

CHAPTER 68



RELIGIOUS PROGRAM SPECIALIST (RP)

NAVPERS 18068-68D
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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

RELIGIOUS PROGRAM SPECIALIST (RP)



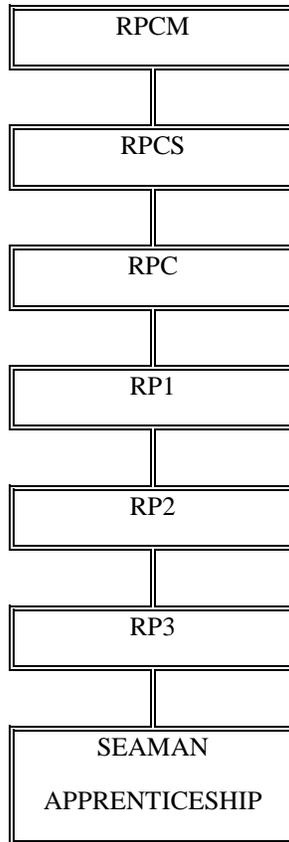
SCOPE OF RATING

Religious Program Specialists (RP) support Professional Naval Chaplaincy (PNC); support the provision and facilitation of Religious Ministry (RM); support the care of Navy and Marine Corps personnel and their families of all faith groups; advise leadership on program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; and provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments.

These Occupational Standards are to be incorporated as Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 68.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Religious Program Specialist****Job Code****001710****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
RELIGIOUS PROGRAM SPECIALIST**Short Title (14 Characters)**
RP SPECIALIST**Pay Plan**
Enlisted**Career Field**
RP**Other Relationships and Rules**
NEC AXXX series and other NECs as assigned.**Job Description**

Religious Program Specialists support Professional Naval Chaplaincy (PNC); assist in the provision and facilitation of Religious Ministry (RM); support the care of service members and their families; advise the chaplain on morale, program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; and provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments.

DoD Relationship

| | |
|-----------------------|-----------------|
| <u>Group Title</u> | <u>DoD Code</u> |
| Chaplain's Assistants | 156100 |

O*NET Relationship

| | | |
|----------------------------------|-----------------|-------------------|
| <u>Occupation Title</u> | <u>SOC Code</u> | <u>Job Family</u> |
| Administrative Services Managers | 11-3011.00 | Management |

Skills

Judgment and Decision Making
Critical Thinking
Management of Material Resources
Operation and Control
Coordination
Equipment Selection
Writing
Speaking
Monitoring
Quality Control Analysis

Abilities

Deductive Reasoning
Problem Sensitivity
Oral Expression
Written Expression
Reaction Time
Spatial Orientation
Inductive Reasoning
Information Ordering
Category Flexibility
Written Comprehension

ADMINISTRATION**Paygrade****Task Type****Task Statements**

| | | |
|----|----------|---|
| E4 | CORE | Compile Command Religious Program (CRP) data |
| E4 | CORE | Compile Command Religious Program (CRP) mailing lists |
| E4 | CORE | Configure Command Religious Program (CRP) electronic communications tools (e.g., marquees, websites, collaborative software platforms, etc.) |
| E5 | NON-CORE | Design Command Religious Program (CRP) audio-visual multi-media presentations and databases (e.g., projected images and information, data spreadsheets, etc.) |
| E5 | CORE | Design Command Religious Program (CRP) data collection tools (e.g., periodic, check out, etc.) |
| E5 | CORE | Design Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.) |
| E4 | CORE | Dispose of Command Religious Program (CRP) religious items |
| E4 | CORE | Draft Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.) |
| E4 | CORE | Draft Command Religious Program (CRP) tickler systems |
| E4 | CORE | Draft Religious Ministry (RM) After Action Reports (AAR) and lessons learned |
| E4 | NON-CORE | Draft supply requests to meet Table of Organization and Equipment (T/O&E) requirements |
| E4 | CORE | Enter Command Religious Program (CRP) data in analytics tools |
| E4 | NON-CORE | File administrative documents |

ADMINISTRATION (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|---|
| E4 | CORE | Maintain Command Religious Program (CRP) electronic communications tools (e.g., marquees, websites, collaborative software platforms, etc.) |
| E4 | CORE | Maintain Command Religious Program (CRP) files |
| E5 | CORE | Maintain Command Religious Program (CRP) inventory control measures (e.g., spreadsheets, alcohol log, religious items supply list, etc.) |
| E4 | CORE | Manage Religious Ministry (RM) facilities and spaces (e.g., scheduling, maintenance, force protection, etc.) |
| E4 | NON-CORE | Populate Command Religious Program (CRP) electronic communications tools (e.g., marquees, websites, collaborative software platforms, etc.) |
| E4 | NON-CORE | Prepare 9 Line Casualty Evacuation (CASEVAC) messages |
| E4 | CORE | Prepare Command Religious Program (CRP) religious documents (e.g., baptismal certificates, wedding certificates, confirmation, etc.) |
| E4 | CORE | Prepare Command Religious Program (CRP) rosters and schedules |
| E4 | NON-CORE | Prepare correspondence |
| E4 | CORE | Prepare upcoming religious, humanitarian, and cultural events materials |
| E4 | NON-CORE | Process correspondence |
| E5 | NON-CORE | Process religious accommodation requests |
| E4 | CORE | Safeguard written and verbal confidential information |
| E4 | CORE | Secure Command Religious Program (CRP) alcohol inventory |
| E4 | NON-CORE | Transmit 9 Line Casualty Evacuation (CASEVAC) messages |
| E4 | CORE | Update Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.) |
| E4 | CORE | Update Command Religious Program (CRP) tickler systems |
| E4 | NON-CORE | Validate Command Religious Program (CRP) mailing lists (e.g., email, social media, postal, etc.) |

EXPEDITIONARY MINISTRY SUPPORT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|--|
| E6 | CORE | Assess Religious Ministry Team (RMT) Area of Operations (AO) embarkation requirements |
| E4 | CORE | Assess security threat impact to Religious Ministry Team (RMT) and Command Religious Program (CRP) |
| E4 | CORE | Brief Religious Ministry Team (RMT) force protection requirements |
| E4 | NON-CORE | Communicate using hand and arm signals |
| E4 | NON-CORE | Describe principles of overcoming fear |
| E4 | NON-CORE | Describe the elements of combat |
| E4 | NON-CORE | Develop force protection plan for Religious Ministry Team (RMT) mission |
| E4 | CORE | Document Religious Ministry Team (RMT) force protection requirements |
| E4 | NON-CORE | Employ camouflage, cover, and concealment procedures |
| E4 | NON-CORE | Employ Chemical, Biological, Radiological, Neurological (CBRN) protective gear |
| E4 | NON-CORE | Employ Table of Organization and Equipment (T/O&E) weapons |
| E4 | NON-CORE | Gather security threat data |

EXPEDITIONARY MINISTRY SUPPORT (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|--|
| E4 | NON-CORE | Identify combat-related stress factors |
| E4 | NON-CORE | Identify indicators of Improvised Explosive Devices (IED) |
| E4 | NON-CORE | Implement Religious Ministry Team (RMT) force protection measures |
| E4 | CORE | Maintain expeditionary religious gear (e.g., chaplain kit, mount-out box, etc.) |
| E4 | NON-CORE | Maintain Table of Organization and Equipment (T/O&E) weapons |
| E4 | CORE | Manage field worship services and programs |
| E4 | NON-CORE | Operate communication devices (e.g., Very High Frequency (VHF) radio, satellite phone, closed circuit radio, etc.) |
| E4 | NON-CORE | Operate tactical vehicles |
| E4 | NON-CORE | Perform field health and hygiene techniques |
| E4 | NON-CORE | Perform land navigation techniques (e.g., compass navigation, geographical mapping, compass and map intersection analysis/compass in interaction with map, etc.) |
| E4 | CORE | Perform preventive maintenance on small arms |
| E4 | CORE | Plan Religious Ministry (RM) security arrangements in conjunction with unit |
| E4 | CORE | Provide force protection and individual security for chaplains |
| E4 | CORE | Provide Religious Ministry (RM) stability operations support |
| E4 | CORE | Provide Religious Ministry (RM) support in an expeditionary environment |
| E4 | CORE | Provide Religious Ministry (RM) support to detainees |
| E4 | CORE | Provide Religious Ministry Team (RMT) protective security |
| E4 | NON-CORE | Provide Tactical Combat Casualty Care (TCCC) |
| E4 | NON-CORE | Qualify in the assigned Table of Organization and Equipment (TO&E) weapons |
| E4 | NON-CORE | Reconcile Table of Organization and Equipment (T/O&E) assets |
| E4 | NON-CORE | Report indicators of Improvised Explosive Devices (IED) |

LIBRARY SERVICES AND OPERATIONS

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|---|
| E4 | CORE | Catalog shipboard Learning Media Resource Center (LMRC) materials |
| E4 | CORE | Design shipboard Learning Media Resource Center (LMRC) displays (e.g., library use, resources, new additions, etc.) |
| E4 | CORE | Dispose of library materials (e.g., language audio books, music Compact Discs (CD), etc.) |
| E4 | CORE | Inventory shipboard Learning Media Resource Center (LMRC) materials and equipment |
| E4 | CORE | Manage Learning Media Resource Center (LMRC) media/resource usage schedules |
| E4 | CORE | Prepare overdue book lists |
| E4 | CORE | Prepare shipboard Learning Media Resource Center (LMRC) material requisitions (e.g., books, periodicals, etc.) |
| E4 | CORE | Prepare shipboard Learning Media Resource Center (LMRC) materials for circulation |
| E4 | CORE | Prepare shipboard Learning Media Resource Center (LMRC) volunteer work schedules |
| E4 | CORE | Procure shipboard Learning Media Resource Center (LMRC) materials |

LIBRARY SERVICES AND OPERATIONS (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|--|
| E4 | CORE | Provide shipboard Learning Media Resource Center (LMRC) volunteer instructional training |

MINISTRY SUPPORT AND ACCOMMODATION

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|---|
| E4 | CORE | Advise chain of command on need for volunteers |
| E4 | CORE | Advise chaplains in the conduct of memorial service honors |
| E4 | CORE | Advise chaplains on combat stress-related reactions |
| E4 | CORE | Advise chaplains on operational stress-related reactions |
| E4 | CORE | Advise patrons on religious ceremony requirements (e.g., wedding, baptisms, funerals, memorial services, etc.) |
| E4 | CORE | Assess referral requirements (e.g., chaplain, external or internal resources, etc.) |
| E4 | CORE | Authenticate local civilian religious resources and schedules |
| E4 | NON-CORE | Calibrate amplified Voice Communications Systems (VCS) |
| E4 | NON-CORE | Calibrate Public Address (PA) systems |
| E4 | NON-CORE | Calibrate video communication systems |
| E4 | NON-CORE | Calibrate video entertainment systems |
| E4 | NON-CORE | Calibrate video monitoring systems |
| E4 | CORE | Compile local civilian religious resource lists |
| E4 | CORE | Conduct Religious Needs Assessments (RNA) |
| E4 | NON-CORE | Configure amplified Voice Communications Systems (VCS) |
| E4 | NON-CORE | Configure Public Address (PA) systems |
| E4 | NON-CORE | Configure video communication systems |
| E4 | NON-CORE | Configure video entertainment systems |
| E4 | NON-CORE | Configure video monitoring systems |
| E4 | CORE | Coordinate Religious Ministry Team (RMT) movements |
| E4 | CORE | Document evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry (RM) support requirements |
| E4 | CORE | Document ministrations data on wounded and deceased personnel |
| E4 | CORE | Establish liaison with local civilian religious agencies and organizations |
| E4 | NON-CORE | Identify combat stress-related reactions |
| E4 | NON-CORE | Identify operational stress-related reactions |
| E4 | NON-CORE | Initialize amplified Voice Communications Systems (VCS) |
| E4 | NON-CORE | Initialize Public Address (PA) systems |
| E4 | NON-CORE | Initialize video communication systems |
| E4 | NON-CORE | Initialize video entertainment systems |
| E4 | NON-CORE | Initialize video monitoring systems |
| E4 | CORE | Inventory Command Religious Program (CRP) controlled equipage (e.g., chapel furniture, grand pianos, pipe organs, etc.) |
| E4 | CORE | Maintain chapel facilities |
| E4 | CORE | Maintain Command Religious Program (CRP) reference materials |

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|--|
| E4 | CORE | Maintain Command Religious Program (CRP) religious gear (e.g., vestments, furniture, etc.) |
| E4 | CORE | Maintain Command Religious Program (CRP) supply inventories (e.g., consumables, non-consumables, etc.) |
| E4 | CORE | Maintain Religious Education (RE) resource libraries |
| E4 | CORE | Make confidential referrals to chaplains |
| E4 | CORE | Manage Command Religious Program (CRP) resource sharing operations (e.g., wine custody transfers, chaplain kits, religious gear, etc.) |
| E4 | CORE | Manage worship services and programs (e.g., chapels, ships, etc.) |
| E5 | CORE | Organize Command Religious Program (CRP) volunteer and outreach programs |
| E4 | CORE | Organize Religious Education (RE) program operations (e.g., support, enrollment, etc.) |
| E4 | CORE | Organize Religious Ministry (RM) multi-media support teams |
| E5 | CORE | Prepare Command Religious Program (CRP) facilities schedules |
| E4 | CORE | Prepare communications and messages (e.g., American Red Cross (AMCROSS), health comfort, etc.) |
| E4 | NON-CORE | Present subject matter using audio-visual multi-media equipment (e.g., video communication systems, video entertainment systems, video monitoring systems, etc.) |
| E5 | CORE | Procure Command Religious Program (CRP) non-consumables (e.g., equipment, vestments, furniture, etc.) |
| E4 | CORE | Procure Command Religious Program (CRP) supplies (e.g., wine, hosts, office supplies, linens, Religious Education (RE) materials, etc.) |
| E4 | CORE | Procure religious and spiritual literature |
| E4 | NON-CORE | Provide customer service |
| E4 | CORE | Provide listing of local civilian religious resources and schedules |
| E4 | CORE | Provide resources to religious lay leaders |
| E4 | CORE | Provide service member and family readiness programs assistance (e.g., information, appointment scheduling, etc.) |
| E4 | CORE | Publish holy days and worship requirements of world religions |
| E4 | CORE | Report combat stress-related reactions to chaplains |
| E4 | CORE | Report operational stress-related reactions to chaplains |
| E4 | CORE | Relay confidential communications policies |
| E5 | CORE | Resolve Command Religious Program (CRP) equipment discrepancies |
| E4 | CORE | Schedule Command Religious Program (CRP) controlled equipage maintenance (e.g., grand pianos, pipe organs, etc.) |
| E4 | CORE | Schedule pastoral visits (e.g., brig, hospital, daily binnacle, etc.) |
| E4 | NON-CORE | Test amplified Voice Communications Systems (VCS) |
| E4 | NON-CORE | Test video communication systems |
| E4 | NON-CORE | Test video entertainment systems |
| E4 | NON-CORE | Test video monitoring systems |
| E4 | CORE | Train religious lay leaders on Command Religious Program (CRP) policy and procedures |
| E4 | NON-CORE | Troubleshoot amplified Voice Communications Systems (VCS) |

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|--|
| E4 | NON-CORE | Troubleshoot video communication systems |
| E4 | NON-CORE | Troubleshoot video entertainment systems |
| E4 | NON-CORE | Troubleshoot video monitoring systems |

PASTORAL CARE SUPPORT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|---|
| E5 | CORE | Advise chaplains on the satisfaction with/perceptions of Command Religious Program (CRP) counseling |
| E5 | CORE | Advise chaplains on the satisfaction with/perceptions of Command Religious Program (CRP) training |
| E4 | NON-CORE | Identify first response procedures in suicide-related cases |
| E4 | NON-CORE | Identify indicators of family member/friend support or non-support (e.g., personal items, visitor's log, distress, etc.) |
| E4 | CORE | Make routine service member/family resource agency referrals (e.g., American Red Cross (AMCROSS), Navy-Marine Corps Relief Society (NMCRS), health comfort, etc.) |
| E5 | CORE | Observe counselees to identify progress in hospital settings |
| E5 | CORE | Organize tasks associated with the care capability (e.g., stress, sexual assault, grief counseling, etc.) |
| E4 | CORE | Perform Religious Ministry (RM) triage in crisis situations |
| E4 | CORE | Provide local religious leader support to ensure faith group coverage for free exercise of religion (e.g., logistics, screening, training, etc.) |
| E5 | CORE | Record Religious Ministry (RM) patient visits in a hospital setting |
| E4 | CORE | Screen personnel requiring routine assistance |
| E4 | CORE | Triage Religious Ministry (RM) support requirements on wounded, injured, or ill service members |
| E5 | CORE | Update chaplains on patient interactions in a hospital setting |

RELIGIOUS ADVISEMENT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|--|
| E4 | CORE | Advise chaplains on morale and well-being |
| E4 | CORE | Advise chaplains on religious climate |
| E5 | CORE | Advise chaplains on Religious Ministry (RM) accommodation requests |
| E4 | CORE | Advise chaplains on upcoming religious, humanitarian, and cultural events and materials requirements |
| E4 | CORE | Advise personnel on religious observances |
| E4 | NON-CORE | Identify conscientious objection requirements |
| E4 | CORE | Provide faith-based dietary requirements information |
| E4 | CORE | Research upcoming religious, humanitarian, and cultural events |

Job Title**Religious Program Supervisor****Job Code****001715****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

RELIGIOUS PROGRAM SUPERV

Short Title (14 Characters)

RP SUP

Pay Plan

Enlisted

Career Field

RP

Other Relationships and Rules

NEC AXXX series and other NECs as assigned.

Job Description

Religious Program Supervisors administer the Professional Naval Chaplaincy (PNC); assist in the facilitation of Religious Ministry (RM); support the care of service members and their families; advise the chaplain; advise leadership on morale, program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; and provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments.

DoD RelationshipGroup Title

Chaplain's Assistants

DoD Code

156100

O*NET RelationshipOccupation Title

First-Line Supervisors of Office and Administrative Support Workers

SOC Code

43-1011.00

Job Family

Office and Administrative Support

Skills*Critical Thinking**Coordination**Management of Financial Resources**Writing**Management of Material Resources**Judgment and Decision Making**Mathematics**Operation and Control**Service Orientation**Speaking***Abilities***Deductive Reasoning**Number Facility**Inductive Reasoning**Problem Sensitivity**Oral Expression**Written Expression**Mathematical Reasoning**Written Comprehension**Information Ordering**Fluency of Ideas***ADMINISTRATION****Paygrade**

E4

Task Type

CORE

Task Statements

Advise chaplain on religious accommodation support requirements (e.g., dietary, supplies, spaces, etc.)

E4

CORE

Conduct Command Religious Program (CRP) alcohol inventories

E5

CORE

Determine Command Religious Program (CRP) publicity requirements

E6

CORE

Develop Command Religious Program (CRP) data collection criteria/format (e.g., periodic, check out, etc.)

E5

CORE

Evaluate Command Religious Program (CRP) (e.g., periodic, check out, etc.)

E5

CORE

Manage Command Religious Program (CRP) meetings and conferences coordination

E6

CORE

Prepare Command Religious Program (CRP) personnel training plans and materials

E6

CORE

Prepare Command Religious Program (CRP) reports using analytics

E6

CORE

Prepare Operational Orders (OPORD) (e.g., warning, fragmentation, Marine Corps Five (5) Paragraph Order, etc.)

E6

CORE

Prepare Religious Ministry (RM) business plans

E6

CORE

Prepare Religious Ministry (RM) volunteer scopes of responsibilities and descriptions of duties

E5

CORE

Proofread Command Religious Program (CRP) audio-visual multi-media presentations and databases (e.g., projected images and information, data spreadsheets, etc.)

E5

CORE

Proofread Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, worship bulletins, chapel usage, etc.)

ADMINISTRATION (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|---|
| E6 | CORE | Research upcoming religious, humanitarian, and cultural events and materials requirements |
| E4 | CORE | Resolve Command Religious Program (CRP) alcohol audit discrepancies |
| E5 | CORE | Screen religious accommodation request packages |
| E5 | CORE | Update Command Religious Program (CRP) personnel training plans and materials |
| E5 | CORE | Verify Command Religious Program (CRP) religious documents dissemination (e.g., baptismal certificates, wedding certificates, confirmation, etc.) |
| E5 | CORE | Verify Command Religious Program (CRP) request form criteria/format (e.g., chapel usage, chaplain/officiant, etc.) |
| E4 | CORE | Verify Command Religious Program (CRP) rosters and schedules |
| E5 | CORE | Verify internal Command Religious Program (CRP) alcohol reports (e.g., inventory, audits, discrepancy resolution, etc.) |
| E4 | NON-CORE | Verify Table of Organization and Equipment (T/O&E) assets |

EXPEDITIONARY MINISTRY SUPPORT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E6 | CORE | Organize Religious Ministry (RM) stability operations support |
| E6 | CORE | Organize Religious Ministry (RM) support in an expeditionary environment |
| E6 | CORE | Organize Religious Ministry (RM) support to detainees |
| E4 | CORE | Schedule field and garrison worship area assignments |

FINANCE AND ACCOUNTING

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E4 | CORE | Calculate Religious Offering Fund (ROF) sub-account percentages |
| E4 | CORE | Certify Religious Offering Fund (ROF) receipts |
| E4 | CORE | Correct Religious Offering Fund (ROF) audit discrepancies |
| E4 | CORE | Deposit Religious Offering Fund (ROF) monies |
| E4 | CORE | Disburse Religious Offering Fund (ROF) sub-account fair share monies |
| E4 | CORE | Establish Religious Offering Fund (ROF) bank accounts |
| E5 | CORE | Manage Command Religious Program (CRP) supply expenditures |
| E6 | CORE | Prepare Command Religious Program (CRP) budget requirements proposals |
| E5 | CORE | Prepare Command Religious Program (CRP) budget spending plans |
| E4 | CORE | Prepare Religious Offering Fund (ROF) financial statements and documents (e.g., faith group disbursement requests, net worth and consolidated operations statements, etc.) |
| E4 | CORE | Prepare Religious Offering Fund (ROF) reconciliation forms |
| E5 | CORE | Record Command Religious Program (CRP) appropriated funds financial transactions |
| E4 | CORE | Record Religious Offering Fund (ROF) financial transactions |
| E4 | CORE | Safeguard Religious Offering Fund (ROF) bank account materials |
| E4 | CORE | Safeguard Religious Offering Fund (ROF) monies |
| E5 | CORE | Update Command Religious Program (CRP) budgets spending plans |
| E4 | CORE | Verify Religious Offering Fund (ROF) financial statements and documents (e.g., accounting ledgers, designated offering request letters, etc.) |

LIBRARY SERVICES AND OPERATIONS

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E5 | NON-CORE | Determine shipboard library requirements (e.g., space, policy for checking-out books, usage, etc.) |
| E6 | CORE | Manage shipboard Learning Media Resource Center (LMRC) operations |
| E5 | CORE | Prepare shipboard Learning Media Resource Center (LMRC) directives |
| E5 | CORE | Update shipboard Learning Media Resource Center (LMRC) directives |

MINISTRY SUPPORT AND ACCOMMODATION

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E5 | CORE | Advise chain of command on Command Religious Program (CRP) |
| E5 | CORE | Advise chain of command on volunteer requirements |
| E5 | CORE | Analyze Command Religious Program (CRP) Religious Needs Assessments (RNA) data (e.g., outreach, worship needs, etc.) |
| E5 | CORE | Conduct Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.) |
| E5 | CORE | Conduct Command Religious Program (CRP) training (e.g., planning, budgeting, etc.) |
| E5 | NON-CORE | Coordinate Humanitarian Assistance (HA) supply distributions with local organizations |
| E6 | CORE | Direct Command Religious Program (CRP) volunteers |
| E6 | CORE | Direct Religious Education (RE) program operations |
| E5 | CORE | Evaluate Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.) |
| E5 | CORE | Inspect Command Religious Program (CRP) religious items inventories (e.g., vestments, altars, menorahs, etc.) |
| E5 | NON-CORE | Liaise with local faith-based organizations for outreach opportunities |
| E6 | CORE | Manage communications and messages evolutions (e.g., American Red Cross (AMCROSS), health comfort, etc.) |
| E6 | CORE | Manage Religious Education (RE) program events |
| E6 | CORE | Manage Religious Education (RE) programs |
| E6 | CORE | Manage Religious Ministries (RM) facilities operations |
| E5 | CORE | Organize command burials at sea |
| E6 | CORE | Organize evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry (RM) support operations |
| E5 | CORE | Organize religious lay leader programs |
| E5 | CORE | Plan Religious Ministry (RM) support efforts with medical personnel during mass Casualty |
| E5 | CORE | Prepare Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.) |
| E6 | CORE | Screen religious lay leader applications |
| E5 | CORE | Update Command Religious Program (CRP) personnel training (e.g., Religious Ministry (RM) professional duties, providing for religious needs, advising the command, etc.) |
| E5 | CORE | Verify Command Religious Program (CRP) inventories (e.g., equipment, consumables, non-consumables, etc.) |

PASTORAL CARE SUPPORT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|---|
| E5 | CORE | Interface with patient healthcare providers in a hospital setting |
| E6 | CORE | Liaise with local religious leader support to ensure faith group coverage for free exercise of religion (e.g., logistics, screening, training, etc.) |
| E6 | CORE | Make non-routine member/family resource agency referrals in coordination with a chaplain (e.g., international, sexual assault, family advocacy, etc.) |
| E6 | CORE | Manage Religious Ministry (RM) component of the command's Combat Stress Programs (CSP) (e.g., psychological first aid, informational referrals, etc.) |
| E6 | CORE | Manage Religious Ministry (RM) support programs for wounded, ill, and injured service members |
| E5 | CORE | Organize support for religious needs and practices |
| E5 | CORE | Prepare Command Religious Program (CRP) crisis response plans |
| E5 | CORE | Prepare Command Religious Program (CRP) training (e.g., planning, budgeting, local procedures and policies, etc.) |
| E6 | CORE | Provide personnel readiness council support (e.g., force preservation, wellness, peer review, etc.) |
| E6 | CORE | Update Command Religious Program (CRP) crisis response plans |

RELIGIOUS ADVISEMENT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E5 | CORE | Advise chaplains on Area of Operations (AO) religious culture |
| E5 | CORE | Advise chaplains on Quality of Life (QOL) issues |
| E5 | CORE | Analyze Command Religious Program (CRP) statistical data |
| E5 | CORE | Conduct Command Religious Program (CRP) briefings (e.g., religious climate, religious culture, etc.) |
| E5 | CORE | Develop Command Religious Program (CRP) briefings (e.g., religious climate, religious culture, etc.) |
| E5 | CORE | Evaluate Command Religious Program (CRP) statistical trends |

Job Title**Religious Program Senior Supervisor****Job Code****002785****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

RELIGIOUS PROGRAM SEN SUPERV

Short Title (14 Characters)

RP SEN SUP

Pay Plan

Enlisted

Career Field

RP

Other Relationships and Rules

NEC AXXX series and other NECs as assigned.

Job Description

Religious Program Senior Supervisors serve as advisors of Professional Naval Chaplaincy (PNC); assist and supervise the support of provision and facilitation of Religious Ministry (RM); support the care of service members and their families; advise chaplains and leadership on morale, program planning and execution; support the Command Religious Program (CRP) with data collection, research, and analysis; provide technical expertise on force protection requirements for Religious Ministry Teams (RMT) in expeditionary and combat environments; assess RMTs on the delivery of RM; advise the Chaplain Corps on manpower, personnel, training and education, policy, and programs.

DoD Relationship**Group Title**

Chaplain's Assistants

DoD Code

15600

O*NET Relationship**Occupation Title**

Executive Secretaries and Executive Administrative Assistants

SOC Code

43-6011.00

Job Family

Office and Administrative Support

Skills*Management of Personnel Resources**Writing**Quality Control Analysis**Coordination**Management of Material Resources**Time Management**Monitoring**Instructing**Management of Financial Resources**Operation and Control***Abilities***Deductive Reasoning**Oral Expression**Problem Sensitivity**Inductive Reasoning**Written Comprehension**Written Expression**Flexibility of Closure**Fluency of Ideas**Oral Comprehension**Information Ordering***ADMINISTRATION****Paygrade**

E6

Task Type

CORE

Task Statements

Advise command leadership on religious accommodation support requirements (e.g., dietary, supplies, spaces, etc.)

E7

CORE

Assess Religious Ministry (RM) Master Scenario Event List (MSEL) exercise injects

E7

CORE

Assess Religious Ministry (RM) readiness against standardized missions and tasks through computer-based systems (e.g., Defense Readiness Reporting System-Strategic (DRRS-S))

E7

CORE

Assess Religious Ministry (RM) Request for Forces (RFF)

E7

CORE

Audit internal Command Religious Program (CRP) alcohol inventories

E7

CORE

Conduct Religious Ministry (RM) operational readiness training and certification inspections

E6

NON-CORE

Determine Religious Ministry (RM) information technology requirements

E7

CORE

Develop faith-based religious observances Religious Ministry (RM) support plans

E6

CORE

Draft Position Descriptions (PD) for civilian Command Religious Program (CRP) staff

E6

NON-CORE

Draft Table of Organization and Equipment (T/O&E) change requests

E7

CORE

Enter Religious Ministry (RM) data and information in computer-based analysis systems (e.g., Navy Marine Corps Joint Lessons Learned Systems)

E7

CORE

Enter Religious Ministry (RM) data and information into computer-based systems (e.g., Defense Readiness Reporting System-Strategic (DRRS-S))

E7

CORE

Establish Command Religious Program (CRP) inventory control measures (e.g., spreadsheets, alcohol log, religious items supply list, etc.)

ADMINISTRATION (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|---|
| E7 | CORE | Evaluate Religious Ministry (RM) data and information in computer-based analysis systems (e.g., Navy Marine Corps Joint Lessons Learned Systems) |
| E7 | CORE | Evaluate Religious Ministry (RM) readiness and capability through computer-based systems (e.g., Defense Readiness Reporting System-Strategic (DRRS-S)) |
| E7 | CORE | Evaluate Religious Ministry Team (RMT) operational readiness training and certifications |
| E7 | CORE | Generate Religious Ministry (RM) Request for Forces (RFF) |
| E7 | CORE | Identify authorized recipients of Religious Ministry (RM) for situations involving evacuees, detainees, refugees, prisoners of war, and displaced personnel |
| E6 | CORE | Interview Religious Program Specialist (RP) applicants |
| E7 | NON-CORE | Plan Religious Ministry Team (RMT) reserve mobilizations with Reserve Liaison Officers (RLO) |
| E6 | CORE | Prepare Flag Officer/General Officer briefs on emerging religious, humanitarian, and cultural events |
| E7 | NON-CORE | Prepare Enlisted Manning Inquiry Reports (EMIR) |
| E7 | NON-CORE | Prepare Operational Hold (OPHOLD) requests |
| E6 | CORE | Prepare religious estimates for Course of Action (COA) development |
| E6 | CORE | Prepare religious estimates to support the Commander's decision-making process |
| E7 | CORE | Prepare Religious Ministry (RM) Flag Officer/General Officer briefs |
| E6 | CORE | Prepare Religious Ministry Team (RMT) force laydown |
| E6 | CORE | Prepare Religious Ministry Training and Readiness Manual (RM T&R) training material |
| E7 | CORE | Provide input on chapel facility designs and renovations |
| E7 | NON-CORE | Reconcile Billet Based Distribution (BBD) discrepancies |
| E7 | NON-CORE | Reconcile Total Force Structure Management System (TFSMS) with Total Force Manpower Management System (TFMMS) |
| E6 | CORE | Screen Religious Ministry (RM) volunteer applications |
| E6 | CORE | Validate Command Religious Program (CRP) administrative requirements (e.g., Command Religious Program (CRP) volunteer status, religious lay leader appointments, religious assessments, etc.) |
| E6 | CORE | Verify Command Religious Program (CRP) data reporting |
| E6 | CORE | Verify Command Religious Program (CRP) inventory control measures (e.g., spreadsheets, alcohol log, religious items supply list, etc.) |
| E6 | CORE | Verify Command Religious Program (CRP) literature, informational materials, and request forms (e.g., publicity, religious campaign communications, worship bulletins, chapel usage, etc.) |
| E6 | CORE | Verify Command Religious Program (CRP) publicity requirements and materials |
| E6 | NON-CORE | Verify Command Religious Program (CRP) request forms (e.g., chapel, usage, chaplain/officiant, etc.) |
| E6 | CORE | Verify Command Religious Program (CRP) tickler systems |
| E6 | CORE | Verify Religious Ministry (RM) After Action Reports (AAR) and lessons learned |
| E7 | CORE | Verify Religious Ministry (RM) information technology requirements |
| E7 | CORE | Verify Religious Ministry Team (RMT) operational readiness training and certifications |

ADMINISTRATION (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|--|
| E6 | CORE | Write Religious Ministry (RM) annexes to Operational Plans (OPLAN) |
| E6 | CORE | Write Religious Ministry (RM) Master Scenario Event List (MSEL) exercise injects |

EXPEDITIONARY MINISTRY SUPPORT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|---|
| E7 | CORE | Advise commanders on Religious Ministry (RM) affecting operational areas |
| E6 | CORE | Conduct Religious Ministry Team (RMT) combat operations readiness inspections (e.g., weapon qualifications, personal security operations, etc.) |
| E7 | CORE | Establish Religious Ministry Team (RMT) liaisons in Area of Operations (AO) |
| E6 | CORE | Evaluate Religious Ministry Team (RMT) combat operations readiness (e.g., weapons qualifications, personal security operations, etc.) |
| E7 | NON-CORE | Reconcile Navy Activity Manning Document (AMD) discrepancies |
| E7 | CORE | Reconcile Table of Organization and Equipment (T/O&E) with Navy Activity Manning Documents (AMD) |
| E7 | NON-CORE | Support engagement with host nations' religious leaders to promote cooperation, understanding, and support |
| E6 | CORE | Verify Religious Ministry Team (RMT) combat operations readiness (e.g., weapons qualifications, personal security operations, etc.) |
| E6 | CORE | Verify Table of Organization and Equipment (T/O&E) Religious Ministry (RM) assets |

FINANCE AND ACCOUNTING

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|--|
| E6 | CORE | Conduct internal Religious Offering Fund (ROF) audits |
| E6 | CORE | Conduct Religious Offering Fund (ROF) vulnerability assessments |
| E6 | CORE | Draft Command Religious Program (CRP) Statements of Work (SOW) |
| E6 | CORE | Evaluate Command Religious Program (CRP) budgets |
| E6 | CORE | Prepare Command Religious Program (CRP) contracts |
| E6 | CORE | Update Position Descriptions (PD) for civilian Command Religious Program (CRP) staff |
| E6 | CORE | Verify Command Religious Program (CRP) contracts and invoices |
| E6 | CORE | Verify Command Religious Program (CRP) financial documents (e.g., budget bookkeeping, budget spending, etc.) |

LIBRARY SERVICES AND OPERATIONS

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|---|
| E7 | CORE | Design shipboard Learning Media Resource Center (LMRC) spaces (e.g., retrofit, Refueling and Complex Overhaul (RCOH), structural, angering, etc.) |
| E6 | CORE | Verify shipboard Learning Media Resource Center (LMRC) directives |

MINISTRY SUPPORT AND ACCOMMODATION

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|-----------------|------------------|---|
| E6 | CORE | Advise chaplain on Command Religious Program (CRP) operational requirements |
| E6 | CORE | Advise command leadership in the conduct of memorial service honors |
| E6 | CORE | Advise command leadership on confidential communications policies |

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E7 | CORE | Brief host nation coordination plans (e.g., joint training, Religious Ministry (RM) support, cooperative solutions, etc.) |
| E7 | CORE | Brief Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations |
| E7 | CORE | Coordinate Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations |
| E6 | NON-CORE | Determine Command Religious Program (CRP) operational requirements |
| E7 | CORE | Develop Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations |
| E6 | CORE | Develop Religious Ministry (RM) support plans to ensure faith group coverage for free exercise of religion |
| E6 | CORE | Establish command-endorsed partnerships with local civilian religious agencies and organizations |
| E6 | CORE | Evaluate Command Religious Program (CRP) outreach programs (e.g., relief services, Vacation Bible School, (VBS), Chaplain Religious Enrichment Development Operation (CREDO)), etc.) |
| E6 | CORE | Evaluate Command Religious Program (CRP) training (e.g., planning, budgeting, etc.) |
| E7 | CORE | Evaluate evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry (RM) support operations |
| E7 | CORE | Plan host nation coordination (e.g., joint training, Religious Ministry (RM) support, cooperative solutions, etc.) |
| E7 | CORE | Plan Religious Ministry (RM) for evacuees at point of embarkation and debarkation |
| E7 | CORE | Plan Religious Ministry (RM) for recovered personnel and immediate families |
| E7 | CORE | Prepare host nation coordination plans (e.g., joint training, Religious Ministry (RM) support, cooperative solutions, etc.) |
| E7 | CORE | Prepare Humanitarian Assistance (HA) supply requests for procurement |
| E7 | CORE | Prepare Religious Ministry (RM) plans with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations |
| E7 | CORE | Provide actionable Religious Ministry (RM) theater engagement recommendations |
| E6 | CORE | Verify Command Religious Program (CRP) supply support requirements |
| E6 | CORE | Verify fulfillment of religious ceremonial requirements (e.g., weddings, baptisms, funerals, memorial services, etc.) |

PASTORAL CARE SUPPORT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E7 | CORE | Evaluate Command Religious Program (CRP) crisis response plans |

RELIGIOUS ADVISEMENT

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|--|
| E6 | CORE | Advise chain of command on Command Religious Program (CRP) statistical trends (e.g., religious climate, religious culture, morale, moral and ethical decision-making, cross-cultural awareness, conflict resolution, and quality of life issues, etc.) |
| E7 | CORE | Advise chain of command on Religious Ministry (RM) capability to meet Request for Forces (RFF) |
| E6 | CORE | Advise command leadership on free exercise of religion and religious accommodation issues |

RELIGIOUS ADVISEMENT (CONT'D)

| <u>Paygrade</u> | <u>Task Type</u> | <u>Task Statements</u> |
|------------------------|-------------------------|---|
| E6 | CORE | Advise command leadership on morale and well-being |
| E6 | CORE | Advise command leadership on religious climate |
| E6 | CORE | Advise command leadership on Religious Ministry (RM) instructions |
| E6 | CORE | Advise command leadership on religious observances requirements |
| E6 | NON-CORE | Advise command leadership on standards of exemplary conduct, and moral decision-making training requirements |
| E7 | CORE | Advise leadership on appropriate culture and religious factors as they relate to operations |
| E6 | CORE | Advise leadership on religious accommodation requests |
| E7 | CORE | Advise planners on appropriate culture and religious factors as they relate to operations |
| E6 | CORE | Brief chain of command on Command Religious Program (CRP) statistical trends (e.g., religious climate, religious culture, morale, moral and ethical decision-making, cross-cultural awareness, conflict resolution, and quality of life issues, etc.) |