



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 1730.3  
RLM  
15 Jun 20

DEPOT ORDER 1730.3

From: Commanding General  
To: Distribution List

Subj: MANAGEMENT OF ALCOHOL IN COMMAND RELIGIOUS PROGRAMS

Ref: (a) SECNAVINST 1730.7E  
(b) MCO 1730.6F W/ADMIN CH  
(c) DepO 1730.4G  
(d) COCINST 1730.3

1. Situation. This order implements the above references.
2. Mission. To publish policy, responsibilities, and procedures for the management of alcohol within the command religious program (CRP) on Marine Corp Recruit Depot Parris Island/Eastern Recruiting Region (MCRDPI/ERR) Parris Island.
3. Execution
  - a. Commander's Intent. To support the constitutional rights of Marines, Sailors, and authorized personnel with regard to religion through command religious programs, per references (a) through (c). Many religious organizations use alcohol as part of their required religious practices. The Commanding General MCRDPI/ERR is responsible to establish command policy for CRP's in accordance with reference (d).
  - b. Concept of Operations. The references and this order are the guiding documents for the management of the use and storage of alcohol as part of the CRP within MCRD Parris Island.
4. Administration and Logistics
  - a. Supervision
    - (1) The Assistant Chief of Staff for Religious Ministries (AC/S RelMin) serves as the overall administrator of the CRP and is responsible for the proper use, storage and accountability of all alcohol used within various religious celebrations conducted on MCRD Parris Island.
    - (2) AC/S RelMin appoints in writing those Religious Program Specialists (RP's) and chaplains who will have unsupervised access to the stored alcohol to execute the proper storage and usage of alcohol within the CRP.
    - (3) Chaplains of particular faith groups that require the usage of alcohol are responsible for the security, accountability and proper management of the alcohol used for their particular religious services.

(4) RP's assigned to assist at religious services that require the use of alcohol are responsible to assist the chaplain in their duties.

b. Storage

(1) Alcohol will be stored in a securely locked containers (e.g., mount out box, locker, cabinet, or refrigerator).

(2) The key or combination to the container shall be maintained by the appointed RP's.

(3) The storage container must be cleaned and decontaminated after each use.

c. Accountability

(1) Only the appointed RP's and chaplains are authorized to have unsupervised access to the alcohol storage containers.

(2) An alcohol usage log shall be maintained for each alcohol storage container on the Depot. The logs shall be made available for inspections and audits at least quarterly and whenever there is a change in the appointed RP custodian.

d. Management

(1) The amount of alcohol on board shall be managed to ensure that stock levels are sufficient to maintain readiness, but should not exceed a 90 day supply.

(2) Units of alcohol shall be numbered and remain sealed in original container within the storage containers until ready for use.

(3) Disposal of excess or spoiled alcohol shall be done so in such a manner as to ensure that the alcohol cannot be consumed.

(4) Alcohol that has been consecrated by a chaplain or other representative of a religious organization (RO) shall be disposed of in an approved manner according to the tenets of their faith and with the approval of the AC/S Rel Min.

(5) Transfer of alcohol between commands shall include an inventory of items before transfer and upon receipt. A letter of transfer shall accompany each transaction and copy of the letter shall be maintained by the appointed RP custodian.

(6) Upon discovery of theft or suspected theft, the AC/S Rel Min shall be notified immediately.

e. Audits

(1) An alcohol control board shall be established and appointed in writing by the AC/S RelMin. The board shall consist of two members of the command; no chaplain, RP or other religious ministry personnel shall serve on the board.

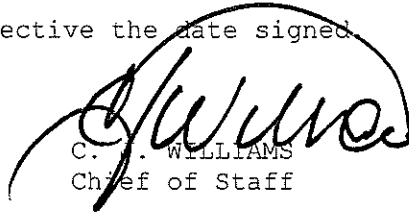
(2) The alcohol control board shall conduct an audit and inspection quarterly of the alcohol inventory as well as the alcohol usage logs.

(3) The alcohol control board shall comply with this instruction and report their findings directly to the AC/S Rel Min

5. Command and Signal

a. Command. This Order is applicable to all personnel under the administrative control of MCRD/EER, Parris Island.

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



C. J. WILLIAMS  
Chief of Staff

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