



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 1730.1A

B 053

3 Feb 97

MARINE CORPS BASE ORDER 1730.1A

From: Commanding General  
To: Distribution List

Subj: RELIGIOUS MINISTRIES, CHAPLAINS, AND ASSIGNED ENLISTED  
PERSONNEL

Ref: (a) SECNAVINST 1730.7A  
(b) MARCORMAN, par. 2816 (NOTAL)  
(c) MCO 1730.6C  
(d) MCO 7010.17A  
(e) MCBO 1730.2A  
(f) MCBO P5400.1  
(g) BUPERSINST 1610.10 (NOTAL)  
(h) ALMAR 152-96  
(i) MCO P1610.7D  
(j) MCO P1070.12H  
(k) BUPERSINST 1616.9A

Encl: (1) Sample Assignment Letter to Subordinate Command  
(2) Sample Assignment Letter to Tenant Command

Report Required: Semiannual Unit Ministry Team Report

1. Purpose. To issue policies and procedures concerning religious ministries aboard MCB, Quantico and all personnel employed in carrying them out.

2. Cancellation. MCBO 1730.1.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Responsibilities. Per references (a), (b), and (c), the Commanding General has responsibility for implementing and maintaining religious ministries in a Command Religious Program (CRP) at MCB Quantico. In keeping with DON policy, commanding officers shall use all proper means available to foster, develop, and strengthen the moral, spiritual, and ethical well-being of all personnel, and provide maximum opportunity for the free exercise of religion.

5. Religious Ministries. Religious ministries refer to those activities that propagate, nurture, and enhance religious customs, traditions, and practices in an organization or unit and that cultivate the religious and spiritual life of personnel and their family members. A comprehensive program of religious

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ministries includes, but is not limited to, worship services and religious education that provide opportunities for spiritual growth; premarital, marital, parental, and family enrichment from a religious perspective; opportunities for religious service projects as expressions of religious commitment; and social awareness opportunities to address life issues affecting personnel, such as drug, alcohol, and family abuse, values clarification, interpersonal relationships, and religious/cultural concerns.

a. Scheduled Divine Services. Divine services shall be conducted at regular times each week. The schedule of divine services shall be published weekly in the Quantico Sentry and disseminated in "Welcome Aboard" packets and other orientation materials.

b. Interference with Divine Services. Organized social or recreational activities shall not be scheduled during the hours of divine worship on Sundays (0700-1400), per reference (a). Social and recreational activities shall not be scheduled or conducted at a time or in such a manner as to materially interfere with any regularly scheduled divine service.

c. Religious Education. In addition to individual religious instruction, a formal program of religious education shall be organized and conducted on a continuing basis for those who desire such education. The organization and operation of such programs of religious education shall be accomplished through regularly assigned Chaplain Corps officers and volunteers.

6. Logistic Support. References (a) and (c) direct that each commanding officer use local operation and maintenance funds to provide the necessary logistical support for religious ministry programs.

7. Religious Offerings Fund and Designated Offerings

a. Collection. Freewill offerings may be collected at regularly scheduled services, Masses, and Sunday schools when the offering is an appropriate, customary, and integral part of such divine services.

b. Religious Offerings Fund. A consolidated Base Religious Offerings Fund is authorized and established. A duly assigned custodian, assisted by an assistant custodian, shall administer the fund per reference (d) and other relevant regulations. All offerings received shall be processed through the fund.

c. Use of Religious Offerings Fund. The religious offerings fund is limited for use toward projects and programs of a religious or charitable nature, easily recognized as coming within the desires of the donor. Reference (a) provides policy guidance on the proper use of religious offerings funds.

8. Chapels. The MCB Chaplain is responsible for scheduling the use of chapels for divine services, weddings, baptisms, rehearsals, funerals, or any other event, per reference (e).

9. Chaplains. Chaplains, as cognizant staff officers for religious ministries, are assigned to assist the CG MCB in developing and implementing religious ministries, and for professional advice and counsel on religious, spiritual, moral, and ethical issues. As special staff officers, chaplains are organizationally placed under the CG MCB and are assigned for ministry to individual units by the MCB Chaplain in consultation with unit commanders.

a. MCB Chaplain. The senior chaplain attached to the Base is designated Command Chaplain/Director of Religious Ministries/MCB Chaplain and shall coordinate and supervise the entire program of religious ministries per this Order and references (a) and (b). The mission and functions of the MCB Chaplain are delineated in reference (f).

b. Assignment of Chaplains

(1) Navy Chaplains are assigned to duty with the Marine Corps by the Chief of Naval Personnel. Chaplains of various denominations are then reassigned to designated major Marine commands here at Quantico to provide the broadest religious ministry possible to all military and civilian personnel and their family members. The MCB Chaplain is responsible for recommending to the Commanding General the placement of chaplains within MCB, Quantico and its tenant commands. Denominational background, special training, and particular skills shall be carefully considered in assigning chaplains. Because of the complex command structure of the Base, and the limited number of chaplains on board, each chaplain assigned may be required to provide ministry to several different organizations, and participate in the Base-wide religious programming. Organizational commanders, will therefore share the services of chaplains assigned to their organization in order to provide the maximum religious ministry for all personnel and family members.

(2) Chaplains will be assigned to MCCDC subordinate commands using enclosure (1) and to tenant commands using enclosure (2). Depending upon availability, chaplains may be assigned to the following subordinate and tenant commands:

- (a) MCB, Quantico.
- (b) Headquarters and Service Battalion.
- (c) Security Battalion.
- (d) The Basic School.
- (e) Officer Candidates School.

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(f) Marine Corps Air Facility (also supporting HMX-1).

(g) Marine Security Guard Battalion.

(h) Naval Medical and Dental Clinics.

c. Standing Operating Procedures. To effectively assign and coordinate limited manpower resources, the MCB Chaplain will develop and publish SOPs for chaplains, religious program specialists (RP), and chaplain assistants (CA) (USMC personnel). The MCB Chaplain will analyze the manpower statistics and student population of each organization monthly to ensure proper placement of necessary assets to handle the unique organizational aspects of the Base and its individual units.

d. Training and Supervision. The MCB Chaplain is responsible for training and supervising all personnel within the Chaplains' section - technical, professional, and pastoral. The MCB Chaplain will coordinate with organizational commanders in all matters relating to chaplains/RP's and their roles within the various organizations. All chaplains will submit a Semiannual Unit Ministry Team Report to the MCB Chaplain for forwarding to HQMC (REL).

e. Location of Chaplains. The MCB Chaplain's Office is located in Lejeune Hall, Bldg. 3250, Suite 112, and is manned during duty hours. After duty hours contact Command Duty Officer at DSN 278-2707 or commercial (703) 784-2707 for duty chaplain services. Other chaplains are located at assigned organizations throughout the Base.

f. Fitness Reports. Chaplains' fitness reports will be submitted per references (g) and (h). The CG MCB is the reporting senior for the MCB Chaplain. Per reference (i) fitness report signature authority will be delegated to subordinate units having MCB Chaplains assigned. MCB Chaplains performing regular duties at tenant commands will be assigned in an additional duty capacity. Tenant commanders will prepare and sign concurrent/regular fitness reports on chaplains assigned to their units. The CG MCB will endorse those fitness reports per reference (g). The MCB Chaplain's office will provide administrative support to all units preparing chaplains' fitness reports per reference (i). To facilitate timely submission of Navy officer fitness reports, the MCB Chaplain will provide reporting seniors with Fitness Report and Counseling Record forms (NAVPERS 1610/2) for completion and return to the MCB Chaplain. In addition, the MCB Chaplain will provide reporting seniors with training, guidance, and input regarding Navy officers' fitness reports. Upon completion, the MCB Chaplain's office will return smooth reports to individual CO's for signature.

g. Proper Utilization. Chaplains are assigned to a unit for the primary purpose of facilitating religious ministries within that unit. CO's will not assign chaplains collateral duties due to the nature of their work and their responsibilities. Chaplains have specific responsibilities to the commander to whom they are assigned.

They are expected to participate fully in the life and activities of their organization/unit by providing professional expertise where appropriate. They also have professional development and Base-wide ministry responsibilities to the appropriate supervisory chaplain, and will function as team members of the CRP in the provision of ministry.

10. Religious Program Specialists/Chaplain Assistants. RP's are assigned to MCB, Quantico by the Chief of Naval Personnel to assist in developing and implementing the Base Command Religious Program. They are then assigned to individual subordinate and tenant commands only where chaplains are also assigned. CA's are assigned locally by the Director, Manpower Division, per existing T/O's. Marine CA's having an MOS 0151, primary or secondary, will be utilized whenever possible. RP's and CA's will participate in the unit's basic military training. Due to their extensive after hours duty requirements, they will not be assigned duties or watches outside the MCB Chaplain's purview without the MCB Chaplain's written concurrence. They will be responsible to the MCB Chaplain for the performance of Base-wide Command Religious Programs.

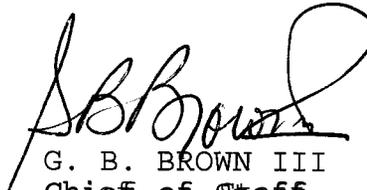
a. Qualifications. RP's and CA's should be mature, responsible, of good moral character, and possess other personal and professional qualifications representative of religious activities.

b. Performance Evaluation. Enlisted personnel are evaluated per references (i), (j), and (k). The MCB Chaplain will provide recommended marks on all CA's, per reference (g). Performance evaluation reports of Naval enlisted personnel will be prepared and submitted per references (h) and (j), with concurrent input and guidance for Naval reports provided to individual units by the MCB Chaplain.

c. Duties. In addition to published occupational standards, RP's and CA's serve as duty drivers and receptionists, and assist in preparing for divine services.

d. Liberty and Leave. To maintain complex duty watch schedules in support of the various requirements of the Command Religious Program, liberty and leave for RP's and CA's will be administered by individual units with concurrence from the MCB Chaplain.

11. Action. Activity heads will provide the widest dissemination of the contents of this Order.

  
G. B. BROWN III  
Chief of Staff

DISTRIBUTION: A plus 15 (15)

Copy to: 1, 2, 21, 23, 25, 26

MEMORANDUM

From: Commanding General, Marine Corps Base, Quantico  
To:

Subj: ASSIGNMENT AS CHAPLAIN FOR \_\_\_\_\_ (Unit) \_\_\_\_\_

Ref: (a) MCBO 1730.1A

1. Per the reference, you are hereby assigned as Chaplain for \_\_\_\_\_, effective \_\_\_\_\_ (Date) \_\_\_\_\_.
2. Your general duties with respect to the Marine Corps Base, Quantico Command Religious Program (CRP) are detailed by the reference. Your specific duties will be as detailed by the Commanding Officer, \_\_\_\_\_. You will be directly responsible to him or her in the performance of the duties associated with your unit. The Base Chaplain will be your supervisor with respect to your duties in the CRP.
3. The unit Commanding Officer will be your Reporting Senior by delegation from the CG MCB.

XXXXXXXXXX  
By direction

ENCLOSURE (1)

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MEMORANDUM

From: Commanding General, Marine Corps Base, Quantico  
To:

Subj: ADDU ASSIGNMENT AS CHAPLAIN FOR \_\_\_\_\_ (Unit) \_\_\_\_\_

Ref: (a) MCBO 1730.1A

1. Per the reference, you are hereby assigned Additional Duty as Chaplain for \_\_\_\_\_ effective 1 September 1996.

2. Your general duties with respect to the MCB, Quantico, Command Religious Program (CRP) are detailed by the reference. Your specific duties will be as detailed by the Commanding Officer, \_\_\_\_\_ . You will be directly responsible to him or her in the performance of your duties associated with your unit. The Base Chaplain will be your supervisor with respect to your duties in the CRP.

3. The unit Commanding Officer will be your Reporting Senior per higher authority.

XXXXXXXXXX  
By direction

ENCLOSURE (2)