



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
ASO 1730.6G
CHAP
6 Aug 20

AIR STATION ORDER 1730.6G

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR THE COMMAND RELIGIOUS PROGRAM

Ref: (a) US NAVY REGS 1990
(b) SECNAVINST 1730.7E
(c) SECNAVINST 1730.3G
(d) SECNAVINST 1730.8B
(e) SECNAVINST 1730.10
(f) SECNAVINST 7010.6B
(g) SECNAVINST 5200.35F
(h) OPNAVINST 1730.1E
(i) BUPERSINST 1610.10D
(j) MARCORMAN 1980, Para 2816
(k) MCO P3040.4E
(l) MCO P1020.34H
(m) MCO 1730.6F W/ADMIN CH
(n) MILPERSMAN 1770-160
(o) INTERNAL REVENUE CODE 170 (F) (8) (B)

Encl: (1) Standard Operating Procedures for the Command Religious Program

1. Situation. To promulgate policy per the references and to establish standard operating procedures (SOPs) for the facilitation and administration of the Command Religious Program (CRP) within the Marine Corps Air Station (MCAS) Beaufort Base Chapel.

2. Cancellation. ASO P1730.6F.

3. Mission. The references direct the establishment of a CRP which meets the needs of assigned personnel and their family members and provides for the free exercise of religion within the Command.

4. Execution

a. Commander's Intent. This Order provides guidance to the Command Chaplain and Chapel staff regarding the Religious Ministry to be carried out aboard MCAS Beaufort.

b. Concept of Operations. The references outline the policies for executing the CRP.

5. Administration and Logistics. Not applicable.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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6. Command and Signal

a. Command. This Order is applicable to all personnel aboard MCAS Beaufort.

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


K. R. ARBOGAST

DISTRIBUTION: A

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Chapter 1

General Information (Mission and Organization)

1. General. The Commanding Officer (CO) of MCAS Beaufort is responsible for implementing and maintaining the CRP in support of the free exercise of religion. This support includes funding and logistical support of the CRP as an integral part of the Command's total operation. The senior chaplain assigned to MCAS Beaufort is responsible to the CO for developing and executing the CRP.

2. Mission. To provide and facilitate for religious ministry at MCAS Beaufort through the CRP.

3. Assignment. Officers of the Navy Chaplain Corps are assigned to duty with the Marine Corps by the Commander, Bureau of Naval Personnel to provide a broad range of religious ministries to all military personnel attached to the Command.

4. Religious Ministry Team (RMT) Functions. The RMT is composed of chaplains, religious program specialists (RPs), and civilian contracted personnel and is responsible for promoting and providing for the free exercise of religion.

a. The RMT shall:

(1) Provide religious opportunities for individuals to express and develop their religious faith through provisions of pastoral care, counseling, religious service and activities, religious education, benevolence, and personal growth.

(2) Provide assistance to the CO with regard to religious, spiritual, moral, and ethical issues.

(3) Implement directives issued from higher authorities that are related to religious ministry.

(4) Requisition, warehouse, control, and issue equipment and/or materials associated with the CRP.

(5) Provide consumable materials required by various faith groups.

(6) Schedule/coordinate use of CRP facilities for other authorized functions.

5. Organization. The CPR is under the operational control of the MCAS Beaufort CO, however for administrative purposes, chaplains and enlisted personnel of the CRP fall under Headquarters and Headquarters Squadron (HQHQRON).

6. Responsibility. The CO and the Command Chaplain are responsible for implementing and maintaining the CRP as outlined per the references to this Order.

Chapter 2

Staff Section Duties and Responsibilities

1. General. Chaplains assigned to MCAS Beaufort, as representative clergy of their respective faith groups, provide/facilitate religious ministries for all active duty service members, their families, and those otherwise entitled to religious ministry support. Chaplains will execute their duties in accordance with the restrictions/freedoms given to them by their individual endorsing agency (EA) and within guidance given to them from Navy and Marine Corps directives.

2. Command Chaplain. The senior chaplain, designated as the Command Chaplain, will serve as the principal advisor to the CO on religious, spiritual, moral, and ethical issues affecting the Command. The Command Chaplain will execute this duty in accordance with the references. Additional duties include:

a. Prepare and submit to the CO a fiscal plan in support of the CRP which encompasses adequate support for all faith groups represented.

b. Develop and maintain a contingency plan for the assignment of chaplains to the Casualty Assistance Calls Program and for destructive weather and emergency recall situations.

c. Liaison with the Navy-Marine Corps Relief Society, American Red Cross, Marine Corps Community Services, Marine Corps Family Team Building, supervisory chaplains of tenant commands, civilian religious and charitable organizations, and other helping agencies/organizations as appropriate.

d. Oversee final pay certification for all civilian contract personnel of the CRP.

e. Coordinate chaplain coverage as staffing allows to support civilian military related events (Memorial Day parades, Veteran's Day celebrations, military funeral/memorial services, etc.) as directed by HQHQRON.

f. Review all current and future Memorandums of Understanding between the CRP and external entities.

g. Take responsibility for the Functional Area Checklist 1730, Religious Ministries Program for the Marine Corps Installations East Commanding General Inspection.

h. Ensure the MCAS Beaufort RMT participates in area-wide RMT training.

i. The Command Chaplain is the RMT's approving officer for leave, liberty, and special privileges.

3. Staff Chaplain. The Staff Chaplain is responsible to the Command Chaplain to execute the mission per the references. Additional Staff Chaplain responsibilities include:

a. Advise the Command Chaplain regarding delivery and analysis of religious programs sponsored by the CRP.

b. Serve as Division Officer while supervising all personnel assigned to the RMT.

c. Forward requests for leave, liberty, and special privileges with recommendations in accordance with departmental policy.

d. Sign enlisted evaluations as the rater or senior rater for all staff E-6 and below.

e. Monitor submissions of awards from department to command level.

f. Prepare monthly, semi-annual, denominational, and other reports as required.

4. Leading Petty Officer (LPO). The senior enlisted staff RP is the primary advisor to the Command Chaplain on enlisted matters within in the department. The LPO shall execute this duty per the references. Other responsibilities include, but are not limited to:

a. Host enlisted visitors to the Command impacting the CRP.

b. Conduct weekly RP and contractor staff meetings.

c. Provide input on award recommendations for enlisted personnel.

d. Provide input on evaluations for enlisted personnel.

e. Supervise reports, tasks, duties assigned, training, and career development of the staff enlisted personnel.

f. Conduct muster of enlisted personnel and submit to HQHQRON via the Marine Online website by 0800.

g. Coordinate Navy Personal Fitness Assessments for all RMT personnel with the HQHQRON Command Fitness Leader.

h. Liaise with MCAS Beaufort Headquarters concerning CRP operational issues and HQHQRON concerning RMT administrative issues.

i. Review, manage, and develop correspondence, instructions, and notices pertaining to enlisted matters.

j. Serve as the budget manager with the following responsibilities:

(1) Act as the primary advisor to the Command Chaplain regarding status of budget execution and CRP funding support.

(2) In coordination with both the Command and Staff Chaplain, develop a proposed CRP budget in advance of the upcoming fiscal year.

(3) Provide the Command Chaplain with a monthly ongoing account of budget execution activity funds allocated and disbursed in support of the CRP.

k. Ensure accurate and timely submission of all assigned correspondence and reports.

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1. Ensure timely completion of all tasks performed by staff RPs and assigned enlisted Marines.

m. Coordinate the RP monthly watch bill.

n. Ensure the recall roster is correct, current, and properly distributed.

o. Serve as the contract office representative responsible to the Comptroller and Contracting Office for all contract issues to include:

(1) Submit contracts via Procurement Request (PR) Builder for all RMT contract positions paid for with appropriated funds. Ensure adequate lead time to allow for the advertisement and selection of new contract awardees before previous contracts expire.

(2) Serve as Trusted Associate Sponsorship System Administrator and submit applications via the Contractor Verification System for all contract personnel in need of a common access card.

(3) Monitor and provide final pay certification for all civilian contract personnel.

5. Chapel Manager. The LPO or an RP designated by the LPO will be the Chapel Manager. Duties include, but are not limited to:

a. Maintain a master calendar of events for the Chapel. Manage reservations and preparations of Chapel spaces for special ceremonies.

b. Provide coordination for graduations, retirements, baptisms, funerals/memorials, special seasonal observances, and fellowships.

c. Report and track any repairs needed and other defects that require correction to Public Works/Base Maintenance.

6. Safety Coordinator. The LPO shall appoint an RP as safety coordinator to ensure all safety measures are followed in CRP spaces. Duties include:

a. Weekend and holiday safety briefs.

b. Vehicle inspections.

c. Monthly building safety inspections.

d. Reporting all safety violations in and around the work place to Base Safety as soon as they are noted.

7. Fire Warden. The LPO will assign a RP as Fire Warden. The Fire Warden shall ensure all fire extinguishers and escape plans are up to date and in place.

8. Fiscal Accounting Supply Coordinator. The Supply Coordinator, designated by the LPO, is responsible for the proper fiscal accounting of Government property. Responsibilities include:

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- a. Identify requirements for department office equipment and supplies.
- b. Perform a quarterly reconciliation of the general and subsidiary accounts to ensure the basic accounting data and the computerized manual reports are in balance.
- c. Assemble and maintain catalogs and listings of supply sources as required.
- d. Serve as the point of contact for maintenance and repair contracts. Arrange for equipment service and repair on all CRP items not covered under service contracts.
- e. Provide initial certification once services and materials are received.
- f. Certify and maintain bank statements with micro purchase request forms for detailed examination and auditing.

9. Religious Offering Funds (ROF) Custodian and Assistant. The ROF Custodian and Assistant ROF Custodian are appointed in writing by the CO and are responsible to the ROF Administrator. They shall execute their duties per reference (f) and section (6) of this Order.

10. ROF Sub-Account Representative (SAR). The ROF SAR is appointed by the ROF Administrator and assigned by the Command Chaplain for each faith group that collects and disburses ROF. The SAR shall execute their duties in accordance with reference (f) and section (6) of this Order.

11. Contract Personnel. Many aspects of religious ministry are accomplished through effective utilization of non-personal service contracts outlined in references (b), (h), and (m). These contracts are managed through normal procurement procedures to meet needs which would otherwise remain unfulfilled. Specific criteria for a contractor's performance of duties must be clearly stated in each contractor's statement of work (SOW).

12. Religious Education

a. Protestant Director of Religious Education (PDRE). The PDRE will adhere to reference (f) and fulfill the contract's SOW.

b. Catholic Director of Religious Education (CDRE). The CDRE is the Catholic Priest per guidance from the Archdiocese for the Military. The CDRE will adhere to reference (f) and fulfill the contract's SOW.

c. Catholic Coordinator of Religious Education (CCRE). The CCRE is a Chapel contract employee who coordinates Catholic educational ministries under the supervision of the Catholic Parish Priest. The CCRE will adhere to reference (f) and fulfill the contract's SOW.

13. Military Duties. Chaplains and RPs will participate in military functions which are compatible with their non-combatant/combatant statuses including formations, inspections, and training events that aid in the performance of their duties and ministries.

14. Collateral Duties. All collateral duties assigned to chaplains will be in keeping with the primacy of the chaplains' duties of religious ministry

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per references (b), (h), and (m). Chaplains will not be assigned collateral duties which involve actions that violate the religious practices of their ecclesiastical authorities. Specifically prohibited duties include:

a. Any duty that would compromise the chaplain's status as a non-combatant.

b. Director or treasurer of fund drives or service in any capacity relating to the solicitation, disbursement, and/or custody of monies; except as administrator, alternate administrator, or ROF SAR.

c. Serving on a court-martial and rendering judgment in disciplinary cases, except as required by reference (b).

d. Standing watches other than Duty Chaplain Watch, Special Events Watch, and Funeral Watch.

15. Uniforms. Chapel military staff shall wear uniforms as directed by reference (l) and current directives. Chapel military staff may wear either Navy or Marine uniforms. When wearing USMC uniforms, Chapel military staff shall adhere to USMC standards.

16. Fitness Reports (FITREPs)/Enlisted Evaluations (EVALs). FITREPs for chaplains and EVALs for RPs shall be submitted per reference (i).

a. The MCAS Beaufort CO is the Reporting Senior (RS) for all MCAS Beaufort chaplains.

b. The HQHQRON CO is the RS for all enlisted RMT service-members unless directed otherwise by the MCAS Beaufort CO.

c. To facilitate submission of FITREPs and EVALS, the Command Chaplain and/or Staff Chaplain will provide inputs to the appropriate RS.

17. Reports. The following reports are required as appropriate:

a. Each chaplain shall provide reporting of activities via the CRP Analytics Tool.

b. Chaplains are responsible for maintaining their own ecclesiastical endorsement and submission of other reports required by their EA.

Chapter 3

Religious Ministries

1. General. Religious ministries shall be conducted per the ecclesiastical requirements of the individual chaplain's EA and policy requirements governing Professional Naval Chaplaincy in references (b) and (m). These duties include, but are not limited to:
 - a. Worship.
 - b. Rites and sacramental ministries.
 - c. Special and seasonal religious services/programs.
 - d. Religious education.
 - e. Pastoral counseling and crisis response will be available in each chaplain's work space during normal working hours and through the duty chaplain at all other times.
2. Pastoral Visitation. Pastoral (deck-plate/field) visits will be conducted in work spaces, at the brig in Charleston, to HQHQRON personnel assigned to work at Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region, to hospitals, and quarters to the fullest extent possible.
3. Other Religious Ministry Programs. Other religious ministry programs shall be conducted as appropriate and as funding permits. Priority of ministry provided and accompanying funding levels are determined by the Command Chaplain. Shortages in funding of religious program elements due to necessary prioritization shall be passed to the MCAS Beaufort CO.
4. National Military Cemetery. HQHQRON partners with other local RMTs to provide military funeral honors at the Beaufort National Military Cemetery. MCAS Beaufort chaplains will provide RMT funeral support as requested during the months when HQHQRON is assigned with funeral honors. They will provide back-up coverage for area RMT's during the months when HQHQRON is not primarily assigned.

Chapter 4

Inter-Command Cooperation

1. Inter-Command Cooperative Activities. Comprehensive and effective religious ministry to all personnel, their family members, and other authorized persons requires cooperative participation of chaplains from MCAS Beaufort and tenant commands. The Command Chaplain, under references (c), (k), and (n) shall coordinate these cooperative ministries and activities, which include:

a. Chaplain Duty Watch. MCAS Beaufort and Marine Aircraft Group 31 (MAG-31) Chaplains shall participate, as available, in the Chaplain Duty Watch. Assigned Duty Chaplains will function according to the Duty Chaplain SOP as prescribed in current directives from the Chaplain Duty Watch Officer.

b. Chapel Programs. Complete information on all chapel programs and sponsored activities will be made available to MCAS Beaufort, MAG-31, and tenant command chaplains for publication to encourage maximum religious ministry participation of military personnel and their family members.

c. Tri-Command Monthly Area-Wide RMT Training. Meetings for RMTs serving in the Tri-Command will be held for professional training and enhancing cooperative ministries and activities on a monthly basis. All MCAS Beaufort and tenant chaplains shall attend unless operational activities or emergencies prohibit.

d. Disaster Response. MCAS Beaufort chaplains shall be trained in procedures for the Emergency Operations Center and will take the lead in distributing RMT resources during an emergency disaster response.

e. Cooperative Ministries and Activities. The MCAS Beaufort Chapel and facilities may be used for seasonal commemorative, ecumenical, and/or interfaith ministry events for all RMTs stationed aboard MCAS Beaufort. Tenant command chaplains who are officiating a memorial or funeral service may also utilize the MCAS Beaufort contract musician to meet the musical needs of their service within the limits of that musician's SOW.

Chapter 5

Logistical Support

1. Appropriated Funds. The CRP is supported by local Operation and Maintenance funds under references (a), (b), and (m). Appropriated funds shall reflect as an entity in budget reports and midyear reviews. MCAS Beaufort logistical support of religious ministries is interpreted to include, but is not limited to:

a. Purchasing/providing consumable and religious supplies and services, such as religious literature, printing, liturgical garments, and transportation.

b. Providing non-consumable support essentials such as garrison property, equipment, furnishings, and facilities.

c. Contracting positions for musical and educational services such as the organist, choir directors, directors of religious education, resource persons, and religious group retreats.

d. Supporting the professional development and training of chaplains, RPs, Marine chaplain assistants, and government civil service employees.

2. Nonappropriated Funds (NAF). The CRP may use NAF to support local operation and maintenance as well, but only within the guidelines and restrictions set forth in reference (f).

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Chapter 6

Religious Offering Funds

1. Purpose. This chapter provides local policy and procedural guidance for the MCAS Base Chapel's ROF.
2. Applicability. This chapter applies to all personnel in direct support of the CRP and ROF.
3. Discussion. Appendix A provides the proper form regarding the accounting and administrative procedures of the local CRP ROF.
4. Action. All personnel responsible for the administration and custody of the ROF shall read and be held accountable to policy set forth in reference (f) and this Order. Training of these policies shall be provided annually as prescribed by the Command Chaplain and training documentation shall be maintained by the ROF Administrator.

5. Policya. Administrative Procedures and Responsibilities

(1) ROF counters shall be rotated on a weekly basis from an approved list of verifiers if feasible.

(2) The ROF Custodian shall be required to present both the deposit slip and offering receipt to the ROF Administrator for review upon completion of the deposit.

(3) ROF SAR's must adhere to reference (f) and be approved by the congregations they will represent before being submitted for appointment as the ROF SAR.

b. Internal Controls

(1) The bank debit card and the checkbook for the ROF account shall be stored in a locked receptacle within the ROF safe when not in use.

(2) The ROF Custodian, Assistant ROF Custodian, or designated duty person who is a member of the Command and has been trained and appointed in writing by the ROF Administrator must be present when ROF offerings are collected.

(3) The ROF Custodian or Assistant ROF Custodian shall perform a weekly reconciliation of the electronic ledger to the physical ledger to ensure accuracy.

c. Budgeting

(1) Per reference (f), the ROF SAR shall submit an annual disbursement plan for the upcoming fiscal year to the ROF Administrator no later than 15 September.

(2) Each sub-account group within the ROF shall establish a SOP unique to their faith tradition that determines the role sub-account group members will have in the routing of disbursement requests.

d. Annual Spend-Down Limits. The ROF Administrator shall ensure each sub-account contains no more than \$5,000 by 31 March and 30 September annually.

e. Accounting and Auditing

(1) An audit of the ROF shall be conducted upon change of the ROF Administrator or ROF Custodian.

(2) Per reference (f), local policy ledger templates contained in Appendix A are authorized for use.

(3) The ROF Administrator's monthly sub-account report shall be made available to the sub-account group members so transparency of fund disbursements is maintained.

(4) Quarterly ROF reports to the ROF Board Members shall contain the documents listed from A-1 through A-7 for each separate sub-account.

f. Foreign Currency Exchange. The ROF Administrator shall make every effort to discourage the use of foreign currency donations into the ROF.

g. Disbursements

(1) Any singular disbursement request from the ROF exceeding \$2,000 shall be submitted to the MCAS Beaufort CO for approval.

(2) All religious decorations not specific to a ROF sub-account's faith tradition, yet purchased using ROF funds (to include, but not limited to banners and artificial floral arrangements), must be processed as split disbursements to ensure community access and usage.

h. Physical Security of Funds

(1) The ROF Administrator and Assistant Custodian, though granted access to the ROF safe by reference (f), shall limit that access to audits and emergency situations only.

(2) The ROF safe shall be located in the office of the ROF Custodian or Assistant ROF Custodian. Both the safe and office shall remain locked at all times when not in use.

i. Physical Security of Personnel. The ROF Administrator shall designate a list of approved and trained escorts to assist the ROF Custodian in reconciliation of deposits.

j. Annual Legal Review of Disbursements. In addition to the required audits set forth in reference (f), the MCAS Beaufort CO may order a legal review of ROF disbursements at any time.

k. Receipts for Donors. Receipts for donations to the ROF made in check form may be issued upon request by the ROF Administrator, ROF Custodian, Assistant ROF Custodian, or designated duty person per references (g) and (o). A copy of all receipts shall be maintained with ROF files.

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Chapter 7

Use of the MCAS Beaufort Chapel

1. Reservation. Reservation of the MCAS Beaufort Base Chapel is restricted to authorized users as determined by Department of the Navy/Marine Corps policy. To reserve the Chapel, contact the Building Manager at (843)228-7034 and submit Appendix (B) no later than 15 days prior to the desired date for use of the Chapel.
2. Approval. The Command Chaplain has the authority to approve or disapprove all activities conducted in Chapel spaces.

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DONATION DISBURSEMENT REPORT - PAGE 1
(NAME) SUB-ACCOUNT
OF THE MCAS BEAUFORT, SC RELIGIOUS OFFERING FUND
FOR (CURRENT MONTH) FY__

Balance at the beginning of the month	\$XXXX
Receipts: Undesignated Offerings	\$XXX
Designated Offerings	\$XXX
Interest	\$XXX
Total Received:	\$XXX

DONATION DISBURSEMENT REPORT - PAGE 1
(NAME) SUB-ACCOUNT
OF THE MCAS BEAUFORT, SC RELIGIOUS OFFERING FUND
FOR (CURRENT MONTH) FY__

Balance at the beginning of the month	\$XXXX	X
Receipts: Undesignated Offerings	\$XXX	X
Designated Offerings	\$XXX	X
Interest	\$XXX	X
Total Received:	\$XXX	e
Total Available:	\$XXXX	-
Expenditures:		
Charitable Contributions	\$XXXX	
Fellowship	\$XXX	-
Floral Arrangements	\$XXX	
Other	\$XXXX	
Total Expenditures:	\$XXXXX	-
Balance at the end of the month:	\$XXXXX	
Prepared by ROF Custodian/Assistant:		Date

Received by, Date:

3)

Approved by, Date:

DONATION DISBURSEMENT REPORT - PAGE 2

(NAME) SUB-ACCOUNT

OF THE MCAS Beaufort, SC ROF FOR (PREVIOUS MONTH) FY__

Donation: Attach pamphlet/mission statement describing organizational mission.

Organization	Location	Contribution	Date

Fellowship: Attach a flyer describing each fellowship event

Event	Attendance	Date	Total Cost

Monthly Amount Toward:

Charitable Contributions:
 Fellowship:
 Floral Arrangements:
 Gifts:
 Total:

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SUB-ACCOUNT MONTHLY ROF REPORT
OF THE MCAS Beaufort ROF FOR (CURRENT MONTH) FY__

Balance at the beginning of the month	\$XXXX
Receipts: Undesignated Offerings	\$XXX
Designated Offerings	\$XXX
Interest	\$XXX
Total Received:	\$XXX
Total Available:	\$XXXX
Expenditures:	
Charitable Contributions	\$XXXX
Fellowship	\$XXX
Floral Arrangements	\$XXX
Other	\$XXXX
Total Expenditures:	\$XXXXX
Balance at the end of the month:	\$XXXXX
Prepared by ROF Custodian/Assistant:	Date

Received by, Date:

Approved by, Date:

Note: This form shall be used as the ROF Administrator's monthly Sub-account report and shall be made available to the Sub-account group members via the worship bulletin on the first Sunday after reconciliation of the following month.

BANK RECONCILIATION FORM

FOR (CURRENT MONTH) FY__

CHECKBOOK BALANCE _____ \$XXXX

Subtract:

Outstanding Date and Deposit

Date	Deposit

TOTAL: \$ _____

Other: (Banking Fees)

\$ _____

Subtotal: \$ _____

Add:

Interest

Outstanding Checks:

Check #	Date	Amount

Subtotal: \$ _____

Statement Balance: \$ _____

Difference: \$ _____

Note: \$ _____

ROF Custodian Signature Date

ROF Administrator Signature Date

QUARTERLY ROF REPORT

STATEMENT OF NET WORTH AND OPERATIONS
 MCAS Beaufort ROF FOR THE ___ QUARTER OF FY ___
 (DD/MMM) TO (DDD/MMM)

		CATHOLIC	PROTESTANT	COMPOSITE
Beginning Balance:		\$XXXX.XX	\$XXXX.XX	\$XXXX.XX
Receipts:	JAN	\$XXX.XX	\$XXXX.XX	\$XXXX.XX
Receipts:	FEB	\$XXXX.XX	\$XXXX.XX	\$XXXX.XX
Receipts:	MAR	+ \$XXXX.XX	+ \$XXX.XX	+ \$XXXX.XX
Total Available:				
Expenditures:	JAN	\$XXX.XX	\$XXXX.XX	\$XXXX.XX
Expenditures:	FEB	\$XXX.XX	\$XXX.XX	\$XXXX.XX
Expenditures:	MAR	- \$XXXX.XX	- \$XXX.XX	- \$XXXX.XX
Ending Balance:		\$XXXX.XX	\$XXXX.XX	\$XXXX.XX

Net Worth:

Assets:

Checking Account: _____
 Other Savings: _____
 Total Assets: _____
 Liabilities: _____
 Net Worth: _____

 Submitted by ROF Custodian Date

 Reviewed and Approved by ROF Administrator Date

ASO 1730.6G
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APPOINTMENT AS DESIGNATED ESCORT

ASO 1730
CHAP
[date]

From: ROF Administrator
To: [rank/last name/first name/nec]
Subj: APPOINTMENT AS DESIGNATED ESCORT
Ref: (a) SECNAVINST 7010.6B

1. Per local ASO 1730 and ref (a) you have been trained on how to properly assist the ROF Custodian with the reconciliation of the ROF. This appointment shall remain in effect until your transfer from this command or are relieved of this responsibility by myself or my representative.

2. In performing your duties as an approved escort they will comply with the local ASO 1730, ref (a) and work in close coordination with the ROF Custodian.

3. Should any issues arise that might negatively impact the command, the Navy, or the Marine Corps, I expect you to inform the ROF Assistant Administrator or myself immediately.

4. I look forward to reviewing your reports as required by local ASO 1730.

[NAME OF ROF ADMINISTRATOR]

Copy to:
ROF Audit Board Members
ROF Custodian

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AUTHORIZED PERSONNEL ESCORT LIST

ASO 1730

CHAP

[date]

From: ROF Administrator
 To: Commanding Officer, Marine Corps Air Station Beaufort

Subj: AUTHORIZED PERSONNEL ESCORT LIST

Ref: (a) SECNAVINST 7010.6B

1. Per local ASO 1730 and ref (a) the following personnel have been trained and are cleared to assist the ROF Custodian or the Assistant ROF Custodian in the weekly reconciliation of the ROF.

<u>RANK/RATE/MOS</u>	<u>LAST NAME</u>	<u>EDIPI</u>	<u>SECTION</u>
E-5/RP2/2401	Example, H. I.	XXXXXXXXXX	CHAPEL
E-5/RP2/2401	Example, J. K.	XXXXXXXXXX	CHAPEL
E-4/RP3/2401	Example, L. M.	XXXXXXXXXX	CHAPEL
E-4/RP3/2401	Example, N. O.	XXXXXXXXXX	CHAPEL
E-4/RP3/2401	Example, P. Q.	XXXXXXXXXX	CHAPEL
E-3/RPSN/2401	Example, R. S.	XXXXXXXXXX	CHAPEL
E-2/RPSA/2401	Example, T. U.	XXXXXXXXXX	CHAPEL

[NAME OF ROF ADMINISTRATOR]

Copy to:
 ROF Audit Board Members
 ROF Custodian

ASO 1730.6G
AUG 06 2020

APPOINTMENT AS DESIGNATED DUTY PERSONNEL

ASO 1730
CHAP
[date]

From: ROF Administrator
To: [rank/last name/first name/nec]
Subj: APPOINTMENT AS DESIGNATED DUTY PERSONNEL
Ref: (a) SECNAVINST 7010.6B

1. Per local ASO 1730 and ref (a) you have been trained on how to properly assist the ROF Custodian and Assistant ROF Custodian with the handling of the ROF. This appointment shall remain in effect until your transfer from this Command or are relieved of this responsibility by myself or my representative.
2. In performing your duties as a designated duty person you will comply with the local ASO 1730, ref (a) and work in close coordination with the ROF Custodian or Assistant ROF Custodian.
3. Should any issues arise that might negatively impact the Command, the Navy, or the Marine Corps, I expect you to inform the ROF Assistant Administrator or myself immediately.

[NAME OF ROF ADMINISTRATOR]

Copy to:
ROF Audit Board Members
ROF Custodian

ASO 1730.6G
AUG 06 2020

DESIGNATED DUTY PERSONNEL LIST

ASO 1730
CHAP
[date]

From: ROF Administrator
To: Commanding Officer, Marine Corps Air Station Beaufort
Subj: DESIGNATED DUTY PERSONNEL ESCORT LIST
Ref: (a) SECNAVINST 7010.6B

1. Per local ASO 1730 and ref (a) the following personnel have been trained and are verified to assist the ROF Custodian or the Assistant ROF Custodian with the handling of the ROF.

<u>RANK/RATE/MOS</u>	<u>LAST NAME</u>	<u>EDIPI</u>	<u>SECTION</u>
E-5/RP2/2401	Example, H. I.	XXXXXXXXXX	CHAPEL
E-5/RP2/2401	Example, J. K.	XXXXXXXXXX	CHAPEL
E-4/RP3/2401	Example, L. M.	XXXXXXXXXX	CHAPEL
E-4/RP3/2401	Example, N. O.	XXXXXXXXXX	CHAPEL
E-4/CPL/0311	Example, P. Q.	XXXXXXXXXX	CHAPEL
E-3/RPSN/2401	Example, R. S.	XXXXXXXXXX	CHAPEL
E-2/RPSA/2401	Example, T. U.	XXXXXXXXXX	CHAPEL

[NAME OF ROF ADMINISTRATOR]

Copy to:
ROF Audit Board Members
ROF Custodian

Appendix B

MCAS Beaufort

PO BOX 55010
MCAS 29906



CHAPEL FACILITY REQUEST FORM

MCAS Beaufort Staff

RANK Last, First Name
RANK Last, First Name

COMMAND CHAPLAIN
LEADING PETTY OFFICER

OFFICE PHONE NUMBER: (843) 228-7775
OFFICE PHONE DSN: 228-7775
FAX PHONE NUMBER: (843) 228-7576
FAX PHONE DSN: 228-7576

BUILDING AVAILABILITY
MON-THURS 0800-1600
FRI 0800-1200

Evening and weekend use available; please speak with the Leading Petty Officer.

Event description: _____

Date requested: MM / DD / YYYY Event start time: _____ Event end time: _____

*Event sponsor (print): _____ contact (_____) _____

*The event sponsor is the unit command designated individual appointed to accept responsibility for compliance, by all guests attending, with all regulations and requirements of facility usage.

BOX FOR STAFF USE ONLY. PLEASE CONTINUE ON THE NEXT PAGE

CHECK POINT	INIT
APPLICATION	
DATE CONFLICTS ON CALENDAR	
APPROVAL	
NOTIFICATION	

STATEMENT OF UNDERSTANDING OF FACILITY USAGE

General Guidance (initial _____)

The use of the facilities for special religious services, ceremonies or training is scheduled on a not-to-interfere basis with regularly scheduled Command Religious Program events. The following order of priority governs the use of the facilities;

- (1) Divine services
- (2) Command Religious Program activities
- (3) Any other authorized event

- Reservations will be placed in the facility usage calendar after approval by the MCAS Beaufort Command chaplain or designated authority.
- One (1) hour before the requested event start time and one (1) hour after the expected event end time will be added to each approved event. Chapel use will not begin before 0800. (Example: 0900 event start will receive a 0800 set-up time. However, an event start time of 0800 will forfeit set-up time.)
- Rehearsals required for the event shall be requested on the same form as the primary event.
- NO alcohol will be allowed on the premises with the exception of religious requirements with the approval of the Command chaplain and MCAS Beaufort CO. (Example: Catholic Mass)
- Sponsor must make arrangements with the office at least 48 hours prior to the event for access.
- Completed requests must be submitted NO LATER THAN 15 days before the event date. Special circumstances may be exempt from the 15 day notice. Contact the LPO for more information.
- Upon review of the event, a pre-event planning and training meeting with the event sponsor and assistants may be requested by the Leading Petty Officer.
- Relocation of any fixtures will not be allowed (e.g.) Altar, Pulpit, Chairs, Liturgical banners, organ, piano, etc.
- Any modifications to the altar area must be pre-approved by the MCAS Beaufort Command chaplain or designated authority.
- No food or drink, with the exception of water, is allowed in the Main Chapel.
- In accordance with DoD policy 1010.10 no tobacco products will be used within the building.
- The use of tapes, putty, thumb tacks, staples and nails on walls or pews is prohibited.
- After the event has concluded, it is the responsibility of the unit sponsor to clean the requested space and all associated areas. Upon completion of field day of the requested space the Facilities Use Checklist will be turned into a Staff RP. (Dumpsters are located on far side of parking lot).

NOTE: POST EVENT INSPECTION OF THE FACILITY WILL BE PERFORMED BY A STAFF RP. ANY USED SPACE LEFT WITHOUT PROPERLY BEING CLEANED OR RETURNED TO SPECIFICATIONS, WILL REQUIRE THE TENANT UNIT TO RETURN AND RESOLVE THE ISSUE.
(Initial _____)

AUG 06 2020

Guidance Regarding Guests And Participants (initial _____)

- The sponsor is responsible for making arrangements for base access of guests and for directions to the facility.
- Because this is a multi-usage facility, concurrent events may be scheduled. Upon request, information is available to the unit sponsor regarding concurrent events and the expectation of parking congestion.
- All persons participating in or attending the event shall comply with current regulations concerning entry to the base and personal conduct while aboard, including the operation of private vehicles.
- Sponsors should provide a point of contact for their events.

Key Check Out (IF APPLICABLE) (initial _____)

- Keys may be checked out to the unit sponsor, 24 hours in advance on weekdays and by close of business (COB) on Thursdays for weekend events. There will be a face to face turn over when issuing and receiving keys between the Staff and Sponsors. Sponsors must sign for keys in the key log book.

Assistance For Events (initial _____)

- It is the responsibility of the unit utilizing the facility to provide a RP, Chaplain Assistant, or Unit Representative to ensure that all used areas are clean, all lights properly secured and offices are closed and locked. The staff will notify units failing to comply and will require them to return to complete these duties.
- Unit RP/ chaplain Assistant/ Rep will assist their unit sponsor with the rigging and unrigging of the event. Special training may be required for utilizing some of the facility fixtures. Approval for facility usage is contingent upon completing any required training deemed necessary by the staff.

PRINT RANK/NAME OF UNIT RP/CA/Unit Rep _____

PHONE (____) _____

DUTY RP/CA/Unit Rep SIGNATURE _____ DATE _____

AUG 06 2020

MCAS Chapel Facility Request Form

PRIVACY ACT STATEMENT: Under Authority of Department of Defense Regulations, information is requested to identify applicants only.

PRINT NAME OF UNIT _____

UNIT ADDRESS: _____

UNIT DUTY OR QUARTERDECK PHONE: _____

PRINT NAME OF SPONSOR _____

RANK/RATE _____ BRANCH OF SERVICE _____

SPONSOR STATUS: ACTIVE DUTY RESERVIST DRC

WORK PHONE: _____ MOBILE PHONE: _____

E-MAIL: _____

PART I - TYPE OF EVENT

COMMAND TRAINING SESSION OTHER: _____

ESTIMATED # OF ATTENDANCE: _____

DATE/TIME OF EVENT: ____/____/____ FROM: _____ TO: _____

REHEARSAL DATE (IF APPLICABLE): ____/____/____ FROM: _____ TO: _____

PART II- FACILITY REQUESTED

MAIN CHAPEL

SOUND SYSTEM

FELLOWSHIP HALL (MARK ALL THAT APPLIES): 1/3 HALL 2/3 HALL ENTIRE HALL
NUMBER OF TABLE/CHAIRS: ____ / ____

KITCHEN

PARKING LOT

AUG 06 2020

PART III- AGREEMENT

I, (PRINT Rank/ Name) _____ certify that I have read and understand THE USAGE FORM and I agree to abide by the specifications contained therein. I also understand that;

- I am responsible for ensuring that the MCAS Beaufort facility is cleaned after the completion of use. I understand that if I fail to clean after using the facility, my unit will be required to return in order to clean. I further understand that any violation may result in reservation privileges for my military unit to be revoked.
- If there are any changes to be made regarding this event, I will promptly notify the staff at the MCAS Beaufort Chapel at (843) 228-7775 or by email.

These people listed below will be responsible for cleaning of the requested facility after the service:

1. SPONSOR: _____
2. _____
3. _____

PRINT NAME OF SPONSOR _____


SIGNATURE OF SPONSOR _____

COMMAND CHAPLAIN APPROVAL STATUS: APPROVED DISAPPROVED

REASON FOR DISAPPROVAL: _____

SIGNATURE OF COMMAND CHAPLAIN (designated authority) of MCAS Beaufort Chapel:

AUG 06 2020

Date of Event:		
Sponsor Name:		
Unit/Program:		
MCAS Chapel		
Please turn in this completed checklist to a Staff RP upon completion of event		
During Working hours please check with a Staff RP if you have any questions		
Main Chapel	Completed	Did not use
Swept/Vacuumed the altar area, and in between the pews		
All trash removed from space, replace trash bags		
Podiums, Altars and Microphone stands have been restored to proper position		
Lights off		
Windows cleaned		
Doors closed and locked		
Fellowship Hall		
All trash removed from space, replace trash bags		
Swept/Mopped entire space		
Chairs, tables, computers and projector have been restored to proper position		
Lights off		
Doors closed/Locked		
Kitchen		
All trash removed from space, replace trash bags		
Swept/Mopped entire space		
Lights off		
Any dishes used MUST be cleaned and put away		
All counters disinfected		
Small Chapel		
Door Closed		
Swept/Vacuumed Small Chapel		
Furniture has been restored to proper position		
Lights off		
Trash removed from space		
Heads		
All trash removed from space, replace trash bags		
Swept/Mopped entire space		
Lights off		
Restock tissue		
Restock Paper Towels		
Please use this space to list any discrepancies or comment about the appearance of the space prior to your use.		