2401-ADMIN-2001 Manage a Marine Corps Command Religious Program (CRP)

TERMINAL LEARNING OBJECTIVES:

1. Given a requirement, manage a Marine Corps Command Religious Program to meet the command religious ministry needs. (2401-ADMN-1001)

ENABLING LEARNING OBJECTIVES:

1. Without the aid of reference, given a list, identify command religious program logistical support requirements, in accordance with reference MCTP 3-30D Religious Ministry in the United States Marine Corps. (2401-ADMN-1001a)

2. Without the aid of reference, given a list, identify command religious program budgetary support requirements, in accordance with reference MCTP 3-30D Religious Ministry in the United States Marine Corps. (2401-ADMN-1001b)

3. Without the aid of reference, given a list, identify command religious program administrative support requirements, in accordance with reference MCTP 3-30D Religious Ministry in the United States Marine Corps. (2401-ADMN-1001c)

4. Given a scenario, organize a Marine Corps Command Religious Program to meet the command religious ministry needs in accordance with reference MCTP 3-30D Religious Ministry in the United States Marine Corps. (2401-ADMN-1001d)
DEFINE A COMMAND RELIGIOUS PROGRAM

1. THE MISSION OF RELIGIOUS MINISTRY (RM) IN THE MARINE CORPS

   a. The RM Mission is to support the free exercise of religion and attend to the sacred, spiritual, and moral aspects of life, in order to strengthen faith, develop character, heighten spiritual fitness, enhance resilience, and promote core values and virtues so that Marines, Sailors, and their families may best serve their country.

   b. The RM Mission is executed through the following guiding principles:

      (1) Champion the free exercise of religion in accordance with the US Constitution, public law, and Department of Defense (DOD), Department of the Navy (DON), and Marine Corps policies.

      (2) Advise, guide, coach, and counsel Marines, Sailors, and family members in order to help them find the strength and wisdom needed when faced with the challenges of life and service.

      (3) Demonstrate, model, and teach spiritual and moral integrity and that every person is worthy to be treated with human dignity.

      (4) Be professional and accountable.

2. THE RELIGIOUS MINISTRY TEAM (RMT)

   a. The Religious Ministry Team (RMT) is the commander’s resource for the delivery of Religious Ministry (RM). A Command’s RMT may include designated members such as Marine Chaplain Assistants, Civilian Contract Staff, appointed Lay Leaders and volunteers, however the principle RMT is the Chaplain and RP.

   b. Chaplains and RPs assigned to the Marine Corps comply with the requirements and standards for Navy personnel serving in the Marine Corps. The command’s mission and table of organization and equipment (TO&E) will determine the composition of each command’s RMT.

   c. The following is the description of each potential RMT member;
(1) **Chaplains** are qualified RM professionals endorsed by a DOD-listed RO to serve as chaplains in the DON. Chaplains are noncombatants who come as trained and educated RM representatives of their Religious Organization (RO).

(2) **Religious Program Specialists (RPs)** are uniquely trained and qualified Sailors assigned to support the delivery of RM. As enlisted and non-ordained members of the RMT, the RPs’ responsibilities focus on RM support including facilitation, support of provisions, care and advisement, RMT force protection, logistics, program management, and administration.

(3) **Marine Chaplain Assistants** are assigned when an RP is not available. Chaplain assistants are expected to perform the same duties as RPs, however since the assigned Marine assistant is not a formally trained NEC-A17A (Formerly-2401), the Commander will have an incomplete RMT.

(4) **Religious Lay Leaders** are only appointed by the Commander if they meet the established qualification per the MILPERSMAN 1730-010 in order to accommodate the diversity of religious preferences in the command. The appointment of a lay leader is in response to an identified requirement and only authorized personnel representing their own RO may be appointed. NTTP 1-05.1M provides guidance on the faith group responsibilities of appointed lay leaders.

(a) Candidates are interview by the Command Chaplain.

(b) Candidates require Approval/Certification from the member’s ecclesiastical body.

(c) Recommendation by the Chain of Command (COC).

(d) Must complete the Lay Leader Training Program.

(e) Letter of Appointment signed by CO.

(f) Appointments commonly last for the duration of deployments or when the appointment is no longer needed.

(g) May not provide counseling.

(h) Lay Leaders may only provide services outlined in their Appointment Letters.
(5) **Reserve Component Religious Ministry Teams** provide the same RM services, for Marine Corps Reserves, as their active duty counter parts.

(6) **Contract Religious Ministry Professionals** are employed to meet specific religious requirements when chaplains or command-appointed lay leaders are not available. In most cases, these contracted RM professionals are hired to accommodate where gaps may be present in a specific faith group within a base or station chapel.

3. **CRP LAWS, POLICIES AND REGULATIONS**

   a. The constitutional protection of free exercise of religion for Marines and Sailors is executed in part through the following laws, policies, and regulations:

   (1) United States Code (USC), Title 10, Armed Forces, subtitle C, part II, chap. 555, sec. 6031 (Provides maximum opportunity for the free exercise of religion by members of the naval service).

   (2) Secretary of the Navy Instruction (SECNAVINST) 1730.7D, Religious Ministry Within the Department of the Navy. (Establishes policy & procedures of RM in the Department of the Navy (DON)).

   (3) SECNAVINST 1730.8B, Accommodation of Religious Practices. (Provides guidance for the accommodation of religious practices within the DON).

   (4) SECNAVINST 1730.9, Confidential Communications to Chaplains. (Provides policy on confidential communications to Navy chaplains).

   (5) SECNAVINST 1730.10, Chaplain Advisement and Liaison (Provides policy on the role of chaplains as advisors to commands and their derivative tasks as command liaisons.)

   (6) SECNAVINST 5351.1, Professional Naval Chaplaincy (PNC). (Establishes the requirements and the principles for policy associated with PNC).

   (7) Marine Corps Order (MCO) 1730.6F, Religious Ministry in the Marine Corps. (Executes SECNAVINST 1730.7D in the Marine Corps).
b. As an RP, it is your responsibility to stay informed and compliant with the most current references.

COMMAND RELIGIOUS PROGRAM CRP ADMINISTRATION

1. **Assess CRP Needs.** The RP should annually perform an RMT Self Assessment using the most current CGRI and/or AIRS Checklist to ensure compliance with Laws, Policies and Regulations.

   a. The RMT is required to include a Religious Needs Assessment (RNA) Form as part of the Parent Command’s personnel check-in process. RNA forms provide the Command visibility of the religious needs of its Marines and Sailors. Religious accommodation waivers are a specific type of religious need and must be notated on a RNA form.

   b. If a Marine or Sailor receives an approved religious accommodation waiver after checking into the command and completing a RNA, the approved waiver should be noted in the Marine/Sailor’s RNA form.

   c. The following Religious Needs Assessment (RNA) is the form prescribed to meet this requirement. This RNA form can be found on page 7 of BUPERSINST 1730.11, Standards and Procedures Governing the Accommodation of Religious Practices, Dated 28 May 2019.
2. Religious / Divine Services Support. Based upon their professional credentials, (ecclesiastically endorsed and commissioned), chaplains meet faith group-specific needs including worship services, sacraments, rites, ordinances, religious and/or pastoral counsel, scripture study, and religious education.

   a. Religious Ministry Teams (RMTs) provide the following:

   - Daily, weekly, and special services.
   - Seasonal and appointed services.
   - Funerals and memorial services.
   - Sacramental acts, ordinances, and rites.
   - Dedications and life event services.
   - Weddings, commitment rituals & other religious acts.
   - Religious counseling and direction.
• Scripture and religious study.
• Faith-based life skills training.
• Sacraments, ordinances & rites preparation.
• Faith-based relationship and/or marriage enhancement preparation.
• Command & Outreach functions.
• Identify religious requirements.
• Identify the accommodation of religious practices and observance of holy days.
• Organize support of religious services.
• Identify and publicize worship opportunities.
• Implement the Lay Leader Program.
• Identify and train volunteers in support of the CRP.
• Consult with the command when command functions include religious elements.
• Monitor/Report volunteer, lay leader, contractor, and outside chaplain activities.
• Measure performance.
• Facilitate RM to refugees and the displaced.
• Facilitate RM to POWs and other authorized detained personnel.
• Crisis prevention and response.
• Ministry to wounded and/or dying.
• Casualty assistance call officer (CACO) support.
• Ministry in the workplace.
• Family support.
• Deployment support.
• Core values education and training.
• Chaplains Religious Enrichment Development Operation (CREDO) programs.
• CRP impact on readiness.
• Conflict resolution (within the command).
• Moral and Ethical advice.
• Religion and culture impact on operations.
• Religious leader engagement.

3. **Turnover Files and Binders.** With the RMT having a LARGE AMOUNT OF DIVINE FUNCTIONAL SUPPORT AREAS, it is vital to the Command’s success that RPs maintain a well-organized, accurate and complete file and documentation system. This includes turnover files and/or binder.
a. Quality Turnover files and binders can greatly assist with a command readiness inspection, ease personnel turnover, as well as support after action reports.

b. The following items are included in the RP’s turnover binder:

- Overview of how the Command’s RMT program & functional areas work and copy of S.O.P.
- Specific tasks, duties and reports. (Daily / Weekly / Monthly / Semi-Annually / Annually)
- Billet description.
- Points of Contact, Chain of Command and Organization Chart.
- Copy of Table of Organization and Equipment (TO&E)
- Paperwork routing flow chart & cover letter example. (If required)
- A list of websites and electronic accounts required.
- Copies of Appointment Letters.
- List of Required training and certificates.
- Copy of last inspection and documentation of corrective action.
- Copy of all required reports, LOIs, Memorandum of Agreements and Command Policy Letters.
- Applicable Naval Letters and Vital Emails.
- A list of all required references.
- Status of all current and pending projects.
- Documentation of any Public Affairs Office (PAO) coverage.
- After Action Reports and Lessons Learned
- List of Logistical / Budgetary Requirements & Support Requests

c. During an actual turnover, the outgoing RP passes along the turnover files/binder information to set up the incoming RP for success. If the incoming RP will be responsible for property, all such property should be physically sighted and property-custody cards signed indicating formal transfer of responsibility.

d. Close cooperation and coordination between outgoing and incoming RPs will improve the quality of the Command’s Religious Program.
4. **After Action Reports.** The RMT will complete After Action Reports in standard naval format or a specific requested format by their Commander. Standard Naval Format for completing an After Action Report can be found in the current Navy Correspondence Manual. (SECNAV M-5216.5)

   a. The detailed information for generating an after action report should come from the RP’s well-maintained RMT Log Book.

   b. A Standard Naval Format/Navy Correspondence After Action Report would appear similar to the following example;

   ![Sample After Action Report](image)

5. **Daily / Weekly / Monthly Reports.** Navy and Marine Corps Commanders understand that reporting is the most important factor when it comes to holding an organization, section, team, or individual accountable for their efforts. Thus, a Commander may request a written report on any Divine Service functional area at any time.

   a. Know your reporting audience. (Know the desired format).
b. Gather your relevant data. (Use your RMT Log Book).

c. Cut out the clutter. (Provide facts and get to the point).

d. Give a conclusion. (Provide results / recommendations).

LOGISTICAL AND BUDGETARY SUPPORT - (FUNDING AND ORDERING)

1. **Identify Funding Requirements.** Religious ministry funding is derived from a command’s Operation and Maintenance (O&M) Funds and operates within the planning, programming, budgeting, and execution process. Adequate planning requires the inclusion of the CRP in the development of the command’s budget. The command’s design for ministry relies on the RMT’s management of budget and procurement resources, religious needs assessments, and the command’s supply system.

   a. The O&M funding, planning, programming, and budgeting reflect current and anticipated religious requirements of the CRP. Commands prepare and submit annual O&M budget estimates. When submitting CRP budgets, RMTs ensure that requirements are accurate, detailed, and prioritized.

   b. The six CRP budget development principles are;

      (1) **Plan the Program.** Develop a comprehensive RMP based on identified needs, the commander’s priorities, command mission, planned training and operations schedule, available assets, and possible contingencies.

      (2) **Match the Goals with the Funds.** Translate the planned programs into dollar amounts.

      (3) **Submit the Plan.** The RMP is submitted with the CRP budget for command approval.

      (4) **Implement the Funding.** Put the funded programs into operation.

      (5) **Record the Process.** Religious ministry teams describe the programs, record actual expenses, and document effectiveness to assist in future religious ministry planning and validating budget requirements.
(6) **Study the Results**. By evaluating the effectiveness of the programs, the RMT develops a clear understanding of requirements and direction for future planning and programming.

2. **Create a Spending Plan**. The contents, quantities, costs and allowances of a Command’s RM Spending Plan will greatly depend on the following parameters:

- Major Religious Holidays / Holy Days.
- The results of your Command’s RNA.
- The Command Chaplain’s faith group.
- Command’s Lay Leader requirements.
- The Command’s Size and Mission.
  (Operational Duty -v- Shore Duty)
- Office and Administration requirements.
- TAD Funding requirements.

3. **Create a Spending Plan (Cont.)**. When the RP develops a Spending Plan, it is normally constructed in Excel, Word or a Command approved format and includes a minimum of the following:

- Supply System National Stock Number (NSN) or Company Stock Number.
- Name of Item or Nomenclature.
- Source of Supply. (Federal Supply System or Open Purchase Company Name).
- Quantity required of each item.
- Cost of each item.
  (Operational Duty -v- Shore Duty)
- Purpose / Justification / Priority of each item.
- Total Spending Plan requirement Cost.

4. **Ordering Supplies — “The System”**. The mission of the Navy Supply System is to support the material needs of the Navy and Marine Corps. The system itself is composed of procurement, distribution, inventory control, and storage activities that furnish most of the materials required to meet the supply needs of ships and ashore installations.

4. **Ordering Supplies — “The Terms”**. RPs must become familiar with and understand certain supply terms to properly use the Navy’s supply system.
a. A National Stock Number (NSN) is a 13-digit stock number assigned by the Defense Logistics Services Center (DLSC) to identify an item of material in the supply distribution system of the United States. It consists of a 4-digit Federal Supply Classification (FSC) number and a 9-digit National Item Identification Number (NIIN).

<table>
<thead>
<tr>
<th>NIIN</th>
<th>00-639-8864</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSN</td>
<td>9925-00-639-8864</td>
</tr>
</tbody>
</table>

b. NSNs are assigned by the Defense Logistics Agency (DLA), and organized into the Federal Catalog System, which encompasses the naming, describing, classifying, and numbering of all NSN supply items controlled by the Department of Defense (DoD) and the civil agencies of the Federal Government.

c. The Federal Supply Classification (FSC) system has been designed to permit the classification of all items of supply used by the Federal Government. It provides a common language so that one service or agency can use available materials held in stock by another component. This common language serves as an Economy measure for both DoD members and the civil agencies.

d. Federal Supply Classification (FSC) Codes are built into the first four digits of each supply item’s unique NSN. This tells you how every supply item is cataloged.
The most commonly used Federal Supply Classification (FSC) Code Groups are as follows:

- **67** - Photographic equipment
- **70** - ADP equipment software, supplies and support equipment
- **71** - Furniture
- **74** - Office Machines
- **75** - Office supplies and devices
- **76** - Books, maps and other publications
- **77** - Musical instruments, phonographs and home-type radios
- **80** - Brushes, paints, sealers and adhesives
- **83** - Textiles, leather, furs, apparel and shoes, tents and flags
- **91** - Fuels, oils and lubricants
- **99** - Miscellaneous
f. The most commonly used **Federal Supply Classification (FSC) Codes – Group 99** are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>9905</td>
<td>Signs, advertisement displays, and identification plates—including electric signs; sign boards; display stands; mannequins and other display forms; printed signs; general purpose identification tags and blanks, non-personal; plates and tags for specific Applications.</td>
</tr>
<tr>
<td>9910</td>
<td>Jewelry—including jeweler’s findings; precious stones, cut; costume jewelry; natural gems and ornamental stones, cut.</td>
</tr>
<tr>
<td>9915</td>
<td>Collectors/historical items—including stamps; rare books; works of art; coins; antiques</td>
</tr>
<tr>
<td>9920</td>
<td>Smokers articles and matches—including cigarette lighters; lighter fluid; pipe reamers; ash trays; tobacco humidors; packaged cigarette paper.</td>
</tr>
<tr>
<td>9925</td>
<td><strong>Ecclesiastical equipment furnishing and supplies</strong>—includes vestments; altars; communion sets; ecclesiastical candelabra; chalices; patens; altar cloths; ecclesiastical statuary; sacramental wine.</td>
</tr>
<tr>
<td>9930</td>
<td>Memorials; cemetery and mortuary equipment and supplies—including grave markers; burial vaults; burial urns; caskets; burial boxes; mortician’s supplies; monuments; casket shipping cases.</td>
</tr>
<tr>
<td>9998</td>
<td>Nonfood items for resale.</td>
</tr>
<tr>
<td>9999</td>
<td>Miscellaneous unclassifiable items—includes only those items that cannot conceivably be classified in any existing classes.</td>
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**LOGISTICAL AND BUDGETARY SUPPORT – (LOGISTICAL SUPPORT)**

1. **Coordinate Logistical Support.** In accordance with Title 10, Armed Forces, subtitle C, part II, chap. 555, sec. 6031 – “RMTs are to be provided the necessary logistic support for carrying out the command’s religious programs to provide maximum opportunity for the free exercise of religion by members of the naval service.”

In addition, MCO 1730.6F directs every commander to have a CRP and SECNAVINST 1730.7D requires that it be funded commensurate with other personnel programs.

a. Logistic support includes, but is not limited to, provision of adequate office space, furniture, equipment, support services, transportation, and supplies, including consumable and non-consumable ecclesiastical supplies.”

b. Basic RMT Logistic Requirements are;

(1) Transportation.
(2) Supply / Re-Supply.
(3) Embarkation.
(4) Communication (garrison and deployed)
(5) Adequate facility & office furniture (garrison)
(6) Up-to-date information technology & connectivity (garrison)

c. In order for any RMT to stay fully effective and functional, the RP must be able to manage logistic assets, manage an operating budget, effectively communicate support requirements and coordinate logistical support.

d. Logistical, Supply and Budget Procedures are generally universal throughout the Navy & USMC. However, Supply Order and Logistical Support forms may be differ slightly from command to command.

e. Commands may require the RP to work with S-4 or Supply Sections to generate Special Allowance Letters for any Open Purchase Items which are not procurable through the normal NSN Supply System. Below is a common list of Supply and Logistic Resources for the RP to use;

- Command’s S-1 (Provides Administrative Support)
- Command’s S-4 (Provides Logistic Support)
- Command’s Supply Section (Is Generally part of the S-4 and Provides Supply Support)
- (DLA) Defense Logistics Agency (Provides catalog and website to assist with supply orders)
- (GSA) General Services Administration (Provides catalog and website to assist with supply orders)
- (FSC) Federal Supply Catalog (Provides catalog and website to assist with supply orders)

**STANDARD RMT MOUNT OUT BOX & EMBARKATION**

1. **Mount Out Box.** The purpose of a Mount Out Box is to provide the RMT with a standardized 30 day amount of consumable supplies and ecclesiastical items to support the Command during deployments.

   a. A detailed list of RMT Mount Out Box items is located in Appendix B of MCTP 3-30D.

   b. Verify all embarkation procedures within Marine Corps publication MCTP 13-10C Unit Embarkation Handbook.

   c. Marine Corps Units are required to maintain sufficient quantities of embarkation material to properly configure
embarkation containers. Communication with the Embarkation Officer is key in making sure that the RMT is properly included into the unit’s embarkation plan.

2. **Standard Embarkation Boxes** are as follows;

   - **STANDARD PUBLICATION BOX** - Used for publications directives and unit files. The RP uses this for all supplies.
   - **PALCON** - Cargo capacity of 1,000 pounds. RP uses this to store publication boxes/field desk.
   - **QUADCON** - Double door entry box used to carry bulk items. 6,500 pound capacity
   - **1650 PELICAN CASE** - Not the standard but easier to handle and carry.
   - **FIELD DESK** - Boxes with 6 removable drawers and alter linens. Alternately used as an administrative station for RP/Chaplain.

3. **Embarkation Tactical Marking** During embarkation all gear must be marked per MCTP 13-10C (Unit Embarkation Handbook).

   a. **UIC Markings**: Identify organizational ownership.

      - Large items require a 2 inch marking
      - Embarkation boxes require a 1 inch marking

   b. **Stowage Designator Markings**: Identify where cargo is stowed on ship.

      - 3-Inch White disk: not readily accessible
      - 3-Inch Yellow disk: readily accessible
c. **Package ID Numbers**: Identifies unit vehicles and containers.

d. **Placards**: provide information that expedites handling of all gear during embarkation.