



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

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27 JAN 1998

DIVISION ORDER P1730.2B

From: Commanding General
To: Distribution List

Subj STANDING OPERATING PROCEDURES (SOP) FOR RELIGIOUS
MINISTRIES (SHORT TITLE: SOP FOR RELIGIOUS MINISTRIES)

Ref: (a) SECNAVINST 1730.7A
(b) Marine Corps Manual, Section 2816
(c) MCO 1730.6C
(d) FMFM 3-6
(e) BUPERS Manual

Encl: (1 Locator Sheet

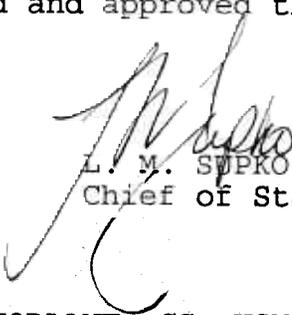
Reports Required: I. Semi-Annual Unit Ministry Team Report
II. After Action Report (Report Control
Symbol EXEMPT), par. 3005.2

1. Purpose. To promulgate standing operating procedures for religious ministries within the 3d Marine Division.

2. Cancellation. DivO P1730.2A

3. Background. Reference (a) promulgates policy and assigns responsibility for religious ministries within the Department of the Navy. References (b), (c), and (d) set forth policies, procedures and doctrine for religious ministries in the Marine Corps' Operational Forces. Reference (e) provides guidance for Navy personnel issues.

4 Certification. Reviewed and approved this date


L. M. SWPKO
Chief of Staff

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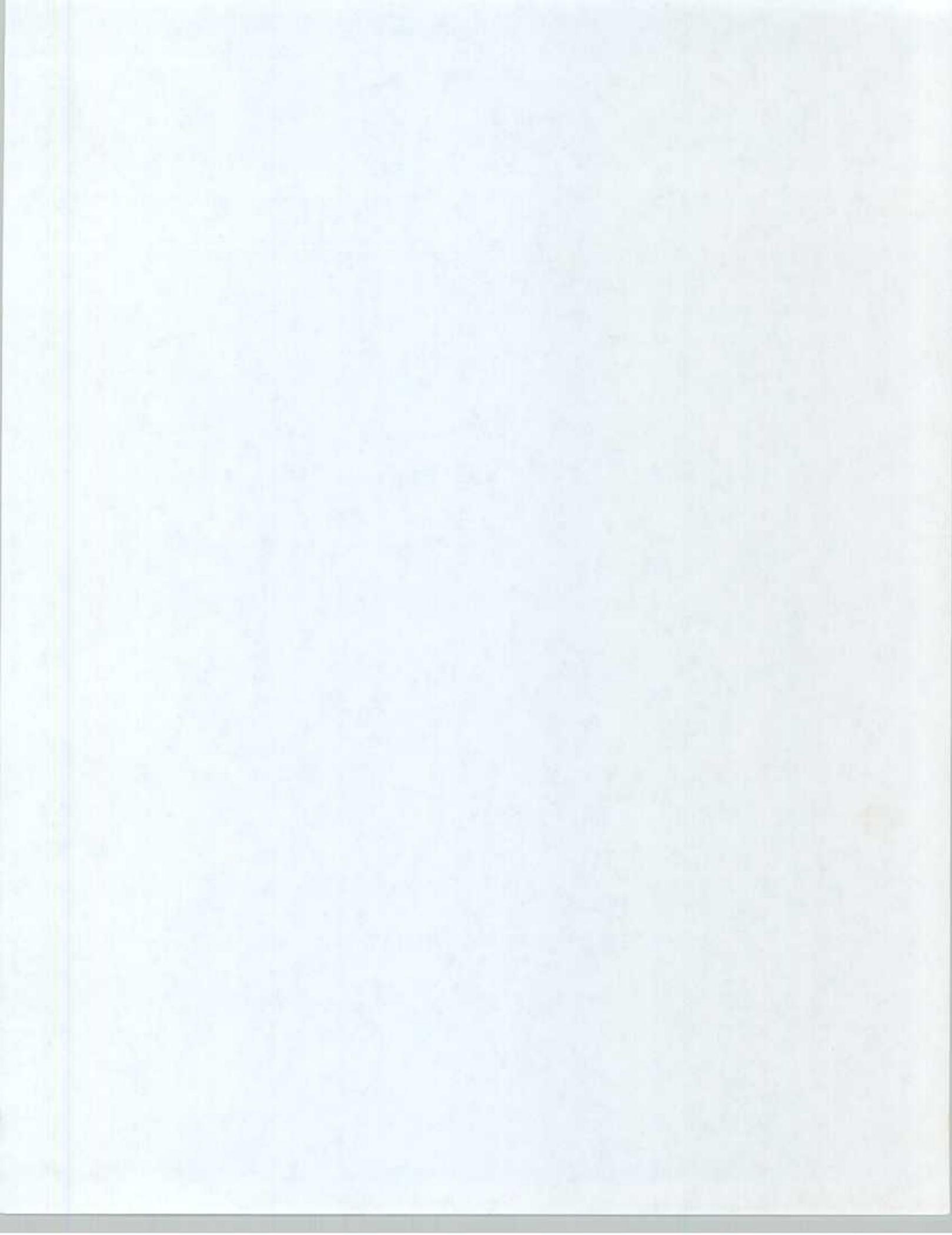
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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR RELIGIOUS MINISTRIES
(SHORT TITLE: SOP FOR RELIGIOUS MINISTRIES)

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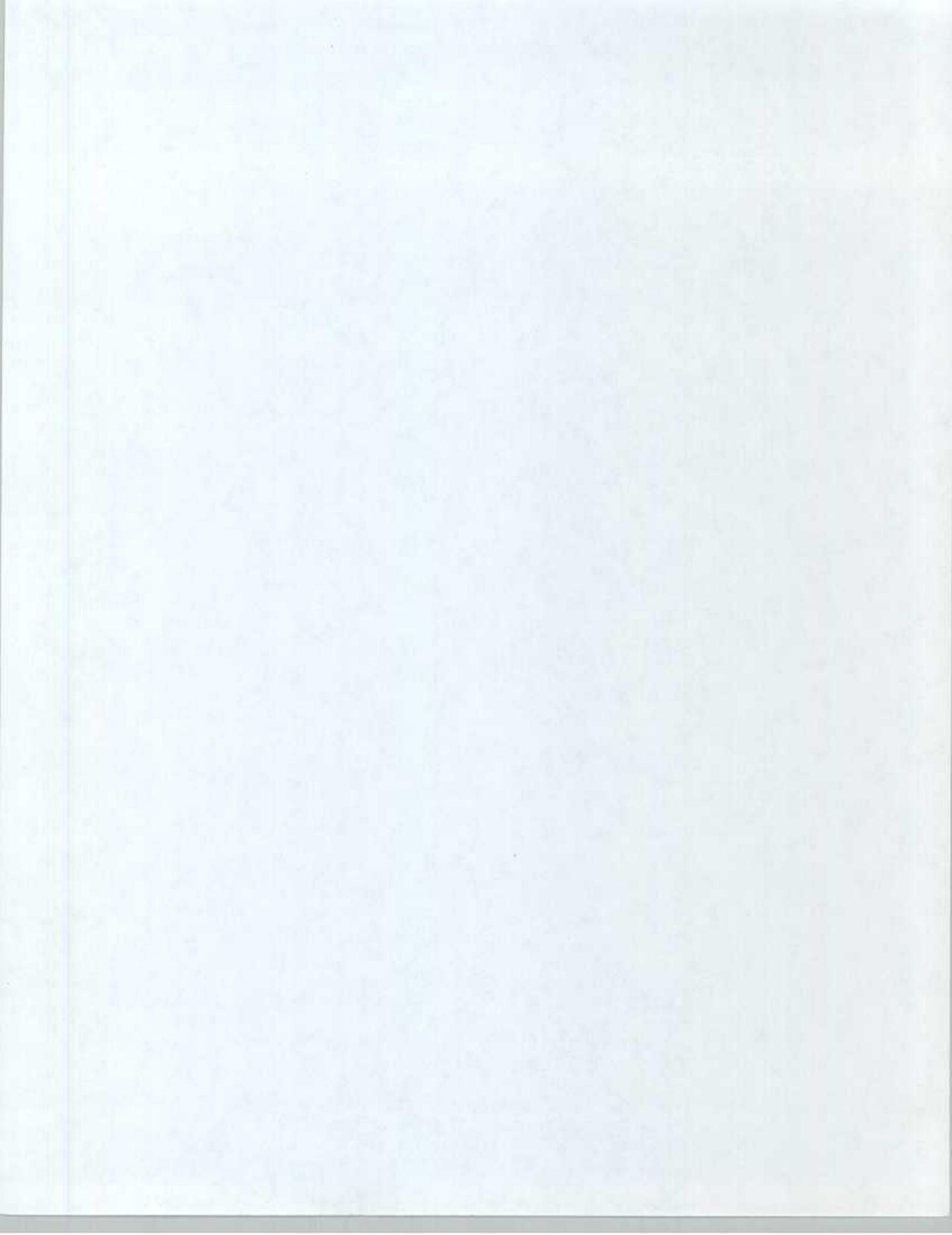
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SOP FOR RELIGIOUS MINISTRIES

CHAPTER 1

MISSION AND RESPONSIBILITIES

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SOP FOR RELIGIOUS MINISTRIES

CHAPTER 1

MISSION AND RESPONSIBILITIES

1000. MISSION. The mission for religious ministries in the 3d Marine Division is to provide for the cultivation, nurture, and practice of religious traditions and customs to strengthen the spiritual lives of Marines, Sailors, and their families within 3d Marine Division.

1001. POLICY. 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 rights of service members to practice their respective religions. In keeping with this principle, the religious ministries policy of the 3d Marine Division 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 RESPONSIBILITIES. To carry out this policy, commanders will implement and maintain a Command Religious Program (CRP) per reference (c).

1003. CHAPLAIN RESPONSIBILITIES. Per references (a) through (d), chaplains are special staff officers who serve under the cognizance of the chief of staff or the executive officer with direct access to the commanding officer. The chaplain will develop Standing Operating Procedures (SOPs) for the commander's approval, implement the CRP, and advise the commander on spiritual, moral, and ethical issues affecting the command. Chapter 3 of reference (d) details specific duties and responsibilities.

1004. ENLISTED SUPPORT PERSONNEL. Navy Religious Program Specialists (RPs) and Marine Chaplain Assistants (CAs) are operationally and administratively responsible to the command where they are assigned. However, their primary duties are in support of programs of religious ministry. As stated in reference (c) and supported by reference (d), RPs and CAs work for and are responsible to the unit chaplain for all duties and watches. Per reference (d), no additional duties or watches will be assigned without the written concurrence of the chaplain.

1005. UNIT MINISTRY TEAM (UMT) POLICY AND PHILOSOPHY. The UMT consists of the unit/organizational Chaplain and the Religious Program Specialist. Whenever possible, they should be deployed and utilized as a unit. This arrangement facilitates and enhances the ministry provided.

1006. LAY READERS. Appointments and the coordination of lay conducted services and activities shall be conducted in accordance with reference (b) and (d).

1. Background. When a chaplain is not available to meet the religious needs of a particular faith group the Commanding Officer is authorized to appoint a lay reader to serve. Normally for a period of 1 year or for the duration of deployment).

2. General Policy. The Unit Chaplain, as special assistant to the Commanding Officer, will recommend qualified persons for appointment as lay readers. The lay reader must be an officer or enlisted volunteer (approved in writing by the faith group he seeks to represent). Qualifications should be that the lay reader be interested and knowledgeable with some expertise and training in the particular faith group to be represented. His personal conduct should reflect well upon the faith group, the command, and the Marine Corps.

a. Scope. Lay reader services are in addition to the chaplain's religious ministry and are not a substitute for Divine Services conducted by a chaplain or an ordained civilian clergyman.

b. Duties and Responsibilities

(1) The lay reader will coordinate all services and activities with the Unit Chaplain.

(2) Lay readers will conduct all services at the times designated in the units/organizations routine.

(3) The lay reader will be responsible for administering an orderly service but will refrain from formal preaching, specialized counseling and other activities which presume ordination by a religious body.

(4) Lay readers will not administer sacraments except in those special circumstances in which sacramental ministries are authorized in writing by the particular religious faith groups.

(5) Offerings will not be taken at lay reader services, except as may be directed by the Commanding Officer.

(6) Lay readers will only distribute religious literature appropriate to their faith group.

(7) Lay readers will make a special effort to attend lay reader familiarization training in their home port.

(8) Lay readers will only distribute religious literature appropriate to their faith groups.

3. Organizational Relationships. Lay readers will report to the unit chaplain for the performance of their lay responsibilities and keep the unit chaplain aware of ecclesiastical supplies and requirements.

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CHAPTER 2

ORGANIZATION AND ASSIGNMENT

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CHAPTER 2

ORGANIZATION AND ASSIGNMENT

2000. AUTHORIZED BILLETS

1. Chaplain/Religious Program Specialists Billets. Those billets listed in the Table of Organization (T/O) and authorized in the Activity Manpower Document (AMD) are authorized within 3d Marine Division.

2001 MOBILIZATION BILLETS

1. Chaplain/Religious Program Specialist Billets. All mobilization billets authorized are found in the T/O and the AMD.

2002. UNIT DEPLOYMENT PROGRAM (UDP) BILLETS. Both chaplain and RP billets are authorized for UDP units per the manpower requirements and authorizations for their organizational structures.

2003. BILLET DESCRIPTIONS. Complete billet descriptions for the Division and the Assistant Division Chaplain, based on reference (d), and refined to meet the specific needs of this Division, are detailed in appendix A.

1. Division Chaplain. The senior chaplain assigned to the 3d Marine Division is the Division Chaplain. He functions as the Division's Command Chaplain and serves as the Commanding General's advisor in matters and policies pertaining to religious ministries, pastoral care, moral and ethical well-being, and quality of life issues affecting Division personnel and their families. Although the Division Chaplain is not within the unit chaplain's military chain of command, he is the senior supervisory chaplain for chaplains and enlisted support personnel within the Chaplain Corps "functional chain." According to reference (a), the functional chain is that chain of responsibility which begins with the unit chaplain and flows to the next higher echelon chaplain, and ultimately to the Navy Chief of Chaplains.

2. Assistant Division Chaplain. The Assistant Division Chaplain will assist the Division Chaplain in all matters of administration and supervision of chaplains and enlisted support personnel. In the absence of the Division Chaplain, or when required, he will act for the Division Chaplain. The Assistant Division Chaplain will perform such additional duties or assignments as specified by the Division Chaplain and will be available for assignment as a Marine Air/Ground Task Force Chaplain.

3. Training and Operations Chaplain. With the addition of those duties delineated in appendix A, the Training and Operations Chaplain is primarily responsible to develop and conduct comprehensive and continuing training programs for chaplains and RPs/CAs, and to maintain liaison with division staff sections for all training, deployments, exercises, operations and mobilization requirements.
4. Special Projects Chaplain. This position is an additional duty and may be assigned by the Division Chaplain to any chaplain permanently attached to the 3d Marine Division. The Special Projects Chaplain will serve as the action officer for major projects affecting Division-wide programs of religious ministry and will be available for assignments as specified by the Division Chaplain.
5. Regimental Chaplain. With the addition of those duties delineated in reference (d), the Regimental Chaplain functions as a special staff officer for religious ministries on the staff of a Regimental Commander and is responsible for the supervision of chaplains within the functional chain.
6. Battalion Chaplain. The Battalion Chaplain is a special staff officer on the staff of a battalion commander who performs the general and specific chaplain duties outlined in references (a) and (d) and is responsible to the supervisory chaplain within the functional chain.
7. Senior Religious Program Specialist. The senior enlisted person assigned to the 3d Marine Division Chaplain's Office is designated the Senior Religious Program Specialist (Senior RP). As the senior enlisted advisor to the Division Chaplain, he/she is responsible for the placement and indirect supervision of all enlisted support personnel, as directed by the Division Chaplain. Additional duties and responsibilities for the Senior RP and for unit RPs and CAs are listed in reference (d).

2004. ASSIGNMENTS

1. Chaplains. Chaplains ordered into 3d Marine Division will be assigned by the Division Chaplain based upon three basic criteria:
 - a. The religious needs of the 3d Marine Division with regard to faith group coverage.
 - b. The rank and Navy/Marine Corps experience of the chaplain to be assigned.
 - c. The professional and personal needs of the chaplain to include the level of physical fitness.
2. Enlisted Personnel. RPs/CAs will be assigned by the senior RP (in consultation with and approval of the Division Chaplain) to units where their expertise and experience will best support programs of religious ministry.

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CHAPTER 3

ADMINISTRATION

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CHAPTER 3

ADMINISTRATION

3000. LEAVE AND LIBERTY. Leave granting authority will rest with the commanding officer of the unit to which a chaplain is assigned. Leave requests will be considered under the provisions of reference (e) and Division Order 1050.10G. All chaplains assigned to the Division, including UDP Battalion Chaplains, will submit leave requests via the Division Chaplain to ensure adequate religious coverage for 3d Marine Division units. Unit Chaplains will approve RP leave requests. All Navy personnel assigned to 3d Marine Division must process leave applications through the Navy Personnel Office.

3001. UNIFORMS

1. Chaplains. Chaplains will wear Navy and Marine Corps uniforms per NAVPERS 15665G, and Marine Corps Uniform Regulations, MCO P1020.34, respectively. The rank insignia will be worn on the utility uniform in the manner of Marine officers. Vestments or religious faith group appropriate attire may be worn when conducting religious services in garrison. Field uniforms, with appropriate vestments, will be worn when in the field.

2. Religious Program Specialists. RPs will wear Navy and Marine Corps uniforms per NAVPERS 15665G and MCO P1020.24. When electing to wear Marine Corps service uniforms, RPs must sign a page 13 entry stating they understand the responsibility to abide by Marine Corps appearance and grooming standards. Otherwise, Navy grooming standards will apply in all cases.

3002. FUNCTIONAL AREA INSPECTION (FAI) AND STAFF ASSISTANCE VISITS (SAV). The 3d Marine Division Chaplain conducts bi-annual FAIs and SAVs of command religious programs and chaplain activities in all permanently assigned units. Inspections will be conducted in conjunction with the schedule promulgated by the Division Inspector. Appendix B is the FAI/SAV checklist. Units may request a SAV at any time in order to ensure compliance with FAI requirements.

3003. CHAPLAIN FITNESS REPORTS. Fitness reports will be prepared under the cognizance of reporting seniors per BUPERSINST 1610.10 and MCO P1610.7 in the following sequence:

1. Chaplain Input. Chaplains will submit input for their fitness reports as specified by their reporting seniors. At a minimum,

chaplains will submit a summary of accomplishments to their reporting seniors at least 30 days prior to the due date of the fitness report.

2. Regimental Chaplains. Regimental Chaplains will make themselves available to advise and assist Battalion Commanding Officers in the preparation of chaplain fitness reports.

3. Division Chaplain. The Division Chaplain will review all chaplain fitness reports and advise reporting seniors, as necessary, regarding administrative correctness and the nuances of chaplain fitness reports. The Assistant Division Chaplain will assume responsibility for the smooth preparation of the fitness report for the reporting senior's signature and the mailing of documents to BUPERS, per DivO 1610.8.

3004. ENLISTED EVALUATIONS. Navy and Marine Corps enlisted evaluations for RPs and CAs will be prepared per BUPERSINST 1610.10 and MCO P1070.12, respectively. Evaluations will be written by the individual's supervisory chaplain, in consultation with the Division Chaplain's Senior RP. Under the BUPERSINST, Navy enlisted evaluations, for personnel in the actual or frocked paygrade of E-5 or above, may only be signed by officers with the rank of Lieutenant Commander or above. The rater will be the direct supervisor in the grade of E-7 or above. The senior rater may be omitted where the reporting senior is the rater's immediate supervisor. Typically, the senior rater is the division officer or department head. As a minimum the executive officer should be the reporting senior.

3005. REPORTS

1. Semi-Annual Unit Ministry Team (UMT) Reports. Semi-annual UMT reports are due in the Division Chaplain's office by the 1st day of the month following the end of the reporting period. When the due date falls on a weekend, the reports are due on the Monday following. Battalion Chaplains belonging to a regiment will submit reports via their Regimental Chaplain. Chaplains deployed away from Okinawa will submit report data, in time to meet the deadline, via message or the most appropriate means available. The complete report with signatures, should be submitted to arrive as soon as possible before the deadline.

2. After Action Reports. After Action Reports are due to the Division Chaplain within 21 days of the completion (return of chaplain to garrison) of a major exercise or operation. Unit chaplains will prepare After Action Reports using the format shown in appendix E and submit the reports, via their chaplain functional chain, to the Division Chaplain. Regimental Chaplains should submit a composite After Action Report to include battalion and regimental ministries.

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These After Action Reports should not be confused with the Marine Corps Lessons Learned Systems (MCLS) reports which are also required of chaplains for input to their units.

3006. EXTENSION OF TOUR OF DUTY ASSIGNMENT. Chaplains or RPs desiring to extend their tour of duty beyond their projected rotation date (PRD) will submit their request to BUPERS via the chain of command with information copies to the functional chains. The Division Chaplain will make recommendations on all such requests. Marine Chaplain Assistants will utilize Marine Corps procedures, with chaplain input, for processing extension requests. Applications should be submitted no later than six months prior to PRD. The Navy Personnel Office will process all applications.

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CHAPTER 4

LOGISTICS

4000. BUDGETS

1. General. Under references (c) and (d), commands will support and manage the CRP as an integral and essential element of their planning programming, and budgeting activities. Chaplains will submit budgets which realistically and adequately fund the programs of religious ministries outlined in their proposed program of religious ministry.
2. Permanently Assigned Chaplains. Unit chaplains assigned permanently to the 3d Marine Division will submit a budget with a quarterly spending plan for approval by the chaplain's commanding officer (See appendix C). The budget should include such items as administrative supplies, devotional and educational literature, professional development literature and materials, specific religious program needs, counseling support material, and special training supplies.
3. Unit Deployment Program Chaplains. UDP chaplains attached temporarily to the 3d Marine Division during the budget call period will be expected to prepare a budget for the UDP battalion in the same manner as permanently assigned chaplains. This budget request will be submitted via the permanent chain of command.
4. Temporary Additional Duty (TAD). Each unit chaplain is responsible for submitting a proposed TAD Budget to his/her respective command. This budget request shall reflect all TAD the unit chaplain needs to perform including but not limited to annual faith conferences.

4001 EQUIPMENT AND SUPPLIES

1. Garrison Property. It is incumbent upon each organization/unit to which a chaplain is assigned to provide office spaces, equipment, and furnishings to meet the professional needs of the chaplain and RP/CA and to provide for the ministry needs of unit members. Reference (d) applies.
2. Field Equipment. The mission of the Division requires assigned chaplains and enlisted support personnel to maintain themselves and their equipment and supplies in a ready-to-deploy status at all times. The equipment required by the unit chaplain may vary according to the mission of the unit. Basic items will be listed in the unit's Table of Equipment (T/E). Chaplains shall maintain an embark box containing supplies to support 30 days of ministry in a field/combat environment. Appendix G of FMFM 3-61 lists the minimum for this requirement.

3. Automated Data Processing Equipment. It is essential that both chaplains and assistants have access to adequate computers and the local area network at their respective desks.
4. Consumable and Non-consumable Supplies. In addition to office supplies, consumable and non-consumable religious ministry supplies such as those described in reference (d) should be budgeted for by the chaplain in quantities sufficient to support all garrison and field programs.

4002 PROCUREMENT AND RESUPPLY

1. Garrison Property. Unit chaplains will work with the unit supply officer or appropriate designee to procure or exchange garrison property as needed and maintain property accounts as required.
2. Field Equipment. Unit chaplains will work with the unit supply officer or appropriate designee to procure and replace, as necessary, all field equipment. The Consolidated Memorandum Receipt (CMR) listing should be maintained up to date to verify accuracy and ensure accountability.
3. Consumable and Non-consumable Supplies. A significant number of consumable supplies required by the CRP is available through the Supported Activities Supply System (SASSY). Supplies not available via SASSY, but having a National Stock Number (NSN), may be obtained from the Federal Supply Catalog. Other requirements must be obtained "open purchase". For major exercises and operations, participating chaplains must submit requirements via the Marine Air Ground Task Force (MAGTF) Chaplain, and a Religious Operational Deployment Block (RODBLOCK) will be provided for resupply requirements by the SASSY Management Unit (SMU). In all cases, normal supply procedures will be followed.

4003. TRANSPORTATION. Transportation has a drastic effect upon the ability of chaplains to accomplish their duties and responsibilities in assisting commanders to fulfill their responsibility to meet the religious, spiritual, moral, and ethical needs of unit personnel. As stated in reference (d), it is imperative that ground transportation be provided for chaplains, especially during training exercises and operations. Whenever physically possible, a vehicle and driver will be dedicated for CRP requirements. Chaplains with RPs/CAs assigned will ensure their assistants are driver qualified.

4004 RELIGIOUS OFFERING FUND (ROF)

1. Garrison. Reference (a), MCO 7010.17A, promulgates the policies and procedures concerning offerings taken at camps where Division

chaplains participate in chapel services or functions as Camp Chaplains. Under the guidance of reference (d), ROFs will not be established by 3d Marine Division (including UDP) commands while in garrison as tenants of Marine Corps Base, Camp S. D. Butler.

2. Training Exercises and Operations. During extended deployments of 90 days or more, or during combat operations, commanding officers may establish ROFs per the policies and procedures of reference (a), SECNAVINST 7010.6 and MCO 7010.17. However, such funds are temporary and will be disestablished at the conclusion of the deployment or end of combat operations.

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CHAPTER 5

TRAINING

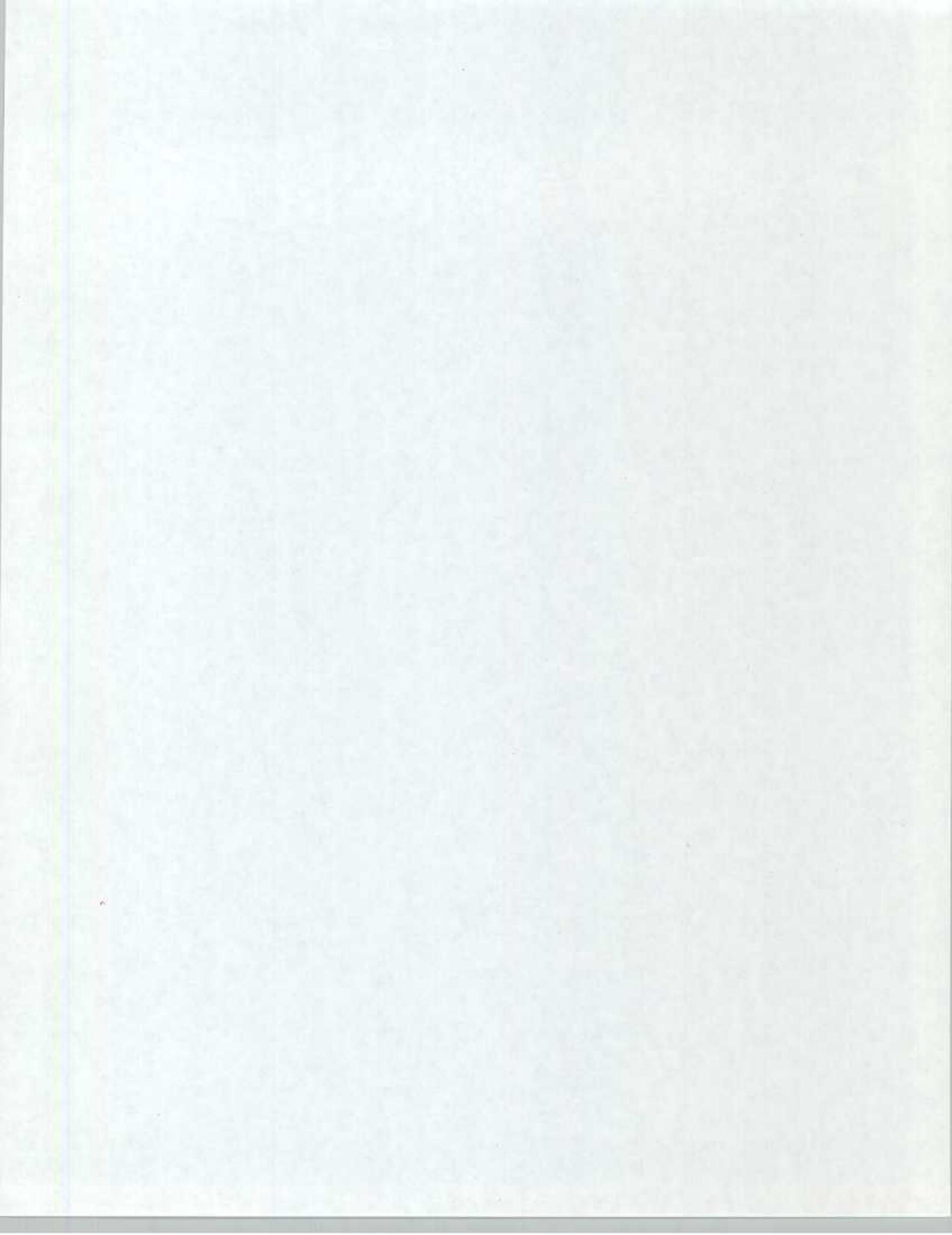
5000. GENERAL. Chaplains and RPs/CAs assigned to the 3d Marine Division, including UDP units, need continuing education and training to broaden their professional abilities to provide quality services as staff officers, chaplains, and administrative assistants. Commanders should ensure chaplains and assistants are included in training programs related to the unit's mission. The Division Chaplain will provide ongoing training and education related to the religious ministries mission and support requirements.

5001. TRAINING OBJECTIVES. The training objective for the 3d Marine Division Religious Ministries Section is to adequately equip chaplains and RPs/CAs so that they may professionally perform their duties and responsibilities to provide an effective and efficient CRP. References (c) and (d) state general training objectives and list recommended training topics and subject areas.

5002. SPIRITUAL FORMATION AND PROFESSIONAL DEVELOPMENT. Chaplains are accountable to their ecclesiastical endorsing agencies and the Navy Chaplain Corps as well as to the commands to which they are assigned. References (a) through (d) provide for the allowance of time and funding for chaplains to maintain necessary professional qualifications by attendance at annual faith group conferences and annual Chaplain Corps Professional Development Training Course.

5003. MINISTRY IN COMBAT. The ability to provide ministry in a combat environment is the focal point of the Division Chaplain's Training Program. Readiness of the chaplain's assistant is measured by proficiency to conduct religious ministries in that setting. To ensure adequate and appropriate training for ministry in combat, the Division Chaplain will provide training consistent with the principles and training outlines suggested in FMFM 3-61.

5004. TRAINING PLAN. The Division Chaplain will submit to the Chief of Staff, for approval and publication, a proposed Division Chaplain's Training Plan, which will outline chaplain and RP/CA training for each fiscal year. Commanding Officers are to encourage maximum participation by their unit chaplains and RPs/CAs unless impractical due to unit training or operational commitment.



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APPENDIX A

BILLET DESCRIPTIONS

1. Division Chaplain. The Division Chaplain functions as the Division's Command Chaplain and serves as the Commanding General's advisor in matters and policies pertaining to religious ministries, pastoral care, moral and ethical well-being, and quality of life issues affecting Division personnel and their families. Although the Division Chaplain is not within the unit chaplain's military chain of command, he is the senior supervisory chaplain for chaplains and enlisted support personnel within the Chaplain Corps "functional chain". Specific responsibilities include the following:
 - a. Assign or determine the placement of chaplains and RPs ordered to the Division to subordinate units.
 - b. Exercise professional supervisory authority over all chaplains, RPs, and assigned enlisted Marines in the Division, and provide counsel, guidance, encouragement, and mentoring.
 - c. Provide guidance to unit commanding officers in the policies and procedures for preparing Navy fitness reports for chaplains.
 - d. Establish duty watches as required by the command
 - e. Ensure that units without a chaplain are provided religious ministries.
 - f. Make initial familiarization visits and periodic site visits to training areas and garrisoned units.
 - g. Facilitate provision of logistical support to unit chaplains in garrison and ensure the survey of consumable and non-consumable items used by chaplains of the Division.
 - h. Provide a comprehensive training program for all chaplains, RPs, and assigned enlisted Marines in the Division, including indoctrination to the command and ongoing professional education and training.
 - i. Publish a Division operational annex to the operational forces standing operating procedures that includes the relationship of chaplains and supporting enlisted personnel to area religious programs.
 - j. Supervise command lay reader training programs.
 - k. Enter into Memorandums of Understanding (MOUs) and other appropriate cooperative agreements to facilitate ministry cooperation with other commands and services.

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2. Assistant Division Chaplain. In the absence of the Division Chaplain, or when required, the Assistant Division Chaplain will act for the Division Chaplain. Depending upon operations and the level of manning, the Assistant Division Chaplain may serve as Division Chaplain or the Training and Operations Chaplain, and is available for assignments as MEF Forward/MAGTF Chaplain. Specific duties and responsibilities are:

- a. Arrange, plan, and conduct professional meetings with unit chaplains.
- b. Be responsible for check in/check out processing of chaplains assigned.
- c. Formulate the inspection process, visit and inspect unit chaplain's activities and programs of religious ministries.
- d. Coordinate the assignment of Division chaplains, RPs, and assigned enlisted Marines of religious ministries.
- e. Perform other duties or assignments as directed by the Division Chaplain.

3. Training and Operations Chaplain. The Training and Operations Chaplain is a mobilization billet assigned to the staff of the Division Chaplain. The responsibilities will be carried out by the Assistant Division Chaplain on a day to day basis in the absence of the selected Reserve Chaplain. The duties and responsibilities are:

- a. Develop and coordinate a comprehensive training program to indoctrinate all chaplains and RPs reporting to the Division.
- b. Develop continuing training programs for chaplains, RPs, and assigned enlisted Marines.
- c. Coordinate all training of Reserve Chaplains on active duty for training with the Division.
- d. Maintain liaison with Division staff sections for all training, deployments, exercises, operations, and mobilization requirements.
- e. Effect liaison to support the coordination of religious ministries of the Division with other U.S. forces and/or allied chaplains during operations.
- f. Be responsible for mount-out readiness of the Division Chaplain and staff.

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g. Assume Assistant Division Chaplain duties in the absence of the Assistant Division Chaplain.

h. Perform other duties as directed by the Division Chaplain.

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APPENDIX B

3D MARINE DIVISION
COMMAND RELIGIOUS PROGRAM FAI/SAV INSPECTION CHECKLIST

Unit Inspected: _____ Date: _____

Inspectors: (1) _____ (2) _____

Overall Readiness: Mission Capable _____ Non-Mission Capable _____

Areas Inspected:

a. Command Religious Program

Outstanding ___ Excellent ___ Average ___ Fair ___ Poor

b. Facilities and Office Equipment

Outstanding ___ Excellent ___ Average ___ Fair ___ Poor

c. Ecclesiastical Equipment/Supplies

Outstanding ___ Excellent ___ Average ___ Fair ___ Poor

d. Office Organization/Procedures

Outstanding ___ Excellent ___ Average ___ Fair ___ Poor

e. Turnover Files

Outstanding ___ Excellent ___ Average ___ Fair ___ Poor

f. Training

Outstanding ___ Excellent ___ Average ___ Fair ___ Poor

A COMMAND RELIGIOUS PROGRAM: GRADE _____

Is the placement of the Chaplain(s) within the organization appropriate?

Are the Chaplain's collateral duties appropriate?

Have billet descriptions delineating responsibilities of chaplains, RPs, and other CRP personnel been written or incorporated into the CRP SOP?

Is the Command Religious Program (CRP) adequately publicized?

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Does the chaplain(s) advise the XO and CO in matters of policy bearing on the welfare, morale, and spiritual well-being of all assigned personnel on a regular basis?

Do other unit directives reflect up to date input from the chaplain?

Has the chaplain made an input to the unit's 201/SOP for operations?

Is the CRP meeting the needs of persons of all faith groups?

Are persons in the brig and hospital visited by the chaplain in a timely manner?

Is the chaplain familiar with the mobilization plan for the chaplain section of the Marine Corps T/O?

Are attendance records for all CRP activities maintained to project financial needs and to measure the effect of the CRP?

Are Marines encouraged to attend religious services and/or is attendance at religious services voluntary?

Is Sunday (Sabbath) observed appropriately?

Have provisions for religious ministry been made for military personnel in all areas of the command including deployed personnel?

Are field services conducted for personnel training in the field over the weekend?

Does the unit have a directive that adequately defines and governs its CRP?

Was the chaplain familiar with policies regarding procedures in processing requests to marry foreign nationals?

Is the chaplain familiar with the Graves Registration Program utilized within theaters of operations?

Were qualified Lay Readers appointed in writing to serve for a period of time to meet the needs of a particular faith group?

Are the Lay Leader volunteers selected on the basis of character, motivation, and religious interest?

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Is the referral file of religious groups/helping agencies up to date and accurate?

Has the chaplain submitted budget input?

Is the CRP an identifiable Operations & Management budget item?

Is public worship conducted according to the manner and form of the chaplain's faith group?

Does the CRP provide for appropriate duty watches and availability plans, such as evening activities, weekends and response to crisis situations?

Are the chaplains familiar and involved in the Marine Corps Family Advocacy Program?

Is the chaplain familiar with the procedures used in the conduct of the Casualty Assistance Calls Program?

Is qualified enlisted support provided (e.g. 0151 in the absence of a Religious Program Specialist)?

Are RPs properly utilized?

Is the Operational Forces personnel assistance program responsive to the host command's program of religious ministry?

Does the logistic support system support the CRP in a timely manner?

Is the chaplain's authorization for access to classified material on record, current and commensurate with need to know?

Has the chaplain's semi-annual report been submitted?

Is Appropriated Fund/TAD funding for chaplain(s) adequate/budgeted for properly?

Is the command chaplain accountable for the sponsorship and the management of the command program of religious ministry?

Are chaplains/RPs complying with USMC/Navy grooming appearance standards?

Are chaplains/RPs complying with Navy physical fitness standards?

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B. FACILITIES AND OFFICE EQUIPMENT: GRADE _____

Is the office space maintained in a clean and orderly fashion?

Does the chaplain have an adequate space for counseling personnel?

Does the assistant have adequate office equipment to perform administrative support tasks?

Is the assistant proficient in using the office equipment that is in the office?

C ECCLESIASTICAL EQUIPMENT AND SUPPLIES: GRADE _____

Are chaplain combat kits well maintained and complete?

Are embarkation boxes well organized and supplies packed in watertight wrapping?

Is an inventory of ecclesiastical supplies maintained for items stowed in embarkation boxes?

Does the embarkation box contain all necessary items put forth in DivO P1730.2B?

Is the inventory of sacramental wine accurately maintained?

Does the chaplain or RP know the procedures for obtaining ecclesiastical supplies on deployment?

While in garrison, does the chaplain or RP know how to obtain supplies that are stocked in the supply system?

Does the chaplain or RP know how to order items open purchase and have they done so when needed?

Do the Table of Equipment (T/E) items used by the chaplain's office match those listed on its CMR?

Does the CRP provide meaningful literature which addresses issues of particular concern to Marines (e.g., alcoholism, suicide, sexuality, etc.)?

D. OFFICE ORGANIZATION AND PROCEDURES: GRADE _____

Are correspondence files being maintained neatly per military office standards?

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Are the required directives easily accessible for use by chaplains, RPs, and other support personnel?

Are all orders and instructions maintained together in Standard Subject Identification Code (SSIC) order?

Are all bulletins and notices maintained in a separate binder?

Are all bulletins and notices current?

Are professional reference materials available and strictly accounted for?

Are the following directives on hand in the office of the chaplain?

_____ SECNAVINST 1730.7A _____ FMFM 3-6 _____ FMFM 3-1

_____ FMFM 3-61 _____ MCO 1730.6C _____ DivO P1730.2B

_____ MARCORPS MANUAL, PAR 2816

E CONTENTS OF TURNOVER BINDERS: GRADE

Procedures for ordering supplies

Current spending plan divided by quarters and coinciding with quarterly allocations.

Proper wearing of Marine Corps uniform by Navy personnel.

Procedures for completing semi-annual reports

Tickler file of all reports due.

Procedures for submitting enlisted evaluations.

Procedures for submitting TAD requests

Procedures for submitting officer fitness reports

Procedures for getting paperback books prior to deployment.

Guidelines for how to obtain a vehicle to transport the chaplain.

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Brief guidelines for using field communication equipment.

F TRAINING: GRADE _____

Is a program of chaplain training adequate/existent?

Is a program of RP training adequate/existent?

Are RP Training Records properly maintained?

Are RPs assigned to Operational Force units participating in USMC Battle Skills training/essential subjects and have they completed annual individual small arms requalification?

Are RP personnel advancement requirements properly maintained/current?

Is RP professional rate training (in-house) adequate/existent?

Is Military Occupational Specialty (MOS)/on the job training for USMC personnel assigned in support of the command religious program scheduled as a regular part of the section/department professional development program?

Does the chaplain advise the command in matters of marriage preparation/enrichment and corps value professional military education in training schedules?

Does the chaplain advise the command in matters of maintaining a high quality of suicide prevention training?

Is the chaplain involved in the pre-deployment briefs/preparations?

Are the chaplains involved in the Command Indoctrination Program?

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APPENDIX C

ANNUAL BUDGET FORMAT

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

<u>RA/PE</u>	<u>DU</u>	<u>EE</u>	<u>DESCRIPTION</u>	<u>1ST QTR</u>	<u>2D QTR</u>	<u>3D QTR</u>	<u>4TH QTR</u>	<u>TOTAL</u>
RA	70	T	EQUIP MAINT	00	00	100	00	100
PE	71	T	ADMIN SUP	00	75	75	50	200
PE	72	T	TRAINING SUP	00	150	150	25	325
RA	77	T	REPLACE EQUIP	00	500	00	00	500
PE	77	T	REPLEN SUP T/E	00	100	100	00	200
RA TOTAL:				00	500	100	00	600
PE TOTAL:				00	325	325	75	725

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

Command TAD travel for the Chaplains and the Religious Program Specialists is preprogrammed. Input should include: trip, number of people going, cost and FY quarter when travel is desired. Input should be submitted to the Adjutants Office via supply.