



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BN
MARINE CORPS RECRUIT DEPOT
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SAN DIEGO, CALIFORNIA 92140-5199

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From: Commanding Officer
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Subj: STANDING OPERATING PROCEDURES FOR RELIGIOUS MINISTRIES
WITHIN HEADQUARTERS AND SERVICE BATTALION
(SHORT TITLE: SOP FOR RELIGIOUS MINISTRIES)

Ref: (a) SECNAVINST 1730.7B
(b) SECNAVINST 1730.8A
(c) MARCORMAN Sec. 2816
(d) MCO 1730.6D
(e) MCO 4400.154
(f) Depot Order 1730.11F

Encl: (1) LOCATOR SHEET

1. Purpose. To standardize operating procedures for religious ministry within Headquarters and Service Battalion (HQSVCBN).

2. Cancellation. BnO P1730.5A.

3. Background. References (a) and (b) promulgate policy and assign responsibility for religious ministries within the Department of the Navy. References (c), (d) and (e) provide policies and procedures for religious ministry in the Marine Corps. Reference (f) provides policies and procedures for religious ministry at Marine Corps Recruit Depot (MCRD), San Diego. This Manual addresses procedural items from the references that are specific to the conduct of religious ministries within HQSVCBN.

4. Summary of Revision. This Manual has been reformatted and contains major and administrative changes and should be reviewed in its entirety.

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Location: (Indicate location(s) of the copy(ies) of this
manual)

SOP FOR RELIGIOUS MINISTRIES

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

SOP FOR RELIGIOUS MINISTRIES

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CHAPTER 1

MISSION AND RESPONSIBILITIES

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CHAPTER 1

MISSION AND RESPONSIBILITIES

1000. MISSION. The mission for religious ministries in HQSVCBN is to cultivate, nurture, and facilitate the practice of religious beliefs and customs, and strengthen the spiritual lives of Marines, Sailors, recruits and families within HQSVCBN.

1001. POLICY. Free exercise of religion is a foundation 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 rights of service members to practice their respective religions. In keeping with this principle, the religious ministry policy of HQSVCBN shall be to focus attention and planning efforts on the religious needs of its people, and to provide or facilitate services and programs to meet those needs.

1002. COMMAND RESPONSIBILITY. To carry out this policy, commands are directed to implement and maintain a Command Religious Program (CRP) per reference (d).

1003. CHAPLAIN RESPONSIBILITY. Per references (a) through (e), chaplains are principal staff officers within HQSVCBN. They serve under the cognizance of the executive officer with direct access to the commanding officer. Appendix (A) applies. The chaplain will implement the CRP, advise the commander on spiritual, moral and ethical issues affecting the command, and facilitate religious ministry. Chaplains also have professional and ministerial responsibilities to appropriate supervisory chaplains. The chaplain will participate in area cooperative ministries both within and outside of MCRD, San Diego. Chapter 3 of reference (e) provides specific duties and responsibilities for the chaplain.

1004. ENLISTED SUPPORT PERSONNEL. Navy Religious Program Specialists (RP's) and Marine Chaplain Assistants (CA's) are assigned to the command to support programs of religious ministry. As stated in references (d) and (e), RP's and CA's work for and are responsible to the battalion chaplain for all duties and watches, and no additional duties or watches will

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ORGANIZATION AND ASSIGNMENT

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CHAPTER 2

ORGANIZATION AND ASSIGNMENT

2000. HQSVCBN CHAPLAIN. The HQSVCBN Chaplain is the Battalion Commanding Officer's principal staff officer for religious ministries, administratively placed under the HQSVCBN Executive Officer, but responsible to the commanding officer for the CRP. Direct access to the commanding officer is retained to provide counsel on religious, spiritual, moral, ethical, and morale issues and concerns. Assigned to the battalion by special order, the HQSVCBN Chaplain is the senior supervisory chaplain for chaplains assigned or on temporary duty status, and for assigned enlisted support personnel within the Chaplain Corps "functional chain." As described in reference (a), the functional chain is that chain of responsibility which begins with the subordinate element chaplain and flows to the next higher echelon chaplain, ultimately to the Chief of Chaplains.

2001. AUTHORIZED ASSIGNMENTS. Table of Organization T/O #7211 lines 901 and 902 reflect one 0-4 chaplain and one 0-3 chaplain, respectively. Supplemental support from reserve chaplains can be requested through the Depot Chaplain Office. Navy RPs are supplied upon request through the Depot Chaplain's Office. Enlisted CA support may be requested through the battalion S-3, if RPs are unavailable. Recruit Training Regiment (RTR) will supply Marine enlisted support contingent upon battalion need through Support Battalion's Basic Marine Platoon (BMP) upon request from the command.

2002. DUTIES. Chaplains perform the duties of principal staff officers. HQSVCBN chaplains report to the Deputy Depot Chaplain for religious, administrative and functional issues. The duties of the battalion chaplain are described in reference (f) and Appendix A of this Manual. The battalion chaplain will coordinate the command religious program throughout the command. All chaplains supply religious services as needed and promote the MCRD Command Religious Program (CRP), including chaplain and RP duty watches.

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ADMINISTRATION

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CHAPTER 3

ADMINISTRATION

3000. LEAVE AND LIBERTY. Leave granting authority remains with the MCRD Command Chaplain. Leave requests will be considered under the provisions of reference (f). Chaplains will submit leave requests via the command and functional chains. For RP's, leave requests will be submitted to the MCRD Command Chaplain Office via the battalion chaplain for approval, with a copy filed with the battalion S-1. Chaplains will submit leave requests via the HQSVCBN Executive Officer and the MCRD Command Chaplain. Leave control numbers for chaplains and RP's are issued by the Navy personnel support detachment located at the Anti-Submarine Warfare Training Center via the MCRD Command Chaplain Office. All chaplains assigned to HQSVCBN will submit leave requests via the MCRD Command Chaplain to ensure adequate religious coverage depot wide. Leave will not be granted ordinarily during summer months.

3001. UNIFORMS

1. Chaplains. Chaplains may wear Navy or Marine Corps uniforms per NAVPERS 15665G, and Marine Corps Uniform Regulations, MCO P1020.34, respectively. Rank insignia will be worn on the utility uniform in the manner of Marine officers. Vestments or religious faith group attire may be worn when conducting religious services in garrison, and may be appropriately adjusted to field or operational environments.

2. Religious Program Specialists. RP's may wear Navy or Marine Corps uniforms per NAVPERS 15665G and MCO P1020.24, respectively. When electing to wear Marine Corps uniforms, RP's must sign a Page 13 entry stating that they will abide by Marine Corps appearance and grooming standards. Otherwise, Navy grooming standards will apply.

3002. READINESS EVALUATIONS

1. Staff Assistance Visit (SAV). The MCRD Command Chaplain's Office will conduct semi-annual SAV's to HQSVCBN RMTs. These visits will provide guidance, orientation, and ensure familiarity with HQSVC Bn and Depot policies and procedures.

Office by 25 March for the first half of the fiscal year, and by 25 September for the second half. When the 25th day falls on the weekend, the reports are due the Friday before.

3006. EXTENSION OF TOUR OF DUTY ASSIGNMENT. Chaplains or RP's desiring to extend their tour of duty beyond their Projected Rotation Date (PRD) will submit their request to the Depot Chaplain Office via the command and functional chains. Marine CA's will utilize Marine Corps procedures, with chaplain input for processing requests. Applications are to be submitted no later than six months prior to PRD.

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LOGISTICAL SUPPORT

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CHAPTER 4

LOGISTICAL SUPPORT

4000. BUDGETS

1. General. Per references (c) and (d), HQSVCBN will support and manage the CRP with local O&M funds as an integral and essential element of its planning, programming and budgeting activities. The command chaplain will submit an annual budget to the Depot Chaplain that realistically and adequately funds programs of religious ministries.

2. Permanently Assigned Chaplains. Chaplains assigned to HQSVCBN will submit a budget with a quarterly spending plan for approval by the Depot Chaplain. (See Appendix C). This is done during the budget call period (usually August to October). The budget should include items of devotional and educational literature, professional development literature and materials, specific planned program needs, counseling support material and special training supplies. Funding for TAD travel to Religious Endorser conferences and other appropriate travel expenses may be supplied by the Depot Chaplain Office as funds may be available.

4001. EQUIPMENT AND SUPPLIES

1. General. Chapter 3 of reference (f) provides extensive information on the policy and procedures regarding the Marine Corps Supported Activities Supply System (SASSY) as it applies to the ordering of religious supplies for garrison and operational use. Supplies not available via SASSY, but having a National Stock Number (NSN) may be obtained from the Federal Supply Catalogue. Other requirements must be obtained through "open purchase." Office and field equipment is procured from the HQSVC Bn Supply Officer and accountability is maintained through a Consolidated Memorandum Receipt (CMR) held by the battalion S-4 Officer. All consumable items will be ordered through the Depot Chaplain Office.

2. Garrison Property. Per reference (d), HQSVCBN will provide their assigned chaplains office spaces, equipment, and furnishings to meet the professional needs of unit ministry teams, and provide for the ministry needs of battalion members.

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CHAPTER 5

CHAPLAIN TRAINING

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CHAPTER 5

CHAPLAIN TRAINING

5000. GENERAL. This section describes chaplain training. The HQSVCBN Chaplain within the context of the Unit Ministry Team provides chaplain support to HQSVCBN companies, and to all ancillary units in their mission of recruit training support. This support includes:

1. Providing effective and immediate support for all permanent personnel assigned to Headquarters Company, and Service Company. Additionally, providing support to Marine Corps Community Services, Navy Regional Medical Center Branch Clinic MCRD, Navy Dental Clinic MCRD, Coast Guard Command (PACAREA), 12th Marine Corps Recruiting District Command, the Recruiters School, and any other support elements which fall under the responsibility of HQSVC Bn.
2. Being ready to provide religious support upon request for humanitarian/ civic assistance.
3. Providing battalion wide training on appropriate topics of family support, ethics, morality, spirituality and morale.
4. Being available to support depot-wide programs, as directed by the Depot Chaplain.

5001. PERMANENT PERSONNEL SUPPORT FOR RECRUIT TRAINING

1. Support for recruit training directly and indirectly conducted by HQSVCBN include a variety of missions. HQSVCBN provides personnel and logistical support across the entire spectrum of support ranging from mess hall operations to providing logistical support and depot security. This support includes classroom and physical training. Chaplains must be capable of supporting such training from consistently intentional deckplating to active teaching roles. Generally, all depot chaplains are expected to support the general recruit training program at MCRD San Diego. These requirements significantly impact on organizations, material and training for HQSVCBN chaplains.

5002. OPERATIONAL ENVIRONMENT. A RMT must be familiar with the environment within which HQSVCBN operates at MCRD, make

transportation and to provide personal protection for the chaplain. All RP's must secure and maintain current licensing for the HMMWV (High Mobility Multipurpose Wheeled Vehicle). Additionally, RP's will maintain weapons qualifications as appropriate to their grade. T/O weapon for E-5 and below is the M-16 service rifle issue. E-6 and above will carry a 9 mm pistol. Additional RP specialty training participation will be required by the Depot Chaplain Office.

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APPENDIX A

BILLET DESCRIPTION

1. HQSVCBN Chaplain. In addition to the duties described in Section 2003, and in reference (d), which delineates general chaplain duties, the HQSVCBN Chaplain will:

a. Provide religious ministry to all companies of the battalion and provide a command religious program to reach all support personnel, both civilian and military personnel directly under the Battalion.

b. Be responsible for the professional supervision and coordination of any additional chaplains assigned to the battalion in areas of religious ministry.

c. Conduct Core Values and Suicide Prevention training as feasible.

d. Conduct Divine Services in support of the general recruit training program, as coordinated by the Depot Chaplain Office.

e. Procure the services of depot chaplains or civilian clergy when needed to meet the unique needs of various faith groups when required.

f. Coordinate scheduling of religious ministries and training with any other chaplain assigned to the battalion.

g. Stay informed through visits, messages and other means concerning religious programs being provided in order to offer supportive leadership and guidance to other chaplains.

h. Give guidance to the battalion commander in filling out Navy officer fitness reports.

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APPENDIX B

520 Checklist

OPNAVINST 1730.1
MCO 1730.6

- 520 01 010 Are there appointed directors of religious education (DRE)? Are DRE educational/training opportunities made available and are they adequate?
Reference
OPNAVINST 1730.1
MCO 1730.6
- 520 01 011 Is the sponsorship of the command religious program acknowledged in appropriate orders and bulletins?
Reference
MARCORMAN, PAR 2816
MCO 1730.6
- 520 01 012 Have provisions for religious ministry been made for military personnel in all areas of the command including deployed personnel?
Reference
SECNAVINST 1730.7
MARCORMAN, PAR 2816
MCO 1730.6
- 520 01 013 Is the sabbath observed appropriately?
Reference
NAVY REGULATIONS 0722
MARCORMAN, PAR 2816
- 520 01 014 Is the planning, programming and budgeting system (ppbs) properly utilized and properly maintained for all chapel sponsored activities to Project financial needs and to measure the effect of the command Religious program?
Reference
MCO 1730.6
- 520 01 015 Are command religious program standing operating procedures Available/complete/updated?
Reference
MCO 1730.6
- 520 01 016 Have billet descriptions delineating responsibilities of chaplain/RPS, marine assistants, and other CRP personnel been written/ Incorporated into the command religious program standing Operating procedures?
Reference
MCO 1730.6
- 520 01 017 Is the chaplain/RP familiar with the joint tactics, techniques and Procedures for mortuary affairs in joint operations program?
Reference
JOINT PUB. 4-06
- 520 01 018 Are the lay leader(s) appointed to serve for a period of time to Meet the religious needs of a particular faith group?
Reference
SECNAVINST 1730.7
MCO 1730.6
- 520 01 019 Are the lay leader(s) selected on the basis of character, motivation, And religious interest?
Reference
SECNAVINST 1730.7
MCO 1730.6

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520 Checklist

- 520 01 020 Is lay leader training conducted at least annually?
Reference
MCO 1730.6
- 520 01 021 Does the CRP provide for appropriate duty watches and availability plans, such as evening activities, weekends and response to crisis situations?
Reference
OPNAVINST 1730.1
MCO 1730.6
- 520 01 022 Is the command chaplain a department head or principal staff officer directly under the executive officer or chief staff officer?
Reference
SECNAVINST 1730.7
MCO 1730.6
- 520 01 023 Does the chaplain keep the public affairs officer informed of his/her activities that may be of public interest?
Reference
SECNAVINST 1730.7
- 520 01 024 Does the chaplain regularly advise the executive officer and commanding officer in matters of policy bearing on the welfare, morale, and spiritual well-being of all assigned personnel?
Reference
SECNAVINST 1730.7
OPNAVINST 1730.1
MCO 1730.6
- 520 01 025 Is the chaplain familiar and involved in the Marine Corps family advocacy program?
Reference
MCO P1752.3
- 520 01 026 Is the chaplain familiar with and involved in the marine corps family Team building program(s)?
Reference
MCO 1754.6
- 520 01 027 Is the chaplain familiar with the procedures used in the Conduct of the casualty assistance calls program?
Reference
MCO P3040.4
- 520 01 028 In advising the executive officer and commanding officer on the welfare, morale, and spiritual well-being of all assigned personnel, does the Chaplain advise the command on marriage preparation/enrichment and Core values PMEs?
Reference
SECNAVINST 1730.7
OPNAVINST 1730.1
MCO 1730.6
- 520 01 029 Does the commander develop and input religious support plans for Operations?
Reference

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APPENDIX B

520 Checklist

- 520 03 004 Is a chapel usage order maintained/complete/current?
Reference
MCO 1730.6
- 520 04 ECCLESIASTICAL EQUIPMENT AND SUPPLIES
- 520 04 001 Are plant account inventories properly maintained?
Reference
MCO 4400.154, PAR 6
- 520 04 002 Are embarkation/mount-out equipment inventories complete/
available/properly located?
Reference
FMFM 3-61
- 520 04 003 Is embarkation/mount-out equipment properly marked/ waterproofed/ and
stowed?
Reference
FMFM 3-61
- 520 04 004 Is the chaplain combat assault kit(s) complete and properly maintained?
Reference
MCO 1730.6
- 520 04 005 Are authorized T/E allowances on hand/on requisition?
Reference
TAM
NAVMC 1017, PAR 4
- 520 04 006 Is unserviceable equipment, furnishing and material in the
process of being replaced or refurnished?
Reference
MCO 1730.6
- 520 04 007 Does the command chaplain ensure that the provision of required
ecclesiastical equipment and materials is adequate to support the
command religious program?
Reference
MCO 1730.6
- 520 04 008 Does the logistic support system support the command
religious program in a timely manner?
Reference
MCO 1730.6
- 520 04 009 Is excess ecclesiastical equipment, furnishings and materials been
disposed of per current regulations and policies?
Reference
MCO 1730.6
- 520 04 010 Does the command religious program provide literature (e.g., "marriage
and military life?") which addresses issues of particular concern to
Marines (e.g., alcoholism, suicide, sexuality, etc).
Reference
MCO 1730.6
- 520 05 FISCAL MANAGEMENT
- 520 05 001 Is the command chaplain directly responsible for the
Submission/execution of the o&m religious program budget?

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520 Checklist

Reference
SECNAVINST 7010.6

520 06 ADMINISTRATION

520 06 001 Are directives easily accessible for use by chaplains,
religious program specialists, and other support personnel?
Reference
MCO P5215.1

520 06 002 Is the inventory of sacramental wine accurately maintained?
Reference
FMFM 3-61

520 06 003 Do chaplains have the appropriate security clearance to perform their
duties as
chaplains?
Reference
MCO 5521.3, PAR 18

520 06 004 Are the RMT semi-annual reports submitted as required?
Reference
SECNAVINST 1730.6

520 06 005 Is manpower data updated routinely by manpower managers?
Reference
SECNAVINST 1730.6

520 06 006 Is the command chaplain accountable for the sponsorship and management
of the command
religious program?
Reference
MCO 1730.6,

520 06 007 Are the chaplain's collateral duties appropriate?
Reference
SECNAVINST 1730.7
OPNAVINST 1730.1
MCO 1730.6

520 06 008 Is the command chaplain familiar with the mobilization plan for the
chaplain
section/the Marine Corps T/O?
Reference
MCO 5311.1

520 06 009 Does a chaplain training program exist? Is it adequate?
Reference
MCO 1730.6, PAR 4
SECNAVINST 1730.7
FMFM 3-6

520 06 010 Does an RP/CA training program exist? Is it adequate?
Reference
SECNAVINST 1730.7
MCO 1730.6
FMFM 3-6

520 06 011 Are Chaplains/RPS complying with Navy/USMC grooming and uniform
standards?
Reference
MCO P1020.34, PAR 1208

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APPENDIX C

ANNUAL BUDGET FORMAT

Budget preparation should follow Planning, Programming and Budgeting System (PPBS) procedures and support the Command Religious Program (CRP). This process has been well documented in Navy Chaplain Corps publications. Budget submissions should contain those costs necessary to fund such programs. The actual format for budget may vary, but should follow this general format:

RA/PE	DU	EE	Description	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
RA	70	T	Equipment Maint.	00	00	00	00	00
PE	71	T	Admin. Supplies	00	00	00	00	00
PE	72	T	Training Supplies	00	00	00	00	00
RA	77	T	Replace Equipment	00	00	00	00	00
PE	77	T	Replenish Sup. T/E	00	00	00	00	00
			RA TOTAL:	00	00	00	00	00
			PE TOTAL:	00	00	00	00	00

(GLOSSARY)

RA Requisitional Authority (standard stock items procured from SMU)

PE Planning Estimates (DSSC, open purchases)

DU Decision Units: 70 = equipment, maintenance

71 = operations / administration

72 = training

77 = replenish / replacement

EE Expense Elements

E Travel of Personnel

T Supplies