under legal age of majority) (Last, First, Middle Initial) Parent/guardian signature is required only if volunteer is under the legal age of majority.
3. **VOLUNTEER IS: AGE 18 OR OVER OR UNDER AGE 18.** Check applicable box to indicate whether volunteer is an adult or minor child (under the legal age of majority).
4. **TELEPHONE NUMBER.** (Include Area Code) List number where volunteer prefers to be contacted.
5. **E-MAIL ADDRESS.** List address where volunteer prefers to be contacted.

PART II - VOLUNTEER ASSIGNMENT (to be completed by Accepting Official)

6. **INSTALLATION/COMPONENT ACTIVITY.** List the installation/component activity where voluntary service will be performed or that assumes primary responsibility for the volunteer program.
7. **ORGANIZATION or UNIT WHERE SERVICE OCCURS.**
8. **PROGRAM WHERE SERVICE OCCURS.** List organization or unit program or location where voluntary services will be performed.
9. **ANTICIPATED DAYS OF WEEK.** List anticipated day(s) volunteer will be donating services.
10. **ANTICIPATED HOURS.** List anticipated times or number of volunteer hours to be provided per specified time period.
11. **DESCRIPTION OF VOLUNTEER SERVICES.** Briefly describe assigned voluntary service duties.

PART III - VOLUNTEER CERTIFICATION

12. **CERTIFICATION.** Certification must be signed and dated by both Volunteer and Government Official accepting volunteers providing voluntary services. Accepting Official must check either Appropriated Fund Activity or **Non-appropriated** Fund Instrumentality at the top of DD Form 2793.
 - a. **SIGNATURE OF VOLUNTEER.**
 - b. **SIGNATURE OF PARENT/GUARDIAN.** (if Volunteer is under legal age of majority).
 - c. **DATE SIGNED (YYYYMMDD).** List date signed by Volunteer.
13. **NAME OF ACCEPTING OFFICIAL.**
 - a. (Last, First, Middle Initial).
 - b. **SIGNATURE.** Signature of Accepting Official.
 - c. **DATE SIGNED (YYYYMMDD).** List date signed by Accepting Official.

PART IV - COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR AND SIGNED BY VOLUNTEER

14. **AMOUNT OF VOLUNTEER TIME DONATED.**
 - a. **YEARS.** (2,087 hours = 1 year)
 - b. **WEEKS.**
 - c. **DAYS.** This may apply to volunteers designated as Special Government Employees. Consult Ethics Counselor for details.
 - d. **HOURS.** Total number of voluntary service hours donated.
15. **SERVICE END DATE (YYYYMMDD).** Volunteer Supervisor lists final day of voluntary service.
16. **VOLUNTEER SIGNATURE.**
 - a. **Volunteer's signature verifies voluntary service time donated.**
 - b. **PARENT/GUARDIAN SIGNATURE.** (if Volunteer is under legal age of majority).
17. **NAME OF SUPERVISOR.**
 - a. (Last, First, Middle Initial) of Volunteer Supervisor.
 - b. **SUPERVISOR SIGNATURE.** Signature of Volunteer Supervisor or Accepting Official verifies total amount of voluntary service time donated.
 - c. **DATE SIGNED (YYYYMMDD).** Date signed by Volunteer Supervisor or Accepting Official.



Religious Non-Federal Entity – (RNFE) Volunteer Agreement Form



The Command Religious Program (CRP) of Marine Corps Installations East (MCIEAST) supports religious requirements and heightens the spiritual readiness of Marines, Sailors, and their families through the management of partnerships and resources. Religious Non-Federal Entities (RNFEs), aid this mission by offering particular resources, skills and abilities to be used under the direction of the Sponsoring Chaplain to address identified religious and spiritual needs. This agreement is between the RNFEs, the concerned unit Sponsoring Chaplain, Local Installation Command Chaplain, and MCIEAST-Marine Corps Base Camp Lejeune Chaplain's Office.

1. ____ *[For the RNFE Organizational Representative only]*: I will provide regular quarterly reports of activities (Mar 4, June 4, September 4, December 4) on behalf of my organization to our Sponsoring Chaplain on time.
2. ____ *[For the RNFE Organizational Representative only]*: I understand my organization must have liability insurance for all our volunteers on MCIWEST. To protect against public liability and property damage claims or other legal actions that may arise as a result of your activities or one or more of your members acting in your behalf or the operation of any equipment/apparatus or device under the control and responsibility of such entities.
3. ____ When the Sponsoring Chaplain detaches from the unit, I will inform my Organizational Representative, who will communicate with the individual identified by the Sponsoring Command, until a Sponsoring Chaplain is assigned.
4. ____ My volunteer work will always be affiliated with the RNFE. I further understand my organization must be registered with the Marine Corps Installations East-Marine Corps Base Camp Lejeune Chaplain's Office.
5. ____ As an organizational volunteer of a chaplain sponsored RNFE, I will abide by the rules and regulations set forth in Commanding General's Policy Letter 2-21.
6. ____ I have received a copy of the RNFE Commanding General's Policy Letter.
7. ____ All volunteers working with children under the age of 18 on any MCIEAST installation must provide proof of FBI Live Scan background check, or the National Agency Check and Inquiries (NACI) background check in lieu of FBI Live Scan background check.
8. ____ Minors age 17 and under volunteering must be with their guardians at all times while on MCIEAST installations.
9. ____ Access to MCIEAST installations is solely to benefit or serve the legitimate interest (needs) of personnel such as supporting their spiritual readiness, resiliency and morale, and then only in conjunction with the Sponsoring Chaplain. Multiple locations will require multiple Sponsoring Chaplains.
10. ____ DOD employees who are officers, directors, employees, or active participants in my organization are prohibited from participating in the decision to authorize official support to the same organization.
11. ____ Base access does not explicitly or implicitly provide official endorsement or preferential treatment. All promotion materials, oral communications and public announcements involving activities with the Marine Corps or Department of Defense (DOD) must and will have prominently displayed **“THIS IS A NON-FEDERAL ENTITY. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND HAS NO GOVERNMENTAL STATUS.”** All materials must be vetted through your Sponsoring Chaplain.



Religious Non-Federal Entity – (RNFE) Volunteer Agreement Form



- 12.____ I will engage the support of the unit chaplain on all critical issues revealed to me that affect service member's welfare, morale and safety. I am a mandatory reporter and not afforded confidential communications. When meeting with a service member, I must first disclose I cannot provide confidential communication.
- 13.____ There will be no admission fees and or fundraising prior, during, or after an event onboard MCIEAST on behalf of my organization.
- 14.____ I will not interfere in the performance of official duties of personnel on MCIEAST and will in no way detract from personnel readiness.
- 15.____ I will not act in a manner that is prejudicial to health, readiness or good order and discipline while operating on MCIWEST.
- 16.____ I will not explicitly or implicitly denigrate the race, ethnic origins, or religious practices of others, nor will I advocate destructive actions. I will exercise discretion and tolerance; I will respect the human dignity of every person from every walk of life in my interactions.
- 17.____ Proselytizing is prohibited onboard MCIEAST. I will refrain from indulging in any activities pertaining to the same while operating on the base. If a person self-identifies as a member of a particular faith group, their preference will be respected and no attempts to persuade them into another belief will be permitted.
- 18.____ This agreement form is step one in the process for a volunteer access pass. I will contact my Org. Rep. to request a volunteer access pass on my behalf if one is deemed necessary by the Sponsoring Chaplain. Once the sponsorship has been approved, my Org. Rep. will direct me to obtain the volunteer access pass. I have twenty-six days to obtain the volunteer access pass once sponsored or the sponsorship will be void.
- 19.____ Failure to comply with the above agreement will result in immediate termination of my organization's sponsorship for a volunteer access pass to MCIEAST.



Religious Non-Federal Entity – (RNFE) Volunteer Agreement Form



Volunteer: Keep This Page, For Your Record

IT IS IMPORTANT TO PRINT LEGIBLY

Today's Date: _____

What **Organization** are you with?

What **Unit** are you volunteering with?

--	--

Volunteers Name [From Driver's License (DL); Last Name, First Name, Middle Name]:

Last Name:	First Name:	Middle Name:

Cell phone number: _____

Email address: _____

Military ID card holders only (Active Duty, Dependents, Retirees, Government Employee),

✓ here: _____, then skip to the bottom of the page to Initial and Sign

Access to the Marine Corps Base Camp Lejeune

Volunteer - Defense Biometric Identification System (DBIDS) Badge

Do you currently have a **Volunteer (Not Cyclist)** DBIDS Access badge? ___ Yes or ___ No,

If **Yes**, input the ID Number: _____ and the expiration date _____ **(For**

All-1 Day and/or All-Frequent Volunteer/s), we need your Driver's License (DL) information below

Driver's License number

State of License

Date of Birth (MM/DD/YYYY)

--	--	--

All Volunteers please initial and sign (below):



Religious Non-Federal Entity – (RNFE) Volunteer Agreement Form



_____ I understand that failure to comply with the above agreement will result in immediate termination of my organization's sponsorship for a volunteer access pass to Marine Corps Installations East-Marine Corps Base Camp Lejeune.

SIGNATURE COMMAND CHAPLAIN

SIGNATURE VOLUNTEER

PRINTED NAME COMMAND CHAPLAIN

PRINTED NAME (From (DL)) VOLUNTEER

Return this page to the Presenter



Religious Non-Federal Entity – Faith Based Organization (RNFE) Volunteer Agreement Form

Sponsoring Chaplain Use Only

Use for Frequent Volunteer/s only

Day(s) and Time(s) the volunteer will you be on base? (E.g. Mon: 8:00am-1:00pm, Wed: 1:00pm-5:00pm)

Mon	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.

Return this page to the Presenter

UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
BOX 20005
CAMP LEJEUNE, NORTH CAROLINA 28542-0005

1730
CHAP
XX NNN XXXX

From: Commanding General

To: (i.e. Lieutenant Commander *(F. Name Middle Initial L. Name))*

Subj: APPROVAL LETTER FOR RELIGIOUS NON-FEDERAL ENTITY SPONSORSHIP WITH THE
(RO/NFE, i.e. SISTERS OF CHARITY) - *(Sponsor, i.e. CAMLEJ CATHOLIC
CHAPEL)*

Ref: (a) MCIEAST-MCB CAMLEJO 5760.1D

1. Your sponsorship packet number *(RNFE 20-XXXX)* has been reviewed and approved by Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMJEJ) Command General in accordance with reference (a).

2. Approval letter is valid for 12 months, effective on *(03 October 2019)*. All Religious Non-Federal Entity's (RNFE) are required to reapply by providing the following requirements annually through the Unit Sponsoring Chaplain.

a. Provide updated RNFE Sponsorship Registration Form.

b. Proof of Non-Profit standings, IRS Exemption determination letter and IRS form 990, Exemption from income tax.

c. Proof of liability insurance coverage.

d. Proof of annual RNFE volunteer training for all volunteers conducted by the MCIEAST-MCB CAMLEJ, Chaplain's Office.

3. All sponsored RNFE are required to abide by the policies and procedures and report to their respective Sponsoring Unit Chaplain.

4. The RNFE Quarterly reports will be submitted via Sponsoring Chaplain to the MCIEAST-MCB CAMLEJ, Chaplain's Office. Quarterly Reports due dates: (March 23, June 23, September 23, and December 23)

5. MCIEAST-MCB CAMJEJ Command Chaplain administrative point of contact on this matter is Mrs. Corey Lagana, office: (910) 451-8691/email: corey.lagana@usmc.mil

(FI). (MI).
LASTNAME
By direction

MEMORANDUM OF AGREEMENT BETWEEN MARINE CORPS INSTALLATION COMMAND-
EAST AND RELIGIOUS NON-FEDERAL ENTITY (_____)

Subj: MEMORANDUM OF AGREEMENT OUTLINING ASSOCIATED SUPPORT TO RNFE _____
FOR RNFE _____ SERVICES

Ref: (a) CNICINST 11000.1A
(b) DOD 5500.07-R
(c) DODI 1000.15
(d) SECNAV M-5216.5 Ch 1

Encl: (1) Logistical Support Agreement

1. Purpose. This document aligns with the agreement-template enclosure in reference (a) and addresses the responsibilities of each of the Parties incident to the RNFE _____ functioning on the installation and the use of available space and associated services, as a nonprofit Non-Federal Entity (NFE), for the purpose of providing approved services to members of the military and their families. For purposes of this document, the term "associated services" includes existing office furniture, machines, and equipment, as well as existing lighting, mechanical, plumbing, heating, cooling, electrical, internet service and local telephone service. When referred to collectively MCI-EAST and Religious Non-Federal Entity _____ (RNFE _____) are referred to as the "Parties."

2. Responsibilities of the Parties. The Navy will:

a. Access. Provide access to, and appropriate space in, an installation facility for the purpose of providing services as described above. The assigned space may be shared on a rotating basis among other RNFEs.

b. Representative. Appoint a Navy Chaplain to serve as liaison, as described in reference (b); facilitate access to the installation and the provision of installation space and associated services; and provide general oversight of RNFE _____ activities on the installation.

The Navy Representative will:

(1) Keys. Distribute and maintain accountability of keys for access to facilities and office space approved per the applicable installation standard operating procedures.

(2) Work Orders. Process work orders for repair and maintenance of the office space including but not limited to, interior floor, wall and ceiling finishes, mechanical, plumbing, electrical devices, i.e., ceiling diffusers/return grilles, outlets and cover-plates and any provided equipment. Repair of damage to office space and equipment due to the fault or negligence of the RNFE _____ or its members, representatives or employees will be the responsibility of the RNFE _____

(3) Emergency Contacts. Provide the NFE _____ with an emergency contact list of government activities/personnel.

(4) Deficiencies. Notify the NFE _____ of any deficiencies regarding its services or compliance with the terms and conditions of this document. The NFE _____ will have 24 hours to correct any deficiencies noted by the Navy Representative. Failure to correct a deficiency within the time prescribed

Enclosure (5)

MEMORANDUM OF AGREEMENT BETWEEN MARINE CORPS INSTALLATION COMMAND-
EAST AND RELIGIOUS NON-FEDERAL ENTITY (_____)

or the accumulation of three or more deficiencies within a three-month period will result in an evaluation and determination as to whether the NFE ____ may continue to access the installation and use the space and associated services provided under this document.

(5) Oversight. Oversee all activities incident to this document and ensure compliance with the terms by all Parties. As liaison, the Navy Representative will provide general oversight and will not be involved in the management or control of RNFE ____ activities, staff or volunteers, and will not be involved in any participation in the day-to-day operations of RNFE ____, per reference (b).

(6) Background Checks. Conduct background checks for individuals interacting with children under the age of 18, per reference (c). RNFE ____ employees and volunteers will have favorable background checks, before providing RNFE ____ services.

3. The RNFE ____ will:

a. Accreditation. Ensure that all RNFE ____ representatives provided access to the installation and the use of space and associated services under the provisions of this document are fully accredited by all licensing and approval authorities to provide the services as identified above.

b. Security. Comply with all installation security requirements and procedures. In addition to the military background _____ and checks identified in para 2.b.(6) of this MOA, RNFE ____ will also thoroughly vet RNFE ____ employees and volunteers, to include favorable civilian criminal background checks, before permitting them to work with children under the age of 18.

c. Fundraising or Recruitment. Agree to not use provided space and associated services for RNFE ____ fundraising or recruitment, the performance of internal, administrative, or back-office functions, or for the provision of any service for which the RNFE ____ or other person or entity associated with the RNFE ____, charges a service fee, admission fee or any other charge.

d. Coordinate Usage. If the space provided is intended to be shared among other organizations, including but not limited to other NFEs, the RNFE ____ will coordinate usage schedules directly with those organizations in a proactive, transparent, professional, and equitable manner. The Navy Representative will address all unresolved disputes between organizations that may arise under this provision and will issue a final determination that is binding on all parties to the dispute.

e. Scope of Activities. Ensure that all activities and functions of RNFE ____ representatives under this MOA are restricted solely to providing RNFE ____ services to (*target population description*) who are interested in participation in RNFE ____ activities. RNFE ____ delivery of services on-installation will be tailored to the needs and resources of the installation. RNFE ____ will coordinate activities with appropriate installation organizations and personnel. RNFE ____ will deliver (*list of services the RNFE ____ will*

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deliver). RNFE _____ will provide the Navy Representative with quarterly numerical statistical updates, which will list the number of RNFE _____ events, total attendance, event (education) hours, volunteers, and participants.

f. Applicable Laws. Ensure all RNFE _____ functions and services provided on the installation is conducted in compliance with all applicable laws, governing regulations and this document. RNFE _____ participation shall be open to all (*target population description*) of any race, color, creed, sex, age, disability, national origin, sexual orientation, or gender identity, who shall not be unlawfully discriminated against in any way, per reference (c). RNFE _____ will provide (*general, high-level description of the type/category of NFE services offered*) with full disclosure to participant/parents of participants (*if the target population/participants are under the age of 18*) and will not use participation in RNFE _____ (*high-level description of services*) as a means to recruit membership for any specific religious organization or denomination. All RNFE _____ functions will be provided with dignity and respect to all religions and will not proselytize. RNFE _____ will function in partnership with and oversight of the Chaplain/Navy Representative who will function as liaison, per reference (b), and who is responsible to the Base Commander for the religious program on Naval Base Anywhere, CONUS/OCONUS.

g. Professional Conduct. Ensure all authorized RNFE _____ representatives functioning on the installation conduct themselves in a professional, courteous, and respectful manner that is compatible with and does not disrupt work being performed by Navy employees, contractors or other individuals assigned to or working on the installation.

h. Housekeeping. The RNFE _____ will:

(1) Lights. Turn off lights.

(2) Mechanical. Adjust thermostat controls as applicable.

(3) Secured Property. Ensure that no property is left unattended outside the provided space. Secure the provided space as directed by the Navy Representative when vacating.

(4) Cleanliness. Maintain the general cleanliness and good order of the space and associated services provided under this document. Janitorial services and trash removal may be provided by the USMC according to standard local procedures, but is not guaranteed in all circumstances due to potential budget and funding limitations.

(5) Food Storage and Preparation. Obtain approval from the Navy/Marine Corps Representative prior to the storage, preparation and service of food in the space provided. Once approved, all food must be stored, prepared, and served consistent with installation standards and procedures.

(6) Electrical Equipment. Obtain approval from the Navy Representative prior to the introduction of any RNFE _____-owned electrical

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equipment or appliances into the space provided. Approval may require the Navy Representative to consult with and receive final approval from the installation fire department or other authorities.

(7) Emergency Contacts. Provide the Navy Representative an emergency contact list of RNFE ____ officers or other appropriate personnel.

(8) Insurance. Obtain adequate insurance, in the amounts specified in the lease, license or logistical support agreement as executed, as protection against public liability claims, property damage claims or other legal actions arising from RNFE ____ activities, individuals acting on its behalf, or the operation of any equipment, apparatus or device under the control and responsibility of the RNFE _____. The United States of America will be named as additional insured and each policy of insurance covering bodily injuries and third party property damage will contain an endorsement waiving the insurer's right of subrogation against the United States of America.

4. Appearance of Endorsement. RNFE ____ status must be unambiguous: RNFE ____ is a "Non-Federal Entity (NFE) authorized to operate on DoD Installations", per reference (c). RNFE ____ activities may not:

a. Create the appearance that the RNFE ____ is an official part of the installation, the Navy or the Department of Defense (DoD).

b. State, suggest or imply that the RNFE ____ is officially endorsed by the installation, the Navy or any DoD component.

c. Intimate that the RNFE ____ receives preferential treatment from the installation, the Navy or any DoD component.

5. Identification

a. RNFES will not use the seals, logos or insignia of any Navy or any DoD component on the NFE's letterhead, correspondence or in connection with any of the organization's activities.

b. RNFES will not use the name or abbreviation of any Navy or any DoD component in the RNFE's name (e.g., "Naval Submarine Support Center First Class Petty Officers' Association") without first securing consent from the Navy or DoD component whose name, abbreviation or acronym is used. Any such use must not create the perception that the NFE is an organizational unit of the Navy or DoD.

c. Per DoD policy, RNFES whose name suggests a connection to DoD will prominently display the following disclaimer on all organizational print and electronic media: "THIS IS A RELIGIOUS NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."

d. Duplication of Services. The services provided under this agreement may not duplicate, conflict with or detract from any installation program. The installation Commanding Officer has authority over the operations of non-

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Federal entities on DoD installations and Commanding Officers are authorized to eliminate duplication of services, particularly when these services compete with the installation's revenue-generating activities.

e. Prohibited Activity. The RNFE _____ will be self-sustaining, primarily through dues, contributions, service charges, fees, special assessment of members or other income producing activity conducted off of the installation. There will be no financial assistance to such an entity from a Non-Appropriated Fund Instrumentality (NAFI) in the form of contributions, repairs, services, dividends or other donations of money or other assets. The RNFE _____ is prohibited from conducting resale activity, fundraising or membership drives unless such activity is specifically authorized in reference (b), or other DoD or DON instructions. Additionally, the RNFE _____ is prohibited from conducting any back-office functions aboard the installation.

6. Personnel. Each Party is responsible for all costs of its personnel, including pay and benefits, support and travel. Each Party is responsible for supervision and management of its personnel and volunteers. All volunteers should understand which Party they are supporting when they volunteer their services for _____ (category of services)-related activities. All individuals providing RNFE _____ services are employees or volunteers of RNFE _____, and are not Navy or chapel volunteers when volunteering for RNFE _____ activities. All volunteers will be made aware of RNFE _____ purpose, religious association, and status as a non-federal entity. RNFE _____ employee and volunteer management is conducted according to the guidelines established by RNFE _____ regarding recruitment, selection, training, and job descriptions.

7. General Provisions

a. Funds and Manpower. This document does not provide for or authorize the payment or exchange of funds or provision of manpower between the Parties or any commitment of any other resources other than as specifically stated in the terms and conditions herein, and fully funded and approved by authorized officials of the United States Government, including but not limited to Comptrollers, Disbursing Officers, and Warranted Contracting Officers. No appropriated or non-appropriated funds of the U.S. Government, DoD, DON or any department, command, activity, organization, or instrumentality thereof have been obligated under this document. RNFE _____ volunteer manpower is the sole responsibility of RNFE _____ and this volunteer manpower falls under the provisions stated in the "Personnel" paragraph (paragraph 6) of this MOA.

b. Disputes. Any disputes relating to this document will be resolved by consultation between the Parties. If the dispute cannot be resolved by the Parties, the document may be terminated at will.

c. Legal Obligations. The RNFE _____ will comply with all applicable Federal, state, and local law. NFEs are responsible for determining their legal obligations under relevant fire and safety codes, environmental laws and regulations, tax law, and any applicable licensing, certification, or registration mandated by any state, local or foreign authorities.

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d. Modification of Document. This document may only be modified by the written agreement of the Parties, duly signed by their authorized representative. This document will be reviewed annually on or around the anniversary of its effective date, and triennially in its entirety.

e. Transferability. This document is not transferrable except with the written consent of the Parties.

f. Representatives/Liaisons. Individuals filling the following positions will act as the Representative/Liaison for each organization for the purpose of communicating in regard to the implementation of this MOA, including the exchange of any correspondence using the mailing addresses provided. Each Party may change its Representative/Liaison upon reasonable notice to the other Party.

(1) For NB Anywhere: Command Chaplain, Religious Ministries Dept. Naval Base Anywhere, (Street Address), Anywhere, CONUS/OCONUS 12345; phone: (123) 456-7890.

(2) For RNFE ____: POC Position Title, Street Address, City ST ZIP CODE; email: xxxxxxxx@nfexxx.org; phone: (123) 456-7890.

g. Liability. The U.S. Navy is self-funded for liability purposes. RNFE ____ is solely responsible for any injury, damage or loss sustained or incurred by any person as a result of any meeting, activity, event, or by the acts or omissions of their employees. RNFE ____ agrees it will fully indemnify the U.S. Navy and/or US Government for any loss, judgement or expense resulting from any action filed against it or them in any jurisdiction arising from activities for which RNFE ____ is solely responsible.

h. Severability. If any term, provision, or condition of this MOA is held to be invalid, void, or unenforceable by a governmental authority and such holding is not or cannot be appealed further, then such invalid, void, or unenforceable term, provision, or condition shall be deemed severed from this MOA and all remaining terms, provisions, and conditions of this MOA shall continue in full force and effect. The Parties shall endeavor in good faith to replace such invalid, void, or unenforceable term, provision, or condition with valid and enforceable terms, provisions, or conditions which achieve the purpose intended by the Parties to the greatest extent permitted by law.

i. Other. Errors contained in this agreement or attachments that are inconsistent with directives or regulations will not have the effect of obligating NB Anywhere or RNFE ____.

8. Limitations

a. No Special Rights. This memorandum is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United.