



UNITED STATES MARINE CORPS
Marine Corps Recruit Depot/Western Recruiting Region
1600 Henderson Avenue Suite 238
San Diego, California 92140-5001

DepO 1730.11G
10

FEB 27 2002

DEPOT ORDER 1730.11G, w/ch 1

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR CHAPLAINS

Ref: (a) OPNAVINST 1730.1C (NOTAL)
(b) SECNAVINST 1730.3G
(c) SECNAVINST 1730.7B
(d) SECNAVINST 1730.8A
(e) ~~DepO 1610.3B~~ BUPERS INST 1610.10
(f) ~~DEPO 1610.3B~~

1. Situation. In accordance with references (a) through (d), chaplains are responsible to provide for the free exercise of religion for all members of the naval service assigned to this Command, their families, and other authorized persons.

2. Cancellation. DepO 1730.11F.

3. Mission. To publish policies and SOP for accomplishing the purposes of the Commanding General's (CG) Command Religious Program (CRP) in accordance with reference (a).

4. Execution

a. Commander's Intent. Ensure that ministries are provided which are appropriate to the rights and needs of all personnel assigned.

b. Concept of Operations

(1) Command Chaplain/Assistant Chief of Staff for Religious Ministries. Supervise and coordinate the CRP.

(a) Assign personnel, develop and execute the program budget, provide professional training, liaison with military, civilian and religious bodies on matters relative to the CRP, provide for worship, religious education and pastoral care, and other programs and concerns of religious ministry.

(b) Work closely with the Assistant Chief of Staff, Recruiting, Recruiting District Commanders, and Quality of Life Coordinators to provide and/or facilitate ministry and provision of community services to recruiters and their families. *Serve as the 12th Marine Corps Recruiting District Chaplain and perform additional duties assigned.*

(c) Advise the Commanding General and other principal staff members on matters of ethics, religion and command morale.

(2) Assistant Command Chaplain. Act as the Command Chaplain in his absence and perform duties as assigned.

(3) Recruit Training Regiment Chaplain. Assigned to the staff of the Regimental Commanding Officer. Responsible to both the Commander and the Command Chaplain to provide for and facilitate religious ministries within the RTR in accordance with references (b) and (d). Other functions and general duties are identified in reference (a).

(4) Battalion Chaplains. With the exception of the chaplain assigned to Weapons and Field Training Battalion (WFTBN), chaplains who receive orders to MCRD, unit identity code (UIC) 00243, are assigned to their billets by the Command Chaplain. WFTBN has its own UIC (35095) and its chaplain is assigned directly from ~~Naval Bureau of Personnel (BUPERS)~~ *Navy Personnel Command (NPC)*.

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(5) Religious Program Specialists. Assigned by the Command Chaplain to assist chaplains in the implementation of the CRP.

5. Administration and Logistics

a. Civilian Support Personnel. Organists, choir directors, deacons, priests, and other ministers are employed through purchased service contracts. The Command Chaplain may temporarily employ civilian clergy as auxiliary chaplains, contract chaplains and clergy for occasional ministries. The Command Chaplain represents the Depot Contracting Officer and is responsible for ensuring basic qualifications and appropriate performance of contract personnel.

b. Volunteer Religious Representatives. Faith groups frequently identify volunteers to provide occasional ministry to members assigned to the command. Volunteers provide an essential and valuable service when no chaplain is available to provide for faith-specific needs. The Command Chaplain is responsible for approving all requests to conduct worship services or provide religious ministries aboard the Depot. Each faith group must certify volunteers annually. No change in volunteers can be made without notification and approval of the Command Chaplain. Volunteers may solicit no funds. Proselytizing is prohibited.

c. Inspections. The Command Chaplain is responsible to periodically inspect all religious ministry activities. The Command Chaplain will visit chaplains frequently and stay informed on matters concerning the spiritual and moral welfare of recruits, permanent personnel and their families throughout the command.

d. Reports. All required official reports will be submitted in accordance with reference (c).

e. Reporting Senior

(1) The Commanding General is the reporting senior for the Command Chaplain. The Chief of Staff is the reporting senior for the Assistant Command Chaplain. *In accordance with reference (e) unit Commanders are reporting seniors for the chaplains assigned to their commands and chaplains serving temporary additional duty and active duty for training. The Command Chaplain is the reporting senior for all religious program specialists serving temporary additional duty, active duty training, and as permanent personnel.*

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(2) Each chaplain is responsible for ensuring the continuity and timely submission of his or her fitness report. The Command Chaplain will assist unit commanders in the evaluation of chaplains, to include the performance of divine worship, religious ceremonies, and other assignments performed in support of the CRP for the Depot and Western Recruiting Region. As directed in reference (f), the Command Chaplain, as Navy Personnel Officer, will collaborate with unit commanders in the preparation of all Navy fitness reports.

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f. Leave and Liberty. Leave and liberty for chaplains and religious program specialists will be coordinated between unit commanders and the Command Chaplain.

g. Uniform. Chaplains and religious program specialists will wear the uniform prescribed by current directives, but are authorized to wear either the

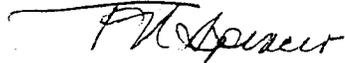
Navy or Marine Corps uniform while serving at MCRD. The Navy uniform is required for all inspections. Marine Corps grooming and uniform standards will be adhered to when the Marine Corps uniform is worn.

h. Facilities and Funding. Facilities and funding will be provided in accordance with references (a) and (d).

6. Command and Signal

a. Command. The provisions of this Order are applicable to all chaplains and religious program specialists assigned to Marine Corps Recruit Depot, San Diego and the Western Recruiting Region.

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



T. W. SPENCER
Chief of Staff



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From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR CHAPLAINS

1. Situation. To direct pen changes to the basic Order.
2. Mission. This change clarifies information in the basic Order.
3. Execution

a. On page 1, insert "BUPERSINST 1610.10" as reference (e) and change "DepO 1610.3B" to reference (f).

b. On page 1, subparagraph 4b(2), after the last sentence, add "Serve as the 12th Marine Corps Recruiting District Chaplain and perform additional duties assigned."

c. On page 2, subparagraph 4b(4), change "Naval Bureau of Personnel (BUPERS)" to "Navy Personnel Command (NPC)."

d. On page 2, subparagraph 5e(1), delete the last two sentences and replace with "In accordance with reference (e) unit Commanders are reporting seniors for the chaplains assigned to their commands and chaplains serving temporary additional duty and active duty for training. The Command Chaplain is the reporting senior for all religious program specialists serving temporary additional duty, active duty training, and as permanent personnel."

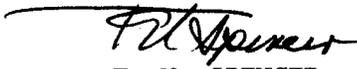
e. On page 2, subparagraph 5e(2), change "reference (e)" to "reference (f)."

4. Administration and Logistics. Not applicable.

5. Command and Signal

a. Command. This change is effective upon receipt.

b. Signal. This change is applicable to MCRD and WRR.


T. W. SPENCER
Chief of Staff

DISTRIBUTION: A