



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO P1730.4F
REL

13 MAY 2013

DEPOT ORDER 1730.4F

From: Commanding General, Marine Corps Recruit Depot/Eastern
Recruiting Region, Parris Island
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR RELIGIOUS
MINISTRY TEAMS (RMT) AND THE COMMAND RELIGIOUS PROGRAM
(CRP)

Ref: (a) MCO 1730.6E, Religious Ministries in the Marine Corps
(b) SECNAVINST 1730.7D, Religious Ministries in the
Department of the Navy
(c) SECNAVINST 5351.1, Professional Naval Chaplaincy
(d) DOD INSTRUCTION 1100.21, W/CH-1, "Voluntary Services
in the Department of Defense"
(e) MCWP 6-12, Marine Corps War Fighting Publication
(f) MCRCO 1730.1 SOP for MCRS Chaplain Ministries

Encl: (1) RMT Functions and Tasks in Support of Depot Staff,
Headquarters & Service, Weapons & Field Training
Battalions
(2) RMT Functions and Tasks in Support of Recruit
Training Regiment
(3) RMT Functions and Tasks in Support of Eastern
Recruiting Region (ERR)

1. Situation. This order implements revised policy,
procedures, and principles contained in the references.
Chaplains and Religious Programs Specialists (RPs) are
responsible to provide for the free exercise of religion for all
members assigned to this command, their families, and other
authorized persons. This is a complete revision and should be
read in its entirety.

2. Cancellation. DepO 1730.4E.

3. Mission. To publish revised policies and SOP for the
Command Religious Program (CRP) and its support personnel in
accordance with reference (a), (b), (c) and (d) and to integrate
basic principles contained in reference (e).

4. Execution

a. Commander's Intent

(1) Ensure that religious ministries are provided which are appropriate to the rights and needs of all personnel assigned.

(2) Provide/facilitate religious ministry programs for recruits that establish a framework for their spiritual formation, encourage the practice of faith as a means of coping with the rigors of recruit training and provide a foundation for ethical behavior, and healthy decision making.

(3) Provide/facilitate the religious needs of permanent personnel, their dependents, and other authorized users assigned to Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island, SC.

(4) Utilize services of US Navy Chaplains to enhance the training and development of USMC Core Values and promote personnel readiness at all levels of the Depot.

b. Concept of Operations. The references and this order are the guiding documents for the management of religious programs onboard the Depot.

(1) The term Religious Ministry Team (RMT) describes a minimum of one Chaplain and one Religious Programs Specialist or Marine Chaplain's Assistant (CA) serving under the authority of a commander onboard MCRD Parris Island (MCRD PI) or within Eastern Recruiting Region (ERR). The term Command Religious Program (CRP) describes the authority and responsibilities of commanders to provide for the free exercise of religion in their units through the assignment of Navy RMTs.

(2) The employment of RMT capabilities contained in reference (a) are considered essential to the training of recruits and to promote/sustain resiliency in Marines, Sailors, and their families.

5. Administration and Logistics

a. Civilian Support Personnel (CSP)

(1) The Assistant Chief of Staff, Religious Ministries (AC/S REL MIN) provides ongoing assessments to the Commanding

13 MAY 2013

General to define existing religious ministry requirements and may identify and recruit civilian personnel to perform faith specific requirements and to enhance other program needs. Ref (c) outlines specific requirements for various categories of CSP service. Civilian volunteers performing services in support of the training of recruits are governed by reference (d) and current policies as directed by the Commanding Officer, Recruit Training Regiment. All activities performed by volunteers onboard the Depot are subject to the approval of the Commanding General, are conducted under the cognizance of the AC/S REL MIN, and supervised by unit Chaplains and Religious Program Specialists (RPs). Volunteers will be required to meet all prescribed training, certification and administrative requirements.

(2) Volunteers provide an essential and valuable service by donating countless hours of free labor to the Marine Corps and Navy. Periodic public recognition and appreciation consistent with their services and existing policies is authorized.

b. Marine Enlisted Chaplain Assistants (CA). Marines can be trained and assigned as Chaplain Assistants (CA) to meet Table of Organization (T/O) strength when RP manning is less than command T/O requirement.

c. Duty Chaplain. To ensure that authorized personnel have 24 hour access to pastoral care during emergencies, chaplains assigned to MCRD Parris Island are required to stand watch as Depot Duty Chaplain. The Duty Chaplain Watch is an "on call" phone duty intended to be aligned to other watch standing capabilities required for Depot operations, but is the only watch to which Chaplains may be assigned. The Duty Chaplain watch is a 24/7 duty in which chaplains remain on-call via duty cell phone for Depot emergencies requiring chaplain assistance. The Depot Officer of the Day normally sets the watch at the close of normal working hours Monday through Friday and terminates the watch with the beginning of normal working hours the following day. Weekend and holiday watches operate for a 24 hour period commencing at close of business on partial work days as directed by the Commanding General and normally at 0800 on each non-working day. The Duty Chaplain is required to answer all calls to the duty cell phone while it is in his/her possession. Access to the Duty Chaplain is obtained via the Depot Officer of the Day only. Release of duty chaplain personal phone numbers is prohibited.

d. Duty Religious Programs Specialist. RPs are required to stand watch as Duty RP to provide administrative and logistic support for CRP requirements as directed by the AC/S REL MIN.

e. Reporting Senior

(1) The Commanding General is the reporting senior for the AC/S, REL MIN and the Chief of Staff is the reporting senior for the Deputy AC/S REL MIN. Unit Commanders are reporting seniors for the Chaplains assigned to their commands and Chaplains serving temporary additional duty and active duty for training. The AC/S, REL is the reporting senior for all assigned RPs.

(2) Each Chaplain is responsible for ensuring the continuity and timely submission of his or her fitness report and the battalion RP's evaluations. The AC/S REL MIN 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 Eastern Recruiting Region. The Navy Leading Chief Petty Officer (LCPO) or designee will assist Battalion Chaplains in the evaluation of RPs, to include weekly duties in support of the CRP, Depot requirements, and other essential elements for evaluating performance and future potential of assigned Navy enlisted personnel.

f. Leave and Liberty. To ensure appropriate coverage of all CRP requirements, approval of RMT leave and special liberty requests must be approved by AC/S REL MIN or designee. Navy personnel assigned to MCRD/ERR are required to utilize service specific electronic leave systems to which USMC personnel may or may not have access. However, commanders retain first line approval authority for assigned RMTs via unit specific administrative procedures.

g. Uniform. Chaplains and RPs are authorized to wear the Navy or Marine Corps working uniforms while assigned to MCRD PI but are highly encouraged to wear both USMC working and service uniforms when qualified. Chaplains and RPs assigned to ERR will follow prescribed uniform guidelines as directed by Marine Corps Recruiting Command. Marine Corps grooming and uniform standards will be adhered to when the wearing of Marine Corps service uniform is authorized.

13 MAY 2013

h. Facilities and Funding. Facilities and funding will be provided in accordance with references (a) and (c). Use of designated religious ministries spaces will be in accordance with standing orders with first priority usage provided to religious program requirements including clergy officiated weddings and funerals for authorized users.

i. Physical Fitness Assessments (PFA). Navy staff members attached to UIC 00263 shall conduct Physical Fitness Assessments (PFAs) in accordance with existing Navy directives. Sailors are expected at all times to be within Navy PFA standards. Consistent with existing HQMC policy, sailors who elect to qualify under Marine Corps regulations and be authorized the issue and wear of Marine Corps service uniforms will also adhere to USMC physical fitness standards.

6. Command and Signal

a. Command. The provisions of this order are applicable to all Chaplains and RPs assigned to Marine Corps Recruit Depot Parris Island and the Eastern Recruiting Region.

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


L. E. REYNOLDS

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13 MAY 2013

RMT Functions and Tasks in Support of Depot Staff,
Headquarters & Service Battalion, and Weapons & Field Training
Battalion

Assistant Chief of Staff, Religious Ministries (AC/S REL MIN)

1. Advises the Commanding General and other principal staff members on matters of ethics, religion and command morale.
2. Supervises and coordinates the CRP, including facilitation of worship, religious education and pastoral care for all assigned personnel and families, and other programs and concerns in support of the free exercise of religion.
3. Serves as principal advisor to the Commanding General on all matters pertaining to religious ministries aboard the Depot.
4. Assigns RMT personnel to subordinate units, develops and executes the program budget, provides professional training, liaison with military, civilian and religious bodies on matters relative to the CRP.
5. Per reference (f) oversee delivery of Chaplain services to Marine recruiters assigned to Eastern Recruiting Region and their families. Advises Assistant Chief of Staff, Recruiting, District Commanders, Family Readiness Officers (FROs) and assigned quality of life resource persons as required.
6. Assigns chaplain support to Depot funeral honors detail as required.
7. Serves as Administrator of the Depot Religious Offerings Fund (ROF).
8. Serves as senior coordinator for Beaufort Tri-Command RMT functions.
9. Serves as CG's approval authority for management of chapels and designated religious ministry spaces.
10. Advises and assists commanding officers in the preparation of Navy officer fitness reports and serves as reporting senior for all assigned RPs.

13 MAY 2013

Deputy Assistant Chief of Staff, Religious Ministries

1. Executes guidance and direction of the AC/S, REL MIN in regard to the CRP and assumes duties/responsibilities of the AC/S, REL MIN in his/her absence.
2. Directs the daily operations of Religious Ministries. Coordinates need assessments and staff plans for future programs. Supervises the administrative officer and Leading Chief Petty Officer (LCPO).
3. Serves as senior watch officer for Depot Duty Chaplain assignments.
4. Assigns RMT sponsors, monitors and reports RMT manning requirements; coordinates RMT training and professional development consistent with Chapter 7 of reference (e).
5. Coordinates Holy Day observances, special religious events, Chaplain Corps Anniversary Celebrations, and official visits by Chaplain Corps Flag officers, and Faith Group Endorsers, and similarly situated entities.
6. Drafts Depot Orders/Bulletins in support of CRP operations.
7. Formulates processes for command directed recurring inspections. Coordinates periodic Spiritual Retreats and functions related to maintaining chaplains ecclesiastical endorsements.
8. Supervises the training program for CRP volunteers. Serves as approval authority for CRP purchases and RMT travel.
9. Serves as the Assistant ROF Administrator.
10. Manages religious ministry facilities maintenance and upgrades.

Religious Ministries Staff Assistant: The staff assistant provides administrative support to the AC/S REL MIN consistent with religious ministry requirements and existing government service employee standards and policies and serves as the primary point of contact for scheduling of events and designated religious ministries spaces.

13 MAY 2013

Leading Chief Petty Officer (LCPO)

1. Serves as principal advisor to the AC/S REL MIN on all matters pertaining to assigned enlisted personnel and the implementation of the CRP. When directed, the LCPO performs additional duties as the Senior Enlisted Leader (SEL) for all enlisted sailors assigned to UIC 00263.
2. Coordinates all RP functions in support of CRP and Depot operations.
3. Responsible for the execution of REL MIN supply budget to include supplies, contracts, travel funds and preparation of recurring reports.
4. Responsible for the professional training and mentoring of all RPs assigned to UIC 00263 consistent with Chapter 7 of reference (e). Monitors sailor compliance with performance standards commensurate with rate and grade.
5. When required, serves as chair person for all enlisted sailor ranking and Sailor of the Quarter (SOQ) Boards.
6. Provides liaison with the USMC enlisted counterparts to ensure professional growth and institutional care of USN enlisted personnel.

Leading Petty Officer (LPO): When assigned, the Depot LPO shall perform duties as directed by the AC/S REL MIN including but not limited to supervision of all Depot RPs and providing support to Depot LCPO and RTR LPO and overseeing the maintenance and cleaning of designated religious ministries spaces.

RMT Training and Operations Officer

1. Coordinates, schedules, and executes area-wide RMT training events to include MCRD Parris Island, Marine Corps Air Station Beaufort (MCAS), Beaufort Naval Hospital and Naval Weapons Station Charleston.
2. Implements HQMC and OPNAV directed training requirements.
3. Maintains training records for all Depot RMTs.
4. Prepares recurring reports as required by AC/S REL MIN.

13 MAY 2013

5. Performs other duties in support of RMT operations as assigned by AC/S, REL MIN or the Deputy.

Headquarters and Service Battalion (H&S BN) Chaplain

1. Serves as the special staff officer for religious ministries and as chaplain for personnel assigned to H&S BN and their dependents.
2. Serves as advisor to the Commanding Officer on religious, moral, spiritual, and ethical matters. Engages/advises leadership at all BN organizational levels and attends staff conferences/meetings.
3. Plans for fiscal and logistic requirements of BN religious services and maintains an office in the H&S BN headquarters that will accommodate confidential counseling.
4. Prepares recurring reports as required.
5. Conducts periodic visitation to Marines and Sailors in BN work spaces. Visits hospitalized personnel and those confined to a military or civilian detention facility.
6. Coordinates permanent personnel religious ministry initiatives with W&FT BN and RTR chaplains. Conducts worship services and provides ceremony prayers as required.
7. Provides pastoral counseling (including crisis intervention, marriage preparation classes, and instructional sessions), religious education, and referral assistance for permanent personnel and their dependents.
8. Attends training, stands recurring duty chaplain watches and performs other duties as assigned by the AC/S, REL MIN.

Weapons and Field Training Battalion (W&FT BN) Chaplain

1. Serves as the special staff officer for religious ministries and as chaplain for personnel assigned to W&FT BN and their dependents.
2. Serves as advisor to the Commanding Officer on religious, moral, spiritual, and ethical matters. Engages/advises leadership at all BN organizational levels and attends staff conferences/meetings.

13 MAY 2013

3. Plans for fiscal and logistic requirements of BN religious services and maintains an office in W&FT BN headquarters that will accommodate confidential counseling.
4. Prepares recurring reports as required.
5. Conducts periodic visitation to Marines and Sailors in work spaces and during execution of recruit training events. Facilitates ministry to recruits undergoing training at W&FT BN. Visits hospitalized personnel and confines.
6. Coordinates permanent personnel religious ministry initiatives with H&S and RTR chaplains. Leads worship services as required.
7. Provides pastoral counseling (including crisis intervention, marriage preparation classes, and instructional sessions), religious education, and referral assistance for permanent personnel and their dependents.
8. Attends training, stands recurring duty chaplain watches and performs other duties as assigned by the AC/S, REL MIN.

Battalion Religious Program Specialists (RPs)

1. RPs ordered to MCRD PI, UIC 00263, are assigned to MCRD PI units by the AC/S, RELMIN.
2. Supports battalion chaplains in managing and executing the CRP.
3. Performs collateral duties in support of the Depot's CRP.
4. Manages the office of the chaplain in his or her absence.

13 MAY 2013

RMT Functions & Tasks in Support of Recruit Training Regiment

Recruit Training Regiment (RTR) Chaplain

1. Serves as primary advisor and special assistant to the Commanding Officer for the RTR Command Religious Program.
2. Provides and facilitates religious ministry within the RTR in accordance with reference (a) and the provisions of this order.
3. Coordinates recruit worship schedules, special holy day services and observances with AC/S, REL MIN to ensure alignment with broader Depot operations.
4. Drafts Regimental Bulletins for recruit seasonal and special worship services and monitors/reports weekly recruit participation in all religious services.
5. Conducts staff coordination to mitigate risks associated with extensive movement of and interaction with recruits during church call hours.
6. Promotes best practices for delivery of pastoral care, de-conflicts regimental scheduling and logistical issues impacting free exercise of religion by recruits and permanent personnel.
7. Supervises all chaplains and RPs assigned to RTR units in the provision and facilitation of religious ministry.
8. Prepares and submits required reports.
9. Coordinates all RTR Worship Services, Religious Education (RE), management and training of CRP volunteers directly supporting the RTR religious programs.

Regimental Religious Program Specialist (RTR RP)

1. Serves as the LPO for RPs assigned to RTR units.
2. Supervises assignments in support of recruit services, and manages assignments of personnel to Duty RP watch bill.

13 MAY 2013

3. Provides advice and guidance to the Regimental Chaplain on administrative matters pertaining to the CRP, including preparation of Regimental Bulletins.
4. Prepares after action reports for religious program events as required.
5. Trains and mentors RPs assigned to RTR units.
6. Prepares and submits recurring reports as required by RTR commander and chaplain.
7. Manages all logistical requirements to support the delivery of religious ministry in RTR, including timely submission of requisitions for ecclesiastical gear, consumables and office supplies.
8. Conducts routine inventories and inspections of battalion RMT supplies, equipment, and spaces.
9. Assists the RTR Chaplain in the supervision and training of volunteers, including base access requirements for authorized non-DOD volunteers.
10. Supervises care and maintenance of the Recruit Chapel and other spaces used for recruit worship as directed.

Recruit Battalion Chaplains

1. Chaplains who receive orders to MCRD PI, UIC 00263, are assigned to subordinate units by the AC/S REL MIN.
2. Serves as the moral, ethical and spiritual advisors to their battalion commanders on all matters pertaining to CRP and battalion issues.
3. Provides liaison with battalion Family Readiness Officers (FROs) and other assigned quality of life personnel.
4. Counsels recruits, permanent personnel, and families. Consistent with provisions of ref (a), Chaplains are readily available to provide and facilitate both faith specific and solution based counseling to battalion permanent personnel, their families, and recruits. This includes but is not limited to delivery of Red Cross messages, spiritual crisis, death or serious illness.

13 MAY 2013

5. Conducts pick-up briefs, drill instructor briefs, and periods of instruction that support spiritual fitness, ethical behavior, and that support and enhance personal growth, resiliency, and USMC core values.
6. Provides hospital visitation and funeral support. Chaplains are responsible for hospital visitation for assigned personnel as directed by the battalion commander. As required for Depot operations battalion chaplains provide support for funerals and memorial services. This support also may be assigned to the duty chaplain.
7. Consistent with Religious Ministry Professional provisions outlined in ref (b), chaplains may at the discretion of the their commanders, participate in command sponsored events including, but not limited to, Crucible hikes, Family Day events, and motivational runs.
8. Provides ceremony prayers for various battalion functions to include but not limited to company graduation, post and relief, change of command, and retirement ceremonies. Battalion chaplains may also be called upon to provide invocations for other Depot events or religious services, as directed by the RTR Chaplain or AC/S, REL MIN.
9. Provides and facilitates worship and religious education opportunities for recruits, permanent personnel and their dependents consistent with provisions of ref (a) and (b).
10. Stands a MCRD PI Duty Chaplain Watch rotation as prescribed in paragraph 5c of this order.
11. Participates in recurring meetings and planning strategies as directed by RTR Chaplain.
12. Performs other duties as assigned by the AC/S, REL or the Deputy.
13. Models the principles of ref (e) for recruits undergoing training.

Battalion Religious Program Specialists (RPs)

1. RPs ordered to MCRD PI, UIC 00263, are assigned to MCRD PI units by the AC/S, RELMIN.

13 MAY 2013

2. Supports battalion chaplains in managing and executing the CRP.
3. Performs collateral duties in support of the Depot's CRP.
4. Manages the office of the chaplain in his or her absence.

RMT Functions and Tasks in Support of Eastern Recruiting Region
(ERR)

1. Advise commanders in matters and policies regarding religious ministry; pastoral care; spiritual, moral, ethical and quality of life issues impacting district personnel and their families.
2. Administer the Command Religious Program (CRP) in accordance with the Commander's intent.
3. Develop front line support from available reserve/retired military chaplain assets to include (but not limited to) Navy, Army, and Air Force resources and coordinate efforts to provide a network of ministry support spanning across RS, RSS, and PCS areas of operation.
4. Participate in command sponsored events for both Marines and families as directed.
5. Accompany CO/XO travel as directed.
6. Conduct recurring site visits consistent with Commanding Officer approved "battle rhythm" to include (but not limited to) a ministry of presence to RS, RSS, PCS and MEPS Locations throughout district areas of operation.
7. Promote moral & spiritual resiliency.
8. Deliver /facilitate marriage & family, personal growth, communication, and stress management, programs.
9. Deliver ceremonial prayers as required.
10. Support recruiters by providing link to poolee families and advocacy for access to "closed schools".
11. Liaise with community resources (Clergy, civic groups, community helping agencies) and assist command supported community relations efforts.
12. Engage designated Family Readiness Officers (FROs), Sexual Assault Prevention & Response (SAPR), Family Advocacy (FA), Marine and Family Programs, Single Marine Program, Suicide Awareness and Prevention, and MARFORRES CREDO Leadership.

13 MAY 2013

14. Submit recurring reports to the Commander and Regional Chaplain as required.

Eastern Recruiting Region Chaplain Functions and Tasks

1. Support commanders in the preparation and submission of Navy officer fitness reports and enlisted performance evaluations.
2. Advise commanders in development of Professional Naval Chaplaincy (PNC) competencies.
3. Provide mentorship for assigned chaplains.
4. Facilitate Navy Staff Corps officer and RP training.
5. Ensure compliance with Navy Physical Readiness requirements.
6. Develop AIRS checklist criteria to support command inspection requirements of District billets.