

CHAPTER 68



RELIGIOUS PROGRAM SPECIALIST (RP)

NAVPERS 18068-68C

CH-59

Updated: July 2014

TABLE OF CONTENTS
RELIGIOUS PROGRAM SPECIALIST (RP)

SCOPE OF RATING	RP-3
GENERAL INFORMATION	RP-4
RELIGIOUS PROGRAM SPECIALIST	RP-5
ADMINISTRATION	RP-5
EXPEDITIONARY MINISTRY SUPPORT	RP-6
FINANCE AND ACCOUNTING	RP-6
LIBRARY SERVICES AND OPERATIONS	RP-7
MINISTRY SUPPORT AND ACCOMODATION	RP-7
PASTORAL CARE SUPPORT	RP-8
RELIGIOUS ADVISEMENT	RP-9
RELIGIOUS PROGRAM MANAGER	RP-10
ADMINISTRATION	RP-10
EXPEDITIONARY MINISTRY SUPPORT	RP-11
FINANCE AND ACCOUNTING	RP-12
LIBRARY SERVICES AND OPERATIONS	RP-12
MINISTRY SUPPORT AND ACCOMMODATION	RP-12
PASTORAL CARE SUPPORT	RP-13
RELIGIOUS ADVISEMENT	RP-13

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

RELIGIOUS PROGRAM SPECIALIST (RP)

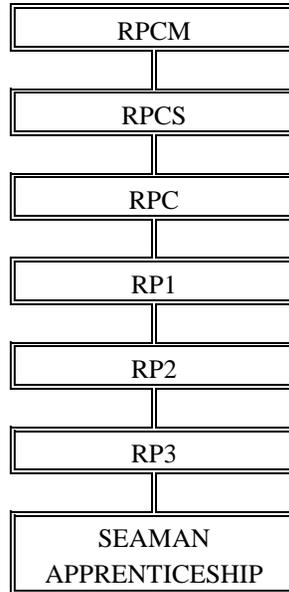
SCOPE OF RATING

Religious Program Specialists (RP) perform as Religious Ministry Professionals in support of the Professional Naval Chaplaincy (PNC); provide Religious Ministry (RM) for Navy and Marine Corps personnel and their families of all faith groups; facilitate the free exercise of religion for all Sea Service personnel; support delivery of care as part of a Religious Ministry Team (RMT); and advise leadership on morale, ethical decision-making issues, and cross cultural awareness.

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**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

RELIGIOUS PROGRAM SPECIALIST

Short Title (10 Characters)

RP SPEC

Pay Plan

Enlisted

Career Field

RP

Other Relationships and Rules

Not applicable, based upon the NEC assigned to the job (if any): 2401

Job Description

Religious Program Specialists support religious ministry in the Navy as primary enlisted assistants to chaplains, and as part of the Religious Ministry Team (RMT), support the Command Religious Program (CRP) in the care, accommodation, provision, and facilitation of diverse religious ministry requirements of all Service members, and their families, and other authorized personnel; support RMTs on advising leadership on matters of morale, moral and ethical decision-making, cross-cultural awareness, conflict resolution, and quality of life issues; and provide force protection expertise for RMTs in expeditionary and combat environments.

DoD RelationshipGroup Title

Chaplain's Assistants

DoD Code

156100

O*NET RelationshipOccupation Title

First-Line Supervisors/Managers of Office and Administrative Support Workers

SOC Code

43-1011.00

Job Family

Office and Administrative Support

Skills*Management of Material Resources**Critical Thinking**Coordination**Writing**Quality Control Analysis**Service Orientation**Social Perceptiveness**Time Management**Management of Financial Resources**Mathematics***Abilities***Deductive Reasoning**Information Ordering**Category Flexibility**Inductive Reasoning**Written Expression**Time Sharing**Mathematical Reasoning**Number Facility**Fluency of Ideas**Problem Sensitivity***ADMINISTRATION****Paygrade**

E4

Task

CORE

Task Statements

Compile Command Religious Program (CRP) mailing lists

E5

CORE

Compile Command Religious Program (CRP) statistical data

E4

CORE

Design Command Religious Program (CRP) communications tools (bulletin boards, websites, etc.)

E5

CORE

Design Command Religious Program (CRP) audio-visual multi-media presentations

E4

CORE

Design Command Religious Program (CRP) literature and informational materials (publicity brochures, worship bulletins, pamphlets, etc.)

E5

NON-CORE

Design Command Religious Program (CRP) websites

E4

NON-CORE

Dispose of non-serviceable Command Religious Program (CRP) gear

E4

CORE

Inventory Command Religious Program (CRP) reference materials

E4

CORE

Maintain Command Religious Program (CRP) files

E5

NON-CORE

Maintain Command Religious Program (CRP) tickler systems

E5

CORE

Maintain Command Religious Program (CRP) websites

E6

CORE

Prepare Command Religious Program (CRP) contracts

E4	CORE	Prepare Command Religious Program (CRP) correspondence and forms (naval messages, letters, etc.)
E4	CORE	Prepare Command Religious Program (CRP) reports (Navy Chaplaincy Ministry Support Tool (NCMST))
E4	CORE	Prepare Command Religious Program (CRP) rosters and schedules
E4	CORE	Prepare Command Religious Program (CRP) sacramental documents
E4	CORE	Process Command Religious Program (CRP) naval messages
E5	CORE	Proofread Command Religious Program (CRP) worship bulletins
E5	NON-CORE	Validate Command Religious Program (CRP) mailing lists
E5	CORE	Verify Command Religious Program (CRP) literature and informational materials (publicity brochures, worship bulletins, pamphlets, etc.)
E5	CORE	Verify Command Religious Program (CRP) sacramental documents dissemination

EXPEDITIONARY MINISTRY SUPPORT

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E5	CORE	Assess Religious Ministry Team (RMT) combat expeditionary readiness
E4	CORE	Develop Religious Ministry Team (RMT) load plans
E4	CORE	Document Religious Ministry Team (RMT) force protection requirements
E6	CORE	Evaluate Religious Ministry Team (RMT) combat expeditionary readiness (certifications, training completions, manning, etc.)
E4	CORE	Maintain chaplain kits
E4	CORE	Manage field worship services
E4	NON-CORE	Operate tactical vehicles
E4	NON-CORE	Perform land navigation techniques
E4	CORE	Provide evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry Support (RMS)
E4	CORE	Provide Religious Ministry (RM) stability operations support
E4	CORE	Provide Religious Ministry Support (RMS) in combat environments
E6	CORE	Provide Religious Ministry Support (RMS) to detainees
E4	NON-CORE	Provide Religious Ministry Team (RMT) expeditionary force protection
E6	CORE	Verify Religious Ministry Team (RMT) readiness training requirements

FINANCE AND ACCOUNTING

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E5	CORE	Calculate Religious Offering Fund (ROF) sub-account percentages
E6	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	Evaluate Religious Offering Fund (ROF) audit discrepancies
E4	CORE	Prepare Religious Offering Fund (ROF) financial statements and documents (faith group disbursement requests, net worth and consolidated operations statements, etc.)
E4	CORE	Reconcile Religious Offering Fund (ROF) bank statements

E5	CORE	Record Command Religious (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	Verify Religious Offering Fund (ROF) financial statements and documents (accounting ledgers, designated offering request letters, etc.)

LIBRARY SERVICES AND OPERATIONS

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E4	CORE	Design shipboard library materials (displays, publicity brochures, etc.)
E4	NON-CORE	Determine Dewey decimal system classifications
E4	CORE	Dispose of library materials (magazines, books, etc.)
E4	CORE	Inventory Learning Media Resource Center (LMRC) shipboard materials and equipment
E4	CORE	Maintain shipboard Learning Media Resource Center (LMRC) usage schedules
E4	CORE	Manage shipboard library (ordering materials, scheduling hours, classifying books, etc.)
E5	CORE	Order shipboard Learning Media Resource Center (LMRC) materials
E5	CORE	Prepare shipboard Learning Media Resource Center (LMRC) materials
E5	CORE	Prepare shipboard library directives
E4	CORE	Prepare shipboard library material requisitions (books, periodicals, etc.)
E4	CORE	Prepare shipboard library materials for circulation
E5	CORE	Prepare shipboard library volunteer work schedules
E5	CORE	Provide shipboard library volunteer instructional training
E4	CORE	Schedule Learning Media Resource Center (LMRC) shipboard equipment maintenance
E5	CORE	Update shipboard library directives

MINISTRY SUPPORT AND ACCOMMODATION

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E5	CORE	Authenticate local civilian religious resources
E4	NON-CORE	Calibrate multi-media equipment
E4	CORE	Compile local civilian religious resource lists
E5	CORE	Conduct lay leader instructional classes
E5	CORE	Coordinate Command Religious Program (CRP) volunteer and outreach programs
E5	CORE	Coordinate humanitarian assistance supply distributions
E4	CORE	Coordinate humanitarian message deliveries (American Red Cross (AMCROSS), Navy-Marine Corps Relief Society (NMCRS), health comfort, etc.)
E4	CORE	Coordinate Religious Education (RE) programs (support, enrollment, etc.)
E4	CORE	Coordinate Religious Ministry (RM) multi-media support
E5	NON-CORE	Determine Command Religious Program (CRP) operational requirements
E4	CORE	Direct wedding ceremony rehearsals
E6	NON-CORE	Evaluate Command Religious Program (CRP) outreach programs
E4	NON-CORE	Initialize multi-media equipment
E5	CORE	Inspect Command Religious Program (CRP) ecclesiastical inventories (vestments, altars, menorahs, etc.)

E5	CORE	Inspect Command Religious Program (CRP) inventories
E4	CORE	Inventory Command Religious Program (CRP) controlled equipment (chapel furniture, grand pianos, pipe organs, etc.)
E4	CORE	Maintain chapel facilities
E4	CORE	Maintain Command Religious Program (CRP) ecclesiastical gear (vestments, furniture, altar equipment, etc.)
E4	CORE	Maintain Command Religious Program (CRP) supply inventories (consumables, non-consumables, etc.)
E4	NON-CORE	Maintain religious education resource libraries
E4	CORE	Make service member/family resource agency referrals (American Red Cross (AMCROSS), Navy-Marine Corps Relief Society (NMCRS), health comfort, etc.)
E5	CORE	Manage Religious Ministry (RM) multi-media support equipment inventories
E5	CORE	Manage Religious Ministry Teams (RMT) resource sharing
E4	CORE	Manage wedding ceremonies, baptisms, funerals, and memorial services
E4	CORE	Manage worship programs
E4	CORE	Order religious and spiritual literature
E5	CORE	Prepare Command Religious Program (CRP) facilities schedules
E4	NON-CORE	Present subject matter using audio-visual multi-media equipment
E5	CORE	Procure Command Religious Program (CRP) consumables (wine, hosts, office supplies, linens, etc.)
E5	CORE	Procure Command Religious Program (CRP) non-consumables (equipment, vestments, furniture, etc.)
E5	CORE	Procure Religious Education (RE) materials
E5	CORE	Provide lay leader resources
E4	CORE	Provide service member and family readiness programs assistance (information, appointment scheduling, etc.)
E4	NON-CORE	Publish holy days and worship requirements of major world religions
E4	NON-CORE	Record ministrations data on wounded and deceased personnel
E4	CORE	Recruit Command Religious Program (CRP) volunteers
E5	CORE	Resolve Command Religious Program (CRP) equipment discrepancies
E5	NON-CORE	Review Religious Education (RE) materials for education suitability
E4	CORE	Schedule Command Religious Program (CRP) controlled equipment maintenance (e.g., grand pianos, pipe organs, etc.)
E4	CORE	Schedule pastoral visits (brig, hospital, daily binnacle, etc.)
E4	NON-CORE	Set-up multi-media equipment
E4	CORE	Verify Command Religious Program (CRP) inventory lists (equipment, consumables, non-consumables, etc.)

PASTORAL CARE SUPPORT

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E4	CORE	Conduct spiritual screenings on wounded, injured, or ill service members
E5	NON-CORE	Identify indicators in patients' room of family member and friend support or non-support
E4	NON-CORE	Interface with patient healthcare providers
E5	NON-CORE	Observe patient affects to identify indicators of progress or relapse
E4	CORE	Make service member/family confidential matter referrals to the chaplain

E4	NON-CORE	Provide healthcare team peer reviews
E4	CORE	Provide spiritual triage support in crisis situations
E5	NON-CORE	Record patient visits (patient charts, Armed Forces Health Longitudinal Technology Application (AHLTA))
E4	CORE	Screen personnel requiring routine assistance
E4	NON-CORE	Update chaplains on patient interactions

RELIGIOUS ADVISEMENT

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E5	CORE	Advise chaplains on religious climate
E6	CORE	Advise chaplains on service member and family Quality of Life (QOL) issues
E5	CORE	Advise command chaplains on morale and spiritual well-being
E5	CORE	Advise personnel on religious observances requirements
E4	CORE	Safeguard service member/family written and verbal confidential communications
E4	CORE	Provide faith dietary requirements information

Job Title

Religious Program Manager

Job Code

001715

Job Family

Community and Social Services

NOC

TBD

Short Title (30 Characters)

RELIGIOUS PROGRAM MANAGER

Short Title (10 Characters)

RP MGR

Pay Plan

Enlisted

Career Field

RP

Other Relationships and Rules

Not applicable, based upon the NEC assigned to the job (if any): 2401

Job Description

Religious Program Managers administer the Professional Naval Chaplaincy (PNC) community by regulating Religious Program Specialist (RP) roles and activities, and managing the Command Religious Program (CRP); support the provision of religious ministry; facilitate the free exercise of religion for all Service members, their families, and other authorized personnel; support the delivery of care as part of the Religious Ministry Team (RMT); advise leadership on matters of morale, moral and ethical decision-making, cross-cultural awareness, conflict resolution, and quality of life issues; ensure readiness of RPs; coordinate provision of force protection; and provide force protection expertise for RMTs in expeditionary and combat environments.

DoD Relationship

Group Title

Chaplain's Assistants

DoD Code

156100

O*NET Relationship

Occupation Title

Directors, Religious Activities and Education

SOC Code

21-2021.00

Job Family

Community and Social Services

Skills

Critical Thinking

Coordination

Writing

Management of Material Resources

Service Orientation

Quality Control Analysis

Management of Personnel Resources

Mathematics

Speaking

Management of Financial Resources

Abilities

Inductive Reasoning

Deductive Reasoning

Fluency of Ideas

Category Flexibility

Written Expression

Information Ordering

Written Comprehension

Number Facility

Oral Expression

Mathematical Reasoning

ADMINISTRATION

Paygrade

Task

Task Statements

E6	CORE	Conduct command-wide Religious Ministry (RM) program evaluations
E6	NON-CORE	Determine Command Religious Program (CRP) publicity requirements
E7	CORE	Draft Command Religious Program (CRP) crisis response plans
E7	CORE	Establish Command Religious Program (CRP) inventory control systems
E7	CORE	Evaluate Command Religious Program (CRP) crisis response plans
E6	NON-CORE	Evaluate Command Religious Program (CRP) information technology requirements
E6	CORE	Manage Command Religious Program (CRP) meetings and conferences coordination
E7	CORE	Prepare regional Religious Ministry (RM) business plans
E7	CORE	Prepare regional Religious Ministry (RM) training plans
E6	CORE	Proofread Command Religious Program (CRP) multi-media presentations
E6	NON-CORE	Review Command Religious Program (CRP) forms
E6	NON-CORE	Review Command Religious Program (CRP) tickler system
E7	CORE	Update Command Religious Program (CRP) crisis response plans
E6	CORE	Update Command Religious Program (CRP) statements of work

E7	CORE	Update Command Religious Program (CRP) training materials
E6	CORE	Update Position Descriptions (PD) for civilian Command Religious Program (CRP) staff
E7	CORE	Validate Command Religious Program (CRP) administrative requirements
E7	CORE	Verify Command Religious Program (CRP) contracts
E6	CORE	Verify Command Religious Program (CRP) correspondence and forms (naval messages, letters, etc.)
E6	CORE	Verify Command Religious Program (CRP) publicity materials
E7	CORE	Verify Command Religious Program (CRP) publicity requirements
E6	CORE	Verify Command Religious Program (CRP) reports (Navy Chaplaincy Ministry Support Tool (NCMST))
E4	CORE	Verify Command Religious Program (CRP) rosters and schedules
E6	CORE	Verify contract invoice payments

EXPEDITIONARY MINISTRY SUPPORT

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E7	CORE	Certify Religious Ministry Team (RMT) fleet response readiness
E6	CORE	Conduct Religious Management Training (RMT) deployment readiness inspections
E7	CORE	Coordinate Religious Ministry Team (RMT) reserve mobilizations with the Reserve Liaison Officer
E7	NON-CORE	Engage host nations' religious leaders to promote cooperation, understanding, and support
E7	CORE	Establish Religious Ministry Team (RMT) liaisons in areas of operations
E7	CORE	Evaluate evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry Support (RMS)
E7	CORE	Evaluate Religious Ministry Team (RMT) operational readiness
E6	CORE	Manage Outside the Continental United States (OCONUS) Religious Ministry (RM) support
E7	CORE	Prepare component chaplaincy coordination plans (joint training, joint Religious Ministry Support (RMS), etc.)
E7	CORE	Prepare host nation chaplaincy coordination plans (joint training, religious Ministry support, cooperative solutions, etc.)
E6	CORE	Prepare Operational Plan (OPLAN) Religious Ministry (RM) annex outlines
E6	CORE	Prepare Table of Equipment (T/E) change requests
E6	CORE	Prepare Table of Organization (T/O) change requests
E5	CORE	Prepare warning orders
E7	CORE	Provide in-theater Religious Ministry (RM) engagement planning and execution support
E7	NON-CORE	Reconcile Navy Activity Manning Document (AMD) discrepancies
E7	CORE	Reconcile Table of Organization (T/O) with Navy Activity Manning Documents (AMD)
E6	CORE	Schedule Inside the Continental United States (INCONUS) field and garrison worship area assignments
E7	CORE	Supervise humanitarian assistance coordination with Non-Governmental Organizations (NGO), private volunteer organizations, and faith-based organizations

E7	CORE	Verify Command Religious Program (CRP) supply support requirements for deployed units
E6	CORE	Verify Table of Equipment (T/E) Religious Ministry (RM) assets
E6	CORE	Verify Table of Organization (T/O) Religious Ministry (RM) assets

FINANCE AND ACCOUNTING

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E6	CORE	Audit Religious Offering Fund (ROF) procedures
E6	CORE	Conduct internal Religious Offering Fund (ROF) audits
E6	CORE	Conduct Religious Offering Fund (ROF) vulnerability assessments
E7	CORE	Evaluate Command Religious Program (CRP) budgets
E6	CORE	Manage Command Religious Program (CRP) budgets
E7	CORE	Prepare Command Religious Program (CRP) budget requirements proposals
E6	CORE	Prepare Command Religious Program (CRP) budget spending plans
E6	CORE	Update Command Religious Program (CRP) budgets
E7	CORE	Verify Command Religious Program (CRP) financial documents (budget bookkeeping, budget spending, etc.)

LIBRARY SERVICES AND OPERATIONS

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E7	CORE	Design shipboard library spaces
E6	NON-CORE	Determine shipboard library requirements (space, policy for checking-out books, usage, etc.)
E6	CORE	Manage shipboard Learning Media Resource Centers (LMRC)
E6	CORE	Verify shipboard library directives

MINISTRY SUPPORT AND ACCOMMODATION

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E5	NON-CORE	Advise on worship services efficiencies
E6	CORE	Analyze Command Religious Program (CRP) religious needs assessments data (outreach, worship needs, etc.)
E5	CORE	Conduct Command Religious Program (CRP) crisis response training
E6	CORE	Conduct Religious Education (RE) volunteer classes (Theory of Religious Education (RE), instructional theory, etc.)
E6	CORE	Conduct religious needs assessments
E6	CORE	Coordinate command burials at sea
E6	CORE	Coordinate lay leader programs
E6	NON-CORE	Coordinate local communities faith-based organizations for outreach opportunities
E6	NON-CORE	Develop Religious Education (RE) curricula (teaching techniques, classroom discipline, staff relationships, etc.)
E6	CORE	Develop Religious Ministry Support (RMS) plans to ensure faith group coverage for free exercise of religion
E6	CORE	Evaluate Command Religious Program (CRP) training
E6	CORE	Evaluate religious accommodation support (dietary requirements, supplies, spaces, etc.)
E6	NON-CORE	Evaluate Religious Education (RE) curricula

E6	CORE	Manage command burials at sea
E6	CORE	Manage Religious Education (RE) programs
E6	CORE	Manage Religious Ministries (RM) facilities operations
E6	CORE	Screen lay leader applications
E6	CORE	Verify fulfillment of ceremonial requirements (weddings, baptisms, funerals, memorial services, etc.)

PASTORAL CARE SUPPORT

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E7	CORE	Conduct stress control training (Combat Operational Stress Control (COSC), Operational Stress Control and Readiness (OSCAR), and Operational Stress Control and Readiness (OSCAR) Extender)
E6	CORE	Coordinate pastoral support (Operational Stress Control (OSC), Sexual Assault Victims Intervention (SAVI), recovery programs, etc.)
E6	CORE	Coordinate support for spiritual acts and special religious needs
E6	CORE	Coordinate with local civilian clergy and religious leaders
E6	CORE	Manage Religious Ministry (RM) component of the command's Combat Stress Programs (CSP) (psychological first aid, informational referrals, etc.)
E6	CORE	Manage Religious Ministry (RM) support programs for wounded, ill, and injured service members
E6	CORE	Prepare Command Religious Program (CRP) training
E7	CORE	Provide peer counseling (stress management, anger management, etc.)

RELIGIOUS ADVISEMENT

<u>Paygrade</u>	<u>Task</u>	<u>Task Statements</u>
E6	CORE	Advise command chaplains on world religions
E6	CORE	Advise command leadership on free exercise and religious accommodation issues
E6	CORE	Conduct Command Religious Program (CRP) briefs
E7	CORE	Coordinate Religious Ministry (RM) theater engagement planning
E6	CORE	Document evacuee, expellee, migrant, refugee, and displaced persons Religious Ministry Support (RMS) requirements
E7	NON-CORE	Interview Religious Program Specialist (RP) applicants
E6	CORE	Prepare Command Religious Program (CRP) briefings
E6	NON-CORE	Provide ethics, standards of exemplary conduct, and moral decision-making training
E7	CORE	Provide input on chapel facility designs and renovations
E7	CORE	Write religious communications campaigns
E7	CORE	Write Religious Ministry (RM) annexes to Operational Plans (OPLAN)