



UNITED STATES MARINE CORPS

3250 CATLIN AVENUE
MARINE CORPS BASE
QUANTICO VIRGINIA 22134 5001

MCBO 1730.1E
B 053
9 May 13

MARINE CORPS BASE ORDER 1730.1E

From: Commander

To: Distribution List

Subj: RELIGIOUS MINISTRIES, CHAPLAINS, AND ASSIGNED ENLISTED
PERSONNEL

Ref: (a) SECNAVINST 1730.7D
(b) BUPERINST 1610.10C (NOTAL)
(c) MCO P1610.11D (PRELIM)
(d) MCO P1070.12K
(e) MCO 1730.6E
(f) MARCORMAN, par. 2816 (NOTAL)
(g) MCBO 1730.2E
(h) MCO 7010.17A
(i) SECNAVINST 7010.6A

Encl: (1) Performance Information Memorandum (PIM)

1. Situation. This Order implements reference (a). This is a complete revision and should be reviewed in its entirety.

2. Cancellation. MCBO 1730.1D.

3. Mission. To provide policy responsibilities and procedures for religious ministry aboard Marine Corps Base Quantico (MCBQ) and all personnel involved in their provision.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. In accordance with references (a), (b) and (c), we will implement and use all proper means available to foster high morale; develop and strengthen the moral, spiritual, and ethical well-being of all personnel; and provide maximum opportunity for the free exercise of religion.

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(2) Concept of Operations

(a) Religious ministry propagates, nurtures, and enhances religious customs, traditions, and practices in an organization or unit, cultivating the spiritual lives of personnel and their family members. A comprehensive program of religious ministry 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.

(b) The Chief of Naval Personnel assigns Religious Program Specialists (RPs) to MCBQ to assist in developing and implementing the MCBQ command religious program. They are then assigned to individual subordinate and tenant activity commands only where chaplains are also assigned. Marine Chaplain Assistants (CAs) are assigned locally by the Assistant Chief of Staff, G-1, based on the existing Table of Organization. CAs having a Military Occupational Specialty 0111, primary or secondary, will be utilized whenever possible. RPs and CAs are to participate in the unit's basic military training. Due to extensive after hour's duty requirements, they are not to be assigned duties or watches outside the Command Chaplain's purview without the Command Chaplain's written concurrence. They are responsible to the Command Chaplain for the performance of base-wide command religious programs.

(c) RPs and CAs should be mature, responsible, of good moral character, and possess other personal and professional qualifications representative of religious activities.

(d) RPs are specifically trained to administer the command religious program and to assist the Chaplains in facilitating religious ministries.

(e) Religious Services

1. Scheduled Divine Services. Divine services are conducted at regular times each week. The schedule of divine services is published weekly in the Quantico Sentry,

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posted on the MCBQ Website and disseminated in Welcome Aboard packets and other orientation materials.

2. Interface with Divine Services. Social and recreational activities are not to be scheduled or conducted at a time or in such a manner as to materially interfere with any regularly scheduled divine service.

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

4. Religious Offering Fund (ROF) and Designated Offerings

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

b. ROF. A consolidated MCBQ ROF is authorized and established. A fund administrator, custodian, and assistant custodian are to administer the fund in accordance with references (h), (i) and relevant regulations. All offerings received must be processed through the ROF.

c. Use of ROF. The ROF is limited to use for projects and programs of a religious or charitable nature, easily recognized within the desires of the donors. Use of the MCBQ ROF is to be consistent with guidance provided in reference (i).

b. Subordinate Element Missions

(1) Battalion/Tenant Commanders. Unit commanders are to ensure the widest dissemination of, and compliance with, the contents of this Order and reference (e).

(2) Command Chaplain. The senior chaplain attached to MCBQ is designated as the Command Chaplain/Assistant Chief of Staff, Religious Ministries and:

(a) shall coordinate and supervise the entire program of religious ministries in accordance with this order

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and references (a) and (f). The mission and functions of the Command Chaplain are delineated in reference (b);

(b) is responsible for scheduling the use of chapels for divine services, weddings, baptisms, rehearsals, funerals, or any other event, in accordance with reference (g);

(c) is responsible for training and supervising all personnel within the Chaplains' Division - technical, professional and pastoral;

(d) shall develop and publish standard operating procedures for Chaplains, RPs and CAs;

(e) will coordinate with organizational commanders in all matters relating to chaplains and their roles within the various organizations;

(f) serves as the Command Chaplain and principal advisor to the base commander on religious matters;

(g) provides professional direction;

(h) administers programs which promote the spiritual, religious, moral, corporate, and personal well-being of military personnel, their dependents, and other authorized personnel;

(i) develops, schedules, publicizes, and provides religious services and religious education programs for authorized personnel;

(j) coordinates the development and presentation of course material in major military schools aboard the base;

(k) serves as liaison with community, social, welfare, and religious organizations;

(l) provides professional guidance and assistance to chaplains and RPs, and coordinates assignments of Command Religious Program personnel;

(m) provides pastoral ministries of visitation to sick and confined personnel, and counseling ministries to authorized personnel;

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(n) provides religious coverage for appropriate weddings and funerals at Marine Memorial Chapel; as well as, interments at Quantico National Cemetery for authorized Navy and Marine Corps personnel and eligible family members.

5. Administration and Logistics

a. Assignment of Chaplains, RPs and CAs:

(1) The Chief of Naval Personnel assigns Navy Chaplains to duty with the United States Marine Corps (USMC). Chaplains of various denominations are then reassigned to designated major Marine commands at Quantico to provide the broadest religious ministry possible to all military and civilian personnel and their family members. Denominational background, special training and particular skills are carefully considered in assigning chaplains. Because of the complex command structure of MCBQ, and the limited number of chaplains on board, each chaplain assigned may be required to provide ministry to several different organizations and participate in base-wide religious programs. Organizational commanders, 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 are assigned to Marine Corps Base commands utilizing base special orders (BSO). As special staff officers, chaplains are organizationally placed under the Commander MCBQ, utilizing BSO. BSO assign them for ministry to individual units in consultation with the Command Chaplain and unit commanders. Depending upon availability, in additional duty capacity, chaplains may be assigned to the following subordinate and tenant commands:

(a) Headquarters and Service Battalion

(b) Security Battalion

(c) The Basic School

(d) Officer Candidates School

(e) Marine Corps University

(f) Marine Corps Embassy Security Group

(g) Naval Health Clinic, Quantico

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b. Location of Chaplains. The Command Chaplain's office is located in Lejeune Hall, Building 3250, Suite 112, and is manned during duty hours. After duty hours contact the Command Duty Officer at DSN 278-2707 or 703-784-2707 for Duty Chaplain services. Other chaplains are located at their assigned organizations throughout MCBQ.

c. References (a) and (e), specifically direct each commanding officer to use local operation and maintenance, USMC funds to provide the necessary logistical support for executing religious ministry programs. Primarily MCBQ Chaplain Office will provide administrative local operation and maintenance funds for religious ministry teams' direct support of base religious ministries.

d. Performance Evaluation

(1) Enlisted personnel are evaluated in accordance with references (b), (c) and (d). Performance evaluation reports of Navy enlisted personnel are to be prepared and submitted in accordance with reference (b) with Performance Information Memorandum (PIM) provided from the individual units to the Command Chaplain. The Command Chaplain shall provide recommended marks and has delegated signature authority on all RPs. RPs of equal rank shall be ranked together per reference (b).

(2) Chaplains's evaluations are to be submitted in accordance with reference (b). The Commanding General MCCDC is the reporting senior for the Command Chaplain MCCDC. Because of his or her additional duty responsibilities as command chaplain MCBQ, the Commander MCBQ may submit a PIM to the Commanding General. Signature authority for chaplains performing regular duties in BSO status at subordinate or tenant commands rests with Commander MCBQ. It is the responsibility of the subordinate and tenant Commanding Officers to submit a PIM to Commander MCBQ. Chaplains of equal rank will be ranked against each other per reference (b).

e. Liberty and Leave. To maintain complex duty watch schedules in support of the various requirements of the command religious program, liberty and leave for Chaplains, RPs, and CAs are recommended by individual units approved by the Command Chaplain.

6. Command and Signal

- a. Command. Applicable to all personnel aboard MCBQ.
- b. Signal. Effective date signed.

/s/
DAVID W. MAXWELL

DISTRIBUTION: A

9 May 13

1610

(Orig. Code)

Date

PERFORMANCE INFORMATION MEMORANDUM

From: (Originating Command)

To: (Member's Permanent Duty Command)

Subj: PERFORMANCE INFORMATION MEMORANDUM ICO (Rank/rate, name)

Ref: (a) BUPERSINST 1610.10C

1. Per the reference, the following information is provided:

a. Period of duty: (date) to (date)

b. Type of duty: (TEM DU/TEM ADD/AT/ADT/BSO etc. Add "Under Instruction," if applicable.)

c. Duties assigned (or courses attended): (If this PIM covers course attendance, provide the information needed for an Enlisted Qualifications History (NAVPERS 1070/604) entry (e.g., course title, course identification number, school location, NEC earned (if any), course length, dates enrolled and completed, final mark, and class standing). If the course was not completed, give the reason.)

d. Comments:

I. M. OFFICER

By direction