NONRESIDENT TRAINING COURSE

March 1983

Religious Program Specialist 3 & 2

Module III—Administration

NAVEDTRA 14231

Although the words "he," "him," and "his" are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

NAVAL EDUCATION AND TRAINING PROGRAM
MANAGEMENT SUPPORT ACTIVITY
PENSACOLA, FLORIDA 32509-5000

ERRATA #1   January 1988

Specific Instructions and Errata for the
Religious Program Specialist 3&2,
Module III (Administration)
NAVEDTRA 14231

No attempt has been made to issue corrections for errors in
typing, punctuation, etc., which are obvious and do not affect
the student's ability to answer the questions.

Nonresident Career Course.

Questions   Change

2-56 through   In column B, change alternative 3 to
2-59   read '3" vice "7'

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

COURSE OVERVIEW: In completing this course, you will demonstrate knowledge by correctly answering questions on the following subject matter areas: Religious Program Specialist responsibility in supporting the Command Religious Program; receptionist duties; protecting classified information; screening enlisted service records; maintaining files and records; typing and filing correspondence and directives; maintaining publications; and using proper grammar.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information.   The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area.   It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

1983 Edition Prepared by
RPCS Robert W. Wilford

Sailor's Creed

"I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all."

CONTENTS

Nonresident Career Course follows Index

RELIGIOUS PROGRAM SPECIALIST TRAINING COURSE AND NONRESIDENT CAREER COURSE

The *Religious Program Specialist 3 & 2* training course is divided into three modules as follows:

- Personnel Support (Module I)

- Logistic Support and Financial Control (Module II)

- Administration (Module III)

Each module will be sent as an initial distribution to all commands as it is printed. Additional copies may be requested from Navy Publications and Forms Center, Philadelphia, PA.

A Religious Program Specialist must complete all three modules (once available) before the *RP 3 & 2* training course can be considered complete for any training or advancement requirements.

MODULE SUMMARIES

Module I—Personnel Support, NAVEDTRA 14229. This module deals with background information on the religions of the world; rigging and caring for religious facilities, equipment, and liturgical appointments; maintaining the shipboard, ecclesiastical, and religious music libraries; operating audiovisual equipment; the preparation and distribution of publicity, devotional, and religious materials, and providing information and referral assistance.

Module II—Logistic Support and Financial Control, NAVEDTRA 14230. This module deals with procuring, providing, and inventorying materials necessary for the support of the Command Religious Program (CRP); the preparation of procurement and reimbursement documents; the maintenance of departmental budget records and operating targets; and maintaining records for a CRP chapel fund.

Module III—Administration, NAVEDTRA 14231. This module deals with receptionist duties; typing and filing correspondence, directives, and interview records; operating office equipment; maintaining a reports control system, tickler and cross-reference files; using proper grammar; and carrying out the disposal, stowage, and transmission of obsolete files and records.

INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the assignments. To submit your assignment answers via the Internet, go to:

http://courses.cnet.navy.mil

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

        COMMANDING OFFICER
        NETPDTC N331
        6490 SAUFLEY FIELD ROAD
        PENSACOLA FL 32559-5000

Answer Sheets: All courses include one "scannable" answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

http://www.advancement.cnet.navy.mil

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail:	n313.products@cnet.navy.mil
Phone:	Comm: (850) 452-1001, Ext. 2167
	DSN: 922-1001, Ext. 2167
	FAX: (850) 452-1370
	(Do not fax answer sheets.)
Address:	COMMANDING OFFICER
	NETPDTC N313
	6490 SAUFLEY FIELD ROAD
	PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

E-mail:	fleetservices@cnet.navy.mil
Phone:	Toll Free: 877-264-8583
	Comm: (850) 452-1511/1181/1859
	DSN: 922-1511/1181/1859
	FAX: (850) 452-1370
	(Do not fax answer sheets.)
Address:	COMMANDING OFFICER
	NETPDTC N331
	6490 SAUFLEY FIELD ROAD
	PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 5 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty,* BUPERSINST 1001.39, for more information about retirement points.)

<u>Student Comments</u>

Course Title: *Religious Program Specialist 3 & 2, Module III—Administration*

NAVEDTRA: 14231   **Date**:

<u>We need some information about you</u>:

Rate/Rank and Name: SSN: Command/Unit

Street Address: City: State/FPO: Zip

<u>Your comments, suggestions, etc</u>.:

NETPDTC 1550/41 (Rev 4-00

CHAPTER 1

THE COMMAND RELIGIOUS PROGRAM (CRP) AND THE RELIGIOUS PROGRAM SPECIALIST (RP)

The Religious Program Specialist (RP) rating was established effective 15 January 1979, and is designed to provide Navy chaplains with professional support personnel who are skilled in religious programming and administration. Approximately two-thirds of the tasks RPs are trained to perform are in the area of religious programming. The remaining tasks are of a clerical nature. Figure 1-1 shows a brief general description of the duties that the RP will perform. It should be noted that personnel of the RP rating are combatants.

It is essential to indicate that personnel selected for the RP rating are not clergy. They are not expected to perform functions reserved for members of the clergy. Members of the rating are required to support chaplains in meeting the needs of persons of all faith groups. Religious Program Specialist functions are set forth in *Occupational Standards* (NAVPERS 18068-D).

This module provides information that is directly related to certain occupational standards for RP3 and RP2. *Module I (Personnel Support)* and *Module II (Logistic Support and Financial*

RELIGIOUS PROGRAM SPECIALIST DUTIES

Determine religious program support requirements.

Assist in management of religious programs and facilities.

Maintain records of nonappropriated chapel funds.

Maintain records of appropriated funds and property accounts in support of religious programs.

Serve as chapel fund administrators and account custodians for nonappropriated funds.

Maintain ecclesiastical documents.

Requisition, receive, maintain, and safeguard ecclesiastical equipment and supplies.

Assist in preparation of devotional and religious education materials.

Assist in the supervision of the office of the chaplain.

Coordinate volunteer religious programs.

Train personnel in support of religious programs.

Instruct personnel in methods of religious education.

Maintain liaison with ecclesiastical and community agencies.

Maintain shipboard libraries.

Perform administrative, clerical, and secretarial duties.

Figure 1-1.—Duties of the Religious Program Specialist.

OCCUPATIONAL STANDARDS FOR RP 3 & 2 (MODULE III)		
RATE	OCCUPATIONAL STANDARD NUMBER	DESCRIPTION OF STANDARD
RP3	38605	FILE RECORDS AND CORRE-SPONDENCE
RP2	38619	ORGANIZE AND MONITOR MAIN-TENANCE OF FILES
RP2	38620	CARRY OUT DISPOSAL, STOWAGE AND TRANSMISSION OF OBSO-LETE FILES AND RECORDS
RP2	38628	MAINTAIN A REPORTS CONTROL SYSTEM
RP3	38824	PERFORM RECEPTIONIST DUTIES
RP3	38825	OPERATE OFFICE EQUIPMENT
RP3	38826	TYPE AT 30 WORDS PER MINUTE
RP3	38832	TYPE AND ROUTE CORRESPOND-ENCE AND MESSAGES
RP3	38837	PREPARE AND PROCESS ADMIN-ISTRATIVE, OPERATIONAL AND ECCLESIASTICAL RECORDS AND REPORTS
RP3	38839	TRANSCRIBE CHAPLAIN INTER-VIEW RECORDS
RP3	38847	TYPE DIRECTIVES
RP2	38956	MAINTAIN TICKLER AND CROSS-REFERENCE FILES
RP2	38968	REVIEW ENLISTED SERVICE RECORDS FOR INFORMATION SPECIFIED BY CHAPLAIN
RP3	46358	USE AND MAINTAIN PUBLICA-TIONS AND DIRECTIVES
RP3	77001	ENSURE SECURITY OF CLASSI-FIED MATERIAL
RP3	94621	CLEAN, OIL, AND MAKE MINOR OPERATING ADJUSTMENTS TO OFFICE AND AUDIOVISUAL EQUIPMENT

Figure 1-2.—RP 3 & 2 (Module III) Occupational Standards.

Control) provide information on the remainder of the occupational standards for RP3 and RP2 not covered in this module. Occupational standards comprise the skills that enlisted personnel must acquire in order to meet the Navy's requirements for the RP rating. These specific occupational requirements form the basis for personnel training and advancement. It is important to remember that occupational standards establish the MINIMUM standards representing the LOWEST level of skill that all personnel must possess in order to function effectively at a given rate. Figure 1-2 shows the specific occupational standards for RP3 and RP2 that will be discussed in this module.

Rate training manuals are revised periodically to conform with official publications, directives, documents, and instructions on which they are based. RPs should always refer to the official sources in the performance of their duties. Rate training manuals (RTMs) are developed primarily to help applicants prepare for advancement to the next highest paygrade. However, the personnel who prepare the fleetwide examinations for advancement will always use the most recent material in writing examination questions. This is one important reason why the RP should stay completely informed on any changes that occur in official publications.

To assist personnel in studying for advancement, the *Bibliography for Advancement Examination Study* (NAVEDTRA 10052) is revised and issued each year by the Chief of Naval Education and Training. Figure 1-3 shows the front cover of this publication for calendar year 1982. The RP should check with personnel in the local command's educational services office to ensure that the current bibliography is readily available for use in the Command Religious Program (CRP).

This chapter will be devoted to describing the functions of the Chief of Chaplains and the Chaplain Corps; the history of the RP rating; RP skills and knowledge; the CRP ashore, afloat, and within the Fleet Marine Force (FMF); CRP jargon; and command organization and the office of the chaplain. This background information is provided to outline the evolution of the RP rating and to show the important role that the RP plays in today's Navy.

CHIEF OF CHAPLAINS

Prior to its official establishment by an Act of Congress on 22 December 1944, the title "Chief of Chaplains" had been established by custom and respect. Since March 1945, the Navy Chaplain Corps has been headed by a Chief of Chaplains with the rank of rear admiral. An organizational change in the Office of the Chief of Naval Operations occurred in November 1981 whereby the Office of the Chief of Chaplains was designated as OP-09G (formerly OP-01H). Specific guidance concerning this reorganization was provided in OPNAVNOTE 5430 dated 23 November 1981. The mission of the Chief of Chaplains as outlined in OPNAVNOTE 5430 is shown in figure 1-4.

THE CHAPLAIN CORPS

The purpose of the Navy Chaplain Corps is to provide professional guidance to the Department of the Navy and to promote the spiritual, religious, moral, and personal well-being of members of that establishment by providing the ministries appropriate to their rights and needs. This may involve providing ministries to dependents and other authorized individuals. The chaplain's ministries may include conducting worship services, liturgies, and rites; providing religious education and pastoral ministries; organizing spiritual renewal activities; and participating in humanitarian projects.

Quotas for Navy chaplains are established by Government authority based upon the overall national population for the various faith groups. The right of these groups to establish standards for their clergy seeking to be commissioned as officers in the staff corps (Chaplain Corps) is recognized and supported by the Navy. The Navy Department will not commission as a chaplain any member of the clergy who has not received an ecclesiastical endorsement. In addition to an ecclesiastical endorsement, a candidate for commissioning in the Chaplain Corps must have completed 3 years or 90 semester hours of graduate study leading to a Master of Divinity degree or equivalent. Candidates must also meet the required age and physical qualifications for commissioning.

1982
Edition

Bibliography
for
ADVANCEMENT
EXAMINATION
Study
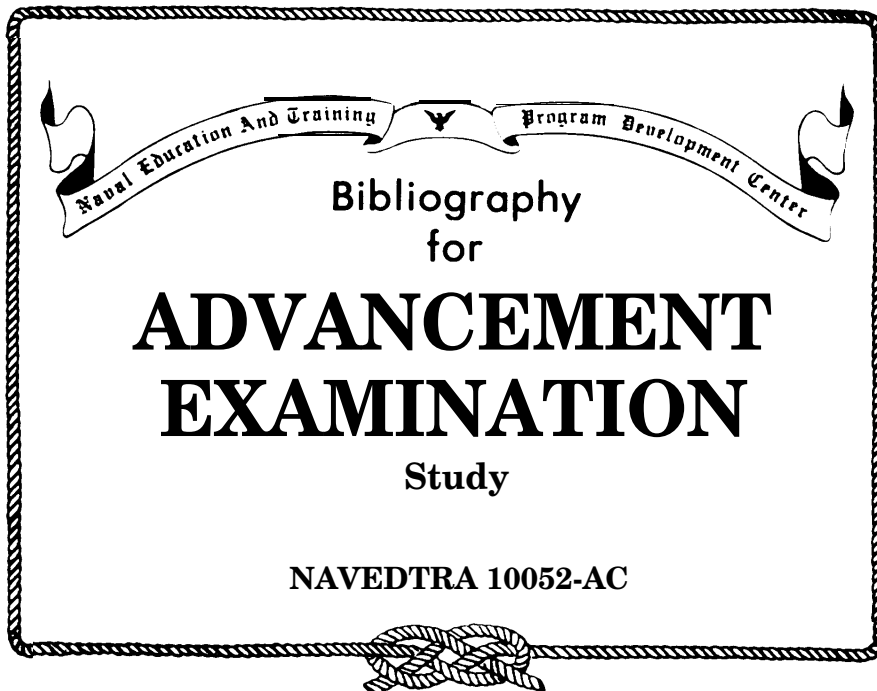
NAVEDTRA 10052-AC

REVISED ANNUALLY

THIS PUBLICATION BECOMES EFFECTIVE 1 JANUARY 1982
(SEE INTRODUCTION FOR USNR EXCEPTIONS)

Figure 1-3.–Front Cover of Calendar Year 1982 Bibliography for Advancement Examination Study (NAVEDTRA 10052-AC).

Figure 1-4.—Mission of the Chief of Chaplains.

HISTORY OF THE RELIGIOUS PROGRAM SPECIALIST (RP) RATING

As previously stated, the Religious Program Specialist (RP) rating was officially established effective 15 January 1979. However, the concept of a chaplain's assistant dates back to 1878 when a committee of chaplains recommended to the Navy Department that a chaplain's assistant be assigned to each ship that had a chaplain aboard. This assistant would have been a schoolmaster who could play organ music and lead singing. Although the recommendation was not adopted, the idea was given support by successive generations of chaplains.

SPECIALIST (W)

Early in 1942 the Navy Department took the first steps which led to the establishment of the Specialist (W) rating to assist Navy chaplains. The "(W)" referred to welfare and it was decided that this rate would be established only for the duration of World War II. The first officially designated Specialist (W) in the history of the Navy was W. Everett Hendricks who was authorized to enlist on 23 April 1942 with the rating of Specialist (W) first class. Hendricks was assigned duty in the Office of the Chaplain at the Naval Training Station, Great Lakes, Illinois. He was recognized as a talented musician and choir director and contributed significantly to the success of the famed Great Lakes' Bluejacket Choir.

The first publicity that was given to the new rating by the Bureau of Naval Personnel (now Naval Military Personnel Command) actually appeared in a directive dated 25 June 1942 addressed to the Navy Recruiting Service. Eleven specialist ratings were identified in this directive including Specialist (W). Those individuals interested in the Specialist (W) rating were directed to obtain information regarding specific qualifications from the Chief of Chaplains.

Following the directive which established the 11 specialist ratings, a circular was prepared and distributed by the Chaplains Division which outlined the required qualifications for Specialist (W). A college education was identified as being desirable for applicants but not absolutely necessary. Every Specialist (W) had to be able to play the piano and organ for religious services and other gatherings. Also, the Specialist (W) was expected to be a competent choir director. Just as RPs today cannot exercise any of the ministerial functions of the clergy, a Specialist (W) was not expected to serve as a religious leader. The circular did state that applicants should be willing to serve anywhere and under any conditions. Accepted applicants under 25 years of age were given a third class rating; those between 25 and 28 were given a second class rating; and those over 28 were given a first class rating. Those personnel who enlisted directly into the rating were sent to a training station for naval indoctrination before being assigned duties with a chaplain.

The Bureau of Naval Personnel ruled against Specialists (W) serving aboard ship. It was decided that they would be used only within the limits of the continental United States and at selected overseas bases. Religious Program Specialists today are afforded a much greater variety of duty assignments including serving aboard numerous types of naval vessels.

The possibility of having Specialists (W) assigned throughout the Naval Shore Establishment was greeted with enthusiasm by Navy chaplains. Because of the constant transfer of personnel, chaplains had found it difficult to maintain qualified musicians at their commands. The assignment of Specialists (W) helped to solve this problem and chaplains throughout the Navy hastened to help qualified applicants become Specialists (W).

Selection and Training of Specialists

Most of the applicants for Specialist (W) had backgrounds as music teachers, professional musicians, or as church ministers-of-music. Many were also graduates of the leading schools of

music in the country. Most of these specialists received their indoctrination directly from the chaplains. However, this system proved to be inadequate. In the fall of 1942 as part of an experiment, Specialists (W) started attending some of the classes at the Chaplains School located in Norfolk, Virginia (now located in Newport, Rhode Island). This experiment was so successful that the Chaplains Division decided to require all new Specialists (W) to attend a course of indoctrination at the Chaplains School.

The 8-week course of indoctrination for Specialist (W) training at the Chaplains School included instruction in: naval etiquette, naval correspondence, clerical procedures, choir organization, rehearsal procedures, Navy Relief, music for services (Protestant, Roman Catholic, and Jewish), military weddings and funerals, and some practical application in shorthand and typing. Many of these same or similar subjects are being taught in the RP "A" and "C" schools today located at Keesler Air Force Base in Biloxi, Mississippi.

Between April 1942 and August 1945, the Bureau of Naval Personnel selected 509 individuals for the Specialist (W) rating out of 1,455 applicants. Approximately 350 of the Specialist (W) selectees attended the indoctrination course at the Chaplains School. This training helped Specialist (W) petty officers advance quite rapidly. Alfred R. Markin was advanced to Chief Specialist (W) in February 1944 and is recognized as being the first individual to receive this rating. A total of 30 Specialists (W) were advanced to chief petty officer and most of these senior petty officers were assigned to large training centers and in the offices of District, Force, and Fleet Chaplains.

Women also distinguished themselves as Specialists (W) during the war. Thirty-eight "WAVES" were selected to serve in the rating. Virginia T. Moore was the first woman to be selected as a Specialist (W) and was subsequently assigned duty in November 1943 in the Nation's Capital. The first "WAVES" to attend the Chaplains School in June 1944 were recognized as highly motivated, dedicated, and conscientious students.

Specialists With the Marines

In February 1942, before the Navy Department had taken action in regard to Specialists (W),

the Marine Corps established a career field known as Chaplain's Assistant (SSN534). The first marine to receive the new classification was Gilbert Dean Arnold, who was made a master technical sergeant, the equivalent of a chief petty officer in the Navy. Thirty-five members of the Marine Corps Women's Reserve became chaplain's assistants in addition to the 105 active duty marines. Unlike the Navy and Coast Guard who instituted the Specialist (W) rating as a wartime measure, the Marine Corps announced originally that it intended to retain its career field of chaplain's assistant after the war; however, it did not retain these assistants. The Commandant of the Marine Corps did approve the use of Marines (MOS 0151) in 1976 to perform duties with Navy chaplains. NOTE: Until the RP rating reaches full strength in approximately 1986, Marine Corps chaplain assistants will continue to be employed to assist in managing the Command Religious Program at selected locations where RPs are not assigned or at full strength.

Specialists With the Coast Guard

The first member of the Coast Guard to receive the rate of Specialist (W) was Emil Zemanuel in November 1943. Thirty-five men and twelve women of the Coast Guard were assigned this rating; and thirty of these individuals attended the Navy Chaplains School. The Coast Guard assigned some of the men of this rating to ships.

YEOMAN CHAPLAIN'S PROFESSIONAL ASSISTANT

Until 1979 personnel of the Yeoman rating were often designated as the "Chaplain's Clerk (YN-2525)" whose duty was to assist in conducting the Command Religious Program. Figure 1-5 describes the duties of the YN-2525 chaplain's professional assistant designation.

Before a Yeoman would normally be assigned to the office of the chaplain, the command chaplain would have to justify the need for a YN-2525 billet. This proved to be a time-consuming process and placed the CRP in direct competition with other command departments for the services of personnel. Unqualified personnel (those lacking the YN-2525 designation) were often assigned to the office of the chaplain as temporary solutions to manning problems.

YN-2525 Chaplain's Professional Assistant
Assists Chaplain by promoting the religious program and performing administrative duties. Prepares correspondence, requisitions, purchase orders, reports, and religious documents. Maintains material, fund, and interview records. Publishes schedules of services and programs. Schedules chaplain appointments and keeps log of events. Operates office and audiovisual equipment. Protects privileged communications. Maintains chapel equipment and supplies. Supervises rigging according to designed liturgical practice. Follows the liturgical calendar and uses ecclesiastical titles and terms.

Figure 1-5.—Description of duties for chaplain's professional assistant (YN-2525).

Many of the individuals who worked in the office of the chaplain, those with the YN-2525 designation and those without this designation, performed admirably under difficult circumstances. However, the pursuit of a permanent rating to assist chaplains in managing the Command Religious Program remained a primary goal of the Chief of Chaplains.

RELIGIOUS PROGRAM SPECIALISTS

The 101-year quest for a permanent chaplain's assistant rating was successfully completed effective 15 January 1979 with the establishment of the Religious Program Specialist (RP) rating. Stringent selection requirements were set and personnel requesting lateral conversion from other rates to the RP rating had to be interviewed and recommended by a Navy chaplain. Also, commanding officers had to recommend prospective candidates based on a number of factors including the chaplain's endorsement. Personnel requesting lateral conversion to RP had to be high school graduates or have a GED equivalent; be eligible for access to classified information; demonstrate support for the Navy's equal opportunity program; have no speech impediments and have demonstrated the ability to write effectively; have no conviction in civilian or military court within the past 3 years; and be willing to support persons of all faith groups or religious categories. These requirements have not changed since the establishment of the RP rating. Based on the

stringent selection requirements, it is obvious that a person must be trustworthy, dedicated, and conscientious in order to perform effectively as a Religious Program Specialist.

On 9 May 1979 the Chief of Naval Operations approved the RP rating insignia which is shown in figure 1-6. It consists of a compass, globe, and an anchor. The compass suggests the direction which religion gives to life; the globe symbolizes the fact that religious ministries are available

Figure 1-6.—Religious Program Specialist rating insignia.

throughout the world; and the anchor indicates that religious support is provided continually for personnel of the sea services.

RP Skills and Knowledge

The enlisted career pattern for RPs is shown in figure 1-7. Personnel who meet certain specific requirements may apply for commissioning to Warrant Officer Ship's Clerk (741X) and/or to Limited Duty Officer Administration 641X). The competition for these officer programs is intense. Therefore, it is extremely important for individuals to prepare early in their careers in order to have a realistic opportunity of being selected for Warrant Officer or Limited Duty Officer. Chaplains and senior RP personnel are responsible for advising junior RPs as to the specific requirements of these two officer programs. The command career counselor will provide assistance upon request. Figure 1-8 shows the occupational

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┌──────────────┐
│    RPCM      │
└──────────────┘
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┌──────────────┐
│    RPCS      │
└──────────────┘
       ▲
┌──────────────┐
│     RPC      │
└──────────────┘
       ▲
┌──────────────┐
│     RP1      │
└──────────────┘
       ▲
┌──────────────┐
│     RP2      │
└──────────────┘
       ▲
┌──────────────┐
│     RP3      │
└──────────────┘
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│    RPSN      │
└──────────────┘
       ▲
┌──────────────┐
│    RPSA      │
└──────────────┘
       ▲
┌──────────────┐
│    RPSR      │
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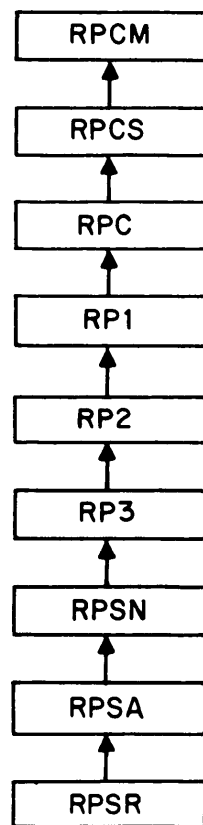
Figure 1-7.—Career pattern for Religious Program Specialist.

standards for RP3; figure 1-9 shows the occupational standards for RP2; figure 1-10 shows the occupational standards for RP1; and figure 1-11 shows the occupational standards for RPC, RPCS, and RPCM. As indicated by these occupational standards, individuals must possess greater knowledge and skill as they move up the "enlisted ladder." Increased knowledge may be acquired through completion of RP "A" and "C" schools; by attending other Navy schools such as leadership, career counselor, and instructor training; through completion of Navy correspondence courses and off-duty college courses; by attending workshops such as military rights and responsibilities, cultural expression in the Navy, and women in the Navy; and most important, through supervised on-the-job training by Navy chaplains and senior RPs.

It is important to note that RPs are responsible for meeting the specific requirements of their current rate. They are also required to meet the occupational standard requirements of all the rates leading to their present rate. For example, an RP1 must be able to meet the requirements for RP3, RP2, and RP1 in order to perform at a satisfactory level as a first class petty officer.

RP Duty Stations

Religious Program Specialists serve in a number of challenging environments. They are stationed at shore commands throughout the world in such places as Japan, the Philippines, Guam, Hawaii, Alaska, Great Britain, Spain, and Italy. Stations in the continental United States include, but are not limited to: Norfolk, VA; Charleston, SC; Jacksonville, Orlando, and Key West, FL; Great Lakes, IL; Memphis, TN; Biloxi and Gulfport, MS; Corpus Christi, TX; San Diego and San Francisco, CA; and Bremerton, WA. At this time, male RPs may be assigned to aircraft carriers, cruisers, submarine tenders, supply ships, ammunition ships, repair ships, and many other types. Also, male RPs may deploy with Mobile Construction Battalions (SEABEES) throughout the world. Religious Program Specialists may also serve at Marine Corps bases both in the continental United States and at overseas locations. NOTE: Each male RP (females not assigned) assigned to a Fleet Marine Force (FMF) unit is required to attend a 5-week infantry training school. Subjects taught at this school include rifle and pistol familiarization

RELIGIOUS PROGRAM SPECIALIST THIRD CLASS (RP3)

38 ADMINISTRATION

38605 FILE RECORDS AND CORRESPONDENCE

38824 PERFORM RECEPTIONIST DUTIES

38825 OPERATE OFFICE EQUIPMENT

38826 TYPE AT 30 WORDS PER MINUTE

38832 TYPE AND ROUTE CORRESPONDENCE AND MESSAGES

38835 INITIATE JOB ORDERS AND WORK REQUESTS

38837 PREPARE AND PROCESS ADMINISTRATIVE, OPERATIONAL AND ECCLESIASTICAL RECORDS AND REPORTS

38838 PREPARE SCHEDULE OF RELIGIOUS FACILITIES USAGE

38839 TRANSCRIBE CHAPLAIN INTERVIEW RECORDS

38845 PREPARE WORSHIP BULLETINS

38847 TYPE DIRECTIVES

46 PUBLICATIONS

46002 MAINTAIN ECCLESIASTICAL REFERENCE LIBRARY

46358 USE AND MAINTAIN PUBLICATIONS AND DIRECTIVES

52 FINANCIAL CONTROL

52007 MAINTAIN FINANCIAL AND PROPERTY CONTROL RECORDS

54 LOGISTICS SUPPORT

54636 REQUISITION SUPPLIES AND EQUIPMENT

54637 INVENTORY SUPPLIES AND EQUIPMENT

54638 MAINTAIN MOUNT-OUT BOXES

65 PERSONNEL SUPPORT

65002 RIG RELIGIOUS FACILITIES, EQUIPMENT AND LITURGICAL APPOINTMENTS

65003 SERVE AS SACRISTAN

65004 MAINTAIN RELIGIOUS MUSIC LIBRARY

65006 OPERATE AUDIOVISUAL EQUIPMENT

65008 MAINTAIN SHIPBOARD LIBRARIES

77 SECURITY

77001 ENSURE SECURITY OF CLASSIFIED MATERIAL

94 MECHANICAL MAINTENANCE

94621 CLEAN, OIL, AND MAKE MINOR OPERATING ADJUSTMENTS TO OFFICE AND AUDIOVISUAL EQUIPMENT

Figure 1-8.—Occupational Standards for Religious Program Specialist Third Class.

RELIGIOUS PROGRAM SPECIALIST SECOND CLASS (RP2)

38 ADMINISTRATION

38619   ORGANIZE AND MONITOR MAINTENANCE OF FILES

38620   CARRY OUT DISPOSAL, STOWAGE, AND TRANS-MISSION OF OBSOLETE FILES AND RECORDS

38628   MAINTAIN A REPORTS CONTROL SYSTEM

38956   MAINTAIN TICKLER AND CROSS-REFERENCE FILES

38968   REVIEW ENLISTED SERVICE RECORDS FOR INFORMATION SPECIFIED BY CHAPLAIN

38969   COORDINATE MAINTENANCE OF RELIGIOUS FACILITIES

38970   PREPARE AND MAINTAIN A DIRECTORY OF RELIGIOUS PROGRAM RESOURCES

44 TRAINING

44001 INSTRUCT VOLUNTEER PERSONNEL IN RELIGIOUS EDUCATION METHODS AND USE OF RELIGIOUS EDUCATION MATERIAL

52 FINANCIAL CONTROL

52008 PREPARE DOCUMENTS FOR PROCUREMENT AND REIMBURSEMENT OF AUXILIARY AND CONTRACT CHAPLAINS

52024 MAINTAIN OPERATING TARGET (OPTAR) RECORDS AND DEPARTMENTAL BUDGET RECORDS

55 GRAPHICS

55001 PREPARE VISUAL PRESENTATIONS

65 PERSONNEL SUPPORT

65011   ADVISE PERSONNEL OF PROCEDURES FOR REQUESTING REASSIGNMENT FOR HUMANITARIAN OR HARDSHIP REASONS

65016   ORGANIZE AND DISTRIBUTE DEVOTIONAL, RELIGIOUS EDUCATION AND PUBLICITY MATERIAL

65017   ADVISE PERSONNEL OF POLICIES AND PROCEDURES REGARDING USE OF RELIGIOUS FACILITIES AND EQUIPMENT

65018   REHEARSE PERSONNEL FOR LITURGICAL AND CEREMONIAL ACTS

65500   ADVISE PERSONNEL OF NAVY AND CIVILIAN AGENCIES AVAILABLE TO ASSIST IN RESOLUTION OF PERSONAL PROBLEMS

77 SECURITY

77002 ENSURE SECURITY OF RELIGIOUS FACILITIES, EQUIPMENT AND SUPPLIES

Figure 1-9.—Occupational Standards for Religious Program Specialist Second Class.

RELIGIOUS PROGRAM SPECIALIST FIRST CLASS (RP1)

38 ADMINISTRATION

38634 REVIEW COMPLETED JOB ORDERS AND WORK REQUESTS

38866 ORGANIZE AND SUPERVISE THE OPERATION OF THE OFFICE OF THE CHAPLAIN

38867 COMPILE AND ANALYZE STATISTICAL DATA RELATED TO RELIGIOUS ACTIVITIES

38868 PROCESS EMPLOYMENT APPLICATIONS OF AUXILIARY AND CONTRACT CHAPLAINS AND SUPPORT PERSONNEL

38869 PROCESS APPOINTMENT AND CERTIFICATION OF LAY LEADERS AND LAY EUCHARISTIC MINISTERS

38870 MAINTAIN AN ORGANIZATIONAL LOCATOR OF LAY LEADERS AND LAY EUCHARISTIC MINISTERS

38960 PREPARE CORRESPONDENCE AND MESSAGES

38971 DRAFT DIRECTIVES

44 TRAINING

44002 SCHEDULE AND INSTRUCT VOLUNTEER PERSONNEL IN LITURGICAL FUNCTIONS

44007 INSTRUCT PERSONNEL IN BASIC CUSTOMS AND TRADITIONS OF MAJOR RELIGIONS

52 FINANCIAL CONTROL

52025 PREPARE DEPARTMENTAL BUDGET

54 LOGISTICS SUPPORT

54602 DETERMINE REQUIREMENTS FOR EQUIPMENT, SUPPLIES AND EDUCATIONAL MATERIAL

55 GRAPHICS

55002 ASSIST IN PREPARATION OF DEVOTIONAL AND RELIGIOUS EDUCATION MATERIAL FOR "CIRCUIT-RIDING" MINISTRIES

55003 DESIGN AND LAYOUT PUBLICITY MATERIAL

65 PERSONNEL SUPPORT

65019 ADVISE PERSONNEL OF ORDINANCES, SACRAMENTS, AND RITES REQUIRED BY VARIOUS RELIGIONS

Figure 1-10.—Occupational Standards for Religious Program Specialist First Class.

firing, close order drill, first aid, tactical measures, uniform equipment, physical fitness training, and many others. Once the RP has reported to his FMF command, he is required to qualify with his assigned weapon and take part in unit training such as conditioning hikes; nuclear, biological, and chemical warfare training; field exercises; and other essential Marine Corps training subjects.

THE CRP AT SHORE COMMANDS

The Navy Department makes a continual effort to provide its personnel with the same

CHIEF RELIGIOUS PROGRAM SPECIALIST
(RPC)

38 ADMINISTRATION

38788 REVIEW REPORTS, RECORDS, AND CORRESPONDENCE THAT REQUIRE OFFICIAL SIGNATURE

38871 ORGANIZE AND SUPERVISE THE ADMINISTRATIVE OFFICE OF MAJOR RELIGIOUS SUPPORT ACTIVITIES

38872 PREPARE AND PRESENT BRIEFINGS IN SUPPORT OF THE COMMAND RELIGIOUS PROGRAM

38873 MANAGE THE OPERATION OF RELIGIOUS FACILITIES

44 TWINING

44009 INSTRUCT SUBORDINATE PERSONNEL IN RELIGIOUS EDUCATION METHODS

44010 INSTRUCT LAY LEADERS AND LAY EUCHARISTIC MINISTERS

52 FINANCIAL CONTROL

52026 SERVE AS CUSTODIAN OF CHAPEL FUNDS

52032 AUDIT CHAPEL FUNDS

54 LOGISTICS SUPPORT

54605 ANALYZE REQUIREMENTS FOR RELIGIOUS FACILITIES

SENIOR CHIEF RELIGIOUS PROGRAM SPECALIST (RPCS)

35 ADMINISTRATION

35101 ESTABLISH AND IMPLEMENT A PROGRAM FOR INTERVIEWING, EVALUATING, AND ASSIGNING PERSONNEL

35476 PROVIDE INFORMATION AND ADVISE ON UTILIZATION, CAPABILITIES, RELIABILITY, AND OPERATIONS IN OWN AREA OF RESPONSIBILITY

35540 PREPARE DIRECTIVES

44 TRAINING

44376 ORGANIZE AND SCHEDULE TRAINING PROGRAMS AND EVALUATE EFFECTIVENESS

65 PERSONNEL SUPPORT

65020 PROVIDE INFORMATION CONCERNING THE CHAPLAIN CORPS PROFESSIONAL DEVELOPMENT SYSTEM

65021 COORDINATE THE PUBLIC WORSHIP, DEVOTIONAL AND RELIGIOUS EDUCATION MATERIALS PROGRAM

MASTER CHIEF RELIGIOUS PROGRAM SPECIALIST (RPCM)

35 ADMINISTRATION

35483 PLAN, ORGANIZE, IMPLEMENT, AND CONTROL ACTIVITIES IN COMPLIANCE WITH POLICY STATEMENTS, OPERATION ORDERS, AND DIRECTIVES

35491 FORECAST FUTURE REQUIREMENTS

35492 REVIEW PERSONNEL, EQUIPMENT, AND MATERIAL REQUIREMENTS

35493 ESTABLISH GOALS, OBJECTIVES AND PRIORITIES

35494 DETERMINE MOBILIZATION REQUIREMENTS

35495 EVALUATE RELIGIOUS PROGRAMS OF SUBORDINATE COMMANDS AND RECOMMEND IMPROVEMENTS

51 MAINTENANCE PLANNING AND QUALITY ASSURANCE

51012 REVIEW PLANS FOR RELIGIOUS FACILITIES CONSTRUCTION

52 FINANCIAL CONTROL

52298 DEVELOP OPERATING BUDGETS AND MONITOR EXPENDITURES

Figure 1-11.—Occupational Standards for Chief, Senior Chief, and Master Chief Religious Program Specialist.

opportunities for practicing their religious beliefs as civilians enjoy in their communities. Many factors affect the extent to which this can be accomplished. Budget allocations, along with the size, location, and nature of the naval activity are some of these important factors. The following sections will provide a general overview of the Command Religious Program at shore commands.

CHAPEL FACILITIES

Practically all shore installations have at least one fully equipped chapel facility for use by the various religious groups or categories represented by command personnel. Services may be conducted in the station theater, auditorium, or some other convenient location when chapel facilities are not available. Military chapels will be discussed in another section of this chapter.

DIVINE SERVICES

Larger shore installations provide a full schedule of services on Sundays, Sabbaths, holy days, and weekdays. This enables command personnel to attend the services of their choice. These larger installations normally have a minimum of two chaplains assigned. Chaplains conduct public worship according to the manner and form of their own particular faith group and may wear the vestments of that liturgical tradition as appropriate. Personnel are encouraged to attend services in communities near the installation when their particular faith group is not represented aboard the command; or the commanding officer may invite a civilian member of the clergy to conduct services on the station to meet the needs of these individuals.

RELIGIOUS RITES AND PASTORAL CARE

Chaplains provide various religious ministries to command personnel and their dependents in addition to conducting regular worship services. Some examples of several special ministries which are provided by chaplains are:

- Baptisms

- Weddings

- Communion services

- Ministry to the sick

- Ministry to the dying

- Funeral services

The Religious Program Specialist provides valuable support to command chaplains through the scheduling of special services and by ensuring that the facility is properly rigged for each service.

RELIGIOUS EDUCATION

Religious education programs for military personnel and their dependents have traditionally been provided at commands whenever a substantial dependent population existed. Unity and continuity in such religious education is made difficult by frequent transfers of military families. The various and unique denominational requirements also influence the religious education programs that are provided for dependent children of military personnel. For these reasons, the Navy, Army, and Air Force Departments make available religious education curricula and materials which are designed especially for military religious education programs. The curriculum for dependent children at Navy and Marine Corps shore activities is usually selected from the following three resource guides:

- *Cooperative Protestant Religious Education Curriculum*

- *Catholic Curriculum and Resource Guide*

- *Unified Jewish Religious Education Curriculum*

The materials described in these resource guides are selected by members of the Armed Forces Chaplains Board from various publishing houses. The RP maybe tasked by the command chaplain to obtain material from these three sources in order to provide a standardized religious education program for command personnel and their dependents. In addition, RPs may be tasked to recruit volunteers to teach the standardized curriculum to dependent children. This responsibility y will require the RP to instruct volunteers in religious education methods and the use of religious education material.

1-13

RELIGIOUS LITERATURE

The command usually has a supply of religious literature in book and pamphlet form available for use by its personnel. Pamphlet racks containing such literature are likely to be found at the entrance to the chapel, in the office of the chaplain, and at other convenient locations. Many stations also have libraries with sections devoted to religious books and novels.

COMMAND CHAPLAIN

The ranking (senior) chaplain is normally designated as the command chaplain when more than one chaplain is assigned to a command. Besides advising the command on matters pertaining to religion and morale, the command chaplain supervises the ministries of all other chaplains assigned to the unit. Also, the command chaplain performs duties similar to a department head or division officer in relation to managing RPs and other enlisted personnel who are assigned to the office of the chaplain.

ADVISORY ROLE OF CHAPLAINS

The chaplain acts as an advisor to the commanding officer on matters pertaining to religion and morale and in this capacity is a key officer in promoting the religious and general well-being of command personnel. Collateral duties are properly confined to the field of religion and morale so as not to interfere with the primary duties of the chaplain. An example of an appropriate collateral duty is the responsibility to furnish the commanding officer with information to assist in paying proper respect to the religious institutions and customs of various foreign countries. Command chaplains need to be informed concerning local religious beliefs and value systems in order to perform this highly important collateral duty. The RP may be tasked by the chaplain to gather information about the religious beliefs of a particular country in order to lend support in showing the proper respect for the country's beliefs and traditions.

PASTORAL COUNSELING

The chaplain is concerned with the well-being of all command personnel and their families and is available to counsel and advise individuals on religious, personal, and morale matters as well as other areas of concern. In the performance of their duties, chaplains assist personnel and their families in times of bereavement, domestic crisis, and when religious guidance is requested. To enhance the Command Religious Program, chaplains normally maintain liaison with community, social, religious, health and welfare agencies. These sources are made available to military families upon request. Some of the resource agencies are:

- American Heart Association
- American National Red Cross
- Catholic Social Services
- Community Chest
- Community Services
- County Departments of Health
- County Mental Health Associations
- Navy Relief Society
- United Way

It is imperative that the RP maintain a current listing of resource agencies in order to ensure that referral information is continually available for assigned chaplains.

MILITARY CHAPELS ASHORE

Of all the buildings located on a military base, the chapel is unique in that its architectural form generally reveals its function. It is important to note that chapel facilities are Government property and are not controlled or regulated by the religious bodies of America. These facilities are built to support the Command Religious Program. The commanding officer has authority to utilize buildings designated as chapels for a multitude of religious, command, and civil activities. Normally, the command chaplain serves as an advisor to the commanding officer on the use of chapel facilities. The RP assists the command chaplain by ensuring that Department of Defense policy and local command directives are

followed concerning the proper utilization of chapel spaces.

THE CRP ABOARD SHIP

It is expected that personnel who are serving aboard naval vessels will have religious programs made available on a regular basis which includes provision for the sacraments and ordinances of their particular faith groups. A variety of arrangements have been made to ensure that naval personnel are afforded the right to the ministrations of their religion. It is customary to have Navy chaplains assigned to specific ships to provide this ministry. The chaplain may also be transferred to other ships to conduct worship services when operations permit. Religious Program Specialists are assigned to ships with chaplains to provide support in the areas of religious programming and administration.

When a ship with only one chaplain is in port, the chaplain may provide services for personnel of other faith groups by arranging to have other chaplains or civilian clergy invited aboard to conduct services, or by sponsoring church parties to locations off the ship. At sea the chaplain may provide for those of other faith groups primarily by supervising lay leadership programs.

Special kits containing prayer books, recorded sacred music, and other equipment have been developed to support the Command Religious Program at sea. The RP needs to be familiar with the ordering procedures for obtaining any materials that may be necessary to support the CRP aboard ship. Supply procedures are explained in *Module II (Logistic Support and Financial Control).*

THE CRP WITHIN THE FLEET MARINE FORCE (FMF)

The Command Religious Program of each FMF unit is coordinated by the chaplain to meet the needs of assigned personnel. Chaplains and male RPs may be assigned to divisions (figure 1-12), regiments (figure 1-13), and battalions (figure 1-14). At least one chaplain and RP are normally assigned to accompany a battalion when it deploys.

Figures 1-15, 1-16, and 1-17 show the organization of an aircraft wing and two types of aircraft groups. It should be noted that male RPs may also be assigned with these organizations. Religious Program Specialists should familiarize themselves with the organizational structure of their assigned FMF unit as soon as possible after reporting for duty.

CRP JARGON

Jargon is generally defined as language that is peculiar to a particular trade or profession. Chaplains and RPs should be cautious when using jargon associated with the CRP. Much of the language used in the office of the chaplain may not be understood by individuals not closely associated with the CRP. For example, the term
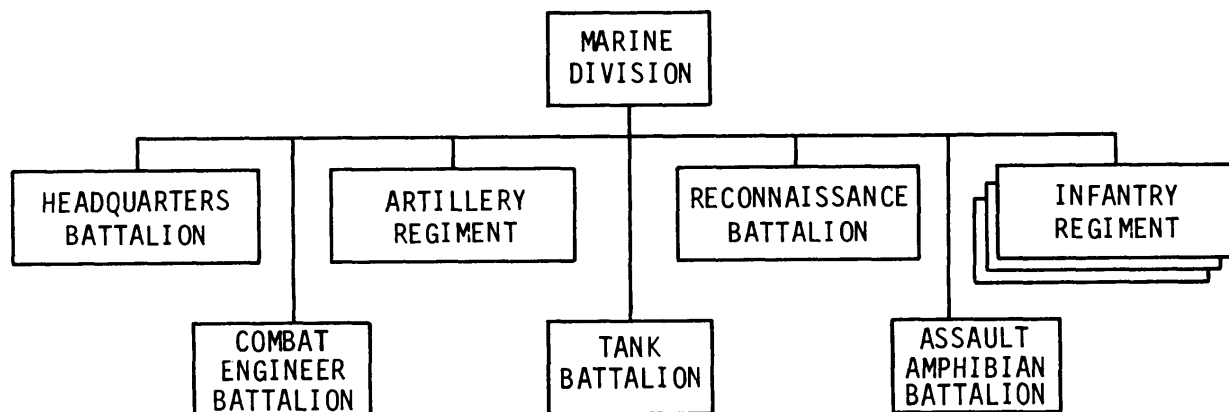

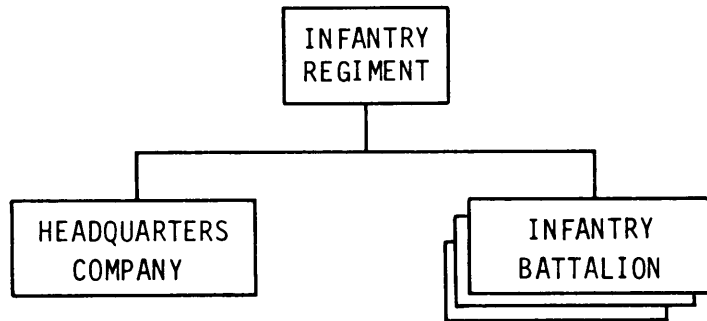Figure 1-12.—Fleet Marine Force (Division Organization).

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                    ┌──────────────┐
                    │   INFANTRY   │
                    │   REGIMENT   │
                    └──────┬───────┘
             ┌─────────────┴─────────────┐
    ┌────────┴────────┐          ┌────────┴────────┐
    │  HEADQUARTERS   │          │    INFANTRY     │
    │    COMPANY      │          │   BATTALION     │
    └─────────────────┘          └─────────────────┘
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Figure 1-13.—Fleet Marine Force (Infantry Regiment Organization).

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                    ┌──────────────┐
                    │   INFANTRY   │
                    │  BATTALION   │
                    └──────┬───────┘
        ┌──────────────────┼──────────────────┐
┌───────┴────────┐  ┌──────┴───────┐   ┌───────┴───────┐
│  HEADQUARTERS  │  │   WEAPONS    │   │     RIFLE     │
│  AND SERVICE   │  │   COMPANY    │   │    COMPANY    │
│    COMPANY     │  │              │   │               │
└────────────────┘  └──────────────┘   └───────────────┘
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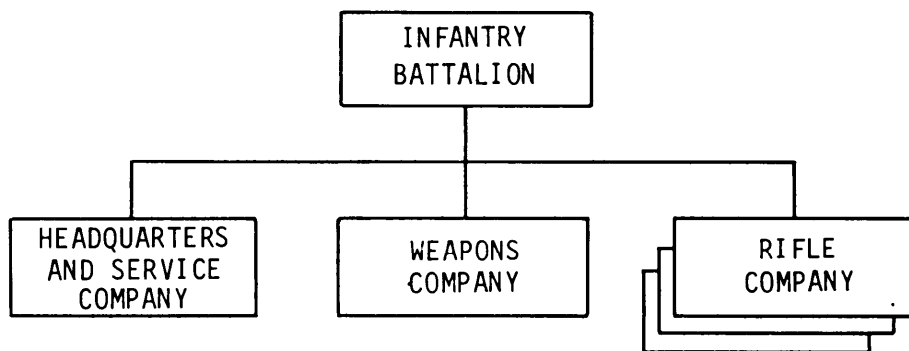
Figure 1-14.—Fleet Marine Force (Infantry Battalion Organization).

"Command Religious Program (CRP)" should be used whenever appropriate to emphasize the "Command" nature of the religious program. Also, the term "Chaplain's Office" should be avoided when referring to an entire chapel complex; the correct term is "Office of the Chaplain."

"Command Chaplain" should be used instead of "Senior Chaplain" when referring to the chaplain who has been designated by the commanding officer to direct the operation of the office of the chaplain. "Command Chaplain" is a functional title while "Senior Chaplain" refers to a chaplain's rank in relation to other chaplains.

Chaplains of all ranks are addressed by the term "Chaplain" in most instances. Terms of address which are common within particular faith groups such as "Father," "Pastor," or "Rabbi" may be used when appropriate. However, the RP should refer to assigned chaplains by the term "chaplain" regardless of rank since it is common

to all faith groups and expresses the identity of the clergy within the military community.

COMMAND ORGANIZATION
AND THE OFFICE
OF THE CHAPLAIN

The *Standard Organization and Regulations of the U.S. Navy Manual* (OPNAVINST 3120.32) provides guidance on basic organization for afloat units and shore commands. In order to function effectively as an assistant to command chaplains, it is important for the RP to understand how the Command Religious Program functions within a command's basic organization. Figure 1-18 shows a typical departmental organization for an aircraft carrier. It should be noted that departments are comprised of various divisions which are organized into watches, sections, or both. It is imperative that RPs familiarize themselves with
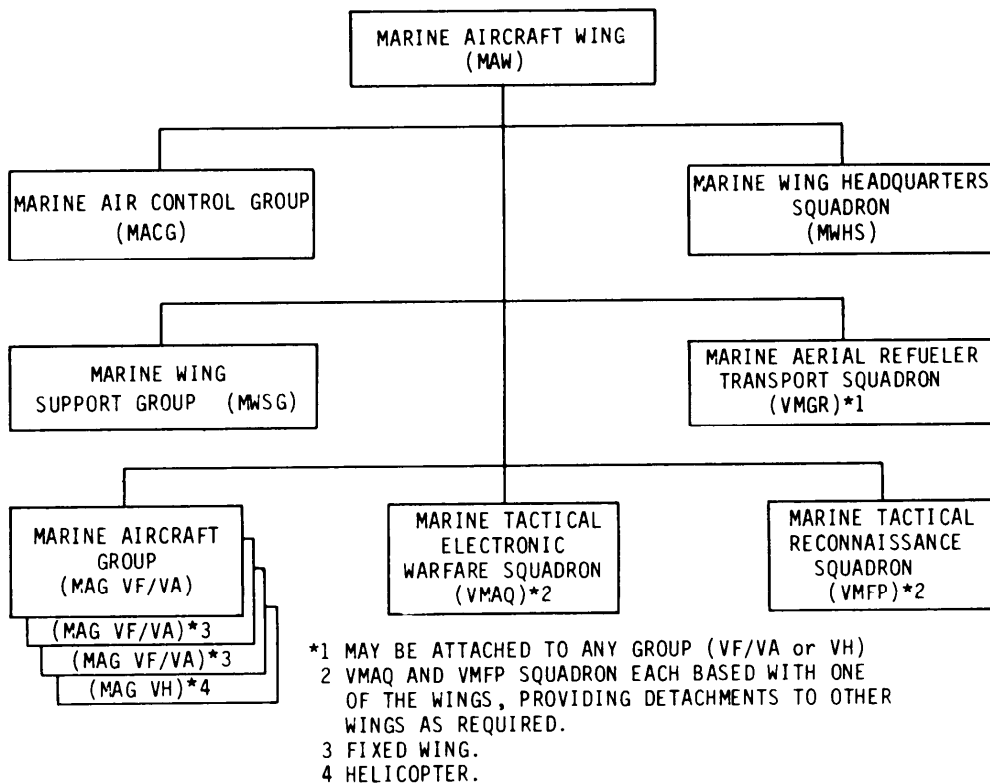
MARINE AIRCRAFT WING (MAW)

- MARINE AIR CONTROL GROUP (MACG)
- MARINE WING HEADQUARTERS SQUADRON (MWHS)
- MARINE WING SUPPORT GROUP (MWSG)
- MARINE AERIAL REFUELER TRANSPORT SQUADRON (VMGR)*1
- MARINE AIRCRAFT GROUP (MAG VF/VA)
  - (MAG VF/VA)*3
  - (MAG VF/VA)*3
  - (MAG VH)*4
- MARINE TACTICAL ELECTRONIC WARFARE SQUADRON (VMAQ)*2
- MARINE TACTICAL RECONNAISSANCE SQUADRON (VMFP)*2

*1 MAY BE ATTACHED TO ANY GROUP (VF/VA or VH)
2 VMAQ AND VMFP SQUADRON EACH BASED WITH ONE OF THE WINGS, PROVIDING DETACHMENTS TO OTHER WINGS AS REQUIRED.
3 FIXED WING.
4 HELICOPTER.

Figure 1-15.—Fleet Marine Force (Aircraft Wing Organization).

MARINE AIRCRAFT GROUP (MAG VF/VA)

- HEADQUARTERS AND MAINTENANCE SQUADRON (H&MS)
- MARINE AIR BASE SQUADRON (MABS)
  - MARINE ATTACK SQUADRON
  - MARINE ATTACK SQUADRON
  - MARINE FIGHTER ATTACK SQUADRON
  - MARINE ALL-WEATHER ATTACK SQUADRON
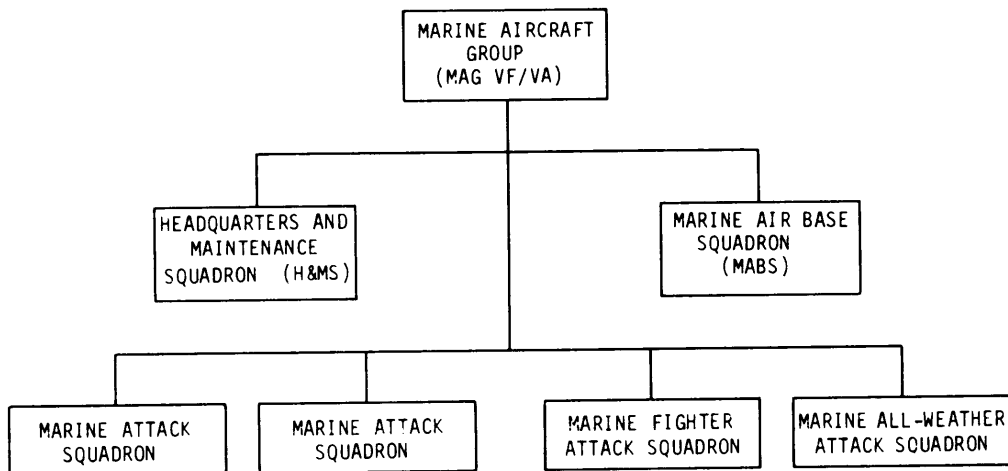
Figure 1-16.—Fleet Marine Force (Aircraft Group Fixed Wing Organization).

the organizational structure of their ship or command as soon as possible after reporting aboard.

The command chaplain is normally designated as an executive assistant and in this capacity reports directly to the executive officer. Figure 1-19 shows a partial listing of executive assistants. Note that the command master chief reports directly to the commanding officer instead of the executive officer. The duties,

1-17
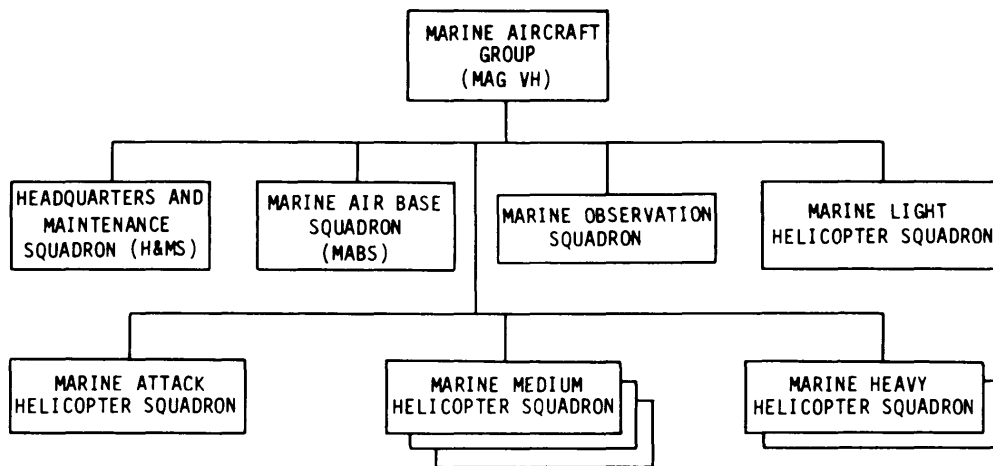
Figure 1-17.—Fleet Marine Force (Aircraft Group Helicopter Organization).
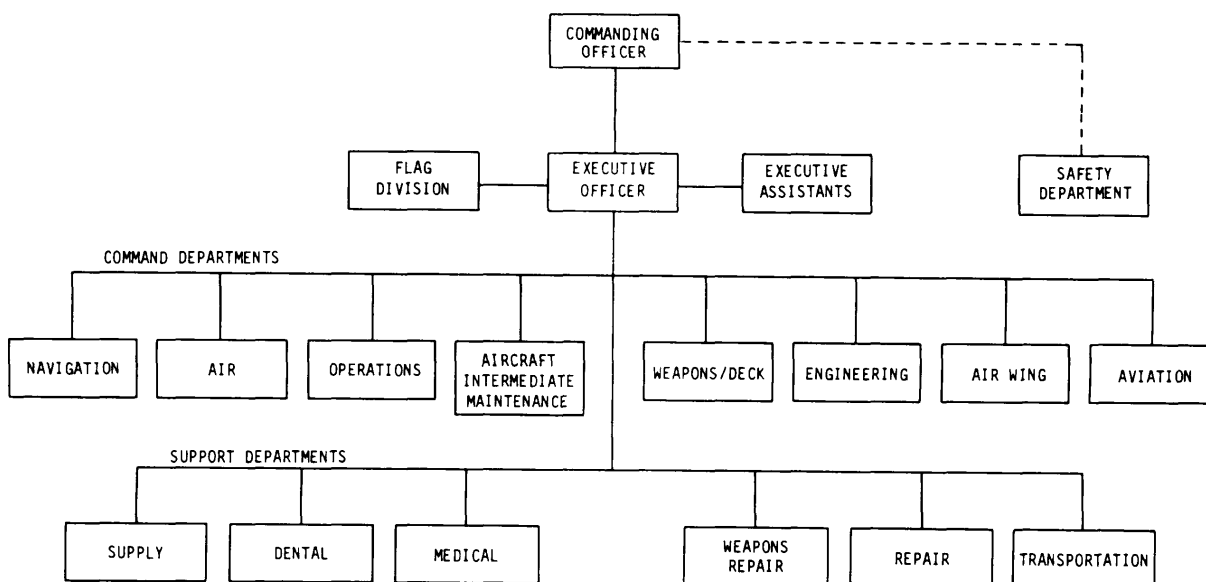
NOTE: COMMANDING OFFICERS MAY ADD ADDITIONAL DEPARTMENTS AS REQUIRED WITH THE APPROVAL OF THE CHIEF OF NAVAL OPERATIONS.

287.1(M3)

Figure 1-18.—Aircraft Carrier Departmental Organization.

responsibilities, and authority of the command chaplain as outlined in OPNAVINST 3120.32 are shown in figure 1-20.

Commanding officers have the authority to add additional executive assistants to meet individual command needs and special requirements.

USMC COMMAND ORGANIZATION

In order to assist chaplains assigned to Marine Corps units and bases, the RP should also be familiar with the organizational structure
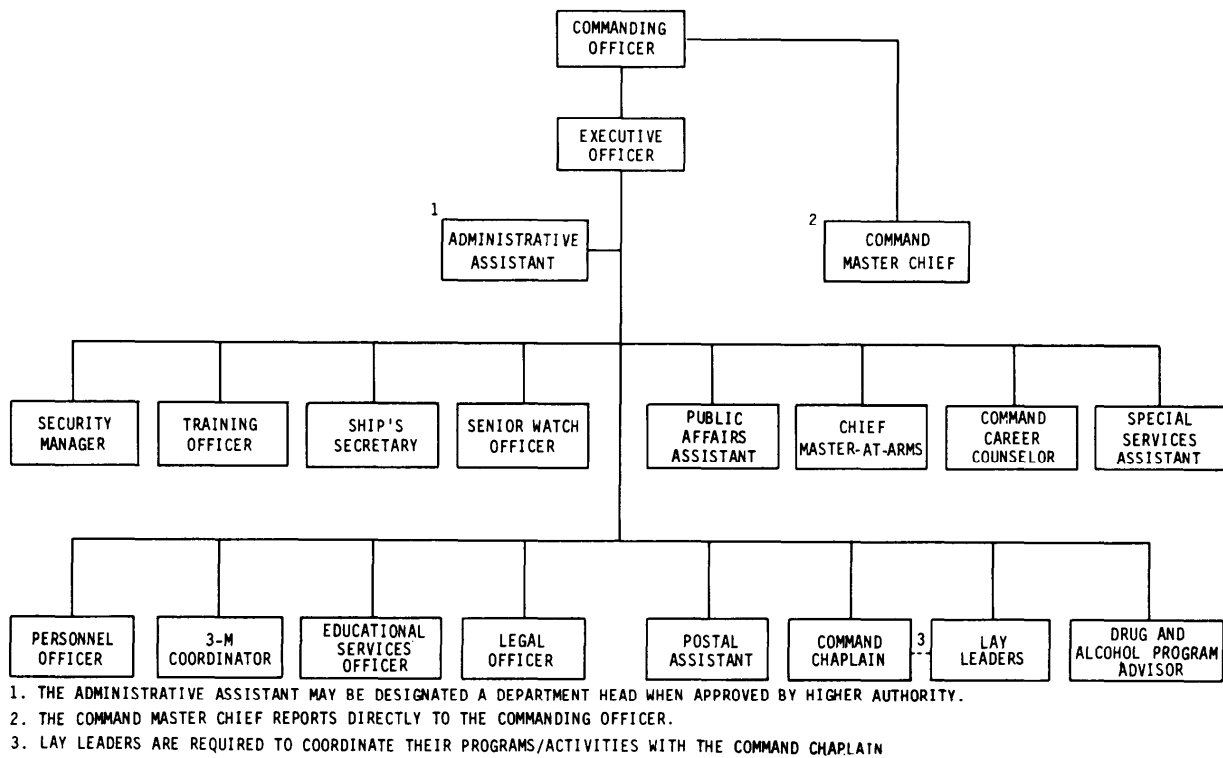
Figure 1-19.—Partial Listing of Executive Assistants.   287.2(M3)

COMMAND CHAPLAIN (DUTIES, RESPONSIBILITIES AND AUTHORITY)

Conduct public worship according to the manner and forms of the chaplain's own church at the times prescribed in the unit's routine.

Insofar as practicable, make available to all personnel opportunities for worship and religious self-expression according to the manner and forms of their respective faiths.

Facilitate and encourage religious instruction through voluntary classes and discussion groups.

Extend counsel to personnel and their dependents in times of bereavement, trouble, or distress.

Investigate requests for emergency leave, and make appropriate recommendations via the division officer and department head for appropriate action by the executive officer.

Advise the executive officer and commanding officer, when requested, in matters of administrative policy bearing on the welfare, morale, and spiritual well-being of the unit's personnel.

Conduct liaison between personnel and welfare organizations such as Navy Relief and the American Red Cross.

Supervise chaplains and other personnel (RPs for example) who are assigned to the office of the chaplain.

Figure 1-20.—Duties, Responsibilities, and Authority of Command Chaplain.

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┌─────────────────┐                    ┌─────────────────┐
│  COMMANDER'S    │                    │   COMMANDER     │
│   PERSONAL      ├────────────────────┤─────────────────│
│    STAFF        │                    │   DEPUTY        │
├────────┬────────┤                    │  COMMANDER      │
│ AIDES  │ OTHERS │                    └─────────────────┘
└────────┴────────┘                    
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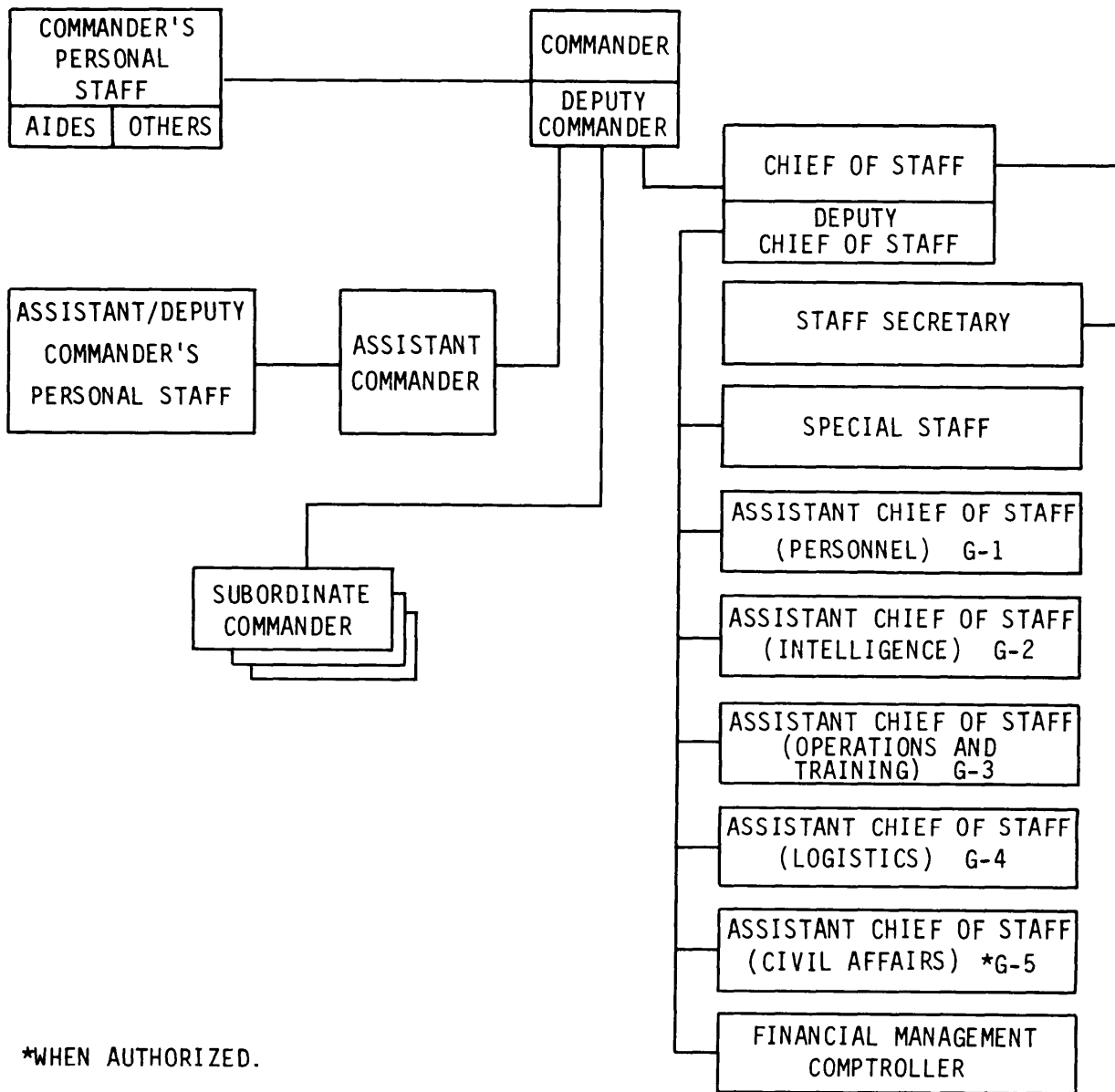

287.3(M3)

Figure 1-21.—Marine Corps Staff Organization.

(command and staff action) of the Marine Corps. Figure 1-21 shows the basic organizational chart for Marine Corps staff organizations. It should benoted that the chaplain is included under the title "Special Staff." The chaplain performs general duties as a special staff officer with respect to the moral, spiritual, and religious welfare of the command. Figure 1-22 shows the staff responsibilities of the chaplain.

SUMMARY

The first part of this chapter contains information pertaining to the historical aspects of the Chaplains Corps and the Religious Program Specialist rating. Also, the dutiesof the RP were described in terms of occupational standards. Command organization and the office of the

chaplain were covered in the latter sections of this chapter.

Subsequent chapters of this module will address: managing the office of the chaplain; maintaining CRP files and records; using publications and preparing directives; and preparing correspondence. As previously stated, *Module I (Personnel Support) and Module II (Logistic Support and Financial Control)* cover the remaining occupational standards for RP3 and RP2 which are not addressed in this module.

RESPONSIBILITIES OF CHAPLAIN AS SPECIAL STAFF OFFICER

Assist in determining and improving the state of morale.

Develop and conduct religious programs.

Minister to the sick and wounded.

Correspond with relatives of personnel as appropriate.

Discharge the staff responsibility for all professional, technical, and administrative matters pertaining to religious activities within the command.

Provide professional supervision, coordination, and assistance for other assigned chaplains.

Exercise liaison with community social, welfare, and religious organizations.

Figure 1-22.—Special Staff Officer (Chaplain Responsibility).

CHAPTER 2

MANAGING THE OFFICE
OF THE CHAPLAIN

Most of the duties of a Religious Program Specialist are performed in an office environment. Junior RPs may be assigned to small offices or to large ones where they are likely to be supervised by a Chief Religious Program Specialist. Regardless of the size of the office of the chaplain, the RP has a tremendous responsibility in rendering support to assigned chaplains.

This chapter will be devoted to describing the general appearance and arrangement of office spaces; the proper method of stowing materials; the use and maintenance of office equipment; office procedures for CRP personnel including receptionist duties; the concept of privileged communication; the Navy's information security program; the proper handling of "For Official Use Only" information and records; and screening procedures for enlisted service records.

An office makes a lasting impression on the people who visit it. It should be noted that office atmosphere is the product of both mental and physical factors. Physical factors are the most obvious and will be discussed in the following section of this chapter.

GENERAL APPEARANCE
OF OFFICE SPACES

The amount of control that the RP will have over the physical conditions in the office of the chaplain will vary with the location and type of duty. Conditions outside the RP's control may determine the kind of office that will be established and the types of equipment used. Regardless of the size and type of office, the RP is normally assigned responsibility for maintaining the appearance of the spaces allocated for use in support of the Command Religious Program.

All gear and supplies must be properly secured or stowed at the close of business each day. This is especially important at sea since there is always the possibility that the ship could encounter bad weather and rough seas. Shown below are certain other tasks that the RP should routinely perform:

● Check and clear correspondence baskets daily.

● Store supplies such as ink and carbon paper so they will not stain other materials.

● Avoid accumulations of loose papers to prevent possible fire hazards.

● Plan cleaning periods and field days so as not to disturb the work of assigned chaplains.

● Dust desks frequently.

THE RP's DESK

RPs are responsible for maintaining their own desks. Desks should be kept in a neat and orderly fashion at all times. Listed below are some ideas for establishing sound organizational procedures for maintaining desks:

● Shallow trays or drawers may be used to store pencils, erasers, paper clips, and other small articles.

● Slanted stationery trays maybe used in the upper drawers of desks to separate different types of stationery.

● Carbon paper should be kept in its original box to keep it from curling or soiling the stationery.

● Unused stencils and correction fluid should be stored in a supply cabinet.

● Personal belongings should be kept in a separate drawer of the desk.

● Desks should be cleared at the end of the day and desk drawers should be closed tightly.

● Classified material should be kept in designated spaces rather than in individual desks.

OFFICE ARRANGEMENT

As stated previously, an office makes an immediate and lasting impression on the individuals who visit it. The RP plays a vital role in seeing that the office spaces (afloat and ashore) allocated to support the CRP are properly arranged. Figure 2-1 shows some important "Do's" of office arrangement. It is important to remember that the best arrangement is the one that will facilitate the work most efficiently and effectively.

STOWAGE OF MATERIALS

Supplies should be stowed so that they are kept out of the way and in good condition. The RP will be handling a large amount of material, including ecclesiastical supply items, that must be stowed. Closed cabinets should be used to store supplies if at all possible. These cabinets are preferable to open shelves because they protect materials from dust and damage.

Wrapped packages should be labeled for easy identification and only one package of each kind of material should be opened at any given time. This helps avoid waste and ensures that the office of the chaplain is doing its part in using command funds efficiently.

Mimeograph stencils and ink must be stored in moderate temperatures and away from direct sunlight. Also, other materials should not be placed directly on top of a package of stencils since this may damage the stencils.

Spirit process duplicator (Ditto) fluid is quite toxic and it is imperative that this fluid be stored in a well-ventilated, cool place. Since a little amount is all that is needed for each use, only a limited amount of this fluid should be maintained. On Navy ships there are regulations prohibiting the stowage of toxic materials in certain locations. RPs should check their command's regulations/instructions concerning stowage of Ditto and other toxic materials. It is important to remember that being safety conscious is an attribute that every RP MUST possess.

OFFICE EQUIPMENT

A Religious Program Specialist is required by occupational standards to type at 30 words per minute and to operate office equipment. Shown below are the specific occupational standards for RP3 which either directly or indirectly require these skills.

OCCUPATIONAL STANDARDS—RP3

38825—OPERATE OFFICE EQUIPMENT

38826–TYPE AT 30 WORDS PER MINUTE

38832—TYPE AND ROUTE CORRESPONDENCE AND MESSAGES

38837—PREPARE AND PROCESS ADMINISTRATIVE, OPERATIONAL, AND ECCLESIASTICAL RECORDS AND REPORTS

38839—TRANSCRIBE CHAPLAIN INTERVIEW RECORDS

38847—TYPE DIRECTIVES

94621—CLEAN, OIL, AND MAKE MINOR OPERATING ADJUSTMENTS TO OFFICE AND AUDIOVISUAL EQUIPMENT

In order to operate office equipment correctly, the RP should also be able to provide routine maintenance for the equipment that is maintained in the office of the chaplain in support of the CRP. The following sections of this chapter will be devoted to explaining routine maintenance requirements and procedures for some of the office equipment which the RP may be tasked to maintain.

TYPEWRITER MAINTENANCE

A typewriter is a heavy and sturdy piece of equipment, but it is actually quite delicate and should be handled with caution. The following routine procedures should be observed:

● A typewriter must be properly placed so that it will not fall or be knocked off the desk.

THE DO'S OF OFFICE ARRANGEMENT

ARRANGE DESKS SO THAT LIGHTING IS SUFFICIENT.

RELIGIOUS PROGRAM SPECIALIST PERSONNEL SHOULD BE SEATED SO THEY CAN SEE VISITORS ENTERING THE OFFICE OF THE CHAPLAIN.

ADJUST CHAIRS SO THE FEET OF TYPISTS REST FIRMLY ON THE FLOOR.

COPYHOLDERS SHOULD BE USED TO HELP REDUCE EYESTRAIN FOR TYPISTS.

FILING CABINETS SHOULD BE READILY AVAILABLE BUT MUST BE SEPARATED FROM OFFICE TRAFFIC AS MUCH AS POSSIBLE.

BOOKCASES AND SPECIAL SHELVES SHOULD BE PROCURED TO STORE BOOKS, MAGAZINES, AND PAMPHLETS SO THEY WILL NOT TAKE UP VALUABLE WORKSPACE.

DON'T FORGET

"THE BEST OFFICE ARRANGEMENT IS THE ONE THAT WILL FACILITATE THE WORK BEST."

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Figure 2-1.—Office arrangement procedures.
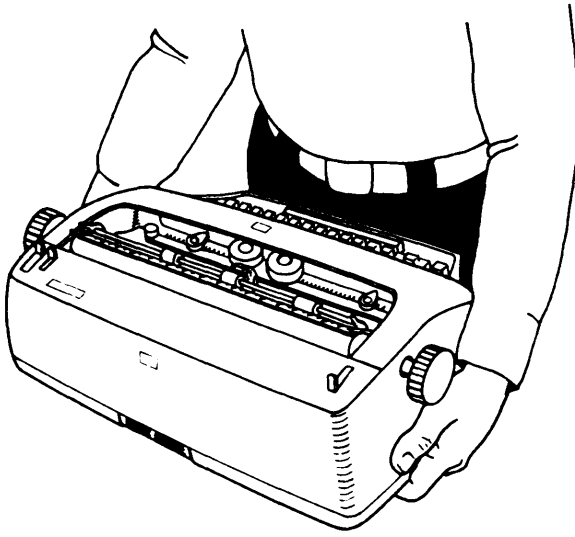
129.1

Figue 2-2.—Proper method of lifting a typewriter.

● When a typewriter must be lifted or moved, it should be gripped by its case and NEVER by the carriage (figure 2-2).

● Typewriters should be covered when not in use.

● A soft dry cloth should be used to clean the outside of the typewriter.

● Care should be taken to see that erasure crumbs do not fall inside the mechanism.

● Typewriters should be checked daily to see if they are in good working condition.

● Service representatives should be called when major work is required to fix a typewriter.

MIMEOGRAPH OPERATION AND MAINTENANCE

On occasion, RPs are called upon to operate a Mimeograph. It is important that the operating manual for the model being used be studied prior to operation of the machine. If possible, the RP should receive instructions on operating a Mimeograph from an experienced operator. This type of machine is extremely delicate and a minor mistake in operation or adjustment could be costly. Detailed information on preparing and "cutting" stencils is provided by individual manufacturers in each pack of stencils.

Regular maintenance of a Mimeograph is a must. The RP should ensure that the following actions are observed in regard to maintaining this machine in good operating condition:

● The cylinder should be left with the ink pad side "up" when the Mimeograph is not in use.

● A long-handled brush with soft bristles should be used to clean lint out of the Mimeograph.

● Feed rolls should be washed once a week with clear warm water. A clean damp cloth is used for this purpose.

● Retainer pads and the feed pad can be removed and reversed when they become worn. The feed pad should be reversed each time it is cleaned whether it shows wear or not.

● The impression roller should be washed regularly with a cloth dampened with a solution of mild soap and warm water. This roller should NEVER be immersed in water. Other cleaning fluids should NOT be used as they may damage the roller.

● The ink pad should be covered with Mimeograph paper and the backing sheet of a stencil when the machine is not in use. Excess ink is absorbed by the paper and the backing sheet keeps out dust.

● A Mimeograph should not be located in direct sunlight or near a radiator as excess heat tends to cause ink leakage.

SPIRIT PROCESS DUPLICATOR OPERATION AND MAINTENANCE

Spirit process duplicator machines are used extensively throughout the Navy and are normally referred to as "Ditto" machines. NOTE: The word "Ditto" is actually the trade name of the spirit process duplicator machine manufactured by the Bell and Howell Company.

The main advantage of the Ditto machine over a Mimeograph is its compact size which is ideal for use aboard small ships. A disadvantage is that

a limited number of copies (usually not more than 150) can be produced from a single Ditto master stencil while the Mimeograph can produce up to 1000 copies from a single stencil.

Ditto Master Stencil Preparation

Before proceeding to an explanation of stencil preparation, the Ditto master will be discussed. The white Ditto master (overlay) is attached to a sheet of paper which is thickly coated with a carbon substance. Typing and hand-stylus impressions are made on the overlay and cause the carbon substance to be imprinted on the reverse side of the master. When the overlay is attached to the Ditto machine, the carbon-coated sheet is detached. The carbon impressions of the Ditto master are moistened by the duplicating fluid as the drum is rotated, which in turn transfers the carbon dye to the paper being fed into the machine. This transfer yields an exact reproduction of the master.

Preparing a neat and accurate Ditto master stencil is one of the more important secretarial tasks that the RP will perform. Command Religious Program announcements are often distributed to command personnel through the use of Ditto copies. Just as the appearance of the office of the chaplain makes an instant and lasting impression, an information' 'flyer" or announcement will also leave lasting impressions. If the announcement is neatly prepared with concise and accurate information, it will probably give people the impression that the office of the chaplain is an efficient and caring organization. Therefore, it is important that the RP prepare each Ditto master with these thoughts in mind. The following helpful hints should aid the RP in preparing Ditto masters:

● The "flimsy" sheet of paper that is inserted between the Ditto overlay and the carbon attachment MUST be removed before it is possible to have impressions transferred to the back of the overlay. NOTE: If there is some artwork involved, the" flimsy" may be left between the overlay and carbon attachment while the artwork is penciled lightly onto the overlay. The artwork can then be retraced with a stylus when the "flimsy" is removed.

● If an electric typewriter is being used, a test line should be typed on a Ditto master at each typing pressure setting. A copy should then be run and the RP can select the pressure that will provide the best copy. For manual typewriters, the typing pressure lever should be set to a medium or light position for best results.

● A Ditto master should be left in the typewriter when errors are corrected. The typewriter platen should be turned until there is enough room to separate the perforated overlay from the carbon backing. A razor blade or other sharp-edged instrument should then be used to lightly scrape the carbon deposit of the incorrect characters from the back of the overlay. Next, a clean piece of Ditto carbon should be placed between the overlay and the original carbon. Then the typewriter should be returned to its original position and the correct letters typed. After the correction has been made, the temporary carbon that was used for this correction MUST be removed before proceeding.

Ditto masters may be reused at a later date if they are properly stored after the initial use. The masters should be placed in large envelopes and separated by' 'flimsy" sheets. It is imperative that they be stored in a flat position to keep them from becoming wrinkled.

Ditto Carbon Colors

Ditto carbon may be obtained in various colors such as purple, red, green, yellow, black, and blue. Purple is used most often in the Navy because it produces a larger number of legible copies than the other colors.

Different colors may be used on the same Ditto master if required. This can be accomplished by preparing a Ditto master using the various colored carbons for each segment of work to be produced. The carbon must be changed after each section (each color) is completed; the result is "one" Ditto master that needs to be run through the Ditto machine "one" time to obtain a multicolored product.

Ditto Machine Safety

Ditto machines actually require a limited amount of maintenance. These machines have very few parts to oil and the oiling process should be performed by an authorized maintenance technician. Personnel of the Instrumentman (IM)

rating normally perform these duties aboard ship. On ships without IMs stationed aboard, this maintenance is performed by personnel from a tender; or the Ditto machine is sent to a maintenance facility ashore for service. The RP should set up a preventive maintenance check with the department having repair responsibility to ensure that Ditto machines are maintained in good operating condition.

As previously discussed, Ditto duplication fluid is quite toxic and should be stored in a well-ventilated, cool place. Also, smoking CANNOT be allowed in the immediate area of the Ditto machine as the fluid is also flammable.

DRY ELECTRICAL PROCESS MACHINES

Dry electrical process machines (fast-copy) such as the one shown in figure 2-3 are used extensively throughout the Navy. Letters, drawings, and forms may be reproduced in a matter of minutes or seconds depending on the capabilities of the specific model. Since there are several types of copying machines in use, it is important for RPs to review the operating manual for the type or types used at their command.

These machines should not be used to reproduce forms or publications that can be obtained from stockrooms or other official sources. The use of dry electrical process machines should
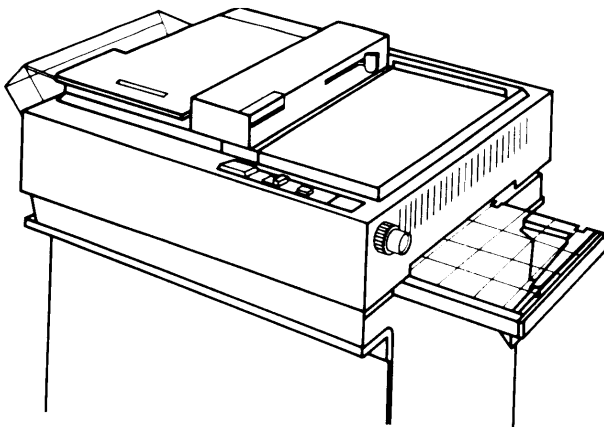
287.9(M3)

Figure 2-3.—Dry electrical process machine (fast-copy).

be kept to a minimum because the cost of reproduction on these machines is normally far greater than other methods. Carbon paper should be used at the time of typing to obtain a few extra copies; Ditto machines are appropriate for up to 150 copies; Mimeograph machines are appropriate for up to 1000 copies; and print shops should be used when more than 1000 copies are required. It is important for junior RPs to seek the advice of their leading chief/petty officer as to the most efficient and practical method of reproduction.

OFFICE PROCEDURES FOR CRP PERSONNEL

The RP plays a vital role in establishing sound human relations practices within the office of the chaplain both afloat and ashore. Visitors normally encounter the RP before seeing a chaplain and it is important for these visitors to feel relaxed upon entering office spaces assigned to CRP personnel. To be a good receptionist, the RP must understand that many of the people who seek the advice and counsel of chaplains may not be in the best of spirits. Therefore, it is imperative that RPs be friendly.

RECEPTIONIST DUTIES

Good receptionists make it clear that they are there to help. The RP receptionist should strive to be pleasant, friendly, and gracious as a matter of routine. Using good manners is a must even though some visitors to the office of the chaplain may seem to make unreasonable demands or requests. Following are some suggestions for greeting visitors to CRP office spaces:

● Visitors should be greeted as soon as possible after they enter the office spaces. A friendly smile and pleasant tone of voice will help to place visitors at ease.

● After visitors have been made to feel welcome, the RP must then seek relevant information concerning: name of visitor, reason for visit, which chaplain (if appropriate) needs to be seen, and if an appointment was made.

● The RP should never assume that a visitor knows all about the office of the chaplain. It is

important for the RP to listen attentively to inquiries to determine what course of action must be taken.

● If the visitor is referred to a particular chaplain, the RP should escort the person to that chaplain's office and provide the proper introductions, if needed.

● Visitors to the office of the chaplain should NEVER leave with the feeling that they have run into a "brick wall." Receptionists must strive to see that a visitor's needs are met. NOTE: This does not mean that RPs should try to counsel individuals in the absence of assigned chaplains. It simply means that when a chaplain is not available, an appointment should be made for a future date; or, in emergency situations a chaplain from another base or ship should be contacted to render assistance if at all possible.

A receptionist often serves as a "buffer" for assigned chaplains. The RP can save valuable time by handling matters that do not require a chaplain's attention. However, caution should be exercised to ensure that the responsibilities assigned to chaplains are not assumed by RP personnel. REMEMBER, Religious Program Specialists are limited to performing tasks which do not require ordination or licensing. Although members of the rating are obligated to support chaplains and persons of all faith groups, an RP cannot conduct worship services, administer sacraments, or function as a pastoral counselor. The RP does not exercise any of the ministerial functions of a member of the clergy or Navy chaplain.

TELEPHONE COMMUNICATIONS

Communicating effectively on the telephone is more difficult than face-to-face conversation. The reason for this is that gestures cannot be seen or detected over the telephone. Gestures make up the nonverbal part of a message between a sender and a receiver. It is estimated that a message which is transmitted in spoken words directly between two persons is made up of:

MESSAGE PART	PERCENTAGE
Actual words	7
Tone of voice	38
Gestures	55

With 55% of the message missing in conversations which are not face to face, it is easy to understand why communicating on the telephone is more difficult than communicating face to face. Following are a few helpful hints for improving telephone communications in the office of the chaplain:

● Strive to speak clearly and distinctly. Use a steady voice that can be easily heard by the other person on the line.

● Make notes of the key points to be covered before placing a call.

● Vary the volume of the voice to help maintain interest.

● Speak slowly and enunciate words clearly so that the other person can easily understand the message.

● Strive to be polite and professional in telephone conversations. One way to properly answer the telephone in the office of the chaplain is to say: "Office of the chaplain, Petty Officer Jones speaking. May I help you?" Professionalism is served by identifying the organization (office of the chaplain) and the individual answering the telephone (Petty Officer Jones); and politeness is shown by offering assistance (May I help you?).

● When callers fail to identify themselves, ask for their identity as tactfully as possible. For example, "May I tell the chaplain who is calling, please?"

● If a caller asks to speak to a particular chaplain who is not available, the services of another chaplain should be offered if at all possible; or a message should be taken and the caller informed that the unavailable chaplain will return the call.

● Telephones should be answered as promptly as possible. Also, they should not be left unattended during normal working hours.

● If an occasion arises where a caller must be placed on "hold" for a period of time, it is

proper and polite to explain the reason for the delay. For example, "If you can wait a moment, I'll see if the chaplain is available. He's in the chapel complex. " NOTE: The RP should check back regularly with the person on hold to ensure that the connection is not broken.

CRP PLANNING

The RP is often given numerous instructions on planning and coordinating the Command Religious Program by command and other assigned chaplains. It is extremely important for RPs to make reminder notes when instructions are given. This is especially true when instructions will not be carried out immediately.

In the office of the chaplain, planning in support of the CRP is one of the most important functions that RPs help perform. The following two sections will be devoted to explaining the RP's role in scheduling appointments and CRP activities for the office of the chaplain.

Scheduling Appointments

The office of the chaplain receives numerous visitors and telephone calls during the course of any given day. These visits and calls are often in regard to making appointments to see a chaplain. RPs are normally tasked by command chaplains to coordinate the scheduling of these appointments.

It is imperative that the RP keep an accurate appointment schedule. Appointments should be recorded on each chaplain's desk calendar and scheduled with sufficient time between sessions to ensure that appointments do not overlap. Figure 2-4 is an example of an appointment calendar.

Activity Calendars

Command Religious Program chapel facilities are used for a multitude of religious, command, and civil activities. A chapel complex is used during normal duty hours, in the evenings, and on weekends. Sound management practices are needed to handle this tremendous amount of activity to ensure that there are no conflicts in scheduling.

An activity calendar such as the one shown in figure 2-5 should be prepared and maintained by the RP. A good practice is to have three

activity calendars prepared (one for the current month's activities and one for each of the following 2 months). It is not uncommon to receive requests to schedule meetings, ceremonies, and other activities a month or more in advance. Activity calendars should include four elements for every activity scheduled. They are: time of event, description of event, place of the event, and person responsible for coordination of the event. For routine recurring events such as regular weekly religious services, the person responsible for coordination purposes is not needed on the calendar.

It is advisable for the RP to make duplicate calendars so that command chaplains will have an up-to-date list of chapel complex activities. Also, any changes in scheduling should be immediately made on the calendars to ensure that continuity is maintained.

PRIVILEGED COMMUNICATIONS

Privileged communication is a technical legal term which is defined as a special relationship involving a spoken or written communication between two or more persons. This relationship seals the confessor/counselor from releasing any information derived from the privileged communication. The person protected is referred to as the penitent/counselee. Privileged communication includes communication between a person and a minister, priest, rabbi, chaplain, or Religious Program Specialist in special circumstances.

Earlier in this chapter, it was discussed on several occasions that RPs do NOT function as chaplains or members of the clergy in the performance of their duties. It was also stated that personnel selected for the RP rating were limited to performing religious program tasks which do not require ordination or licensing. However, because of the nature of the duties that RPs perform and their unique relationship with chaplains, there will undoubtedly be situations that arise in which the privileged communication statute also applies to RPs. Listed below are situations in which the RP would probably be bound by the privileged communication statute:

● A service member approaches an RP in the barracks for the primary purpose of having the RP relay information concerning a personal problem to a chaplain.
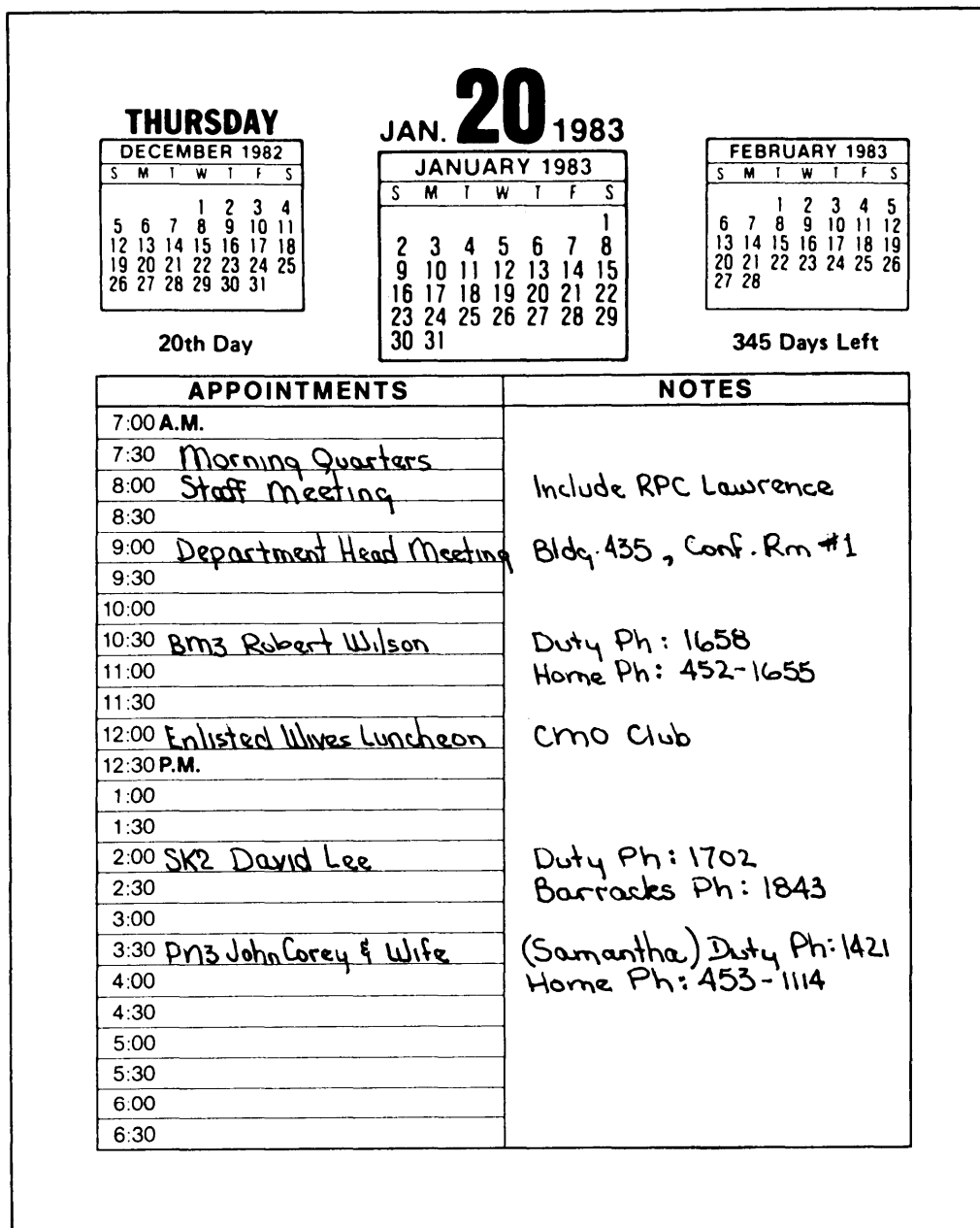
THURSDAY JAN. **20** 1983

DECEMBER 1982						
S	M	T	W	T	F	S
				1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20th Day

JANUARY 1983						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 1983						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

345 Days Left

APPOINTMENTS	NOTES
7:00 **A.M.**	
7:30 Morning Quarters	
8:00 Staff Meeting	Include RPC Lawrence
8:30	
9:00 Department Head Meeting	Bldg. 435, Conf. Rm #1
9:30	
10:00	
10:30 BM3 Robert Wilson	Duty Ph: 1658
11:00	Home Ph: 452-1655
11:30	
12:00 Enlisted Wives Luncheon	Cmo Club
12:30 **P.M.**	
1:00	
1:30	
2:00 SK2 David Lee	Duty Ph: 1702
2:30	Barracks Ph: 1843
3:00	
3:30 PN3 John Corey & Wife	(Samantha) Duty Ph: 1421
4:00	Home Ph: 453-1114
4:30	
5:00	
5:30	
6:00	
6:30	

Figure 2-4.—Sample appointment calendar.

● A service member approaches an RP in his or her on-base or off-base quarters for the primary reason of having the RP relay information concerning a personal problem to a chaplain.

● A service member discusses a personal problem with an RP for the purpose of seeking advice as to whether the assistance of a chaplain should be sought, or in order to expedite an appointment with a chaplain to obtain assistance with the personal problem.

It is imperative that RPs receive extensive instructions from the command chaplain on their duties and responsibilities in regard to privileged communication situations. This is necessary

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MONTH OF __December 1982__   SCHEDULE OF __Activities__

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	COMMENTS
			1 1900-2000 Roman Catholic Choir Practice Bldg. 440, Rm #1	**2** 1900-2000 Protestant Choir Practice Bldg. 440, Rm #1	**3** 1200-1230 Roman Catholic Mass (1st Fri) Main Chapel	**4** 1000-1600 CRP Picnic at NAS Beach John James & Mary Johns Coordinators	Check with DAPA by the 15th to confirm time of Substance Abuse Presentations
5 2nd Sunday in Advent	**6**	**7**	**8** 1200-1230 1800-1830 Roman Catholic Mass (Feast of Immaculate Conception) 1900-2000 R.C. Choir Practice Bldg. 440, Rm #1	**9** 1900-2000 Protestant Choir Practice Bldg. 440, Rm #3	**10** 1900-2400 CRP Family Dinner Bldg. 440 Auditorium Larry Scott Lisa Wilson	**11** 1st Day of Hanukkah	25th is Holiday routine
12 3rd Sunday in Advent 2nd Day of Hanukkah	**13** 3rd Day of Hanukkah	**14** 4th Day of Hanukkah	**15** 5th Day of Hanukkah	**16** 6th Day of Hanukkah	**17** 7th Day of Hanukkah 1900-2100 Children's Christmas Play Bldg. 440 Auditorium. Tina Lowe, Jack Way & Larry Avery	**18** 8th Day of Hanukkah	
19 4th Sunday in Advent	**20** 0800-0830 0900-0930 1000-1030 1100-1130 Pre-holiday substance abuse talk Main Chapel Command DAPA & CODAA	**21** 0800-0830 0900-0930 1000-1030 1100-1130 Pre-holiday substance abuse talk Main Chapel Command DAPA & CODAA	**22** 0800-0830 0900-0930 1000-1030 1100-1130 Pre-holiday substance abuse talk Main Chapel Command DAPA & CODAA	**23** 1900-2400 Protestant Group Christmas Party Bldg. 440 Auditorium M. Johns	**24** Christmas Eve	**25** Christmas 0800-0900 1800-1900 Roman Catholic Mass 1000-1100 Protestant Service	
26	**27**	**28**	**29**	**30**	**31** New Year's Eve		

Figure 2-5.—Sample activity calendar.

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because of the complex nature (legal and moral) of the privileged communication statute. An example in which the privileged communication statute would NOT apply will show the complexity of this issue. If a service member discusses a personal problem with a Religious Program Specialist in the barracks because of the RP's judgment as a petty officer and not as a chaplain's assistant, then the conversation would not be protected by the privileged communication statute.

Obviously, RPs must exercise caution and restraint when an individual seeks advice from them on a personal problem. Guiding troubled personnel to seek advice from a chaplain is the best course of action that the RP can take. The RP MUST be polite and understanding but should inform these individuals that assigned chaplains are more qualified and have the responsibility for pastoral counseling functions aboard the command.

SECURITY OF
CLASSIFIED MATERIAL

In order to become a Religious Program Specialist, an individual must be eligible for access to classified information and materials. The following sections will be devoted to explaining the basic aspects of the information security program within the Navy Department, and the RP's responsibility in regard to this program.

INFORMATION
SECURITY PROGRAM

National defense policies and procedures for safeguarding classified information are set forth in the *Information Security Program Regulation Manual* (DOD 5200.1-R). The *Department of the Navy Information Security Program Regulation Manual* (OPNAVINST 5510.1) is used in the Navy Department to implement DOD 5200.1-R. As outlined in OPNAVINST5510.1, the specific responsibilities for the Secretary of the Navy, Chief of Naval Operations, Director of Naval Intelligence (OP-009), commanding officers, and those personnel who are granted access to classified material are shown in figure 2-6.

The commanding officer has overall responsibility aboard the command for ensuring compliance with security regulations as outlined in DOD 5200.1-R and OPNAVINST 5510.1.

Also, each command in the Department of the Navy which is eligible to receive classified material must designate an individual as the command's security manager. This individual must be an officer or U.S. civilian employee (GS-11 or above) and will be responsible for administration of the information security program for the command.

Office of the chaplain personnel (chaplains and RPs) should maintain a copy of DOD 5200.1-R and OPNAVINST 5510.1 for use in the Command Religious Program. There may be occasions when access to classified information is necessary for the chaplain and/or RP to perform certain tasks. These two unclassified security manuals provide a ready reference to help clear up problem areas when questions arise concerning security matters.

Purpose of Program

The purpose of the security program is to ensure that official information of the Department of the Navy relating to national security is protected to the maximum extent possible and for a specified period of time as may be necessary. The *Department of the Navy Information Security Program Regulation Manual* (OPNAVINST 5510.1) establishes the procedures for identifying information to be protected; prescribes a system of classifying, downgrading, and declassifying information; prescribes policies and procedures for safeguarding classified information; and establishes a monitoring system to ensure effectiveness of the program throughout the Navy.

Basically, the security program deals with the safeguarding of information that should not be allowed to fall into the hands of foreign governments because of the danger that such information might be used to the detriment of the United States. Information may be compromised through careless talk, through actual subversion by enemy agents, by careless handling of classified material, and in various other ways. In order to help ensure that the office of the chaplain does its part in protecting classified material, the RP needs to develop sound security habits as a matter of routine.

Security Definitions

There are many terms which are used in regard to classified material. The following list was extracted from OPNAVINST 5510.1. RPs should

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INFORMATION SECURITY PROGRAM RESPONSIBILITIES

Secretary of the Navy

The Secretary of the Navy is responsible for the establishment and maintenance of an Information Security Program to ensure effective compliance with the provisions of U.S. Navy Regulations and General Orders, Executive Orders, public laws, National Security Council, Department of Defense, and other legally established directives regarding the protection of classified information.

Chief of Naval Operations

The Chief of Naval Operations is responsible to the Secretary of the Navy for policies relating to the security of classified information in the Department of the Navy.

Director of Naval Intelligence

The Director of Naval Intelligence (OP-009) has been designated as the officer primarily responsible to the Chief of Naval Operations for the effective compliance with and implementation of the Information Security Program within the Department of the Navy.

Commanding Officers

Commanding Officers are responsible for compliance with and implementation of the regulations outlined in DOD 5200.1 R and OPNAVINST 5510.0 within their commands.

Personnel Granted Access

Every individual in the Department of the Navy who acquires access to classified information is responsible for protecting that information in accordance with the regulations outlined in DOD 5200.1 R and OPNAVINST 5510.1.

Figure 2-6.—Classified material responsibilities.

consult this publication for a detailed list of security terms.

ACCESS.—The ability and opportunity to obtain knowledge or possession of classified information. NOTE: An individual does not have access to classified information merely by being in a place where such information is kept. The individual must have the "need to know" for the information before access is granted. "Need to know" will be defined in a later section.

ACTIVE DUTY FOR TRAINING.—This refers to full-time duty by an inactive duty reservist with the active military service of the United States for training purposes. Usually this is for a 2-week period.

ACTIVE STATUS.—The status of all inactive duty ready reservists and those standby reservists not officially placed on the Inactive Status List.

ALIEN.—Any person not a citizen or a national of the United States.

CLASSIFICATION.—The determination that official information requires, in the interest of national security, a specific degree of protection against unauthorized disclosure, coupled with a designation signifying that such a determination has been made.

CLASSIFIED INFORMATION.—Official information" which has been determined to require, in the interest of national security, protection against unauthorized disclosure which has been so designated.

CLASSIFIED MATERIAL.—Any matter, document, product, or substance on which classified information is recorded.

CLEARANCE.—An administrative determination by competent authority that an individual is eligible for access to classified information of a specific classification category.

COMMAND.—Any organizational entity under one individual authorized to exercise direction and control. NOTE: This term includes unit, base, squadron, activity, or any other indication of organizational integrity.

COMMANDING OFFICER.—This term includes commander, officer in charge, naval representative, director, inspector, and any other title assigned to an individual (military or civilian) who through command status, has the authority to render a decision with regard to a specific question under consideration.

COMPROMISE.—A security violation which has resulted in confirmed or suspected exposure of classified information or material to an unauthorized person.

COUNTERINTELLIGENCE.—That aspect of intelligence activity which is devoted to destroying the effectiveness of inimical (hostile) foreign intelligence activities and to the protection of the

information against espionage, individuals against subversion, and installations or material against sabotage.

CUSTODIAL RESPONSIBILITY.—The responsibility for classified material which rests with the command to whom the material is charged.

CUSTODIAN.—An individual who has possession of or is otherwise charged with the responsibility of safeguarding and accounting for classified information.

DECLASSIFICATION.—The determination that classified information no longer requires, in the interest of national security, any degree of protection against unauthorized disclosure, coupled with a removal or cancellation of the classification designation.

DOCUMENT.—Any recorded information regardless of its physical form or characteristics. This includes written or printed material; data processing cards and tapes; maps; charts; paintings; drawings; engravings; sketches; working notes and papers; reproductions by any means or process; and sound, voice, or electronic recordings in any form.

DOWNGRADE.—TO determine that classified information requires, in the interest of national security, a lower degree of protection against unauthorized disclosure than currently provided, coupled with a changing of the classification designation to reflect such lower degree.

FOREIGN INTELLIGENCE.—The product resulting from the collection, evaluation, analysis, integration, and interpretation of all available information which concerns one or more aspects of foreign nations or of areas of foreign operations and which is immediately or potentially significant to military planning and operations.

FOREIGN NATIONAL.—Any person not a U.S. citizen, immigrant alien, or U.S. national is considered to be a foreign national. American citizens representing foreign governments, foreign private interests, or other foreign nationals are considered to be foreign nationals for purposes of this regulation, when acting in that capacity.

IMMIGRANT ALIEN.—Any person who has been lawfully admitted into the United States for permanent residence under an immigration visa.

INACTIVE DUTY TRAINING.—Any training, instruction, or duty, as prescribed by the Secretary of the Navy, performed by reservists on inactive duty, with or without compensation. For example, drills and approved correspondence courses are part of this training.

INACTIVE STATUS.—The status of members of the Standby Reserve who are officially placed on the Inactive Status List in accordance with regulations prescribed by the Secretary of the Navy.

MARKING.—The physical act of indicating on classified material the assigned classification, changes in classification, downgrading and declassification instructions, and any limitation on the use of the classified information.

NATIONAL SECURITY.—The national defense and foreign relations of the United States.

NEED TO KNOW.—The necessity for access to, knowledge of, or possession of classified information in order to carry out official military or other governmental duties. NOTE: Responsibility for determining whether a person's duties require access to classified information and the authorization to receive it rest upon the possessor of the classified information and not upon the prospective recipient.

OFFICIAL INFORMATION.—Information which is owned by, produced for or by, or is subject to the control of the United States Government.

SECURITY.—A protected condition of classified information which prevents unauthorized persons from obtaining information of direct or indirect military value. This condition results from the establishment and maintenance of protective measures which enable a state of inviolability from hostile acts or influence.

SECURITY VIOLATION.—Any failure to comply with the regulations relative to the security of classified material.

TRANSMISSION.—Movement involving the actual transfer of custody and responsibility for a document or other classified material from one command to another command or other authorized addressee.

UNITED STATES AND ITS TERRITORIES.—The 50 states; District of Columbia; the Commonwealth of Puerto Rico; the Territories of Guam, American Samoa, and the Virgin Islands; the Trust Territory of the Pacific Islands; the Canal Zone; and the Possessions, Midway and Wake Islands.

UPGRADE.—TO determine that certain classified information requires, in the interest of national security, a higher degree of protection against unauthorized disclosure than currently provided, coupled with a changing of the classification designation to reflect such higher degree.

Classification Designations

Official information or material which requires protection in the interest of national security must be classified in one of three categories depending upon the degree of significance of the material. These categories are: Top Secret, Secret, and Confidential. "For Official Use Only" (FOUO) markings are not used, to identify classified information. These markings (FOUO) will be explained in another section of this chapter. The next three sections will provide an explanation and examples of Top Secret, Secret, and Confidential material.

TOP SECRET.—Top Secret is the designation which will be applied only to information in which the unauthorized disclosure could reasonably be expected to cause EXCEPTIONALLY GRAVE DAMAGE to the national security. Examples include:

1. Armed hostilities against the United States or its allies.
2. Disruption of foreign relations vitally affecting the national security.
3. The compromise of vital national defense plans or complex cryptologic and communications intelligence systems.
4. The revelation of sensitive intelligence operations.

5. The disclosure of scientific or technological developments vital to national security.

SECRET.—Secret is the designation which will be applied only to information or material in which the unauthorized disclosure could reasonably be expected to cause SERIOUS DAMAGE to the national security. Examples include:

1. Disruption of foreign relations significantly affecting the national security.
2. Significant impairment of a program or policy directly related to the national security.
3. Revelation of significant military plans or intelligence operations.
4. Compromise of significant military plans or intelligence operations.
5. Compromise of significant scientific or technological developments relating to national security.

CONFIDENTIAL.—Confidential is the designation which will be applied only to information or material in which the unauthorized disclosure should reasonably be expected to cause IDENTIFIABLE DAMAGE to the national security. Examples include:

1. Compromise of information which indicates strength of ground, air, and naval forces in the United States and overseas areas.
2. Disclosure of technical information used for training, maintenance, and inspection of classified munitions of war.
3. Revelation of performance characteristics, test data, design, and production data on munitions of war.

PHYSICAL SECURITY OF CLASSIFIED MATERIAL

Classified material (Top Secret, Secret, and Confidential) is not normally stored in the office of the chaplain. As a general rule, if a situation arises which requires a chaplain and/or RP to review classified material, the material is either: (1) reviewed in the office of the chaplain by authorized personnel only and returned immediately to the person who has control of classified material aboard the command; or (2) the chaplain and/or RP proceed to the location where classified material is maintained and

controlled. In either instance security consciousness MUST be exercised at all times.

The RP should consult personnel in the administrative office when questions arise concerning the review and stowage procedures for classified information. As previously discussed, every individual in the Department of the Navy who is granted access to classified information is responsible for protecting that information. RPs need to do their part in ensuring that the Command Religious Program does its share in protecting classified information in support of national defense efforts.

"FOR OFFICIAL USE ONLY" (FOUO) INFORMATION AND RECORDS

Uniform standards and procedures for marking, handling, and safeguarding FOUO material are contained in SECNAVINST 5570.2. This instruction also covers the control and protection of all UNCLASSIFIED information and records and other materials that are exempted from general public disclosure.

The RP should exercise care to ensure that Command Religious Program FOUO material does not become accessible to unauthorized persons. This material must be given a higher degree of protection than other unclassified material. Following are some procedures for safeguarding FOUO material:

● FOUO material should not be left unattended on desks.

● FOUO material should be placed out of sight when not in use.

● Unauthorized personnel should not be allowed in the area when FOUO material is being reviewed.

It is important to note that the caveat "For Official Use Only" is NOT a security classification. However, FOUO material must be safeguarded in accordance with SECNAVINST 5570.2 directives.

SCREENING ENLISTED SERVICE RECORDS

Occasions may arise in which the RP is tasked by assigned chaplains to screen an enlisted

service record for specific background information. Therefore, it is imperative that RPs know and understand what information is contained in enlisted service records. It is the responsibility of the Personnelman (PN) to prepare and maintain enlisted service records. The RP should consult a PN in the personnel office when questions arise concerning entries in these records.

SERVICE RECORD FOLDER

The enlisted service record is maintained in a NAVPERS 1070/600 folder such as the one shown in figure 2-7. This folder has a tab for recording the name (last, first, and middle) and social security number of the enlisted person for whom the folder is prepared. A capital "R" is placed after "USN" to indicate a person is a member of the Naval Reserve. Both sides of the folder are equipped with fasteners for filing service record pages and other official/unofficial papers.

Left Side of Folder

Required documents and unofficial pages and papers filed for safekeeping are maintained on the

| | USN |
| NAME | LAST | FIRST | MIDDLE | SERVICE NO./SSN |

U.S. Navy

ENLISTED SERVICE RECORD

CAUTION

No information may be divulged from this record except to persons properly and directly concerned; this policy, by long usage, has acquired the effect of law. Questionable cases will be referred to the Commanding Officer for decision. The inviolability of the enlisted personnel service record and information therefrom has long been recognized by the Department of the Navy in view of the confidential nature of such records.

PROPERTY OF U.S. NAVY

NAVPERS 1070/600 (Rev. 6-71)
S/N—0106—018—6000

Figure 2-7.—Enlisted Service Record Folder (NAVPERS 1070/600). 3.252

left side of the folder. These pages and papers may include:

- The original or a copy of standard transfer orders with copies of the endorsements.

- Travel claims.

- Discharges.

- Statements of service.

- Naval correspondence course completion letters.

- Reports of examinations (other than medical).

- Service school certificates and diplomas.

- Reports of separation from military service.

- Statements of Personal History.

- Documents pertaining to completion of security investigations.

- Issuance of security clearance documents.

- Birth certificates.

- Marriage licenses.

- Court decrees and orders.

- Citizenship papers.

- Correspondence pertaining to special letters of commendation.

- Copies of evaluation reports.

- Certified reproduction of the Enlisted Performance Record (NAVPERS 1070/609). This record will be explained in another section of this chapter.

- Certified copy of History of Assignments (NAVPERS 1070/605) pertaining to prior naval service. This form will be explained in another section of this chapter.

A Career Performance Data Separator (NAVPERS 1070/617) shown in figure 2-8 is placed on the left side of the folder. The following items are placed beneath this separator:

- History of Assignments (NAVPERS 1070/605) pertaining to prior naval service.

- Copies of all performance evaluations.

- Copies of commendations from prior and current enlistments.

- Copies of all DD Forms 214 (Certificate of Release or Discharge from Active Duty). The DD Form 214 will be explained in another section of this chapter.

All other official and unofficial papers are filed in chronological order (the latest date on top) above the separator.

Right Side of Folder

The pages that comprise the actual service record are retained on the right side of the NAVPERS 1070/600 folder. These pages are arranged in the following order beginning with the first (bottom) page of the enlisted service record.

- DD Form 4, Enlistment or Reenlistment Agreement— Armed Forces of the United States. (Page 1)

- NAVPERS 1070/601, Immediate Reenlistment Contract. (Page 1)

- NAVPERS 1070/621, Agreement to Extend Enlistment. (Page 1A)

- NAVPERS 1070/622, Assignment to and Extension of Active Duty. (Page 1B)

- VA Form 29-8286, SGLI Certificate of Membership.

- NAVPERS 1070/602, Dependency Application/Record of Emergency Data. (Page 2)

- NAVPERS 1070/603, Enlisted Classification Record. (Page 3)

INSTRUCTIONS FOR USE OF THIS SEPARATOR

With fastener on top, fold top of separator back along creases.

With the top of the separator folded under, place it on the fastener on the left

side of the Enlisted Service Record, NAVPERS 1070/600.

File the following material under the separator on the service record

fastener:

> Reproduced and certified Page 9 from prior enlistment.
>
> Performance evaluations, prior and current.
>
> Commendations throughout career.

NAVPERS 1070/617 (12-69) 0106-LF-018-6180

CAREER PERFORMANCE DATA

287.11(M3)

Figure 2-8.—Career Performance Data Separator (NAVPERS 1070/617).

● NAVPERS 1070/604, Navy Occupation/Training and Awards History. (Page 4)

● NAVPERS 1070/605, History of Assignments. (Page 5)

● NAVPERS 1070/606, Record of Unauthorized Absence. (Page 6)

● NAVPERS 1070/607, Court Memorandum. (Page 7)

● NAVPERS 1070/609, Enlisted Performance Record. (Page 9)

● NAVPERS 1070/610, Record of Personnel Actions. (Page 10)

● NAVPERS 1070/611, Record of Naval Reserve Service. (Page 11)

● NAVPERS 1070/613, Administrative Remarks. (Page 13)

● NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Inactive). (Page 14)

● DD Form 214, Certificate of Release or Discharge from Active Duty. (Page 15)

DESCRIPTION OF SERVICE RECORD PAGES

It is important for the RP to have general knowledge of the information that is contained on each enlisted service record page. The following sections provide a brief overview of the pages that are retained on the right side of the NAVPERS 1070/600 folder. NOTE: Blank forms (pages) will be used for illustration purposes. The DD Form 4 (Enlistment or Reenlistment Agreement—Armed Forces of the United States) shown in figure 2-9 and VA Form 29-8286 (SGLI Certificate of Membership) shown in figure 2-10 will not be discussed. If questions arise concerning these two forms, the RP should consult the PN in the personnel office for guidance.

Immediate Reenlistment Contract (NAVPERS 1070/601—Page 1)

An Immediate Reenlistment Contract (NAVPERS 1070/601) is shown in figure 2-11.

This form establishes the legal relationship between the enlisted person and the Government. The period of reenlistment is indicated on this form.

Agreement to Extend Enlistment (NAVPERS 1070/621–Page 1A)

Enlisted personnel serving under an enlistment contract may extend or re-extend their enlistment. In order for the enlistment extension to be legal and binding, an Agreement to Extend Enlistment (NAVPERS 1070/621) shown in figure 2-12 must be completed and signed by both the enlisted person desiring an extension and by a commissioned officer who will administer the oath on or before the expiration of enlistment. It should be noted that the extension does not become operative until the bottom portion of NAVPERS 1070/621 is completed.

Assignment to and Extension of Active Duty (NAVPERS 1070/622— Page 1B)

An Assignment to and Extension of Active Duty (NAVPERS 1070/622) form is shown in figure 2-13. This form provides a record of the assignment of an enlisted person on inactive duty to active duty. It also serves as an agreement to extend a tour of active duty for an enlisted person of the Naval or Fleet Reserve; or for a retired person on active duty when reporting for active or temporary active duty other than active duty for training.

Dependency Application/Record of Emergency Data (NAVPERS 1070/602—Page 2)

The Dependency Application/Record of Emergency Data (NAVPERS 1070/602) which is shown in figures 2-14 (Part I) and 2-15 (Part II), is designed to provide an up-to-date source of emergency data for each member of the Navy. This record, which is used for casualty reporting and notification of next of kin, contains the following information:

● Person(s) to be notified in case of emergency or death.

● Person(s) to receive death gratuity when no spouse or child exists.

ENLISTMENT/REENLISTMENT DOCUMENT – ARMED FORCES OF THE UNITED STATES

A. IDENTIFICATION DATA

1. NAME (Last - First - Middle - Jr - Sr - etc.)		2. SSAN	3. DATE OF ENL/REENL	4. GRADE

5. HOME OF RECORD (City, State, ZIP Code)	6. PLACE OF ENLISTMENT/REENLISTMENT

7. DATE OF BIRTH	8. SELECTIVE SERVICE NO.	9. PREV MIL SVC UPON ENL/REENL	YEARS	MONTHS	DAYS
	☐ NOT REGISTERED	a. Total Active Military Service			
		b. Total Inactive Military Service			

B. AGREEMENTS

10. I am enlisting/reenlisting in the United States _____ on _____ , 19___

for _____ years in pay grade _____ . The additional details of my enlistment/reenlistment are in Section C

and Annex(es) _____ .

    a. FOR ENLISTMENT IN A DELAYED ENTRY/ENLISTMENT PROGRAM (DEP) (Not applicable

to the Army or Air National Guard): I understand that I will, within _____ days, be ordered to active

duty as a Reservist for _____ years unless I enlist in the Regular Component of the United States _____

_____ for not less than _____ years. My enlistment in the DEP is in a non-pay status.
I must maintain my current qualifications and keep my recruiter informed of any changes in my physical
or dependency status, moral qualifications, or mailing address.

    b. Remarks: (If "None" so state)

    c. The agreements in this section and the attached annex(es) are all the promises made to me by the
Government. ANYTHING ELSE ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE
HONORED. _____
(Initials of Enlistee/Reenlistee)

C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

11. FOR ALL ENLISTEES OR REENLISTEES: Many laws, regulations, and military customs will govern
my conduct and require me to do many things a civilian does not have to do. The following statements are
not promises or guarantees of any kind. They explain some of the present laws affecting the Armed Forces
which I cannot change but which Congress can change at any time.

    a. My enlistment is more than an employment agreement. As a member of the Armed Forces of the
United States, I will be:

      (1) Required to obey all lawful orders and perform all assigned duties.

      (2) Subject to separation during or at the end of my enlistment. If my behavior fails to meet
acceptable military standards, I may be discharged and given a certificate for less than honorable service,
which may hurt my future job opportunities and my claim for veteran's benefits.

      (3) Subject to the military justice system, which means, among other things, that I may be tried
by military court-martial.

DD FORM 4/1 1 JUN 78 REPLACES DD FORMS 4 AND 4C, 1 JUN 75, WHICH ARE OBSOLETE. DD FORM 4, PRIVACY ACT STATEMENT, 26 SEP 75, IS OBSOLETE. PAGE 1

Standby Reserve, upon my request, if I am not serving on active duty and if my total active duty (other

DD FORM 4/2 1 JUN 78 REPLACES DD FORMS 4 AND 4C, 1 JUN 75, WHICH ARE OBSOLETE DD FORM 4, PRIVACY ACT STATEMENT, 26 SEP 75, IS OBSOLETE. PAGE 2

DD FORM 4/3 1 JUN 78 REPLACES DD FORMS 4 AND 4C, 1 JUN 75, WHICH ARE OBSOLETE. DD FORM 4, PRIVACY ACT STATEMENT, 26 SEP 75, IS OBSOLETE. PAGE 3

DD FORM 4/4 1 JUN 78 REPLACES DD FORMS 4 AND 4C, 1 JUN 75, WHICH ARE OBSOLETE. DD FORM 4, PRIVACY ACT STATEMENT, 26 SEP 75, IS OBSOLETE. PAGE 4

DD FORM 4/5 1 JUN 78 REPLACES DD FORMS 4 AND 4C, 1 JUN 75, WHICH ARE OBSOLETE. DD FORM 4, PRIVACY ACT STATEMENT, 26 SEP 75, IS OBSOLETE. PAGE 5

287.12(M3)

Figure 2-9.—Enlistment or Reenlistment Agreement—Armed Forces of the United States (DD Form 4).

SERVICEMEN'S GROUP LIFE INSURANCE ELECTION

IMPORTANT — This form does not apply to and cannot be used for any other Government Life Insurance. It is to be used only for Servicemen's Group Life Insurance.

USE THIS FORM FOR ▶	1. REDUCING OR REFUSING INSURANCE	2. STATING TO WHOM AND HOW INSURANCE SHOULD BE PAID
	(Do not make erasures, corrections or changes. Complete a new form)	

LAST NAME - FIRST NAME - MIDDLE NAME	RANK, TITLE OR GRADE	SERVICE OR SOCIAL SECURITY NO.

BRANCH OF SERVICE *(Do not abbreviate)*	CURRENT DUTY LOCATION

1. REDUCING OR REFUSING INSURANCE

By law you are automatically insured for $15,000. If you do not want $15,000 insurance write below in your own handwriting "I want only $10,000 insurance" or "I want only $5,000 insurance" or "I want no insurance" as you prefer. Reduced or refused insurance can be restored only by written request with proof of good health and compliance with other requirements.

▶ _____ ◢ BE SURE TO COMPLETE PART 2 ◣

2. BENEFICIARY(IES) AND PAYMENT TO BENEFICIARY(IES) *(Read instructions C and D on reverse)*

IMPORTANT — You must write in the spaces below
(1) "By Law" in your own handwriting if you wish the law to apply (as explained on reverse) or,
(2) The names and other information for persons you want to receive your insurance.
Insurance is paid in a lump sum or 36 equal monthly installments at the option of the beneficiary(ies). If you insert "36" under "Payments to Beneficiary," payment will be made only in 36 equal monthly installments.

I DESIGNATE THE FOLLOWING BENEFICIARIES TO RECEIVE PAYMENT OF MY INSURANCE PROCEEDS AS SHOWN BELOW:

COMPLETE NAME AND ADDRESS OF EACH BENEFICIARY *(If married woman, give her own first and middle names and husband's last name)*	RELATION-SHIP TO INSURED	SHARES TO BE PAID TO EACH BENEFICIARY *(Use fractions such as 1/2, 2/3 or 3/4)*	PAYMENTS TO BENEFICIARY *(Insert "36" if only monthly payments desired. See D on reverse)*
PRINCIPAL *(First)*			
CONTINGENT *(Second-If principal beneficiary dies before me or before completion of installment payments to the principal beneficiary)*			

NOTE: If more than one principal beneficiary is named, the share of any such beneficiary who dies before me shall be distributed equally among the surviving principal beneficiaries. If there is no surviving principal beneficiary the proceeds shall be distributed equally to the surviving contingent beneficiaries. This Designation of Beneficiary shall be void if none of the designated beneficiaries is living at my death. If after completion of this form my insurance is increased, this beneficiary designation shall apply to the full amount in force unless a new designation is made.

I UNDERSTAND that this form cancels any prior beneficiary or payment instructions and that unless I have named the beneficiary(ies) above, my insurance will be paid under the "Provisions of the Law" as explained on the reverse of this form.

SIGN HERE IN INK ▶ _____ *(Signature of member) (Do not print)*   DATE COMPLETED _____

WITNESSED AND RECEIVED BY:	RANK, TITLE OR GRADE	ORGANIZATION	DATE RECEIVED

VA FORM SEP 1970 **29-8286**   SUPERSEDES VA FORM 29-8286, NOV 1965, WHICH WILL NOT BE USED.   **MEMBER'S OFFICIAL PERSONNEL FILE 1**

287.13(M3)

Figure 2-10.—SGLI Certificate of Membership (VA Form 29-8286).

601-RR

E-30

IMMEDIATE REENLISTMENT CONTRACT

1. NAME (LAST, FIRST, MIDDLE)		2. SSN	3. BRANCH/CLASS

4. RATE	5. STATUS ☐ ACTIVE	6. INACTIVE ☐	7. DATE OF BIRTH	8. CITIZENSHIP	9. DATE LAST DISCH

10. DATE REENLIST	11. TERM	12. RADO MONTHS ☐ DAYS	13. REENLIST CODE	14. ENLIST CODE	15. LOSS CODE	16. DOD SEP CODE

17. COMBAT ZONE ☐	18. UIC	19. HOME OF RECORD		20. STATE CODE

21. ELECTS MILEAGE ALLOWANCE TO (LOCATION)	22. HOME OF RECORD ☐	23. PLACE OF ☐ LAST ☐ ACCEPT	24. LEAVE SETTLEMENT ☐ CARRY OVER	25. ☐ CASH

26. REENLISTED AT	27. ACTIVITY EFFECTING REENLISTMENT

28. I have, to the best of my knowledge, met the eligibility requirements for immediate reenlistment on board, as defined in pertinent regulations.

Desiring to continue my naval service, I hereby agree to and with _____
as follows: (Name, Grade, and Service of Reenlisting Officer)

29. FIRST: In furtherance of my career in the United States Navy/United States Naval Reserve, I hereby reenlist, obliging and

subjecting myself to serve _____ years from _____ unless sooner discharged by proper authority.

30. SECOND: I have read and understand the following SECTIONS OF TITLE 10 OF THE UNITED STATES CODE:

1. SECTION 671 OF TITLE 10 OF THE UNITED STATES CODE; "671a. Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter. 671b. (a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistments, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or other military status, in any component of the Armed Forces of the United States, that expire before the thirtieth day after Congress next convenes or reconvenes. (b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive order."

2. SECTION 5540 OF TITLE 10 OF THE UNITED STATES CODE; "(a) The senior officer present afloat in foreign waters shall send to the United States by Government or other transportation as soon as possible each enlisted member of the naval service who is serving on a naval vessel, whose term of enlistment has expired, and who desires to return to the United States. However, when the senior officer present afloat considers it essential to the public interest, he may retain such a member on active duty until the vessel returns to the United States. (b) Each member retained under this section — (1) shall be discharged not later than 30 days after his arrival in the United States; and (2) except in time of war is entitled to an increase in basic pay of 25 percent. (c) The substance of this section shall be included in the enlistment contract of each person enlisting in the naval service."

31. THIRD: I understand that in time of war or National emergency declared by the Congress, or when otherwise authorized by law, members of the Naval Reserve may be continued on, or ordered to, active duty for the duration of the war or National emergency and for six months thereafter.

32. FOURTH: I have had this contract fully explained to me, I understand it, and certify that no promise of any kind has been made to me concerning assignment to duty, geographical area, schooling, special programs, assignment of government

quarters, or transportation of dependents except as indicated _____

33. OATH OF ENLISTMENT: I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God. I swear (or affirm) that the information above has been correctly recorded and is true in all respects and that I fully understand the conditions under which I am enlisting.

SIGNATURE OF REENLISTEE _____
FIRST   MIDDLE   LAST

Subscribed and sworn to before me this _____ day of _____, A.D. 19 _____

SIGNATURE
AND GRADE _____ OFFICIAL TITLE _____

SEE REVERSE FOR APPROPRIATE ADMINISTRATIVE REMARKS

IMMEDIATE REENLISTMENT CONTRACT NAVPERS 1070/601 (REV 7-77) S/N 0106-LF-010-6905   **SERVICE RECORD COPY**

6.63

Figure 2-11.—Immediate Reenlistment Contract (NAVPERS 1070/601).

BUPERS USE ONLY   BUPERS USE ONLY

1Pb21R

AGREEMENT TO EXTEND ENLISTMEI

1. DATE PREPARED	2. NAME (LAST, FIRST, MIDDLE)	3. SSN

4. BRANCH/CLASS	5. ACTIVE DUTY	6. UNIT I.D. CODE	7. SHIP OR STATION

8. REASON (MONTHS) A. SCH. B. OTHER	9. LOCATION OF SHIP OR STATION

10. NARRATIVE REASON

FIRST: I_____having enlisted in the United States Navy/Naval Reserve on_____for_____years, do hereby voluntarily agree to (further)extend my enlistment for a period of_____ months from its date of expiration. This is the_____extension of my current enlistment.

SECOND: Having reread my current enlistment contract signed on_____, I agree that this voluntary agreement shall be subject to provisions and obligations of the contract and shall become a part thereof. I acknowledge that the provisions of 10 USC 6540 relating to an increase in basic pay do not apply to this voluntary extension of enlistment.

THIRD: I have had this voluntary extension agreement fully explained to me, I understand it, and certify that no promise of any kind has been made to me except_____

And I do further swear (or affirm) that all statements made by me as now given in this record are correct.

SIGNATURE IN OWN HANDWRITING_____
SURNAME TO RIGHT

Subscribed and sworn to before me this_____day of_____A.D., 19_____

SIGNATURE AND GRADE _____ OFFICIAL TITLE _____

11. DATE EXAMINED	12. EXAMINED AT (PLACE)

13A.OPER 13B.CANC	14.REASON (MONTHS) A. SCH. B. OTHER	15. AUTHORITY

THE ENLISTMENT DESCRIBED ABOVE AND ALL BINDING EXTENSIONS, IF ANY, EXECUTED PRIOR TO THIS EXTENSION HAVE BEEN COMPLETED THIS DATE AND TOMORROW THE EXTENSION DESCRIBED ABOVE WILL BECOME OPERATIVE.

16. DATE	17. SIGNATURE	18. TYPED NAME AND GRADE

19. AT MIDNIGHT THIS DATE, ON DUTY AT (PLACE)	20. IF AT SEA, NEXT PORT REACHED

21 IN COMBAT ZONE AS OF MIDNIGHT DATE OPER.	22. ELECTED CASH SETTLEMENT OF UNUSED LEAVE	23. DATE OF PRIOR 621 BEING CORRECTED

24. ELECTED MILEAGE ALLOWANCE TO: (LOCATION)	25. HOME OF RECORD PLACE OF ACCEPTANCE

26. ELIGIBLE TO RECEIVE REENLISTMENT BONUS	27. MEMBER'S SIGNATURE (CERTIFIES HIS ELECTIONS — BLOCKS 22 AND 24)

28. UNIT I.D. CODE	29. RATE	30. ACTIVE DUTY

31. NAME (LAST, FIRST, MIDDLE)	32. SSN	33. BRANCH/CLASS

AGREEMENT TO EXTEND ENLISTMENT NAVPERS 1070/621 (REV. 4-72)   **SERVICE RECORD COPY** (2-72)

52.35

Figure 2-12.—Agreement to Extend Enlistment (NAVPERS 1070/621).

2-23

SECTION 1. IDENTIFICATION INFORMATION

1. DATE SUBMITTED	2. NAME (LAST, FIRST, MIDDLE)		3. SSN
4. GRADE/RATE	5. BRANCH/CLASS	6. UNIT I.D. CODE	7. SHIP OR STATION

SECTION 2. REPORTING FOR ACTIVE DUTY

| 8. DATE REPORTED | CADD | 10. ORDERED TO ACTIVE DUTY FROM: |

| 11. ☐ TAR | 12. SEX ☐ MALE ☐ FEMALE | 13. AUTHORITY |

| 14. TERM OF ACTIVE DUTY MONTHS DAYS | 15. ☐ INVOLUNTARY | 16. ☐ VOLUNTARY |

| 17. RETAINED ON BOARD FOR | 18. TEMPORARY ACTIVE DUTY IN CONNECTION WITH (SPECIFY) |

| 19. ORDERS ISSUED BY: | 20. SIGNATURE |

| 21. DATE OF PRIOR 622 BEING CORRECTED | 22. NAME AND GRADE |

SECTION 3. AGREEMENT TO REMAIN ON ACTIVE DUTY

| 23. DATE | 24. REASON (MONTHS) A. SCH B. OTHER |

25. NARRATIVE REASON AND/OR AUTHORITY

I hereby volunteer for and do consent to remain on active duty for a period of _____ months beyond my normal expiration of active obligated service date.

This agreement is entered into voluntarily for the reasons explained above. I understand that this continuation on active duty will be under the same provisions as my previous active duty agreement _____

_____ . No promises of any kind have been made to me except as

(Identification and date of prior active duty agreement)

noted above.

	WITNESSED AND ACCEPTED:
(MEMBER'S SIGNATURE)	(BY DIRECTION OF COMMANDING OFFICER)

SECTION 4. AGREEMENT TO REMAIN ON ACTIVE DUTY BECOMES OPERATIVE OR IS CANCELLED

| 26. ☐ OPER | 27. ☐ CANC | 28. REASON (MONTHS) A. SCH B. OTHER | 29. AUTHORITY |

| 30. DATE | | 31. SIGNATURE |

| | 32. NAME AND GRADE | |

| 33. UNIT I.D. CODE | 34. RATE | |

| 35. NAME (LAST, FIRST, MIDDLE) | 36. SSN | 37. BRANCH/CLASS |

ASSIGNMENT TO AND EXTENSION OF ACTIVE DUTY NAVPERS 1070/622 (Rev. 3-72) S/N 0106-018-6231

SERVICE RECORD COPY

6.64

Figure 2-13.—Assignment to and Extension of Active Duty (NAVPERS 1070/622).

NFC USE ONLY

NFC USE ONLY

P602R

DEPENDENCY APPLICATION / RECORD OF EMERGENCY DATA
(USE THIS FORM TO REPORT GAIN OR LOSS OF DEPENDENTS)

| 1. UNIT I.D. | 2. SHIP OR STATION | 3. INITIAL ☐ | 4. CHANGE ☐ |

| 5. NAME OF SPOUSE | 6. DATE OF BIRTH OF SPOUSE | 7. RELATIONSHIP |

| 8. PLACE OF MARRIAGE (CITY & STATE OR COUNTRY) | 9. DATE MARRIED | 10. CITIZENSHIP OF SPOUSE |

| 11. ADDRESS OF SPOUSE | 12. DEP | NFAA |

| 13. NAME OF CHILD OR DEPENDENT | 14. DATE OF BIRTH | 15. RELATIONSHIP | NFAA |

| 16. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT) | 17. DEP |

| 18. NAME OF CHILD OR DEPENDENT | 19. DATE OF BIRTH | 20. RELATIONSHIP | NFAA |

| 21. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT) | 22. DEP |

| 23. NAME OF CHILD OR DEPENDENT | 24. DATE OF BIRTH | 25. RELATIONSHIP | NFAA |

| 26. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT) | 27. DEP |

| 28. NAME OF CHILD OR DEPENDENT | 29. DATE OF BIRTH | 30. RELATIONSHIP | NFAA |

| 31. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT) | 32. DEP |

| 33. NAME OF FATHER | NFAA |

| 34. ADDRESS OF FATHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 35) | 35. DEP |

| 36. NAME OF MOTHER | NFAA |

| 37. ADDRESS OF MOTHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 38) | 38. DEP |

| 39. WERE YOU PREVIOUSLY MARRIED? ☐ YES ☐ NO | 40. PRIOR MARRIAGE DISSOLVED BY ☐ DEATH ☐ ANNULMENT ☐ DIVORCE | 41. DATE | 42. PLACE (CITY & STATE OR COUNTRY) |
| 43. WAS SPOUSE PREVIOUSLY MARRIED? ☐ YES ☐ NO | 44. PRIOR MARRIAGE DISSOLVED BY ☐ DEATH ☐ ANNULMENT ☐ DIVORCE | 45. DATE | 46. PLACE (CITY & STATE OR COUNTRY) |

AFTER COMPLETION OF BLOCKS 68 THROUGH 76 BELOW, REMOVE PART I (ORIGINAL, FIRST AND SECOND

COPIES) AND COMPLETE BLOCKS 78 THROUGH 80 ON THE REVERSE. REINSERT PART II IN THE TYPEWRITER

AND COMPLETE IN ACCORDANCE WITH THE INSTRUCTION.

| 68. TOTAL NO. DEPENDENTS THIS PAGE | 69. EFFECTIVE DATE | 70. RANK / RATE | 71. PAGE | 72. OF PAGES |
| 73. NAME OF APPLICANT (LAST, FIRST, MIDDLE) | | 74. SSN | 75. USN ☐ | 76. USNR ☐ |

NAVPERS 1070 / 602 (Rev. 7-72)   PART I   NAVY FAMILY ALLOWANCE ACTIVITY

3.253

Figure 2-14.—Dependency Application/Record of Emergency Data—Part I (NAVPERS 1070/602).

Figure 2-15.—Dependency Application/Record of Emergency Data—Part II (NAVPERS 1070/602).

3.335.2

● Person(s) to receive unpaid pay and allowances. Such pay and allowances include accrual of monies during a missing or captured status, unused leave, travel, per diem, transportation of dependents and household goods, and savings deposits found due from the Department of the Navy.

● Person(s) to receive allotment of pay if member is missing or unable to transmit funds.

● Commercial insurance companies to be notified in case of death.

● Insurance in force.

NOTE: Part II is the copy maintained locally in a person's service record. This part is the one RPs will be tasked to check for information specified by assigned chaplains.

Block 67 (RELIGION) of NAVPERS 1070/602 will have one of the following codes entered to indicate the member's religious affiliation or preference:

RELIGION	ABBREVIATION
Advent Christian Church	DA
African Methodist Episcopal Church	DB
African Methodist Episcopal Zion Church	DC
American Baptist Association	C A
American Baptist Churches	06
American Baptist Churches in the USA	CI
American Baptist Convention	CH
American Council of Christian Churches	AO
American Lutheran Church, The	GB
Anglican Orthodox Church, The	BA
Asbury Bible Churches	
Assemblies of God	04
Associate Reformed Presbyterian Church (General Synod)	LA
Associated Gospel Churches, The	BO
Atheist	75
Baptist Bible Fellowship	BB
Baptist Churches, Other	10
Baptist General Conference	DD

RELIGION	ABBREVIATION
Baptist Missionary Association of America	CD
Bible Presbyterian Church	BH
Bible Protestant Church	AB
Brethren in Christ Fellowship	BC
Brethren Church	12
Buddhism	14
Central Bible Church	JT
Christian Church (Disciples of Christ)	24
Christian Churches and Churches of Christ	JB
Christian Crusade	BD
Christian Methodist Episcopal Church	DE
Christian and Missionary Alliance	JA
Christian—No Denominational Preference	13
Christian Reformed Church	DF
Christian Science (First Church of Christ, Scientist)	16
Church of Christ	18
Church of God	20
Church of God (Anderson, IN)	DG
Church of God (Cleveland, TN)	JC
Church of God General Conference	DV
Church of God in Christ	19
Church of God in North America	DH

RELIGION	ABBREVIATION	RELIGION	ABBREVIATION
Church of God of Prophecy	ED	Evangelical Friends Alliance	JK
Church of Jesus Christ of Latter-Day Saints (LDS)	38	Evangelical Lutheran Churches, Association of	GD
Church of the Nazarene	50	Evangelical Methodist Church	JL
Church of the United Brethren in Christ	JD	Evangelical Methodist Church of America	AD
Churches of Christ	EP	Fellowship of Grace Brethren Churches	EJ
Churches of Christ in Christian Union	JE	Free Lutheran Congregations, The Association of	JU
Churches of God, General Conference	DX	Free Methodist Church of North America	NB
Congregational Methodist Church	AC	Free Will Baptists	CE
Conservative Baptist Association of America	JF	Free Will Baptists, NC State Convention of	DL
Conservative Congregational Christian Conference	JG	Friends	32
Conservative Judaism	FB	Full Gospel Pentecostal Association, The	55
Cumberland Presbyterian Church	LB	Fundamental Methodist Church, Inc.	AE
Eastern Orthodox Churches	53	General Association of General Baptists	CF
Elim Fellowship	JH	General Association of Regular Baptist Churches	CG
Elim Missionary Assemblies	JV	General Commission on Chaplains and Armed Forces Personnel	DO
Evangelical Church Alliance, The	47	General Conference of the Brethren Church	JS
Evangelical Church of North America	45	Grace Gospel Fellowship	05
Evangelical Congregational Church	DJ	Hindu	49
Evangelical Convenant Church in America	46	Independent Baptist Bible Mission	07
Evangelical Free Church of America	JJ		

RELIGION	ABBREVIATION	RELIGION	ABBREVIATION
Independent Baptist Churches	BE	Moravian Church	DM
		Muslim	48
Independent Churches Affiliated	AF	National Association of Congregational Christian Churches	DN
Independent Denomina-tional Endorsing Agencies	EO	National Association of Evangelical	JO
Independent Fundamental Bible Churches	A G	National Association of Free Will Baptists	09
Independent Fundamental Churches of America	EH	National Baptists Con-vention of America	DP
Independent Lutheran Churches	BF	National Baptist Con-vention, USA, Inc.	DQ
International Church of the Four-Square Gospel	JM	No Preference Recorded	00
Jehovah's Witnesses	34	No Religious Preference	01
Jewish	36	North American Baptist Conference	DR
Kansas Yearly Meeting of Friends	JW	Ohio Yearly Meeting of Friends	JY
Lutheran Churches	40	Open Bible Standard Churches, Inc.	JN
Lutheran Church in America	G A	Orthodox Judaism	FC
Lutheran Church—Missouri Synod	GC	Orthodox Presbyterian Church, The	LE
Lutheran Council in the USA	41	Other Religions	74
		Pentecostal Churches	56
Methodist Churches	44	Pentecostal Church of God of America, Inc.	JP
Methodist Protestant Church	AK	Pentecostal Holiness Church	JQ
Militant Fundamental Bible Churches	A L	Plymouth Brethren	EK
Missionary Church, The	JR	Presbyterian Churches	58
Missionary Church Association	JX	Presbyterian Church in America	LH

RELIGION	ABBREVIATION	RELIGION	ABBREVIATION
Presbyterian Church in the US	LC	Seventh-Day Adventists	02
Presbyterian Council of Chaplains and Military Personnel	LJ	Seventh-Day Baptist General Conference	DW
Primitive Methodist Church, The	NC	Southern Baptist Convention	08
Primitive Methodist Church, USA	DS	Southern Methodist Church	NE
Progressive National Baptist Convention, Inc.	DT	Southwide Baptist Fellowship	BG
Protestant Episcopal Church	26	The Swedenborgian Church, General Conference of	DZ
Protestant—No Denominational Preference	72	Tioga River Christian Conference	AH
Protestant—Other Churches	70	Ukranian Evangelical Baptist Conference	AJ
Reformed Judaism	FA	Unitarian Universalist Association	66
Reformed Churches	60	United Christian Church	AM
Reformed Church in America	DU	United Church of Christ	68
Reformed Church in the United States	EL	United Methodist Church, The	NA
Reformed Episcopal Church	EM	United Pentecostal Church, International	57
Reformed Presbyterian Church, Evangelical Synod	LF	United Presbyterian Church, Evangelical Synod	LD
Reorganized Church of Jesus Christ of Latter-Day Saints	EN	United Presbyterian Church in the USA	LG
		Unknown	99
Roman Catholic Church	62	The Wesleyan Church	ND
Salvation Army, The	64	World Baptist Fellowship	CJ
Schwenkfelder Churches, The General Conference of	DY		

Enlisted Classification Record (NAVPERS 1070/603–Page 3)

The Enlisted Classification Record (NAVPERS 1070/603) which is shown in figure 2-16 is

PRIVACY ACT STATEMENT: Authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to identify your personal skills and capabilities in order to assign you training duties commensurate thereto. It will therefore be used initially to assist in ascertaining your suitability for particular types of formal training and duty assignment. Additionally, it may be used throughout your naval service by officials and employees of the Department of the Navy in the performance of their official duties related to the management, supervision, and administration of Navy military personnel and the operation of personnel affairs and functions. Completion of the form is mandatory except for items dealing with Leisure Time Activities, Talent for Public Entertainment, Sports in which Qualified, and Highest Position of Leadership, which are voluntary; failure to provide required information may result in denial of your requests for training or duty assignments which you might desire later in your naval service, or in other administrative action being taken.

PREPARING ACTIVITY									CO. NO.		DATE PREPARED			

TEST FORM	DATE ADMIN	GCT/WK	ARI/AR	MECH/MC	CLER/AD	NO	SHOP/SI	ETST/EI	MK	GS	GI	SP	AI	AFQT

MOST SIGNIFICANT EDUCATION	DATES	YEARS EDUCATION	DEGREE	SPECIAL TEST SCORES			
				NAME	FORM	DATE	SCORE
NAME OF COLLEGE OR UNIVERSITY							
MAJOR/MINOR COURSE (Include specializations)							

SPECIAL STUDIES	ALG.-GEOM.	TRIG.	PHYS.	TYPING	LEISURE TIME ACTIVITIES
HIGH SCHOOL				WPM	
COLLEGE				WPM	TALENT FOR PUBLIC ENTERTAINMENT
SPECIALIZED TRAINING (Vocational, trade, business)					
					SPORTS IN WHICH QUALIFIED
					HIGHEST POSITION OF LEADERSHIP

MAIN CIVILIAN OCCUPATION (Title from D O T)	YRS. SERVICE	D.O.T. CODE

DUTIES, SKILLS, MACHINES

SECOND BEST OCCUPATION (Title from D O T)	YEARS SERVICE

DUTIES, SKILLS, MACHINES

REMARKS

	RIGHT EYE		LEFT EYE		RIGHT HANDED	LEFT HANDED	QUALIFIED SWIMMER CLASS		NORM	DEF
UNCORR	CORR	UNCORR	CORR				COLOR PERCEPTION		
							HEARING		

RATING RECOMMENDATIONS						VERIFIED (Interviewer's Signature)
	1ST	2ND	3RD	4TH	5TH	
SCOL						
OJT						

I understand what has been recorded hereon and the information is correct. I also accept and volunteer for the (apprenticeships) ratings and types of duty involved:

INTERVIEWEE'S SIGNATURE

NAME (Last, first, middle)	SSN	RATE	CLASS

☐

Figure 2-16.—Enlisted Classification Record (NAVPERS 1070/603).

3.254

normally prepared by the "classification interviewer" at recruit training commands. This form includes information about the recruit prior to and at the time of entry into the Navy. Such information as the recruit's aptitude test scores, civilian education and training, personal interests, and the classification interviewer's recommendation regarding the enlisted member's assignment is contained on this form. This service record page is a permanent record and remains unchanged during the enlisted member's career in the Navy.

Navy Occupation/Training and Awards History (NAVPERS 1070/604—Page 4)

The Navy Occupation/Training and Awards History (NAVPERS 1070/604) is a three-page form. Page 1 (figure 2-17) provides information concerning the service member's Navy Enlisted Classification (NEC) codes, record of special designations, record of Navy service schools attended, training courses completed, and educational experience.

Page 2 (figure 2- 18) provides information concerning the member's personnel advancement requirements, performance tests, advancements in rate, reductions in rate, changes in rating, record of off-duty education and vocational/technical training, good conduct awards, decorations and marksmanship awards, campaign/service and other awards, and other training courses/instructions completed. Page 3 (figure 2-19) provides information on personnel qualification standards completed.

History of Assignments (NAVPERS 1070/605–Page 5)

The History of Assignments (NAVPERS 1070/605) shown in figure 2-20 provides a chronological record of the ships and stations that an enlisted person has been assigned to during an active duty career. It is also used to record the dates of a member's enlistments, extensions, and discharges. The History of Assignments is a permanent part of the service record while the enlisted person is on active duty. If the enlisted member is discharged or released from active duty, the PN takes one of the following actions:

● The original is forwarded with the closed service record to the Naval Reserve Personnel Center, except for members who immediately reenlist.

● The original is forwarded directly to the Commander Naval Military Personnel Command with other required documents for members who immediately reenlist.

● A certified copy is placed on the left-hand side of the new service record under the Career Performance Separator in the case of an immediate reenlistment.

● A certified copy is given to a member who is being discharged, transferred to the Fleet Reserve, Retired Reserve, or permanently retired.

Record of Unauthorized Absence (NAVPERS 1070/606-Page 6)

A Record of Unauthorized Absence (NAVPERS 1070/606) is shown in figure 2-21. This form is used to:

● Report all unauthorized absences in excess of 24 hours.

● Report changes to expiration of active obligated service dates.

● Report expiration of enlistment dates as a result of unauthorized absence and/or time not served because of civil confinement.

● Report confinement of enlisted persons in the hands of civil authorities.

● Correct or modify a report made on a previous NAVPERS 1070/606.

Court Memorandum (NAVPERS 1070/607–Page 7)

A Court Memorandum (NAVPERS 1070/ 607) is shown in figure 2-22. This form is used to report all court-martial actions where a guilty finding is made by the court and approved by the convening authority. This form may also be used to report:

● Any nonjudicial punishment that affects pay including reduction in paygrade.

1. NAVY ENLISTED CLASSIFICATION RECORD				2. DESIGNATOR RECORD			
DATE	PRIMARY CODE	SECONDARY CODE	*OFFICER'S INITIALS	DATE	DESIGNATOR	QUALIFICATION OR REVOCATION	*OFFICERS INITIALS

3. RECORD OF NAVY SERVICE SCHOOLS ATTENDED (CLASS R, A, C, F, P, V AND E)

COURSE TITLE AND SCHOOL LOCATION			COURSE TITLE AND SCHOOL LOCATION		
EARNED NEC	COURSE LENGTH	DATE ENROLLED	EARNED NEC	COURSE LENGTH	DATE ENROLLED
DATE COMPLETED	FINAL MARK	CLASS STANDING ____ in a class of ____	DATE COMPLETED	FINAL MARK	CLASS STANDING ____ in a class of ____
MANNER OF COMPLETION ☐ GRADUATED ☐ DROPPED FOR			MANNER OF COMPLETION ☐ GRADUATED ☐ DROPPED FOR		
SIGNATURE*			SIGNATURE*		
COURSE TITLE AND SCHOOL LOCATION			COURSE TITLE AND SCHOOL LOCATION		
EARNED NEC	COURSE LENGTH	DATE ENROLLED	EARNED NEC	COURSE LENGTH	DATE ENROLLED
DATE COMPLETED	FINAL MARK	CLASS STANDING ____ in a class of ____	DATE COMPLETED	FINAL MARK	CLASS STANDING ____ in a class of ____
MANNER OF COMPLETION ☐ GRADUATED ☐ DROPPED FOR			MANNER OF COMPLETION ☐ GRADUATED ☐ DROPPED FOR		
SIGNATURE*			SIGNATURE*		

4. TRAINING COURSES COMPLETED

DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	*OFF INIT	DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	*OFF INIT

5. EDUCATIONAL EXPERIENCE LEVEL

GED (HS) EQUIVALENT TEST

DATE PASSED	OFF. INITIALS

STATE THAT ISSUED DIPLOMA OR CERTIFICATE

COLLEGE LEVEL GENERAL EXAMS

DATE PASSED	OFF. INITIALS

PRESENT LEVEL OF EDUCATION

12   13   14   15   16   17+

NAME (Last, First, Middle)	SOCIAL SECURITY NO.	BRANCH AND CLASS

4 ☐

3.255.1

Figure 2-17.—Navy Occupation/Training and Awards History—Page 1 (NAVPERS 1070/604).

6. PERSONNEL ADVANCEMENT REQUIREMENT			7. PERFORMANCE TESTS			8. ADVANCEMENT, REDUCTION OR CHANGE IN RATING			
DESCRIPTION	DATE COMPLETED	*OFF INIT.	DESCRIPTION	DATE COMPLETED	*OFF INIT.	RATE ADVANCED, REDUCED OR CHANGED	EFFECTIVE	TIME IN RATE COMPUTED FROM	*OFF INIT.

9. RECORD OF OFF-DUTY EDUCATION AND VOC/TECH TRAINING

DATE COMPLETED	NUMBER AND TITLE OF COURSE OR TEST	SCHOOL	GRADE	*OFF INIT.	DATE COMPLETED	NUMBER AND TITLE OF COURSE OR TEST	SCHOOL	GRADE	*OFF INIT.

10. GOOD CONDUCT AWARDS			11. DECORATIONS; UNIT; AND MARKSMANSHIP AWARDS			
AWARD NUMBER	DATE EARNED	*OFF INIT.	AWARD	ACTIVITY	DATE OF AWARD	*OFF INIT.

12. CAMPAIGN/SERVICE AND OTHER AWARDS

AWARD	ENGAGEMENT(S)	*OFF. INIT	AWARD	ENGAGEMENT(S)	*OFF. INIT.

13. OTHER TRAINING COURSES/INSTRUCTIONS COMPLETED

DATE COMPLETED	TYPE OF COURSE AND/OR INSTRUCTION	DURATION	LOCATION	*OFF INIT.

3.255.2

Figure 2-18.—Navy Occupation/Training and Awards History—Page 2 (NAVPERS 1070/604).

14. PERSONNEL QUALIFICATION STANDARDS COMPLETED			
DATE COMPLETED	PQS TITLE/WATCH STATION TITLE	PQS/WATCH STATION NO.	*OFFICER'S INITIALS

NAME (Last, First, Middle)	SOCIAL SECURITY NO.	BRANCH AND CLASS

4 ☐

3.255.3

Figure 2-19.—Navy Occupation/Training and Awards History—Page 3 (NAVPERS 1070/604).

31

LEGEND   THE FOLLOWING ABBREVIATIONS WILL BE USED IN GAIN ENTRY AND LOSS ENTRY COLUMNS

GAINS

ENL	– ENLISTED	RECDP	– RECEIVED DRILL PAY
REEN	– REENLISTED	RECNP	– RECEIVED NON PAY
EXTENL	– EXTENDED ENLISTMENT	RECTREAT	RECEIVED FOR TREATMENT
RECACDU	– RECALLED TO ACTIVE DUTY	RECCFO	RECEIVED IN CONNECTION WITH FITTING OUT
RECACDUTRA	– RECEIVED FOR ACTIVE DUTY FOR TRAINING		
RECDUT	– RECEIVED FOR DUTY	LOSSES	
RECTAD	– RECEIVED FOR TAD		
RECTD	– RECEIVED FOR TEMPORARY DUTY	RELACDU	– RELEASED FROM ACTIVE DUTY
RECTEMDUINS	– RECEIVED FOR TEMPORARY DUTY UNDER INSTRUCTION	RELACDUTRA	– RELEASED FROM ACTIVE DUTY FOR TRAINING
RECDUINS	– RECEIVED FOR DUTY FOR UNDER INSTRUCTION	DISCH	– DISCHARGED
RECTADUINS	– RECEIVED FOR TEMPORARY ADDITIONAL DUTY UNDER INSTRUCTION	TRAN	– TRANSFERRED

1 TYPE AND DATE OF GAIN ENTRY	2 ACTIVITY	3 DUTIES	4 TYPE AND DATE OF LOSS ENTRY	5 INITIALS	
				A	B

| NAME (Last, first, middle) | | | SOCIAL SECURITY NUMBER | | |

NAVPERS 1070 605 (REV 3-80) S N 0106-LF-010-6952   5 ☐

Figure 2-20.—History of Assignments (NAVPERS 1070/605).

6.22

2-36

PbO1-bR

38

RECORD OF UNAUTHORIZED ABSENCE

A | 1. DATE OF SUBMISSION | 2. SHIP OR STATION AND LOCATION

B | UNAUTHORIZED ABSENCE FROM:
3. HOUR: | 4. DATE: | ☐ 5. OVER LIBERTY | LIBERTY BEGAN 6. HOUR: | 7. DATE: | ☐ 8. OVER LEAVE | ☐ 9. AWOL

C | HELD AND CHARGED BY CIVIL AUTH.
10. HOUR: | 11. DATE: | ☐ 12. DELIVERED TO CIVIL AUTH | ☐ 13. APPREHENDED BY CIVIL AUTHORITIES | ☐ 14. DD 616 ISSUED
15. AT (ORGANIZATION AND LOCATION)

D | UNAUTHORIZED ABSENCE FOR 10 DAYS
☐ 16. DD 553 ISSUED | ☐ 17. PERSONAL EFFECTS COLLECTED, INVENTORIED, AND IN SAFEKEEPING

E | 18. UIC MEMBER UA FROM: | 19. ACTIVITY MEMBER UA FROM:

F | RETURNED TO MILITARY JURISDICTION
20. HOUR: | 21. DATE: | ☐ 22. APPREHENDED | ☐ 23. SURRENDERED | ☐ 24. DD 616 ISSUED
25. RETURNED TO MILITARY JURISDICTION AT: (ACTIVITY) | 26. UIC | ☐ 27. RET. ON BOARD
28. TRANSFERRED TO: (ACTIVITY) | 29. UIC

G | ☐ 30. DETERMINATION NOT UNAUTHORIZED ABSENCE | 31. NAVPERS 1070/606 WHICH REPORTED ABSENCE IN ERROR
☐ 32. ABSENCE EXCUSED UNAVOIDABLE | 33. CHARGED NO. DAYS LEAVE (DAY FOR DAY)
SKMC 34. FROM: | 35. TO: | ☐ 36. DISEASE DUE TO USE OF ALCOHOL/ DRUGS | ☐ 37. OTHER
☐ 38. ABSENCE NOT EXCUSED | 39. CHARGE NO. DAYS LOST TIME (30 DAY MO) | 40. CHARGE NO. DAYS LOST TIME (DAY FOR DAY) | 41. CHANGE EAOS TO: | 42. CHANGE EXPR ENL TO:

H | ☐ 43. ADJUST PREVIOUSLY SUBMITTED 1070/606 | 44. DATED | 45. CORRECTED INFO ENTERED ABOVE ☐
46. ERRONEOUSLY REPORTED LEAVE | 47. ERRONEOUSLY REPORTED LOST TIME (30 DAY MONTH) | 48. ERRONEOUSLY REPORTED LOST TIME (DAY FOR DAY)

I | 49. AMPLIFYING REMARKS (MAY BE CONTINUED ON REVERSE)

J | 50. (SIGNATURE) BY DIRECTION | RANK/GRADE
51. UNIT I.D. CODE | 52. RATE
53. NAME (LAST, FIRST, MIDDLE) | 54. SSN | 55. BRANCH/CLASS

RECORD OF UNAUTHORIZED ABSENCE NAVPERS 1070/606(REV. 1-77) S/N 0106-LF-010-6956

116.108

Figure 2-21.—Record of Unauthorized Absence (NAVPERS 1070/606).

COURT MEMORANDUM

1. DATE SUBMITTED	2. SHIP OR STATION

3. DATE OF REFERRAL	4. TYPE OF COURT	5. DATE OF COURT/MAST	6. UCMJ ARTICLE(S)

7. DATE OF ACTION	TYPE OF ACTION ☐ 8. REPORT OF ACTION	9. MODIFICATION OF ACTION	10. CORRECTION TO PREVIOUS 1070/607	11. DATE OF ACTION ON 1070/607 MOD. OR CORRECTED
☐ 12. RATE ADJUSTMENT	13. FROM	14. TO	15. TIR	
☐ 16. FORFEITURE	17. MONTHLY AMT. $	18. NO. MONTHS		
☐ 19. FINE	20. AMOUNT $	☐ 21. CONSENT TO CHECKAGE	☐ 22. DOES NOT CONSENT TO CHECKAGE	23. MO. AMT. OF CHECKAGE $	24. NO. MOS.
☐ 25. DETENTION	26. MONTHLY AMT. $	27. NO. MONTHS	28. DETENTION RE-FUND DATE	
29. DESERTION ☐ MARK REMOVED	☐ 30. ADJUDGED	31. ADJUDGED AND DIS-APPROVED ☐		
PRE-TRIAL CONFINEMENT 32. FROM:	33. TO:	34. DAYS LOST TIME (30 DAY BASIS)	35. DAYS LOST TIME (DAY FOR DAY)	
CONFINEMENT ORDERED AND COMPLETED 36. FROM:	37. TO:	38. DAYS LOST TIME (30 DAY BASIS)	39. DAYS LOST TIME (DAY FOR DAY)	
40. CHANGE EAOS TO:	41. CHANGE EXP. ENL. TO:			

42. SYNOPSIS OF OFFENSE(S), DATE(S), AND SENTENCE ADJUDGED (ALSO AMPLIFYING REMARKS, MAY BE CONTINUED ON REVERSE)

DATE IDENTIFICATION AND RESUME OF CONVENING, SUPERVISORY, OR OTHER AUTHORITY INCLUDING ACTION UNDER ARTICLES 65, 66, 67, 69, 72, 73, 74, OR 15 (D) OR (E), UCMJ, (ALSO ANY APPEAL)

43. 1070/607 DTD	44. AUTHORITY TYPE

45.

(MAY BE CONTINUED ON REVERSE)

46. SIGNATURE	GRADE

47. UNIT I.D. CODE	48. RATE	
49. NAME (LAST, FIRST, MIDDLE)	50. SSN	51. BRANCH/CLASS

COURT MEMORANDUM NAVPERS 1070/607 (REV 10-71)

RETAIN IN SERVICE RECORD

192.56

Figure 2-22.—Court Memorandum (NAVPERS 1070/607).

● Administrative actions such as contempt of court.

● Changes to previous NAVPERS 1070/607s.

Enlisted Performance Record
(NAVPERS 1070/609–Page 9)

The Enlisted Performance Record (NAVPERS 1070/609) is shown in figure 2-23. This record provides a cumulative account of an enlisted member's performance evaluations. Enlisted performance evaluations are used to determine:

● The performance multiple for advancement.

● Selection to warrant or commissioned status.

● Selection for special programs, projects, and courses of instruction.

● The awarding of the Good Conduct Medal and/or Certificate.

● Type of discharge.

● Reenlistment desirability.

● Reduction in rate for incompetency.

● Early separation by administrative discharge.

Record of Personnel Actions
(NAVPERS 1070/610–Page 10)

The Record of Personnel Actions (NAVPERS 1070/610) shown in figure 2-24 is used to record changes in rate or rating, proficiency pay, citizenship, and other appropriate entries.

Record of Naval Reserve Service
(NAVPERS 1070/611–Page 11)

The Record of Naval Reserve Service (NAVPERS 1070/611) shown in figure 2-25 provides a chronological record by anniversary year of retirement points earned by Naval Reserve enlisted personnel. For individuals who were

members of the Naval Reserve on 1 July 1949, the anniversary year begins on 1 July and ends on 30 June as long as service in the Reserve was or is continuous. The anniversary year begins on the date of enlistment or reenlistment for individuals enlisting or reenlisting with broken service in the Naval Reserve after 1 July 1949.

Administrative Remarks
(NAVPERS 1070/613–Page 13)

The Administrative Remarks page (NAVPERS 1070/613) shown in figure 2-26 is used as a chronological record of significant miscellaneous entries not provided for elsewhere in the service record. It is also used for recording more detailed information concerning entries on other service record pages.

Record of Discharge From the
U.S. Naval Reserve—Inactive
(NAVPERS 1070/615–Page 14)

A Record of Discharge From the U.S. Naval Reserve—Inactive (NAVPERS 1070/615) shown in figure 2-27 is prepared upon the honorable discharge of an enlisted reservist on inactive duty by reason of expiration of enlistment or obligated service. Discharge of enlisted reservists on inactive duty for any other reason is recorded on the Administrative Remarks page (NAVPERS 1070/613) of the service record.

Certificate of Release or
Discharge From Active Duty
(DD Form 214–Page 15)

The Certificate of Release or Discharge From Active Duty (DD Form 214) serves as the last page of the enlisted service record. Copy 2 of this form is shown in figure 2-28 and is prepared for each enlisted person who is being separated or discharged from active duty and at certain times when the enlisted person has a change of status but continues on active duty. This copy would be the last page of the service record and is placed on top of the right side of the NAVPERS 1070/600 (Enlisted Service Record Folder). Copy 1 shown in figure 2-29 is given to the enlisted member. The RP would have to check the left side of the NAVPERS 1070/600 folder under the separator (NAVPERS 1070/617) for screening DD Form 214 information specified by assigned-

ENLISTED PERFORMANCE RECORD
NAVPERS 1070/609 (Rev. 12-75)
S/N 0106-LF-010-6970

| 35 |

1 DATE	2 REASON	3 RATE	4 TRAITS					5 SHIP OR ACTIVITY	6 INITIALS
			PROFES- SIONAL PER- FORMANCE	MILITARY BEHAVIOR	LEADERSHIP AND SUPERVISORY ABILITY	MILITARY APPEARANCE	ADAPT- ABILITY		

| NAME (Last) | (First) | (Middle) | SOCIAL SECURITY NUMBER |

9 □

Figure 2-23.—Enlisted Performance Record (NAVPERS 1070/609).

3.256

2-40

P610

32

1. DATE	2. SHIP OR STATION

3. REMARKS (USE THIS SECTION TO AMPLIFY ENTRIES IN BLOCKS 4 THRU 29 BELOW AND FOR OTHER ENTRIES WHEN THE USE OF THIS FORM IS DIRECTED IN LIEU OF THE PAGE 13 (NAVPERS 1070/613).)

RATE

4. CHANGE RATE: FROM	5. TO	6. EFFECTIVE DATE	7. TIR

REASON 8. ☐ SCORE PROG.	9. ☐ STAR PROGRAM	10. ☐ CLASS A SCHOOL	11. EXAM ☐ CENTER AUTH.	12. ☐ ADMIN RED/REST	13. OTHER (SPECIFY)

14. AUTHORITY

PROFICIENCY PAY

15. CHANGE PROFICIENCY PAY: FROM	16. TO	17. EFFECTIVE DATE	18. BILLET NEC/RATE

REASON 19. ☐ NEC	20. ☐ 1080-14	21. ☐ NAVPERS 1221/1	22. ☐ RATE	23. ☐ RETRAINING STATUS	24. ☐ REDUCTION OF SPECIALTY AWARD LEVEL
25. ☐ NAVY RECRUIT CANVASSER		26. ☐ NAVY RECRUIT CO. COMMANDER		27. ☐ SERE INSTRUCTOR	28. ☐ OTHER (SPECIFY)

29. AUTHORITY

30. SIGNATURE		GRADE

31. UNIT I.D. CODE	32. RATE	33. NEC	34. STATUS ☐ ACT-IVE	35. INACT-☐ IVE
36. NAME (LAST, FIRST, MIDDLE)		37. SSN	38. BRANCH/CLASS	

RECORD OF PERSONNEL ACTIONS NAVPERS 1070/610 (OCR) (REV 7-76) NEW S/N 0106-LF-010-6975

SERVICE RECORD COPY ■

116.110

Figure 2-24.—Record of Personnel Actions (NAVPERS 1070/610).

2-41

RECORD OF NAVAL RESERVE SERVICE
NAVPERS 1070/611 (Rev. 12-75)
S/N 0106-LF-010-6980

| 33 |

RETIREMENT POINTS EARNED

(1) PERIOD COVERED		(2) ORGANIZATION	(3) TOTAL DRILLS	(4) GROUP ACTIVE DUTY FOR TRAIN-ING	(5) ACTIVE DUTY FOR TRAIN-ING	(6) ACTIVE DUTY	(7) CORRES. COUR-SES COM-PLETED	(8) GRATU-ITOUS POINTS	(9) OTHER	(10) TOTAL POINTS EARNED	(11) INITIALS
FROM (Day, Mo, Yr)	TO (Day, Mo, Yr)										
Date Anniversary Year Begins											
	Date Anniversary Year Ends										
		TOTAL POINTS EARNED THIS ANNIVERSARY YEAR									
Date Anniversary Year Begins											
	Date Anniversary Year Ends										
		TOTAL POINTS EARNED THIS ANNIVERSARY YEAR									
Date Anniversary Year Begins											
	Date Anniversary Year Ends										
		TOTAL POINTS EARNED THIS ANNIVERSARY YEAR									
Date Anniversary Year Begins											
	Date Anniversary Year Ends										
		TOTAL POINTS EARNED THIS ANNIVERSARY YEAR									

NAME (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER

11 ☐

50.36

Figure 2-25.—Record of Naval Reserve Service (NAVPERS 1070/611).

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (Rev. 1-76)
S/N 0106-LF-010-6990

E-32

SEE BUPERSMAN 5030420

SHIP OR STATION

NAME *(Last, First, Middle)* | SSN | BRANCH AND CLASS

13 ☐

Figure 2-26.—Administrative Remarks (NAVPERS 1070/613).   **6.26**

chaplains. Copy 7 (figure 2-30) is maintained on the left side of the enlisted service record at the member's local command.

CONFIDENTIALITY OF SERVICE RECORDS

Enlisted service records are the property of the Government and the information contained in these records is for the Navy's official use. It is important for the RP to screen enlisted records carefully. Loss of material from a service record could adversely affect a person's career.

The RP should also be aware of the confidential nature of service records. Care should be exercised to ensure that unauthorized persons do not gain access to information contained in enlisted service records. Following are some procedures for safeguarding enlisted service records:

● An enlisted service record should not be left unattended on a desk.

● An enlisted service record should be placed out of sight when not being screened for information specified by assigned chaplains.

● Unauthorized personnel should not be allowed in the area when service records are being screened by the RP.

SUMMARY

This chapter contains information pertaining to managing the office of the chaplain; office equipment utilized in the Command Religious Program including operating procedures and maintenance; CRP office procedures including receptionist duties and telephone communications; RP responsibilities in regard to privileged communications; security of classified material and the information security program; "For Official Use Only" information and records; and screening enlisted service records.

It is important to remember that RPs perform vital office-related tasks in support of the Command Religious Program. Therefore, the RP must strive to be the best office worker and manager possible in order to meet the needs of both the CRP and the Navy.

RECORD OF DISCHARGE FROM THE U.S. NAVAL RESERVE (INACTIVE)

ACTIVITY TITLE

HOME ADDRESS AT TIME OF DISCHARGE

TYPE OF DISCHARGE AND AUTHORITY

HONORABLE
BUPERSMAN 3850300.2.a. or b. as applicable

CERTIFICATE ISSUED

HONORABLE DISCHARGE CERTIFICATE, DD FORM 256N

REMARKS

RECOMMENDED FOR REENLISTMENT

DISCHARGE EMBLEM FURNISHED

DISCHARGE DATE	IMMEDIATELY REENLISTED			
	☐ YES ☐ NO			
NAME (LAST, FIRST, MIDDLE)		RATE	SOCIAL SECURITY NUMBER	BRANCH AND CLASS

RECORD OF DISCHARGE FROM THE U.S. NAVAL RESERVE, NAVPERS 1070/615 (INACTIVE) (REV. 8-76) S/N 0106-LF-010-7000

PART 2 - RETAIN IN SERVICE RECORD

52.38

Figure 2-27.—Record of Discharge from the U.S. Naval Reserve—Inactive (NAVPERS 1070/615).

DD FORM 1 JUL 79 214	PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, first, middle)	2. DEPARTMENT, COMPONENT AND BRANCH	3. SOCIAL SECURITY NO.

4a. GRADE, RATE OR RANK	4b. PAY GRADE	5. DATE OF BIRTH	6. PLACE OF ENTRY INTO ACTIVE DUTY

7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND	8. STATION WHERE SEPARATED

9. COMMAND TO WHICH TRANSFERRED	10. SGLI COVERAGE
	AMOUNTS _____ 000 ☐ NONE

11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and titles involving periods of one or more years)	12. RECORD OF SERVICE	YEAR (s)	MON (s)	DAY (s)
	a. Date Entered AD This Period			
	b. Separation Date This Period			
	c. Net Active Service This Period			
	d. Total Prior Active Service			
	e. Total Prior Inactive Service			
	f. Foreign Service			
	g. Sea Service			
	h. Effective Date of Pay Grade			
	i. Reserve Oblig. Term. Date			

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)

14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed)

15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM ☐ YES ☐ NO	16. HIGH SCHOOL GRADUATE OR EQUIVALENT ☐ YES ☐ NO	17. DAYS ACCRUED LEAVE PAID

18. REMARKS

19. MAILING ADDRESS AFTER SEPARATION	20. MEMBER REQUESTS COPY 6 BE
	SENT TO _____ DIR. OF VET AFFAIRS ☐ YES ☐ NO

21. SIGNATURE OF MEMBER BEING SEPARATED	22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN

— SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only) —

23. TYPE OF SEPARATION	24. CHARACTER OF SERVICE (Includes upgrades)

25. SEPARATION AUTHORITY	26. SEPARATION CODE	27. REENLISTMENT CODE

28. NARRATIVE REASON FOR SEPARATION

29. DATES OF TIME LOST DURING THIS PERIOD	30. MEMBER REQUESTS COPY 4
	_____ INITIALS

S/N 0102-LF-000-2140	SERVICE - 2

52.39.1

Figure 2-28.—Certificate of Release or Discharge from Active Duty—Copy 2 (DD Form 214).

THIS IS AN IMPORTANT RECORD
SAFEGUARD IT

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

DD FORM 1 JUL 79 **214**

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, first, middle)		2. DEPARTMENT, COMPONENT AND BRANCH	3. SOCIAL SECURITY NO.
4a. GRADE, RATE OR RANK	4b. PAY GRADE	5. DATE OF BIRTH	6. PLACE OF ENTRY INTO ACTIVE DUTY
7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		8. STATION WHERE SEPARATED	
9. COMMAND TO WHICH TRANSFERRED		10. SGLI COVERAGE AMOUNT$ _____ 000 ☐ NONE	

11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and titles involving periods of one or more years)	12. RECORD OF SERVICE	YEAR (s)	MON (s)	DAY (s)
	a. Date Entered AD This Period			
	b. Separation Date This Period			
	c. Net Active Service This Period			
	d. Total Prior Active Service			
	e. Total Prior Inactive Service			
	f. Foreign Service			
	g. Sea Service			
	h. Effective Date of Pay Grade			
	i. Reserve Oblig. Term. Date			

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)

14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed)

15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM ☐ YES ☐ NO	16. HIGH SCHOOL GRADUATE OR EQUIVALENT ☐ YES ☐ NO	17. DAYS ACCRUED LEAVE PAID

18. REMARKS

19. MAILING ADDRESS AFTER SEPARATION	20. MEMBER REQUESTS COPY 6 BE SENT TO _____ DIR. OF VET AFFAIRS ☐ YES ☐ NO
21. SIGNATURE OF MEMBER BEING SEPARATED	22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN

S/N 0102-LF-000-2140

MEMBER - 1

52.39.2

Figure 2-29.—Certificate of Release or Discharge from Active Duty—Copy 1 (DD Form 214),

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES	THIS IS AN IMPORTANT RECORD SAFEGUARD IT	ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

DD FORM 1 JUL 79 **214** PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE **CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**

1. NAME (Last, first, middle)	2. DEPARTMENT, COMPONENT AND BRANCH	3. SOCIAL SECURITY NO.

4a. GRADE, RATE OR RANK	4b. PAY GRADE	5. DATE OF BIRTH	6. PLACE OF ENTRY INTO ACTIVE DUTY

7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND	8. STATION WHERE SEPARATED

9. COMMAND TO WHICH TRANSFERRED	10. SGLI COVERAGE AMOUNT $_____ 000 ☐ NONE

11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and titles involving periods of one or more years)	12. RECORD OF SERVICE	YEAR (s)	MON (s)	DAY (s)
	a. Date Entered AD This Period			
	b. Separation Date This Period			
	c. Net Active Service This Period			
	d. Total Prior Active Service			
	e. Total Prior Inactive Service			
	f. Foreign Service			
	g. Sea Service			
	h. Effective Date of Pay Grade			
	i. Reserve Oblig. Term. Date			

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)

14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed)

15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM ☐ YES ☐ NO	16. HIGH SCHOOL GRADUATE OR EQUIVALENT ☐ YES ☐ NO	17. DAYS ACCRUED LEAVE PAID

18. REMARKS

19. MAILING ADDRESS AFTER SEPARATION	20. MEMBER REQUESTS COPY 6 BE SENT TO _____ DIR. OF VET AFFAIRS ☐ YES ☐ NO

21. SIGNATURE OF MEMBER BEING SEPARATED	22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION	24. CHARACTER OF SERVICE (Includes upgrades)

25. SEPARATION AUTHORITY	26. SEPARATION CODE	27. REENLISTMENT CODE

28. NARRATIVE REASON FOR SEPARATION

29. DATES OF TIME LOST DURING THIS PERIOD	30. MEMBER REQUESTS COPY 4 _____ INITIALS

S/N 0102-LF-000-2140 SERVICE - 7

Figure 2-30.—Certificate of Release or Discharge from Active Duty—Copy 7 (DD Form 214).

CHAPTER 3

MAINTAINING COMMAND RELIGIOUS PROGRAM (CRP) FILES AND RECORDS

A Religious Program Specialist is normally assigned the task of maintaining the files and records used in support of the Command Religious Program. It is important for RPs to be able to file and locate correspondence as quickly as possible. To assist personnel in records maintenance, the Navy Department has developed a standardized system of categorizing records which is outlined in *Standard Subject Identification Codes* (SECNAVINST 5210.11). It is imperative that an up-to-date copy of this instruction be maintained in the office of the chaplain. The specific provisions of this publication will be explained in another section of this chapter.

Subsequent sections in this chapter will be devoted to describing and explaining centralized and decentralized filing systems, the equipment used in filing correspondence, control of classified information, the basic guidelines which are contained in SECNAVINST 5210.11, CRP filing requirements, responsibilities of command chaplains and RPs, cross-reference filing procedures, the reports control system, tickler systems, and disposal of correspondence and records.

COMMAND CONTROL OF FILES

Correspondence files are maintained in one of two ways depending on the location, mission, or sensitivity of the material. A centralized system is one in which official correspondence is maintained in a central location such as the ship's office or in the administrative office at a shore command. A decentralized system is one in which official correspondence is maintained in the office having primary need for the correspondence. Centralized systems are normally used aboard ship and for maintaining classified files and records. A decentralized system is most common at large shore commands where offices are widely separated.

The command chaplain plays a major role in CRP records management through the supervision of RPs assigned responsibility for maintaining the records in the office of the chaplain. This is especially true when a decentralized filing system is used by the command. For this reason, it is a good practice to have one RP assigned the primary responsibility for maintaining files in the office of the chaplain.

As stated in the preceding chapter, classified material (Top Secret, Secret, and Confidential) is not normally filed in the office of the chaplain. The RP should consult personnel in the administrative office when questions arise concerning the filing requirements for classified material. It is important to remember that every individual who is granted access to classified information is responsible for protecting that information. Religious Program Specialists need to ensure that the office of the chaplain does its part in protecting classified information in support of national defense efforts.

FILING EQUIPMENT AND MATERIAL

Because office space is often limited, especially aboard ship, it is important to procure and maintain the proper amount and types of filing equipment for use in the office of the chaplain. The RP is usually tasked with ordering filing equipment utilizing the Navy's supply system. Therefore, RPs need to be familiar with the various types of filing equipment and associated material such as cabinets, file folders, and card files that are available. This will aid in making the most efficient use of the space allocated for the Command Religious Program.

FILE CABINETS

Four- and five-drawer steel cabinets are standard equipment in the Navy; and these
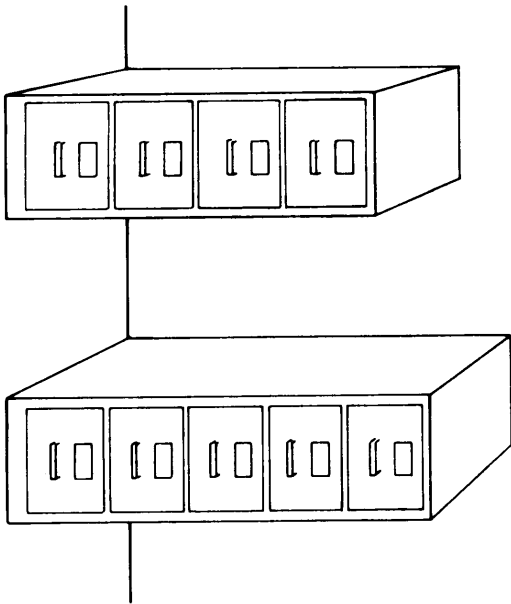
Figure 3-1.—Filing cabinets (four- and five-drawer).

Figure 3-2.—Straight-cut tab file folder.
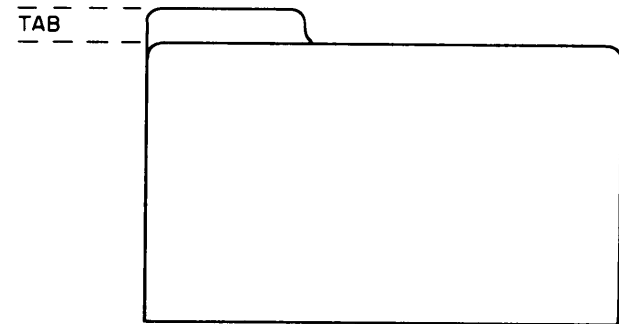
LEFT SIDE TAB
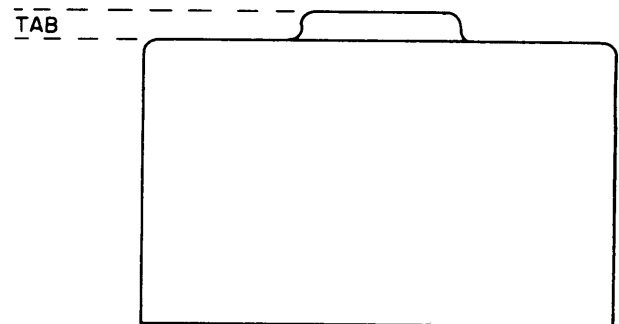
MIDDLE TAB
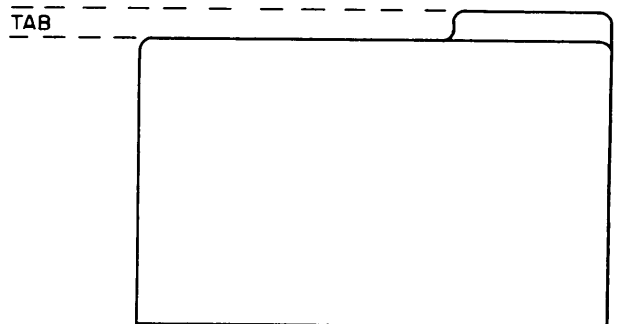
RIGHT SIDE TAB

Figure 3-3.—One-third-cut tab file folders.

noninsulated letter-size cabinets occupy the same amount of deck/floor space. Figure 3-1 shows both of these types of filing cabinets. The five-drawer cabinet is preferred over the four-drawer cabinet because additional filing space is contained in the five-drawer cabinet.

Other types of cabinets should only be used when the standard four- and five-drawer cabinets will not accommodate the material to be filed. Personnel in the supply department will advise the RP when special-size cabinets need to be ordered.

FILE FOLDERS

Standard file folders are used in the Navy to keep correspondence neat and to prevent damage to official correspondence. Folders are generally available in the following two sizes:

● Letter, 9 × 11-3/4 inches.

● Legal, 9 × 14-3/4 inches.

The size of the folder does not include its tab which extends from the top of the folder in one of two ways. Tabs are either "straight-cut" in which tabs extend the full length of the folder (figure 3-2); or are "one-third-cut" in which tabs are located at the extreme left side, in the middle, or at the extreme right side of the folder (figure 3-3).

"One-third-cut" folders are normally preferred over "straight-cut" folders because they allow the RP to glance through a file drawer for a particular folder without having to look at each folder separately as is usually required with "straight-cut" folders. NOTE: "One-third-cut" folders are ordered by tab position in lots of 50 folders per box. Before requisitioning file folders and in order to ensure that a sufficient number are maintained in the office of the chaplain, the RP should consider the volume of material to be filed, the number of filing drawers available, and the variety of subjects that need to be filed in separate folders.

It should be noted that file folders prescribed for use in the Marine Corps are listed in *Records Management Program for the Marine Corps* (MCO 5210.11). RPs assigned to Marine Corps units should check this publication prior to requisitioning any folders.

CARD FILES

Card files such as the one shown in figure 3-4 are often used in the office of the chaplain for such purposes as establishing and maintaining a tickler system. The procedures for establishing a tickler system will be explained in another section of this chapter. Standard 3" X 5" and 5" X 8" card files are the ones most often used. These types are readily available in the Navy or Marine Corps supply systems. These card files should be used in the office of the chaplain to serve as receptacles for index cards with information specified by the command chaplain. It is
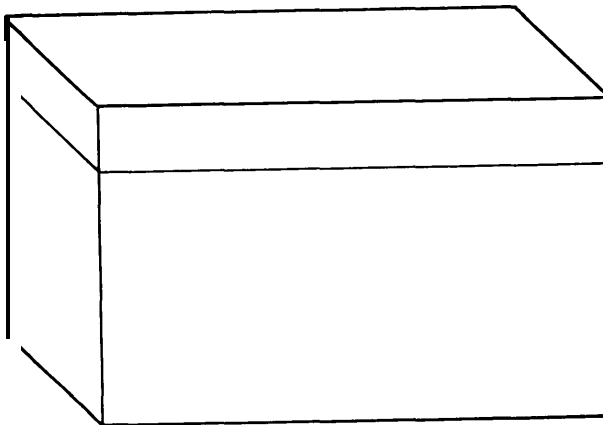
important for the RP to periodically check the card files to ensure that information is up to date.

CLASSIFIED FILES AND RECORDS

The Information Security Program as outlined in the *Information Security Program Regulation* (DOD 5200.1R) and *Department of the Navy Information Security Program Regulation* (OPNAVINST 5510.1) for safeguarding classified information was explained in Chapter 2. Since all RPs must be eligible for access to classified material, it is important to note the security requirements for file cabinets that contain classified material.

Basic guidelines for determining the security requirements of file cabinets that contain classified information are contained in OPNAVINST 5510.1. The following security precautions were extracted from this publication and should be observed when classified material is handled or stowed:

● A portable cabinet has little security value since it can be transported easily and, therefore, should NOT be used for stowage of classified material.

● Combination locks are more secure than key locks and should be used to guard against unauthorized personnel entering a file cabinet that contains classified information.

● Wood file cabinets should NOT be used to stow classified material since they do not offer protection against fire damage.

● Metal cabinets should be used to stow classified material since they offer protection against theft and fire.

● Vaults provide the most secure means of stowing classified material and should be used when available.

The RP should check with personnel in the administrative department whenever questions arise concerning the stowage of classified material.

Figure 3-4.—Card file (5" x 8").

SECTION I

LIST OF STANDARD SUBJECT IDENTIFICATION CODES

MILITARY PERSONNEL
1000-1999

1000-1099 GENERAL
1000 General (Include Marine Corps SOPs)
1001   Reserve Policies and Programs
1010 Inspections
1020 Uniforms
1040 Career Planning
1050 Leave ana Liberty
1070 Personnel Records
1080 Personnel Accounting

1100-1199 RECRUITING
1100 General
1110 Administration and Logistics
1111   Manpower
1112   Logistics
1120 Plans and Policy
1121   Policy
1122   Research
1123   Program Analysis
1130 Operations
1131   Officer Recruiting
1132   Officer Recall
1133   Enlisted Recruiting
1134   Enlisted Recall
1135   Minority Recruiting
1136   Recruiter Training
1137   Recruiter Malpractice
1140 Advertising
1141   Material Control
1142   Recruiting Aids
1143   Systems
1144   Operations
1150 Support
1152   Sea Power Presentations
1153   Program Development
1154   Audio/Visual
1155   Fleet/Community Liaison
1156   Educator Liaison
1160 Reenlistments and Extensions
1170 Selective Service, Conscription, and Deferment

Figure 3-5.—Page extracted from Section 1 of SECNAVINST 5210.11.

SECTION II

NAME-TITLE SUBJECT IDENTIFICATION CODES

This section provides alphabetic or alphanumeric codes for names and titles frequently used by the Department of the Navy. These codes may be used for classifying and filing documents by name or organizational designation, but they are not to be used in assigning subject numbers to directives.

"E" CATEGORY
U.S. GOVERNMENTAL COMPONENTS,
AND FOREIGN COUNTRIES AND GOVERNMENTS

EE	Executive Branch
EE1	Executive Office of the President
EE2	Agriculture Department
EE3	Commerce Department
EE4	Interior Department
EE5	Justice Department
EE6	Labor Department
EE7	U.S. Postal Service
EE8	State Department
EE9	Treasury Department
EE10	Public International Organizations
EE11	Department of Health and Human Services

Figure 3-6.—Page extracted from Section 2 of SECNAVINST 5210.11.

STANDARD SUBJECT IDENTIFICATION CODES

Basic guidelines for categorizing correspondence in the Navy and Marine Corps is set forth in SECNAVINST 5210.11 *(Standard Subject Identification Codes)*. This instruction is divided into three sections and is designed to meet the needs of the entire Department of the Navy in order to have a standardized system for classifying, arranging/filing, and referencing various types of Navy and Marine Corps documents by subject. The three sections contain the following information:

● Section I (List of Standard Subject Identification Codes). A convenient numerical classification outline consisting of 14 major numerical series which are subdivided into primary, secondary, and tertiary subjects is provided in this section. Figure 3-5 shows an example of a page extracted from this section.

● Section II (Name-Title Subject Identification Codes). This section provides alphabetic or alphanumeric codes for names and titles which are used frequently in the Navy Department. Figure 3-6 shows an example of a page extracted from this section.

● Section III (Alphabetical Guide to Standard Subject Identification Codes). This section provides an alphabetical list of all primary, secondary, and tertiary codes which are listed in Section I. Figure 3-7 shows an example of a page extracted from this section.

SECTION III

ALPHABETICAL GUIDE TO
STANDARD SUBJECT IDENTIFICATION CODES

This section, alphabetically, includes all primary, secondary, and tertiary codes. Section III provides an easy access to classification codes under appropriate primary headings in Section I. Section III is not to be used for the assigning of classification codes without consulting Section I.

8412	AAA Weapons and Cargo Carriers
2324	ACP-117 Listings
3205	ADP Support to Cryptologic Systems
2132	ARPANET Operations
2133	ARPANET Resources
2138	ASC Operations
2139	ASC Resources
2087	ASW (VP) Broadcasts Operations
2086	ASW (VP) Broadcasts Planning
2088	ASW (VP) Broadcasts Resources
2151	ASW Operations
2150	ASW Planning
2152	ASW Resources
2157	ASWCCS Operations
2156	ASWCCS Planning
2158	ASWCCS Resources
2121	AUTODIN I Operations
2120	AUTODIN I Planning
2122	AUTODIN I Resources
2124	AUTODIN II Operations
2123	AUTODIN II Planning
2125	AUTODIN II Resources
2047	AUTOSEVOCOM Operations
2048	AUTOSEVOCOM Resources
2061	AUTOVON Operations
2062	AUTOVON Resources
10301	Abrasives
12630	Absence and Leave
9071	Access
5102	Accident Investigation and Reporting
16782	Accident Investigations
5101	Accident Prevention
7650	Accounting Handbook

Figure 3-7.—Page extracted from Section 3 of SECNAVINST 5210.11

The RP is primarily concerned with Sections I and III; therefore, these specific sections will be discussed in the following paragraphs.

MAJOR NUMERICAL SUBJECT GROUPS

Each of the previously mentioned 14 major subject groups is designated by a four- or five-digit numeric code. These major subject groups are:

● <u>1000 Series (Military Personnel)</u> — Includes subjects relating solely to the administration of military personnel.

● <u>2000 Series (Telecommunications)</u> — This series includes subjects relating to general communication matters and to communication systems and equipment.

● <u>3000 Series (Operations and Readiness)</u> — Includes subjects relating to such matters as operational plans, fleet operations, operational training and readiness, warfare techniques, operational intelligence, and research and development.

● <u>4000 Series (Logistics)</u> — Includes subjects relating to the logistical support of the Navy and Marine Corps including procurement, supply control, property redistribution and disposal, travel and other transportation, maintenance, construction and conversion, production and mobilization planning, and foreign military assistance.

● <u>5000 Series (General Administration and Management)</u> — Includes subjects relating to the administration, organization, and management of the Department of the Navy, including general personnel matters, security, external relations, law and legal matters, office services, and publication and printing matters.

● <u>6000 Series (Medicine and Dentistry)</u> — This series includes subjects relating to medical matters, such as physical fitness, general medicine, special or preventive medicine, dentistry, medical equipment and supplies.

● <u>7000 Series (Financial Management)</u> — Includes subjects relating to the financial administration of the Department of the Navy, including budgeting, disbursing, accounting, auditing, industrial and other special financial matters, and statistical reporting.

● <u>8000 Series (Ordnance Material)</u> — This series includes subjects relating to all types of ordnance material and weapons, including ammunition and explosives, guided missiles of all types, underwater ordnance materials, and miscellaneous ordnance equipment.

● <u>9000 Series (Ships Design and Material)</u> — Includes subjects relating to such matters as the design, characteristics, and readiness of ships, and to ships material and equipment.

● <u>10000 Series (General Material)</u> — Includes subjects relating to general categories of materials not included in the specialized material groups. It includes photographic equipment and accessories, general machinery and tools, personnel (materials), and miscellaneous categories.

● <u>11000 Series (Facilities and Activities Ashore)</u> — This series includes subjects relating to ashore structures and facilities, fleet facilities, transportation facilities, utilities and services, and other similar subjects.

● <u>12000 Series (Civilian Personnel)</u> — Includes subjects relating solely to the administration of civilian personnel.

● <u>13000 Series (Meteorological and Astronautical Material)</u> — Includes subjects relating to aeronautical and astronautical material, including parts, accessories and instruments; special devices; armament; serological equipment, weapons systems, types of aircraft; and astronautic vehicles.

● <u>16000 Series (Coast Guard Missions)</u> — This series includes subjects relating solely to the administration and mission of the Coast Guard.

NOTE: General personnel subjects relating to both civilian and military personnel are included in the 5000 series.

The 14 major numerical subject groups are subdivided into primary, secondary, and tertiary breakdowns depending upon the scope and complexity of the major subject. Some of the major

numerical subject groups are not subdivided below the primary breakdown because of the limited scope of the major subject group.

Primary Numerical Subject Groups

Primary numerical subject groups are designated by the last three digits (the hundreds group) of the four-or five-digit major numerical subject groups. For example, the primary subject groups for the 1000 series (Military Personnel) are:

NUMBER SUBJECT

NUMBER	SUBJECT
1100	Recruiting
1200	Classification and Designation
1300	Assignment and Distribution
1400	Promotion and Advancement
1500	Training and Education
1600	Performance and Discipline
1700	Morale and Personal Affairs
1800	Retirement
1900	Separation

Secondary Numerical Subject Groups

Primary numerical subject groups are subdivided into secondary subjects by the last two digits (the tens group) of the four- or five-digit major numerical subject groups. For example, the secondary subject groups for the 1500 series (Training and Education) are:

NUMBER SUBJECT

NUMBER	SUBJECT
1510	Enlisted Training
1520	Officer Training
1530	Officer Candidate Training
1540	Functional Training
1550	Instruction Courses and Training Materials
1560	Voluntary Education
1570	Inactive Duty Training
1580	Interservice Training
1590	DANTES Testing

Tertiary Numerical Subject Groups

Tertiary (third or additional breakdown) numerical subject groups are indicated by the last digit (the ones group) of the four- or five-digit major numerical subject groups. For example, the tertiary subject groups for the 5230 series (Automatic Data Processing and Information Systems) are:

NUMBER SUBJECT

NUMBER	SUBJECT
5231	Data Systems Development
5232	Evaluation and Review
5233	Installation Management
5234	Software Standards
5235	Data Elements and Codes
5236	Procurement of Automatic Data Processing Resources
5237	Reutilization and Sharing
5238	Resources and Accounting
5239	Data Transmission and Protection

Arbitrary (Local) Subject Groups

The standard subject identification codes (SSICs) listed in SECNAVINST 5210.11 identify the most frequently used subjects in the Department of the Navy. Local commands are authorized to further subdivide particular subject groups in order to make their filing systems more efficient. Guidelines for making arbitrary (local) subdivisions are contained in Enclosure 1 of *Classifying and Filing Navy and Marine Corps Records* (SECNAVINST 5211.3).

Arbitrary subdivisions may be used as long as they are logical and systematic, follow a standard classification number or name-title code, and are separated from the basic SSIC by a slant (/). The slant makes them readily distinguishable from the standard subject identification code.

Local commands may subdivide SSICs by adding arbitrary numbers or words after the SSIC. For example:

● Primary Numerical Subject Group

Arbitrary Numbers

5600 Micrographics Publications, Printing, Duplicating, and Reproduction

5600/1 Protestant Worship Bulletins

5600/2 Roman Catholic Worship Bulletins

5600/3 Bulletins for Special Occasions

Arbitrary Words

5600/Bulletins for Special Occasions

5600/Protestant Worship Bulletins

5600/Roman Catholic Worship Bulletins

● Secondary Numerical Subject Group

Arbitrary Numbers

5760 Organizations, Associations, Societies, Individuals, and Commercial Enterprises

5760/1 Military Chaplains' Association

5760/2 American Bible Society

5760/3 American Red Cross

5760/4 Navy Relief

Arbitrary Words

5760/American Bible Society

5760/American Red Cross

5760/Military Chaplains' Association

5760/Navy Relief

● Tertiary Numerical Subject Group

Arbitrary Numbers

1601 Duties and Watches

1601/1 Duty Chaplain Watch List

1601/2 Liturgist Schedules

1601/3 Duty RP Watch List

Arbitrary Words

1601/Duty Chaplain Watch List

1601/Duty RP Watch List

1601/Liturgist Schedules

NOTE: When arbitrary words are used to subdivide SSICs, files are normally arranged in alphabetical sequence within each numerical group.

The *Chaplains Manual* (OPNAVINST 1730.1) lists examples of arbitrary subject breakdowns which are unique for subjects relating to the Chaplain Corps and the Command Religious Program. Command chaplains and RPs should consult this instruction, in addition to SECNAVINST 5210.11 and SECNAVINST 5211.3, for guidance whenever an arbitrary subject is used.

CRP FILING SYSTEM BY SSIC

Specific guidance is provided in OPNAVINST 1730.1 concerning a standardized SSIC filing system for subjects pertaining to the Chaplain Corps and the CRP. The RP should consult this instruction whenever questions arise concerning these subjects. It should be noted that the modified filing system outlined in OPNAVINST 1730.1 is not a substitute for the Department of the Navy standardized filing system which is contained in SECNAVINST 5210.11 and SEC-NAVINST 5211.3. The modified filing system outlined in OPNAVINST 1730.1 is designed to meet the unique needs of the Chaplain Corps and the CRP in addition to meeting the basic requirements contained in SECNAVINST 5210.11 and SECNAVINST 5211.3.

Classifying Subjects

Classifying, as used in assigning an SSIC, is the process of determining the correct subject group under which correspondence is to be filed. This is the most important filing operation because it determines the actual SSIC assigned to each piece of correspondence to be filed.

Before classifying by subject a piece of correspondence, the RP should carefully read it, analyze its contents, and then select the file code that most closely corresponds to the subject. Section III of SECNAVINST 5210.11 provides an alphabetical listing of primary, secondary, and tertiary codes which should be used to initially locate a subject. However, Section I of the same instruction should then be checked to ensure that the most accurate classification has been selected.

Coding Information

Coding is the process of writing the file number (SSIC) on the piece of correspondence to be filed. The SSIC number should be written in the upper right corner of the correspondence. If the document is to be filed under the number assigned by its originator, the SSIC number should be circled. Figure 3-8 shows an example of a circled originator's SSIC number.

Cross-Reference Filing

Official correspondence is normally filed under one SSIC. However, there are occasions when a subject pertains to more than one file code. A system of cross-referencing has been developed to account for these multiple file code situations.

Some correspondence received in the office of the chaplain will have one or more copies attached. These copies are ideal to use as cross-reference sheets when needed. They can be filed under the appropriate SSICs for the particular subject or subjects which are to be cross-referenced. When a cross-reference is required and additional copies of the correspondence are not received, a Cross-Reference Sheet (DD Form 334, 334a, or 334b) should be used. The DD Form 334 is a single-sheet form; the DD Form 334a is a two-copy form (one original and one carbon); and the DD Form 334b is a three-copy form (one original and two carbons).

A letter that would probably be filed under at least three separate SSICs is shown in figure 3-9. Figure 3-10 shows an example of a DD Form 334a that would be used for cross-referencing this letter. Completion of the cross-reference sheet is accomplished by entering the following information:

● Date—the date shown on the correspondence in figure 3-9 is entered in the space provided. The entry is "15 January 1983."

● Index—the SSICs under which the letter is being cross-filed is entered in the space provided. This entry is "1200/12510."

● TO—the addressee shown on the correspondence in figure 3-9 is entered in the space provided. The entry is "Commanding Officer, NAVEDTRAPRODEVCEN."

● FROM—the originator of the correspondence shown in figure 3-9 is entered in the space provided. The entry is "Office of the Chief of Chaplains (OP-09G)."

● SUMMARY—the subject and/or a brief description of the correspondence is entered in the space provided. The entry is "Manpower, military and civilian—request for submission of a summary of billet classifications and position descriptions for Religious Program Specialists and civilian secretaries utilized in supporting the Command Religious Program at NAVEDTRA-PRODEVCEN."

● FILED—the SSIC under which the original correspondence is filed is entered in the space provided. The entry is "5300."

● INDEXER—the initials of the RP doing the filing and cross-referencing are entered in the space provided. The entry is "rww."

● REMARKS—any pertinent information may be entered in the space provided. For this correspondence the entry is "Notify Chief of Chaplains (OP-09G) by 31 March 1983."

NOTE: After the DD Form 334a has been completed, the copies would be filed under SSIC 1200 (Classification and Designation—General) and SSIC 12510 (Position Classification and Job Evaluation). The original correspondence would be filed under SSIC 5300 (Manpower/Personnel).

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
OP-09G
1552
Ser 116
12 Jan 1983

From: Chief of Chaplains
To: Commanding Officer, Naval Education and Training Program Development
       Center (PD), Pensacola, Florida 32509

Subj: Navy Training Materials; review of

1. The outline for Religious Program Specialist 3&2, Module III (NAVEDTRA
287-03-45-83) has been reviewed and is technically accurate.

R. A. LEADER
Chief of Chaplains/Director
of Religious Ministries

287.4(M3)

Figure 3-8.—Originator's SSIC for coding incoming correspondence.

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
OP-09G
5300
Ser 158
15 Jan 1983

From: Chief of Chaplains
To: Commanding Officer, Naval Education and Training Program Development
      Center (CH), Pensacola, Florida 32509

Subj: Command Religious Program Military and Civilian Personnel Support; guidance
      concerning

1. Request a summary of Religious Program Specialist billet classifications and
civilian secretary position descriptions be submitted to reach this office by
31 March 1983. The summary should also include a tasks listing of all other
military and civilian personnel who are utilized to support your Command Religious
Program.

R. A. Leader

R. A. LEADER
Chief of Chaplains/Director
of Religious Ministries

287.5(M3)

Figure 3-9.—Correspondence to be filed under three SSICs.

3-12

DATE 14 January 1983
INDEX: 1200/12510

TO: Commanding Officer NAVEDTRAPRODEVCEN

FROM: Office of the Chief of Chaplains (OP-09G)

SUMMARY: Manpower, military and civilian - request for submission of a summary of billet classifications and position descriptions for Religious Program Specialists and civilian secretaries utilized in supporting the Command Religious Program at NAVEDTRAPRODEVCEN.

FILED: 5300

INDEXER: rww

REMARKS: Notify Chief of Chaplains (OP-09G) by 31 March 1983

DD FORM 334a   CROSS-REFERENCE SHEET

Figure 3-10.—Example of a Cross-Reference Sheet (DD Form 334a).

Control of CRP Files

The RP is required to ensure that any files that are checked out from the office of the chaplain are returned in a reasonable amount of time.

When a piece of correspondence or SSIC file folder is removed from the office of the chaplain, a Chargeout Record (GSA Optional Form 23) is filled out to identify the folder's SSIC identification number, subject of the material, the person

receiving the material, and the date the material is checked out. NOTE: GSA Optional Form 23 replaced the File Out Card (NAVEXOS 4178).

Figure 3-11 shows an example of a Chargeout Record. A periodic check should be made of all CRP Chargeout Records by the RP to ensure that material has not been out for an unreasonable length of time.

Office of the chaplain general correspondence files are terminated (closed out) at the end of each calendar year. These terminated files are maintained in the office for 1 full year until they are retired to a designated storage area aboard the command. They are maintained in the storage area until they meet the eligibility requirements for disposal in accordance with the provisions outlined in *Disposal of Navy and Marine Corps Records* (SECNAVINST 5212.5). This instruction will be explained in another section of this chapter. Specific disposal requirements for Marine Corps commands are outlined in the *Records Management Program for the Marine Corps* (MCO 5210.11). RPs assigned to Marine Corps units should check this publication prior to disposing any files or records.

REPORTS CONTROL SYSTEM

Administrative department personnel are normally assigned the responsibility for maintaining a required reports central inventory system for a command. The RP plays a vital role in this function by ensuring that the required reports pertaining to the office of the chaplain and the CRP are submitted in a timely manner. It is imperative that RPs consult administrative department personnel whenever questions arise concerning reports generated by the office of the chaplain.

MASTER RECURRING REPORTS FILE

The Master Recurring Reports file is maintained by the personnel assigned to the administrative department. They are concerned generally with two types of reports:

● <u>Recurring</u> — a report which has the same type of information being submitted on a regular basis (monthly, quarterly, etc.).

● <u>Situation</u> — a report, other than a periodic report, which is prepared only on the occasion when an event occurs. For example, the death of a Navy member requires that a situation report be prepared.

After determining which recurring reports are required, a command master list and/or index cards are prepared identifying each required report. The RP is assigned the responsibility of maintaining an up-to-date list of the required reports which are prepared in the office of the chaplain.

CRP TICKLER SYSTEM

It is the responsibility of the RP to establish and maintain a reports tickler system for the office of the chaplain. A tickler system provides an index of required reports for the office of the chaplain and shows the submission date of each report. Standard 5" x 8" cards are normally used to identify each required report which is prepared in the office of the chaplain. Figure 3-12 shows an example of a tickler card which was prepared to identify the title and due date of the recurring required annual report titled "Active Duty Navy Chaplain's Annual Report" (NAVPERS 1730/8).

The RP should check the tickler file regularly to ensure that all recurring required reports are prepared on time. In addition, the tickler file may be used to serve as a reminder for action required on incoming and outgoing correspondence.

DISPOSAL OF RECORDS

Tremendous amounts of records are produced each year in the Department of the Navy. Therefore, it is obvious that records disposal techniques must keep pace with the continual increased production of these records. The *Disposal of Navy and Marine Corps Records Manual* (SECNAVINST 5212.5) provides specific guidance as to the requirements for disposing of Department of the Navy records. It is imperative that a copy of this instruction be maintained in the office of the chaplain at all times.

DEFINITION OF RECORDS

In order to understand records disposal procedures, it is important for the RP to be familiar

OUT

IDENTIFICATION OF RECORD (NUMBER, TITLE AND/OR SUBJECT, DATE OF FILE OR DOCUMENT)	CHARGED TO (PERSON & OFFICE)	DATE CHARGED OUT

OPTIONAL FORM 23
FEB 1962
GSA Circular No. 259

CHARGEOUT RECORD
5023-101

DATE CHARGED OUT	CHARGED TO (PERSON & OFFICE)	IDENTIFICATION OF RECORD (NUMBER, TITLE AND/OR SUBJECT, DATE OF FILE OR DOCUMENT)	

OUT

287.6(M3)

Figure 3-11.—Example of a Chargeout Record (GSA Optional Form 23).

```
                              CRP TICKLER CARD


       TITLE OF REPORT:                          DUE DATE:

       Active Duty Navy Chaplain's Annual Report  30 September (Annually)

       FORM NUMBER:                              TICKLER DATE:

       NAVPERS 1730/8                            15 August (Annually)

       REFERENCES:                               MAILING DATE:

       U.S. Navy Chaplains Program Support Guide  1 October (Annually)
       (NAVPERS 15992)

       COMMENTS:

       Notify command chaplain that this report is to be filled out by all chaplains
       attached to the command.
```

Figure 3-12.—Example of a CRP Tickler Card.

with certain definitions regarding records. These definitions are:

● <u>Government records</u> — The Records Disposal Act of 1943 defines records as: "books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriated for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, operations, or other activities of the Government or because of the informational value of the data contained therein."

● <u>Official correspondence</u> — This term is defined in *Standard Organization and Regulations of the U.S. Navy* (OPNAVINST 3120.32) and is considered to be all written material, documents, publications, charts, and messages addressed to or sent from a command.

● <u>Temporary records</u> — These are records which may be destroyed after they have served their purpose. However, the specific retention period guidelines outlined in SECNAVINST 5212.5 must be met before destruction may be accomplished. NOTE: Approximately 95% of all Department of the Navy records are of a temporary nature.

● <u>Permanent records</u> — These are records which have been appraised as having a permanent value according to the guidelines specified in SECNAVINST 5212. 5. These records are transferred to a Federal Records Center or to the National Archives when a command no longer needs them.

● <u>Nonrecord material</u> — This is material which serves no documentary or record purpose. It includes rough drafts, extra copies of letters used for cross-reference and tickler files, commercial catalogs and journals, and stencils.

**GOVERNING AUTHORITY
FOR DISPOSAL**

The National Archives which is an integral part of the General Services Administration grants the authority for destruction of Government records which are of no future value. In addition, Article 1115 of Navy *Regulations* states: "No person, without proper authority, shall withdraw

official records or correspondence from the files, or destroy them, or withhold them from those persons authorized to have access to them." This article does not allow indiscriminate destruction or removal of Navy records.

DISPOSITION RESPONSIBILITY

An officer is normally assigned the collateral duty of coordinating the disposal of Government records aboard ship or at a shore command. This officer takes responsibility for the physical disposition of all records designated for transfer to a Federal Records Center or for those records which are identified for local destruction.

The command chaplain and RP assist the records disposition officer by ensuring that the CRP records maintained in the office of the chaplain are marked properly for transfer or destruction.

DISPOSITION METHODS

The two official methods that are used for disposal are:

● Local destruction.

● Transfer to a Federal Records Center for later destruction, or for eventual preservation at the National Archives located in Washington, DC.

Preservation is defined as the indefinite or permanent retention of records. This term does not apply to records which are retained by a local command. It includes those official records which are retained at an authorized Federal Records Center.

Destruction of Records

Most unclassified records are destroyed locally at the end of their retention periods. These records should be destroyed by burning when at sea. At shore installations, unclassified records may be scrapped or sold as wastepaper provided the records are shredded. Records may also be sold if a written contract has been made between the Navy and the buyer stating, "the resale or use of the records or documents is prohibited."

Transfer of Records

Very few Government records are actually transferred to a Federal Records Center for preservation. Those records that are transferred are sent to the nearest Federal Records Center. An up-to-date listing of Federal Records Centers is contained in SECNAVINST 5212.5. The RP should seek the advice of the command chaplain and the officer who has been given responsibility for records disposal at the command whenever questions arise concerning proper disposal procedures. This is especially important in determining which Command Religious Program records should be transferred for preservation.

FILE REVIEW PROCEDURES

The *Disposal of Navy and Marine Corps Records Manual* specifies whether files are to be destroyed, retained, or retired to a Federal Records Center. It is important for the RP to check the office of the chaplain files on a regular basis to see what material should be removed for destruction, retention, or transfer to a Federal Records Center as indicated in SECNAVINST 5212.5. NOTE: Even though the disposition date has passed on certain records, the RP should NOT dispose of any material on which action is pending.

Office of the chaplain records which are identified in local command instructions for transfer to a Federal Records Center should be forwarded as scheduled. Records which are designated for permanent or indefinite retention and those without a disposal authorization are transferred when they are of no further value to the activity.

SHIPPING REQUIREMENTS

Records are packed for shipping in their original file arrangement in standard-size 15" X 10" X 12" containers. These containers may be obtained from Federal Records Centers. Each of these cartons will hold 1 cubic foot of material. Letter-size material is packed on the 12-inch side of the carton and legal-size material is packed on the 15-inch side. Odd-size records may be shipped in the most practical container that is available.

The RP should exercise caution when placing files in containers for shipping to ensure that the

order of files is not disturbed. It is also the responsibility of the RP to mark each container that is packaged in the office of the chaplain with identification facts specified by the command's records disposal officer.

DESTRUCTION DATES

Federal law makes it mandatory that records be destroyed when they meet the requirements for destruction. Individual commands are responsible for establishing destruction dates which meet the command's needs. Destruction dates are especially important aboard ship where space is limited. The RP should ensure that office of the chaplain material which is designated for local command destruction is destroyed on schedule. NOTE: Records are NOT destroyed before the scheduled destruction date except in the case of an emergency. The RP should seek the advice of the command chaplain before any office of the chaplain and Command Religious Program records are destroyed.

SUMMARY

The first sections of this chapter contain information describing: each command's responsibilities in regard to controlling files and records, Navy filing equipment and materials, and procedures for handling classified files and records. The latter sections contain information relating to: Standard Subject Identification Codes (SSICs), CRP filing systems according to SSICs including cross-reference filing requirements, the reports control system, CRP tickler systems, records disposal requirements including responsibilities and disposition methods, records shipping requirements, and destruction dates. It is important to remember that the command chaplain and RP play a vital role in the management of records kept in the office of the chaplain. Therefore, the RP must stay up to date on records maintenance procedures used in the Navy today.

CHAPTER 4

PUBLICATIONS AND DIRECTIVES

Numerous publications and directives are used every day to conduct business in the office of the chaplain in support of the Command Religious Program (CRP). It is the responsibility of the RP to maintain office of the chaplain publications and directives by making the appropriate changes and corrections. These changes are normally made by inserting new pages, removing obsolete pages, or by making pen-and-ink changes in existing documents.

This chapter will be devoted to identifying many of the publications and directives used in today's Navy and Marine Corps; explaining the basic contents of the *Department of the Navy Directives Issuance System* (SECNAVINST 5215.1); and illustrating various types of directives.

The chief publications/directives which the RP will use in conducting business in the office of the chaplain will be described in the first sections of this chapter. It should be noted that the RP is not expected to know the entire contents of each of these documents. However, locating accurate information in a timely manner for assigned chaplains is one of the most important tasks that RPs perform. Knowing where to look for this information is one skill every RP must possess. NOTE: For purposes of this discussion, publications have been grouped under the general headings: regulatory/guidance, correspondence/ directives, supply, Command Religious Program, and Marine Corps. It should also be noted that each command decides which publications are maintained in the various departments. The RP should ensure that the office of the chaplain has access to any publications that may be needed to support the CRP. Having a copy of each publication may not be required; however, ready access to the publications is imperative.

REGULATORY/GUIDANCE PUBLICATIONS

The fundamental law governing the Department of the Navy is derived from three basic sources. These sources are:

- The *Constitution* of the United States.

- Treaties of the United States.

- Laws passed by the Congress of the United States.

These three sources provide broad outlines from which publications and directives are developed to establish and define specific rules and regulations. Title 10 of the United States Code, which is entitled "Armed Forces, " is derived from these three sources as well as other statutory sources. The following sections will be devoted to identifying various publications which define specific rules and regulations in the Department of the Navy.

UNITED STATES NAVY REGULATIONS

The publication, *United States Navy Regulations,* is foremost in general importance among official publications. This publication outlines the organizational structure of the Department of the Navy and promulgates the principles and policies by which the Navy and Marine Corps are governed. It consists of the following 12 chapters.

- Chapter 1—The Department of the Navy (Articles 0100 series)

- Chapter 2—The Secretary of the Navy (Articles 0200 series)

- Chapter 3—The Chief of Naval Operations (Articles 0300 series)

- Chapter 4—The Commandant of the Marine Corps (Articles 0400 series)

- Chapter 5—The United States Coast Guard (Articles 0500 series)

- Chapter 6—The Commanders in Chief and other Commanders (Articles 0600 series)

- Chapter 7—The Commanding Officer (Articles 0700 series)

- Chapter 8—Precedence, Authority, and Command (Articles 0800 series)

- Chapter 9—The Senior Officer Present (Articles 0900 series)

- Chapter 10—Honors and Ceremonies (Articles 1000 series)

- Chapter 11 —Rights and Responsibilities of Persons in the Department of the Navy (Articles 1100 series)

- Chapter 12—Purpose and Force of Regulations within the Department of the Navy (Articles 1200 series)

Figure 4-1 shows an example of an article extracted from Chapter 7 of *Navy Regulations*. This publication is provided in "looseleaf" form and kept in an adjustable binder so that changes may be easily inserted as needed. NOTE: The Chief of Naval Operations is responsible for making changes to *Navy Regulations* and changes are approved by the Secretary of the Navy.

STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY (SORM)

Regulations and guidance governing the conduct of all members of the U.S. Navy are promulgated in *Standard Organization and Regulations of the U.S. Navy* (OPNAVINST 3120.32). This publication is referred to as the

---

0722. Observance of Sunday

1. Except by reason of necessity or in the interest of the welfare and morale of the command, the performance of work shall not be required on Sunday. Except by reason of necessity, ships shall not be sailed nor units of aircraft or troops be deployed on Sunday. The provisions of this paragraph need not apply to commands engaged in training reserve components of the Navy and the Marine Corps.

2. Divine services shall be conducted on Sunday if possible. All assistance and encouragement shall be given to chaplains in the conduct of these services, and music shall be available, if practicable. The chaplain shall be permitted to conduct public worship according to the manner and forms of the church of which he/she is a member. A suitable space shall be designated and properly rigged for the occasion, and quiet shall be maintained throughout the vicinity during divine services. The religious preferences and the varying religious needs of individuals shall be recognized, respected, encouraged, and ministered to as practicable. Daily routine in ships and activities shall be modified on Sunday as practicable to achieve this end.

3. When there is no chaplain attached to the command, the commanding officer shall engage the services of any naval or military chaplain who may be available; or, failing in this, shall, when practicable, invite and may remunerate a civilian clergyman/clergywoman to conduct religious services. Services led by lay leaders are encouraged. Provision shall be made for sending and receiving church parties as appropriate and practicable.

Figure 4-1.—Chapter 7 Article of Navy Regulations.

"SORM." Two types of print are used in this publication. Material printed in italicized type is regulatory and applies individually to each member of the U.S. Navy. The material printed in plain type is for the guidance of commanders,

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO
OPNAVINST 3120.32A
Ser 09/101100
27 March 1979

OPNAV INSTRUCTION 3120.32A

From: Chief of Naval Operations
To: All Ships and Stations (Less Marine Corps field addressees not having Navy Personnel attached)

Subj: Standard Organization and Regulations of the U.S. Navy

1. Purpose. To promulgate regulations and guidance governing the conduct of all members of the U.S. Navy.

2. Cancellation. This instruction cancels OPNAV INSTRUCTION 3120.32, which shall be destroyed without report.

3. Applicability. This instruction applies to all members of the U.S. Navy. Nothing in this instruction is intended to contravene or supersede any provision of the U.S. Navy Regulations, 1973.

4. Information.

   a. Regulations. The material in this instruction which is printed in italicized type is regulatory. These regulations apply to each member of the U.S. Navy individually and will not be further implemented. Violation of any provision of these regulations is punishable in accordance with the Uniform Code of Military Justice (10 U.S.C., Art 801-940).

   b. Guidance. The material in this instruction which is printed in plain type is for the guidance of commanders, commanding officers, and officers in charge. This material may be further implemented by subordinate commanders as considered necessary or appropriate.

Figure 4-2.—Disposition of OPNAVINST 3120.32A to Marine Corps addressees.

commanding officers, and officers in charge. This latter material may be further implemented by subordinate commanders as necessary.

This publication consists of the following 10 chapters:

● Chapter 1 —Administration

● Chapter 2—Standard Unit Organization

● Chapter 3—The Unit Organization

● Chapter 4—Watch Organization

● Chapter 5—Regulations

● Chapter 6—Unit Bills

● Chapter 7—Safety

● Chapter 8—Training

● Chapter 9—Maintenance

● Chapter 10—Unit Directives System

The command's master copy of *Standard Organization and Regulations of the U.S. Navy* is normally maintained in the administrative office.

As indicated in the "To" line of figure 4-2, OPNAVINST 3120.32 is not addressed to Marine

Corps field addressees that do not have Navy personnel attached. NOTE: The term "official correspondence" will be used at various times in this chapter. Official correspondence is defined in OPNAVINST 3120.32 as all written material, documents, publications, charts, messages, and so forth, addressed to or sent from the command.

UNITED STATES NAVY
UNIFORM REGULATIONS

Descriptions of authorized U.S. Navy uniforms and the proper manner for their wear are contained in *United States Navy Uniform Regulations* (NAVPERS 15665). This manual is issued by direction of the Chief of Naval Operations and is the sole source for describing U.S. Navy uniforms. It consists of the following five chapters.

- Chapter 1—General Regulations
- Chapter 2—Uniform Composition and Description
- Chapter 3—Special Uniform Situations
- Chapter 4—Insignia
- Chapter 5—Awards

Figures 4-3, 4-4, and 4-5 were extracted from the 1981 edition of *Navy Uniform Regulations.* The master copy of this publication is normally maintained in the command's administrative office.

SERVICE DRESS BLUE JUMPER   SERVICE DRESS WHITE JUMPER   SUMMER WHITE   SUMMER BLUE
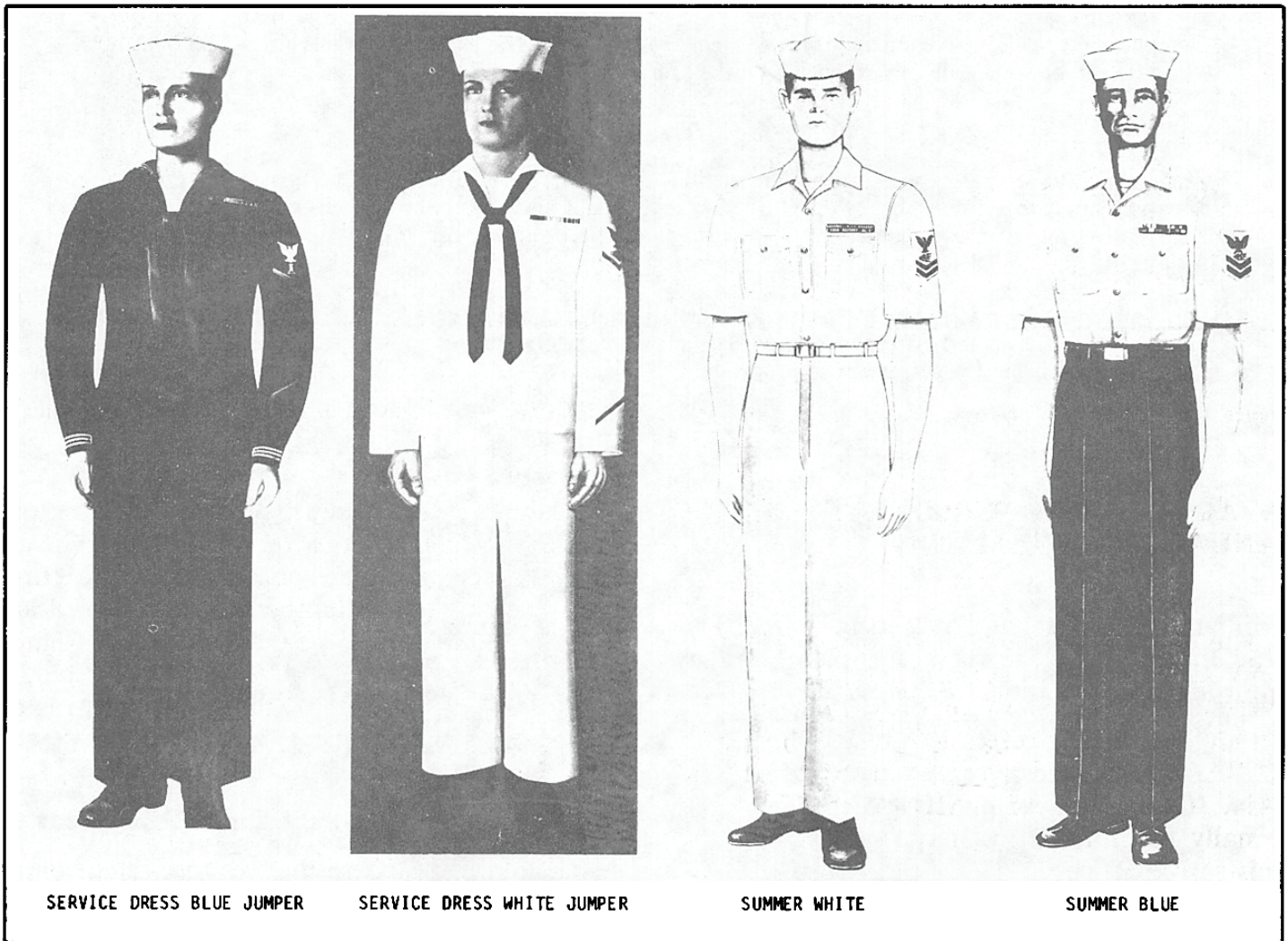
3.263A

Figure 4-3.—Chapter 2 uniform illustration from 1981 edition of United States Navy Uniform Regulations (Male).

SUMMER WHITE "A"   SUMMER BLUE "B"   WINTER BLUE "A"   WINTER WORKING BLUE "B"
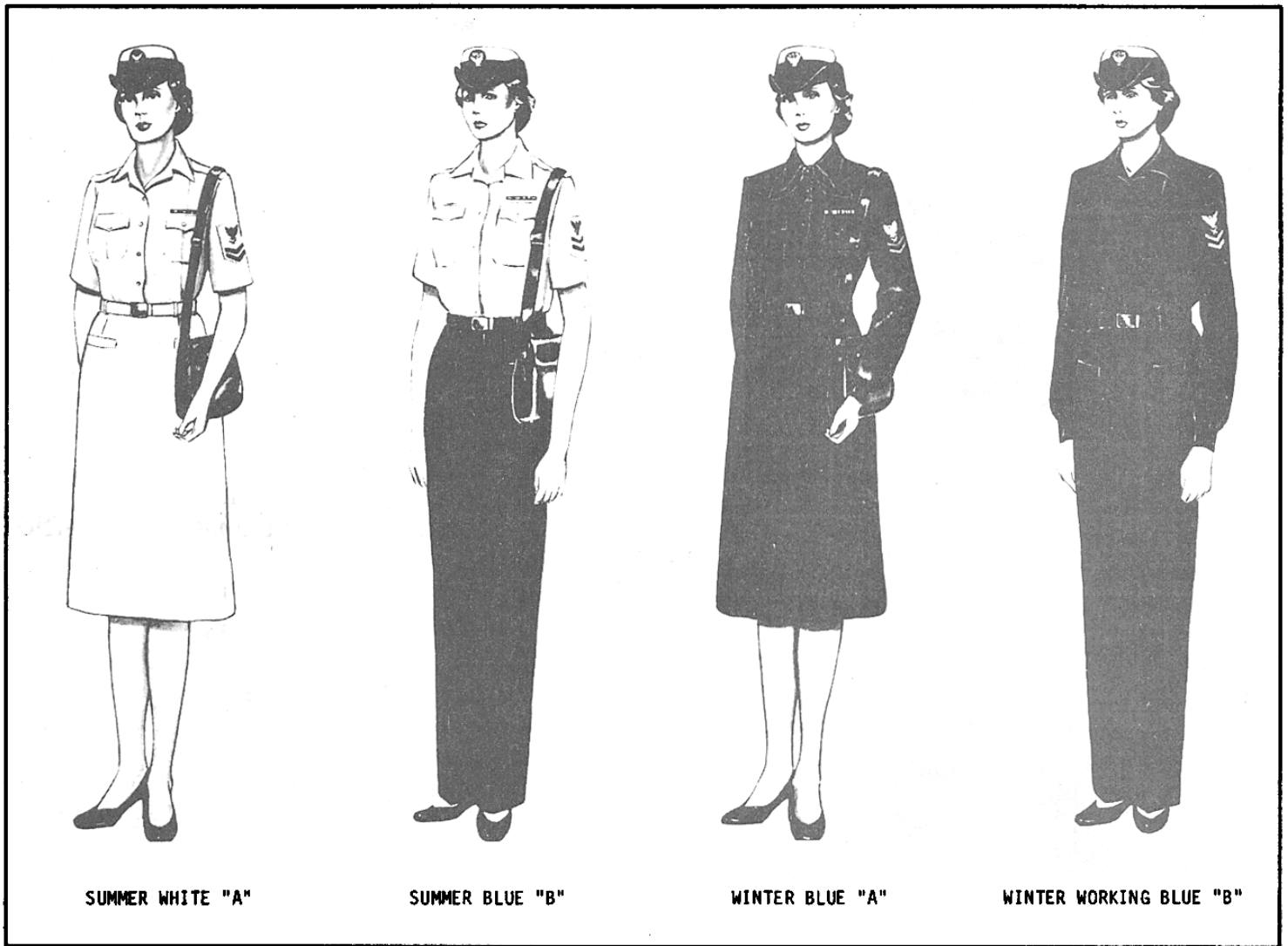
3.332A

Figure 4-4.—Chapter 2 uniform illustration from 1981 edition of United States Navy Uniform Regulations (Female).

NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

The *Naval Military Personnel Manual* (NAVPERS 15560) contains instructions governing the administration of Navy personnel. This manual is often referred to by its short title, MILPERSMAN and it replaced the BUPERS-MAN. Copies of the MILPERSMAN are normally maintained in the personnel and administrative offices.

Each article in the MILPERSMAN is identified by a seven-digit number. The first two digits identify the chapter; the second two digits identify a section within a chapter; and the last three digits identify an article within the section. Though written together (e.g., 5820100), the article number should be spoken as if it were three separate groups of numbers (e.g., 58 20 100). Article numbers are not necessarily assigned consecutively and, once a number is deleted, it cannot be reused again. Figure 4-6 was extracted from the 1 January 1982 edition of the MILPERSMAN.

Changes to the MILPERSMAN are published quarterly. These changes are scheduled for distribution in time to reach the majority of users on or about the first of each quarter of the year. It should be noted that pen-and-ink changes are not allowed to be made to the MILPERSMAN.

Christian. –A Latin cross, embroidered in gold. Shall be placed on the sleeve, inclined toward the rear, the longer arm making an angle of 60° with the upper stripe. (Right and Left).
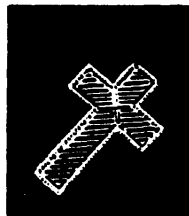
Jewish. –Shall consist of the Star of David above and attached to the top center of the Tablets of the Law, all in gold embroidery. Shall be placed on the sleeve in an upright position.
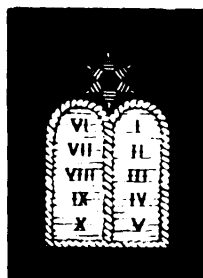
NOTE: AS THIS MODULE WAS BEING DEVELOPED, THE DEPARTMENT OF THE NAVY WAS IN THE PROCESS OF CHANGING THE "TABLETS OF THE LAW" TO SHOW HEBREW LETTERS VICE ROMAN NUMERALS.

Figure 4-5.—Chapter 4 Chaplain Corps insignia from 1981 edition of United States Navy Uniform Regulations.

ENLISTED TRANSFER MANUAL (TRANSMAN)

The *Enlisted Transfer Manual* (NAVPERS 15909) is the official publication used for determining the distribution and assignment of Navy enlisted personnel. This manual is often referred to by its short title, TRANSMAN. It supplements basic regulations and instructions promulgated in the MILPERSMAN. The TRANSMAN's table of contents is shown in figure 4-7. Copies of this manual are normally maintained in the personnel and administrative offices. Also, the command career counselor will usually retain a copy of this publication.

MANUAL OF ADVANCEMENT

Administration of the enlisted advancement system is promulgated in the *Manual of Advancement* (BUPERSINST 1430.16). It supports and expands the basic policies for advancement as outlined in the MILPERSMAN. Copies of this publication are usually retained in the personnel, administrative, and educational services offices.

The *Manual of Advancement* is divided into two sections (figure 4-8). Section I contains information concerning advancement of personnel on active duty. Section II contains information concerning advancement of personnel on inactive duty. BUPERSINST 1430.16 provides instructions for determining eligibility requirements for advancement; preparation of necessary forms; ordering, custody, and disposition of Navywide examinations; administration of all examinations for advancement; changes in rate or rating; and procedures for effecting advancements.

DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM REGULATION MANUAL

The *Department of the Navy Information Security Program Regulation Manual* (OPNAVINST 5510.1) provides guidance for activities and personnel on classifying and safeguarding classified information. This unclassified security manual provides a ready reference for answering questions which may arise concerning security matters. NOTE: The purpose of the Navy's information security program is discussed in more detail in Chapter 2 of this module. OPNAVINST 5510.1 consists of the following 17 chapters.

● Chapter 1—Introduction to the Information Security Program

● Chapter 2—Management of the Information Security Program

● Chapter 3—Security Education

5820100 GENERAL DUTIES OF CHAPLAINS

1. The chaplain shall serve as special advisor and assistant to the respective commanding officer or commander on matters related to religion and religious welfare.

2. In discharging the general duties of a fleet, force, or staff chaplain, the chaplain shall perform the following specific duties:

a. Inspect the work of the chaplains at frequent intervals.

b. Advise, counsel, and offer suggestions to the chaplains concerning their work.

c. Provide services in commands that do not carry chaplains by arranging for the interchange of chaplains of different faiths.

d. Call meetings of chaplains for conference, discussion, and adjustment of the matters pertaining to their work.

e. Keep the fleet, force, or staff public affairs officer informed of chaplain's activities of public interest.

f. Work closely with religious and community groups in order to develop awareness of religious activity in the Navy.

g. Evaluate for detailing purposes the favorable professional qualifications in primary and collateral duties of chaplains.

h. Maintain liaison with Navy Relief, Red Cross, and other welfare and recreational organizations that render service to naval personnel and their dependents.

i. Report annually a summary of activities through 30 September to the Chief of Chaplains (OP-09G) via the chain of command.

3. In discharging the general duties of a chaplain attached to a ship or station, the chaplain shall, with the approval of the commanding officer, perform the following specific duties:

a. Administer the Command Religious Program and be responsible for the conduct of divine services on all appropriate occasions in accordance with U.S. Navy Regulations, Article 0722.

b. Conduct divine services for other commands.

c. Provide appropriate sacramental ministry and pastoral care.

d. Form voluntary programs of religious education.

e. Visit the sick.

f. At general quarters, report to a battle station where the wounded may be ministered to.

g. At daily quarters, report his or her presence aboard to the executive officer.

h. Visit personnel confined to the brig or personnel civilian correctional facility.

i. Keep the public affairs officer informed of chaplain's activities of public interest.

j. Work closely with local religious groups in foreign and U.S. communities in order to develop public awareness of the religious activities in the Navy.

k. Report annually a summary of activities through 30 September to the Chief of Chaplains (OP-09G) via the chain of command.

Figure 4-6.—General duties of chaplains from 1982 edition of Naval Military Personnel Manual (MILPERSMAN).

TABLE OF CONTENTS

Figure 4-7.—Enlisted Transfer Manual table of contents.

SECTION I
(ADVANCEMENT OF ENLISTED PERSONNEL ON ACTIVE DUTY)

CHAPTER

1	INTRODUCTION
2	RESPONSIBILITIES
3	ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT AND CHANGE IN RATE
4	PREPARATION OF NAVEDTRA 1430/2 (WORKSHEET)
5	INSTRUCTIONS FOR ORDERING EXAMINATIONS AND PERFORMANCE TESTS
6	INSTRUCTIONS FOR HANDLING, STOWAGE, AND AC-COUNTABILITY OF EXAMINATIONS
7	INSTRUCTIONS FOR ADMINISTRATION OF EXAM-INATIONS
8	INSTRUCTIONS FOR EFFECTING ADVANCEMENTS AND/OR CHANGE IN RATE

SECTION II
(ADVANCEMENT OF ENLISTED PERSONNEL ON INACTIVE DUTY)

CHAPTER

1	INTRODUCTION
2	RESPONSIBILITIES
3	ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT AND CHANGE IN RATE
4	DETERMINATION OF ELIGIBILITY REQUIREMENTS AND WAIVERS
5	RECORDING OF ADVANCEMENT REQUIREMENTS AND PREPARATION OF NAVEDTRA 1430/2 (WORK-SHEET)
6	ORDERING OF EXAMINATIONS AND PERFORMANCE TESTS
7	INSTRUCTIONS FOR HANDLING, STOWAGE, AND AC-COUNTABILITY OF EXAMINATIONS
8	SCHEDULING AND ADMINISTRATION OF INACTIVE NAVAL RESERVE EXAMINATIONS AND EFFECTING ADVANCEMENTS AND/OR CHANGE IN RATE OR RATING

Figure 4-8.—Contents of Sections I and II of Manual of Advancement.

● Chapter 4—Threats to Security

● Chapter 5—Classification

● Chapter 6—Classification Guides

● Chapter 7—Declassification, Downgrading, and Upgrading

● Chapter 8—Marking

● Chapter 9—Foreign Government Information

● Chapter 10—Control, Reproduction, and Dissemination of Classified Material

● Chapter 11—Physical Security of Classified Material

● Chapter 12—Transmission of Classified Material

● Chapter 13—Disposal of Classified Material

● Chapter 14—Visits and Meetings

● Chapter 15—Communications Security

● Chapter 16—Personnel Security Investigations

● Chapter 17—Clearance and Access

Figure 4-9 was extracted from Chapter 5 of OPNAVINST 5510.1. The RP needs to develop sound security habits in order to help ensure that the office of the chaplain does its part in protecting classified material.

CORRESPONDENCE/DIRECTIVES PUBLICATIONS

Religious Program Specialists are often tasked with typing and proofreading correspondence and directives prepared in the office of the chaplain. It should be emphasized that the religious program is a "command" responsibility. Therefore, correspondence/directives involving the Navy and/or Marine Corps in an official way is considered to be official correspondence. Official correspondence is normally prepared for the signature of the commanding officer.

"By direction" signature authority is generally granted in writing to the command chaplain by the commanding officer concerning routine official correspondence relating to the CRP. Such correspondence officially comes from the commanding officer. This means that recipients will usually handle the correspondence as if it were written by the commanding officer. A chaplain's signature "By direction" is not followed by his or her rank or office since the chaplain is signing the correspondence for the commanding officer.

Before proceeding to a discussion on various correspondence/directives publications, it is important to note that chaplains often originate both pastoral and professional correspondence. Pastoral correspondence relates to the chaplain's pastoral relationship with personnel of the command, dependents, or civilians. It is similar to oral communication that takes place between ministers, priests, and rabbis and their parishioners. Such correspondence is addressed frequently to naval personnel, families, civilian clergy, church officials, and community social agencies. A business letter format is used and the chaplain's own name is used as the signature for this type of correspondence. Since the chaplain's pastoral role rather than officer role is involved, the signature may be followed by the identification, "Chaplain, U.S. Navy," rather than official rank and Chaplain Corps designation (CHC).

Professional correspondence is between chaplains relating to professional matters within the Chaplain Corps. A business letter format is used and the chaplain's own name is used as the signature for this type of correspondence. Official matters relating to the command are not handled through professional correspondence.

NOTE: Many Department of the Navy letters, memoranda, directives, and publications contain references to members of one gender when the correspondence or directive is applicable to both male and female. To ensure equal recognition of women in the Department of the Navy, it is necessary that originators of correspondence and directives avoid sex bias in selecting terminology for identification of personnel. The RP plays a

5-101 CLASSIFICATION DESIGNATIONS

1. General. Information or material which requires protection against unauthorized disclosure in the interest of national security shall be classified in one of three designations: "Top Secret," "Secrett" or "Confidential," depending upon its significance to national security. The markings "For Official Use Only" and "Limited Official Use" shall not be used to identify classified information. No other term such as "Sensitive," "Conference," or "Agency" shall be used in conjunction with the authorized classification designations.

2. Top Secret. "Top Secret" is the designation which shall be applied only to information or material the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. Examples of' exceptionally grave damage" include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communications intelligence systems; the revelation of sensitive intelligence operations; and the disclosure of scientific or technological developments vital to national security.

3. Secret. "Secret" is the designation which shall be applied only to information or material the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security. Examples of "serious damage" include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to the national security; revelation of significant military plans or intelligence operations; compromise of significant military plans or intelligence operations; and compromise of significant scientific or technological developments relating to national security.

4. Confidential. "Confidential" is the designation which shall be applied to information or material the unauthorized disclosure of which could reasonably be expected to cause identifiable damage to the national security. Examples of' "identifiable damage" include the compromise of information which indicates strength of ground, air, and naval forces in the United States and overseas areas; disclosure of technical information used for training, maintenance, and inspection of classified munitions of war; revelation of performance characteristics, test data, design, and production data on munitions of war.

Figure 4-9.—Classification designations from Department of the Navy Information Security Program Regulation Manual.

vital role in the preparation of nonsexist correspondence by proofreading carefully any correspondence that is generated by the office of the chaplain. Figure 4-10 was extracted from SECNAVNOTE 5216 of 24 May 1976 and provides guidance on the use of neutral language. The guidelines contained in the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5) will be explained in Chapter 5 of this module.

Figure 4-10.—SECNAVNOTE 5216 of 24 May 1976 guidance on the use of neutral language.

DEPARTMENT OF THE NAVY DIRECTIVES ISSUANCE SYSTEM

The *Department of the Navy Directives Issuance System* (SECNAVINST 5215.1) provides a standard method of issuing directives by all naval activities. NOTE: A separate issuance of Marine Corps directives is contained in the *Marine Corps Directives System* (MCO P5215.1).

SECNAVINST 5215.1 consists of the following two parts, two tables, and eight exhibits:

- Part I—Definitions, Criteria, and Responsibilities

- Part II—Preparation and Maintenance of Directives

- Table 1—Preparation of Letter-Type Directives

- Table 2—Preparation of Special-Type Directives

- Exhibit 1—Sample Instruction

- Exhibit 2—Sample Continuation Page of an Instruction

- Exhibit 3—Sample Notice

- Exhibit 4—Sample Change Transmittal

- Exhibit 5—Sample Change Transmittal Covering Repetitive Changes to a Directive

- Exhibit 6—Sample Locator Cross-Reference Sheet

- Exhibit 7—Sample Subject Cross-Reference Sheet

- Exhibit 8—Sample Message

A copy of this instruction should be maintained by the RP in the office of the chaplain. This instruction will be explained in more detail in another section of this chapter.

DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

Policies, procedures, and guidance for the preparation of correspondence are prescribed in the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5). This manual contains specific instructions on preparing letters, endorsements, memoranda, and messages. These specific instructions cover various parts of correspondence such as the address, subject, references, paragraphing, and signature, together with directions for assembling correspondence for signature and mailing.

SECNAVINST 5216.5 consists of the following 13 chapters:

- Chapter I—General

- Chapter II—Correspondence Policies and Practices

- Chapter III—Standard Naval Letter

- Chapter IV—Variations of the Naval Letter

- Chapter V—Special Types of Naval Correspondence

- Chapter VI—Business Letter

- Chapter VII—Envelopes and Mailing

- Chapter VIII—Forms of Address

- Chapter IX—Exhibits

- Chapter X—Correct Writing

- Chapter XI—Writing Style

- Chapter XII—Tips to Typists (The Mechanics of Typing)

- Chapter XIII—Processing Outgoing Correspondence

Chapter 5 of this module contains a detailed explanation of the contents of SECNAVINST 5216.5.

STANDARD SUBJECT IDENTIFICATION CODES (SSICs)

Basic guidelines for categorizing correspondence in the Navy and Marine Corps are set forth in *Standard Subject Identification Codes* (SECNAVINST 5210.11). This instruction is designed to meet the needs of the entire Department of the Navy in order to have a standardized system for classifying, arranging, filing, and referencing various types of Navy and Marine Corps documents by subject.

SECNAVINST 5210.11 consists of the following three sections:

- Section I—List of Standard Subject Identification Codes

- Section II—Name-Title Subject Identification Codes

- Section III—Alphabetical Guide to Standard Subject 'Identification Codes

Chapter 3 of this module contains a detailed explanation of the contents of SECNAVINST 5210.11.

STANDARD NAVY DISTRIBUTION LIST (SNDL)

The *Standard Navy Distribution List* (SNDL) is published in two parts and provides guidance for the proper addressing and distribution of mail to Department of the Navy activities. It is also used to provide a central distribution system for directives and correspondence. The SNDL is maintained in the administrative office. NOTE: Individual commands have their own internal distribution list (SNDL) as part of their correspondence procedures.

Part 1 of the SNDL is titled *Standard Navy Distribution List, Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International Commands* (OPNAV P09B2-107). It contains address information on commands and ships by type; ships by name alphabetically; addresses by SNDL number; addresses for U.S. elements of international commands; current APO and FPO numbers; and ships of the Military Sealift Command.

Part 2 of the SNDL is titled *Standard Navy Distribution List, Catalog of Naval Shore Activities* (OPNAV P09B2-105). It contains address information on shore activities by type, command, and area coordination; established shore activities in an inactive status; and established shore activities in a development status.

SUPPLY PUBLICATIONS

It is necessary for the RP to become familiar with various supply publications and microfiche documents in order to use the Navy's supply system properly. Most of these publications and documents are maintained by personnel in the supply department. However, the RP should have a basic understanding and knowledge of the publications used to meet the needs of the Command Religious Program. A number of supply publications and microfiche documents will be explained in the next sections. Storekeepers (SKs) in the supply department should be consulted when detailed information is required. NOTE: Office of the chaplain supply procedures are explained in *Logistic Support and Financial Control, Module II* (NAVEDTRA 287-02-45-81).

FEDERAL SUPPLY CLASSIFICATION (FSC) GROUPS

10—Weapons
11—Nuclear Ordnance
12—Fire Control Equipment
13—Ammunition and Explosives
14—Guided Missiles
15—Aircraft and Airframe Structural Components
16—Aircraft Components and Accessories
17—Aircraft Launching, Landing, and Ground Handling Equipment
18—Space Vehicles
19—Ships, Small Craft, Pontoons, and Floating Docks
20—Ship and Marine Equipment
21—Unassigned
22—Railway Equipment
23—Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
24—Tractors
25—Vehicular Equipment Components
26—Tires and Tubes
27—Unassigned
28—Engines, Turbines, and Components
29—Engine Accessories
30—Mechanical Power Transmission Equipment
31—Bearings
32—Woodworking Machinery and Equipment
33—Deleted
34—Metalworking Machinery
35—Service and Trade Equipment
36—Special Industry Machinery
37—Agricultural Machinery and Equipment
38—Construction, Mining, Excavating, and Highway Maintenance Equipment
39—Materials-Handling Equipment
40—Rope, Cable, Chain, and Fittings
41—Refrigeration, Air-Conditioning, and Air-Circulating Equipment
42—Firefighting, Rescue, and Safety Equipment
43—Pumps and Compressors
44—Furnace, Steam Plant, and Drying Equipment; and Nuclear Reactors
45—Plumbing, Heating, and Sanitation Equipment
46—Water Purification and Sewage Treatment Equipment
47—Pipe, Tubing, Hose, and Fittings
48—Valves
49—Maintenance and Repair Shop Equipment
50—Unassigned
51—Hand Tools
52—Measuring Tools
53—Hardware and Abrasives
54—Prefabricated Structures and Scaffolding
55—Lumber, Millwork, Plywood, and Veneer
56—Construction and Building Materials
57—Unassigned

58—Communication, Detection, and Coherent Radiation Equipment
59—Electrical and Electronic Equipment Components
60—Unassigned
61—Electric Wire, and Power and Distribution Equipment
62—Lighting Fixtures and Lamps
63—Alarm and Signal Systems
64—Unassigned
65—Medical, Dental, and Veterinary Equipment and Supplies
66—Instruments and Laboratory Equipment
67—Photographic Equipment
68—Chemicals and Chemical Products
69—Training Aids and Devices
70—General Purpose Automatic Data Processing Equipment, Software, Supplies, and Support Equipment
71—Furniture
72—Household and Commercial Furnishings and Appliances
73—Food Preparation and Serving Equipment
74—Office Machines and Visible Record Equipment
75—Office Supplies and Devices
76—Books, Maps, and Other Publications
77—Musical Instruments, Phonographs, and Home-Type Radios
78—Recreational and Athletic Equipment
79—Cleaning Equipment and Supplies
80—Brushes, Paints, Sealers, and Adhesives
81—Containers, Packaging, and Packing Supplies
82—Unassigned
83—Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags
84—Clothing, Individual Equipment, and Insignia
85—Toiletries
86—Unassigned
87—Agricultural Supplies
88—Live Animals
89—Subsistence
90—Unassigned
91—Fuels, Lubricants, Oils, and Waxes
92—Unassigned
93—Nonmetallic Fabricated Materials
94—Nonmetallic Crude Materials
95—Metal Bars, Sheets, and Shapes
96—Ores, Minerals, and Their Primary Products
97—Unassigned
98—Unassigned
99—Miscellaneous

NOTE: Ecclesiastical equipment, furnishings, and supplies are listed under FSC Group 99. This group is of primary concern to the RP.

Figure 4-11.—Listing of FSC Groups.

Before proceeding to a discussion of supply publications and documents, it is necessary to explain National Stock Numbers (NSNs). An NSN is a 13-digit stock number assigned by the Defense Logistics Services Center (DLSC), Battle Creek, Michigan, to identify an item of material in the supply distribution system of the United States.

The NSN consists of a four-digit Federal Supply Classification (FSC) number and a nine-digit National Item Identification Number (NIIN). The FSC number consists of a two-digit FSC group followed by a two-digit FSC class. Figure 4-11 shows a listing of FSC groups and figure 4-12 shows the specific FSC class numbers in Group 99. The NIIN consists of a two-digit National Codification Bureau (NCB) code number and seven digits which uniquely identify each NSN item in the Federal Supply Distribution System. A candlelighter

---

GROUP 99

Miscellaneous

9905   Signs, Advertising Displays, and Identification Plates
Includes Electric Signs; Sign Boards; Display Stands; Mannequins and other display forms; Printed Signs; General Purpose Identification Tags and Blanks, Nonpersonal; Plates and, Tags for specific applications.

9910   Jewelry
Includes Jewelers' Findings; Precious Stones, Cut; Costume Jewelery; Natural Gems and Ornamental Stones, Cut.
Excludes Watches; Clocks; Tableware; Scientific Instruments; Toilet Articles; Smokers' Articles.

9915   Collectors' Items
Includes Stamps; Rare Books; Works of Art; Coins; Antiques.

9920   Smokers' Articles and Matches
Includes Cigarette Lighters; Lighter Fluid; Pipe Reamers; Ashtrays; Tobacco Humidors; Packaged Cigarette Paper.
Excludes ash receivers and lighters specifically designed for installation in or on equipment.

9925   Ecclesiastical Equipment, Furnishings and Supplies
Includes Vestments; Altars; Communion Sets; Ecclesiastical Candelabra; Chalices; Patens; Altar Cloths; Ecclesiastical Statuary; Sacramental Wine.

9930   Memorials; Cemeterial and Mortuary Equipment and Supplies
Includes Grave Markers; Burial Vaults; Burial Urns; Caskets; Burial Boxes; Mortician's Supplies; Monuments; Casket Shipping Cases.
Excludes Hearses; Mortuary Refrigerators.

9999   Miscellaneous Items
Includes only those items which cannot conceivably be classified in any existing classes.

Figure 4-12.—FSC class numbers in Group 99.
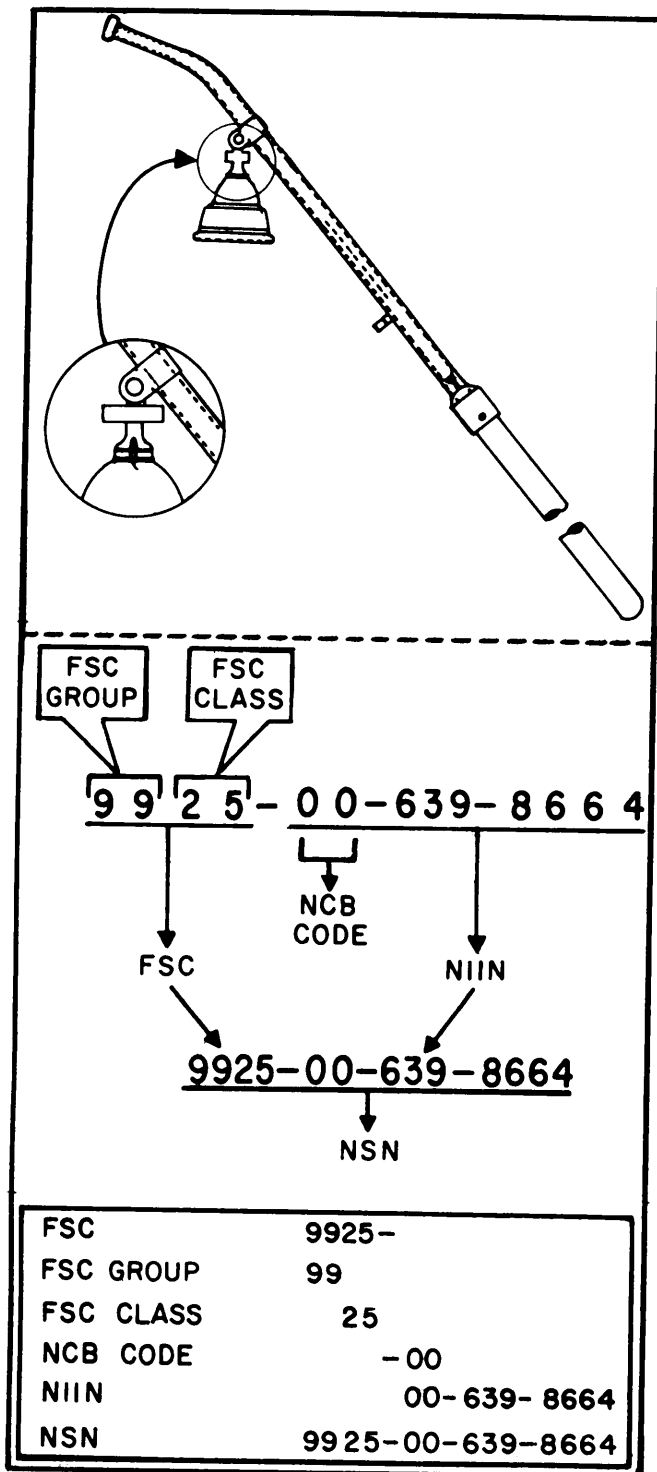
Figure 4-13.—FSC information for candlelighter and snuffer.

NCB CODE	COUNTRY
00	United States
01	United States
11	NATO Standard Items
12	Germany
13	Belgium
14	France
15	Italy
17	Netherlands
18	South Africa
21	Canada
22	Denmark
23	Greece
24	Iceland
25	Norway
26	Portugal
27	Turkey
28	Luxembourg
29	Argentina
66	Australia
98	New Zealand
99	United Kingdom

Figure 4-14.—NCB code numbers.

and snuffer and NSN information are shown in figure 4-13.

NOTE: The NCB code number identifies the country that assigned the stock number, or it indicates that the stock number is used by more than one country. Figure 4-14 shows a list of NCB code numbers.

NAVY STOCK LIST OF PUBLICATIONS AND FORMS

The *Navy Stock List of Publications and Forms* (NAVSUP P-2002) establishes procedures for ordering publications and forms. This microfiche document is maintained in the supply department and is issued quarterly (February, May, August, and November). It consists of the following six parts and four appendixes:

● Part A—Introduction

● Part B—Composition Format

● Part C—Requisitioning Instructions (Forms)

● Part D—Requisitioning Instructions (Publications)

● Part E—Requisitioning Instructions (NAVAIR)

● Part F—Supplementary Information

● Appendix A—Alphabetic Prefix Cross-Reference (Forms)

● Appendix B—Alphabetic Prefix Cross-Reference (Publications)

● Appendix C—Standard Abbreviations

● Appendix D—Identification Aids and Requisitioning Instructions for Non-cognizance Printed Matter

OPERATING PROCEDURES MANUAL FOR MILSTRIP/MILSTRAP

Policy and procedures related to the Military Standard Requisitioning and Issue Procedures (MILSTRIP) and Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) are promulgated in the *Operating Procedures Manual for MILSTRIP/MILSTRAP* (NAVSUP P-437). This publication serves as a comprehensive reference for personnel involved in the preparation of MILSTRIP/MILSTRAP documents. Figures 4-15 and 4-16 show two examples of a MILSTRIP requisition document (DD Form 1348) for procuring an ecclesiastical item and consumable supplies.

NAVSUP P-437 is maintained in the supply department and this publication is not distributed

43.24(RP-1)

Figure 4-15.—DD Form 1348 requisition for an ecclesiastical item (candlelighter and snuffer).

Figure 4-16.—DD Form 1348 requisition for consumable supplies.

43.24(RP-2)

to afloat units. It consists of 11 chapters and 27 appendixes. The chapters are:

- Chapter 1—Introduction

- Chapter 2—Supply System Management

- Chapter 3—Requisitioning Ashore

- Chapter 4—Inventory Control at Stock Points

- Chapter 5—Financial

- Chapter 6—Material Movement

- Chapter 7—Uniform Material Movement and Issue Priority System (UMMIPS)

- Chapter 8—Expendable Ordnance

- Chapter 9—Military Assistance Program (MAP)

- Chapter 10—Performance Reporting

- Chapter 11—Defense Automatic Addressing System (DAAS) Procedures

A vital and integral part of the MILSTRIP system is the Uniform Material Movement and Issue Priority System (UMMIPS). The illustration in figure 4-17 shows that MILSTRIP and UMMIPS are used worldwide by all the Armed Forces of the United States. UMMIPS was established to ensure that material requests are processed in accordance with the relative military importance of the requesting activity and the urgency of that activity's needs.

This system provides the method of assigning priorities for the issuing and movement of material. Most of the items that need to be acquired for use in the office of the chaplain in support of the CRP are obtained on a routine basis. Therefore, it is important for assigned chaplains and RPs to plan program requirements well in advance to ensure that supplies are available when needed.

NOTE: Besides office supplies listed under FSC Group 75, the RP is primarily concerned with the FSC groups and specific classes shown in figure 4-18. Most of the supplies that are used in support of the CRP are ordered under FSC 9925. Items listed under FSCs 7195, 7710, and 8345 are also used on a regular basis in support of the CRP.

MILSTRIP

and

UMMIPS

are

MILITARY
STANDARD
SYSTEMS

FOR

WORLD-WIDE

USE
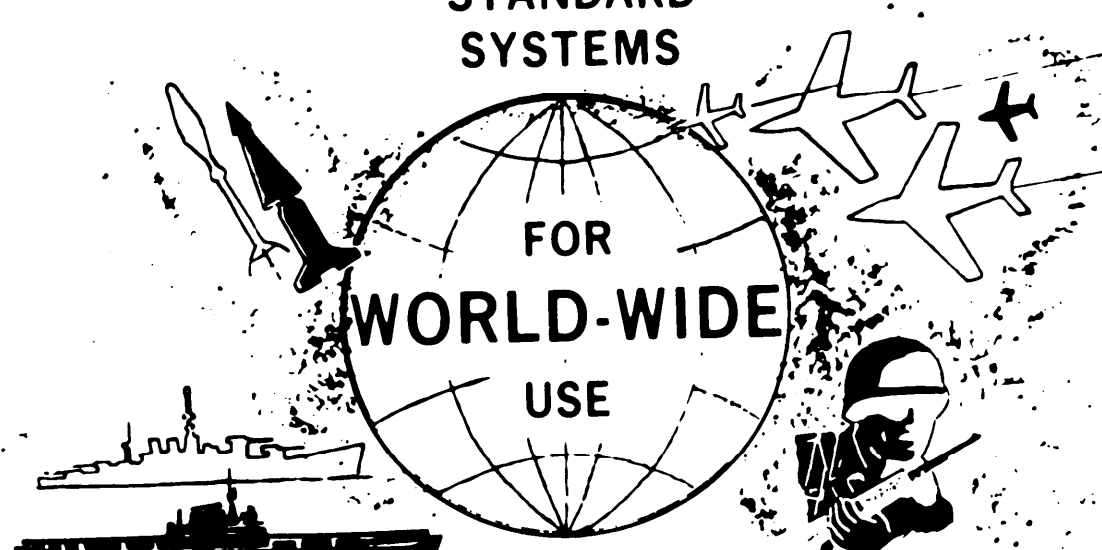
By all United States
ARMED FORCES

Figure 4-17.—United States Armed Forces use of MILSTRIP and UMMIPS.

GROUP 71
Furniture

7195	Miscellaneous Furniture and Fixtures Includes Stone, Clay, and Concrete Furniture; Auditorium and Theater Furniture; Library Furniture; Cashier Stands. NOTE: Chapel bulletin boards are ordered under this FSC.

GROUP 77
Musical Instruments, Phonographs, and Home-Type Radios

7710	Musical Instruments NOTE: Organs are ordered under this FSC.

GROUP 83
Textiles, Leather, Furs, Apparel and Shoe Findings, Tents, and Flags

8345	Flags and Pennants Includes Signaling Flags; Flagstaffs; Signal Shapes; Flagpoles; Flagstaff Trucks; Speed Cones; Flagstaff Belts; Semaphore Flags. NOTE: Church pennants are orders under this FSC.

GROUP 99
Miscellaneous

9925	Ecclesiastical Equipment, Furnishings and Supplies Includes Vestments; Altars; Communion Sets; Ecclesiastical Candelabra; Chalices; Patens; Altar Cloths; Ecclesiastical Statuary; Sacramental Wine. NOTE: The majority of the supplies that are used in support of the Command Religious Program (CRP) are ordered under this FSC.

Figure 4-18.—Federal Supply Classification (FSC) groups and specific classes of primary concern to the RP.

MILSTRIP/MILSTRAP DESK GUIDE

The *MILSTRIP/MILSTRAP Desk Guide* (NAVSUP P-409) is published for use by department and division personnel as a handy reference in the preparation of MILSTRIP and MILSTRAP documents. This small booklet contains formats and code definitions used on a daily basis. NAVSUP P-409 is divided into two parts. They are:

● Part A—MILSTRIP

● Part B—MILSTRAP

AFLOAT SUPPLY PROCEDURES

Policies for the operation and management of afloat supply departments and activities operating under afloat procedures are established in *Afloat* *Supply Procedures* (NAVSUP P-485). This publication incorporates MILSTRIP/ MILSTRAP requisitioning procedures for fleet usage as outlined in NAVSUP P-437. NAVSUP P-485 is maintained in the ship's supply department. It consists of 6 chapters and 20 appendixes. The chapters are:

● Chapter 1—Organization and Administration

● Chapter 2—Material Identification

● Chapter 3—Material Procurement

● Chapter 4—Material Receipt, Custody, and Stowage

● Chapter 5—Material Expenditure and Shipment

● Chapter 6—Inventory Management

TABLE OF CONTENTS

Figure 4-19.—Fleet Use of MILSTRIP (NAVSUPINST 4235.3) table of contents.

FLEET USE OF MILSTRIP

Fleet Use of *MILSTRIP* (NAVSUPINST 4235.3) serves the same purpose as NAVSUP P-409. It is designed for use by department and division personnel of afloat units. In addition, it is used for the indoctrination and training of fleet personnel in MILSTRIP. It is larger than the *MILSTRIP/MILSTRAP Desk Guide* and contains illustrations and sample explanations. The table of contents of NAVSUPINST 4235.3 is shown in figure 4-19.

DEFENSE LOGISTICS AGENCY CATALOGING HANDBOOKS

The *Defense Logistics Agency Cataloging Handbooks* are microfiche documents which contain a complete listing of assigned FSC groups and classes. These numbered handbooks (H2-1, H2-2, and H2-3) are maintained in the supply department. The illustrations shown in figures 4-12 and 4-18 were extracted from these handbooks.

DEFENSE LOGISTICS AGENCY IDENTIFICATION LIST (IL)

The *Defense Logistics Agency Identification List* (IL) is a microfiche document which provides technical characteristics and other identifying data for all items contained in the FSC system. Figure 4-20 shows a partial listing taken from the IL and figure 4-21 provides an explanation of the abbreviations and symbols used in this list. The IL is maintained in the supply department.

GENERAL SERVICES ADMINISTRATION (GSA) SUPPLY CATALOG

Responsibility for cataloging nonmilitary items in general use by both military and civil agencies of the United States rests with the General Services Administration (GSA). This administration publishes the *General Services Administration (GSA) Supply Catalog* which is a handy reference used in identifying numerous items. It should be noted that this catalog is designed to be used primarily by civil agencies. *Because of the numerous and unrelated items in* stock, the *GSA Supply Catalog* is published in five volumes. They are:

● GSA Supply Catalog Guide

● GSA Furniture Catalog

NSN	ITEM DESCRIPTION
9925-00-202-4416	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION 51 PCT BEESWAX: 15 HRS MIN BURNING TIME: PKG PER 36 BX: SPEC/STD CONTROLLING DATA, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE TYPE2CLASS1SIZE2
9925-00-202-4417	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION CONSISTS OF ENTIRELY OF WAX: 10 HRS MIN BURNING TIME: PACKAGE DATA: 36, UNIT QTY, BOX: SPEC/STD CONTROLLING DATA, MANUFACTURERS CODE 81349,NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638
9925-00-292-9857	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION CONSISTS OF ENTIRELY OF WAX, 7 DAY MIN BURNING TIME: FURNISHED IN GLASS CUP: PACKAGE DATA: 12, UNIT QTY, BOX: SPEC/STD CONTROLLING DATA, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638

Figure 4-20.—Partial listing extracted from the IL.

ABBREVIATION	WORD OR PHRASE	ABBREVIATION	WORD OR PHRASE
A/A	ANY ACCEPTABLE	N/	NOT
ACCOM	ACCOMMODATION	NSN	NATIONAL STOCK
ALUM.	ALUMINUM		NUMBER
AMS	AERONAUTICAL	NAT	NATURAL
	MATERIAL	N/INCL	NOT INCLUDED
	SPECIFICATION	NO.	NUMBER
ASSY	ASSEMBLY	NOM	NOMINAL
AUTO.	AUTOMATIC	O/A	OVERALL
BX	BOX	ORD	ORDNANCE
CAT	CATALOG	OZ	OUNCE(S)
CCW	COUNTERCLOCKWISE	PC	PRINTED CIRCUIT
CHAR	CHARACTERISTICS	PCB	PRINTED CIRCUIT
CL	CLASS		BOARD
CM	CENTIMETER(S)	PKG	PACKAGE(D)
CN	CAN	P/N	PART NUMBER
C/O	CONSISTS OF	PRESS.	PRESSURE
CONTR	CONTRACT	PSI	POUNDS PER SQUARE
CROSS-SECT.	CROSS-SECTION		INCH
CU	CUBIC	PT NO	PART NUMBER
CW	CLOCKWISE	PWR	POWER
DBL	DOUBLE	QTY	QUANTITY
DEG	DEGREE(S)	RD	ROUND
DEPT	DEPARTMENT	RDG	REFERENCE DRAWING
DIA	DIAMETER		GROUP
DIM.	DIMENSIONS	REF	REFERENCE
DOC.	DOCUMENT	RES	RESISTANT
DWG	DRAWING	REV	REVOLUTION
EMER	EMERGENCY	RPM	REVOLUTIONS PER
EQPT	EQUIPMENT		MINUTE
FEAT	FEATURES	SER	SERIAL
FED.	FEDERAL	SPEC	SPECIFICATION(S)
FIIG	FEDERAL ITEM IDENTIFI-	STD	STANDARD
	CATION GUIDE	STK	STOCK
FT	FEET	SUP.	SUPPLY
GND	GROUND, GROUNDING	SURF.	SURFACE
GOVT	GOVERNMENT	THD	THREAD(S)(ED)
GPM	GALLONS PER MINUTE	THK	THICK(NESS)
H	HEIGHT,HIGH	TREAT.	TREATED, TREATMENT
HYD	HYDRAULIC	V	VOLT(S)
IAW	IN ACCORDANCE WITH	VDC	VOLT DIRECT CURRENT
IDENT	IDENTIFICATION	VEH	VEHICLE
IN.	INCHES	W	WIDTH, WIDE
INCL	INCLUDES, INCLUDED,	W/	WITH
	INCLUDING, INCLUSIVE	W/O	WITHOUT
INSP	INSPECTION, INSPECTOR	YD	YARD
KVA	KILOVOLT AMPERE		
LG	LENGTH		
MATL	MATERIAL		
MAX	MAXIMUM		
MIL	MILITARY		
MIN	MINIMUM		
MM	MILLIMETER		
MTG	MOUNTING		

NOTE: The Religious Program Specialist should consult personnel in the supply department whenever the Identification List (IL) is utilized to ensure that a proper interpretation is made when supplies are ordered. This is especially important when ecclesiastical supplies are ordered in support of the CRP.

Figure 4-21.—Abbreviations and symbols used in the IL.

Regional Offices

General Services Administration

GSA has eleven regional offices serving defined geographic areas of the United States (see map) Listed are the addresses to which requisitions, followup inquiries or cancellations in FEDSTRIP/MILSTRIP format should be sent Emergency telephone numbers include those for normal working hours, domestic and export orders, and off-duty hours including weekends and holidays

Unless Federal Supply Service officials direct otherwise, orders should be submitted to the GSA regional office supporting the geographical area in which the requisitioner is located
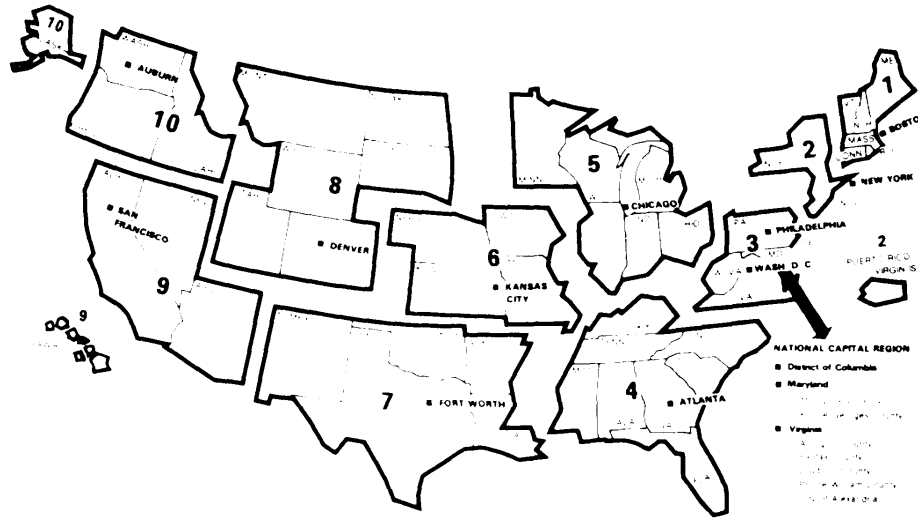
NATIONAL CAPITAL REGION (WFSR)

Washington, D C   20407
7th and D Sts   SW
202 755 2040 (FTS 755 2040)
Emergency Orders
  FTS 472 7664
  COM 202 472 7664
Emergency Status
  FTS 755 2040 7 45 a m to 4 15 p m
  FTS 472 1111 (Off-duty)
  COM 202 472 1111 (Off-duty)

Region 1 (1 FSR)

Boston, MA   02106
P O Box 2144
617 223 2791 (FTS 223 2791)
Emergency orders and status
  FTS 223 2791 (8 20 a m to 4 50 p m)
  FTS 223 0444 (Off duty)
  COM 617 223 0444 (Off duty)

Region 2 (2 FSR)

New York, NY 10278
26 Federal Plaza
212 264 8210 (FTS 264 8210)
Status Inquiries
  (212) 264 8200 (8 00 a m to 5 00 p m)
Emergency orders
  FTS 264 8222 (8 00 a m to 5 00 p m)
  COM 212 264 8222 (8 00 a m to 5 00 p m)
  FTS 264 0025 0027 (Off duty)

Region 3 (3 FSR)

Philadelphia, PA   19107
Federal Bldg and US Courthouse
9th and Market Sts

Routine orders and status
  FTS 597 7849
  COM 215 597 7849
Emergency orders and status
  FTS 579 7849 7732 (8 00 a m to 4 30 p m)
  FTS 597 4915 (Off duty)
  COM 215 579 7849 7732 (8 00 a m to 4 30 p m)
  COM 215 597 4915 (Off duty)

Region 4 (4 FSR)

Atlanta, GA   30303
75 Spring St SW
404 221 3011 (FTS 242 3011)
Emergency orders and status (7 15 a m to 6 00 p m)
  FTS 242 3011
  COM 404 221 3011
Emergency orders and status (Off duty)
  FTS 242 5192
  COM 404 221 5192

Region 5 (5 FSR)

Chicago, IL   60604
230 S Dearborn St
312 353 0958
Emergency orders
  FTS 353 0958 3979 (8 30 a m to 5 00 p m)
Emergency status
  FTS 353 0958 3979 (8 30 a m to 5 00 p m)
Emergency orders and status (Off duty)
  FTS 353 0735
  COM 312 353 0735

Region 6 (6 FSR)

Kansas City, MO 64131
1500 E Bannister Rd
816 926 7315 (FTS 926 7315)
Emergency orders and status (7 00 a m to 5 00 p m)
  FTS 926 7315 7317
  FTS 758 5086 (Off duty)
  COM 816 374 5086 (Off duty)

Region 7 (7 FSR)

Fort Worth, TX   76102
819 Taylor St
817 334 2591 (FTS 334 2591)
Emergency orders and status
  FTS 334 2051 (7 45 a m to 4 15 p m)
  FTS 334 2888 (Off duty)
  COM 817 334 2888 (Off duty)

Region 9 (9 FSR)

San Francisco, CA 94105
525 Market St
Emergency orders 415 556 3507 (FTS 556 3507)
FTS Transactions (7 00 a m to 4 30 p m)
  Domestic 556 8415 Export 556 8415
Off duty
  FTS 556 1480/1488
  COM 415 556 1480 1488

Region 8 (8 FSR)

Denver, CO 80225
Denver Federal Center Bldg 41
303 234 4371/3985 (FTS 234 4371 3985)
Emergency orders and status
  FTS 234 4371 3985 (7 00 a m to 5 00 p m)
  FTS 234 4446 (Off duty)
  COM 303 234 4446 (Off duty)

Region 10 (10 FSR)

Auburn, WA 98002
GSA Center
206 833 6500 Ext 333/4 (FTS 396 5333/5334)
AUTOVON 891 1851
Emergency orders
  COM 206 833 6500 Ext 465 (7 30 a m to 4 00 p m)
  FTS 396 5465 (7 30 a m to 4 00 p m)
  COM 206 833 5386 (Off duty)
Emergency status (7 30 a m to 4 00 p m)
  COM 206 833 6500 Ext 333 4
  FTS 396 5333/5334

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Figure 4-22.—Regional offices of the General Services Administration (GSA).

- GSA Industrial Products Catalog

- GSA Office Products Catalog

- GSA Tools Catalog

The *GSA Supply Catalog Guide* serves as a master reference for the four commodity-oriented volumes. These volumes are maintained in the supply department. They are used when an item cannot be found in the previously mentioned IL or when additional information is needed on a specific item.

Information on the regional offices and their individual areas of responsibility is also contained in the *GSA Supply Catalog Guide.* Figures 4-22 and 4-23 show the regional offices, addresses, telephone numbers, and other pertinent information. It should be reemphasized that this segment of the supply system is designed primarily for use by the civil agencies. The RP should use normal Navy supply channels if at all possible.

CIVILIAN ECCLESIASTICAL SUPPLY CATALOGS

These catalogs provide a comprehensive list of church goods, vestments, and articles used in religious exercises and are published by private companies. Items ordered from these companies normally cost more than the same items carried in the FSC system. These civilian companies are alternate sources of supply when an item cannot be procured under the FSC system. Personnel in the supply department will explain the proper procedures for ordering supplies from civilian companies. They will also explain how to fill out a DD Form 1149 (figure 4-24). Guidelines for using the DD Form 1149 are explained in *Logistic Support and Financial Control, Module II* (NAVEDTRA 287-02-45-81).

COMMAND RELIGIOUS PROGRAM PUBLICATIONS

This section contains information concerning several publications which can either directly or indirectly affect the everyday business of the Command Religious Program. The RP should ensure that a copy of each of the publications discussed in this section is accessible for use in the office of the chaplain.

Region	Areas of Responsibility
National Capital Region	District of Columbia, Prince Georges County, Montgomery County, Fairfax County, Loudoun County, Prince William County, Arlington County, Falls Church City & County, City of Alexandria.
1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.
2	New Jersey, New York, Puerto Rico, Virgin Islands.
3	Delaware, Maryland, Pennsylvania, Virginia, West Virginia (Except those areas in the National Capital Region)
4	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee.
5	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin.
6	Iowa, Kansas, Missouri, Nebraska.
7	Northern New Mexico, Western Oklahoma, Northwestern Texas. Arkansas, Louisiana, Eastern Oklahoma, Eastern Texas. Southern New Mexico, Southern Texas, Southwestern Texas.
8	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming.
9	Northern California, Northern Nevada, Philippines, Thailand, Taiwan, Singapore, Indonesia, New Zealand, Australia, Okinawa*, Japan*, Korea*. Arizona, Southern California, Southern Nevada. Hawaii, American Samoa
10	Idaho, Oregon, Washington, Korea**, Japan**, Okinawa** Alaska

Figure 4-23.—Areas of responsibility of the regional offices of the GSA.

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REQUISITION AND INVOICE/SHIPPING DOCUMENT

Figure 4-24.—Requisition and Invoice/Shipping Document (DD Form 1149).

CHAPLAINS MANUAL

The *Chaplains Manual* (OPNAVINST 1730.1) provides general information on certain aspects of the Chaplain Corps in relation to functioning within the Command Religious Program. There are nine chapters and several appendixes in the 1973 edition of this manual. The chapters are:

● Chapter 1—The Chaplain Corps

● Chapter 2—Administrative

● Chapter 3—Professional Relationships, Communication, and Supervision

● Chapter 4—Program Planning and Support

● Chapter 5—Ministry Support

● Chapter 6—Specialized Aspects of Ministry

● Chapter 7—Rites, Ceremonies, and Special Duties

● Chapter 8—Professional Development of Chaplains

● Chapter 9—Professional Guidelines (Not used to date)

Figure 4-25 was extracted from the 1973 edition of OPNAVINST 1730.1. NOTE: As this module was being developed, the *Chaplains Manual* was in the process of being revised. The

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SECTION 1300

Command Sponsorship of Religious Program

1301. Command Prerogatives and Responsibilities

1. Responsibility for the welfare of personnel, and specifically for the preservation of the moral and spiritual well-being of personnel, is basic to naval command. The sponsorship of the religious program is a command prerogative growing out of this responsibility, and the chaplain's total ministry takes place within this context. The authority and credentials of the chaplain's church do not give the chaplain an inherent right to perform acts of religious ministry in the Navy apart from a command-sponsored religious program.

2. Support of the religious program, including funding and logistic support, is an integral part of the command's total operation of the ship or installation.

Figure 4-25.—Command sponsorship of religious program from Chaplains Manual (OPNAVINST 1730.1).

RP should ensure that the office of the chaplain acquires the latest edition of this manual.

U.S. NAVY CHAPLAINS PROGRAM SUPPORT GUIDE

The *U.S. Navy Chaplains Program Support Guide* (NAVPERS 15992) is published yearly and is designed to provide chaplains with information necessary to support Navy/Marine Corps personnel and their dependents. The following information is contained in NAVPERS 15992:

● Program support information.

● Alphabetical listing of active duty chaplains.

● Duty station listing by major claimants.

● Lineal listing of active duty chaplains.

● Lineal listing of Naval Reserve chaplains.

● List of retired Navy chaplains.

● List of theological student program officers.

Assigned chaplains and RPs should use the program support information section as a ready reference on budgeting and supply matters. This section contains information on ordering supplies and materials needed to support the CRP. Figure 4-26 was taken from the 1982 edition of NAVPERS 15992. NOTE: Various report forms and change of address cards are also contained in NAVPERS 15992.

NONAPPROPRIATED FUND FINANCIAL MANAGEMENT POLICIES AND STANDARDS

General financial management policies and standards governing nonappropriated fund activities within the Department of the Navy are prescribed in *Nonappropriated Fund Financial Management Policies and Standards* (NAVSO P-3519). This publication provides policy guidance for accounting for Command Religious Program chapel funds. It consists of the following five chapters and seven appendixes:

● Chapter I—General Information

● Chapter II—Internal Control

● Chapter III—Operational Standards

● Chapter IV—Financial Management

● Chapter V—Uniform Chart of Accounts

NOMENCLATURE	NATIONAL STOCK NO.	SOURCE	ACC	QUP	ISSUE	PRICE	SEC	COG
CANDLE, altar; 50% beeswax, self-fitting ends, 24.259 in. lg, 1.250 in. base dia, 6 per box	9925-00-889-9575	S9G	D	6	BX	22.25	U	9G
CANDLE BURNER (wax saver); chrome-plated finish, for .938 in. dia candles	9925-00-275-7313	S9G	D	1	EA	5.15	U	9G
CANDLE BURNER (wax saver); polished brass finish, for .938 in. dia candles	9925-00-255-8736	S9G	D	1	EA		U	9G
CANDLE, votive; 10-hour burning time, 36 per box	9925-00-202-4417	S9G	D	4	EA	3.27	U	9G
CANDLE, votive; 15-hour burning time, 36 per box	9925-00-202-4416	S9G	D	4	EA		U	9G
CANDLE, votive; 7-day burning time, furnished in glass cup, 12 per box	9925-00-292-9857	S9G	D	1	EA	59.58	U	9G
CANDLELIGHTER and SNUFFER: 3 feet long, brass	9925-00-639-8664	S9G	D	1	EA	23.46	U	9G
CANDLESTICK, altar; brass, chrome finish, 14.625 in. oah, .744 in. inside dia of candleholder	9925-00-264-3604	S9G	D	2	PR	46.26	U	9G
CANDLESTICK, altar; brass, chrome finish, 28 in. oah, 1.25 in. inside dia of candleholder	9925-00-639-8017	S9G	D	2	PR	139.29	U	9G

Figure 4-26.—Supply Information for ecclesiastical items from U.S. Navy Chaplains Program Support Guide (NAVPERS 15992).

GLOSSARY OF TERMS

Activity—An entity under the cognizance of a Navy or Marine Corps installation which provides morale, welfare, or recreational services to personnel authorized by the commanding officer.

Appropriated Funds—Government monies set aside by Congress for a specific purpose or use.

Cash—Currency and coins as well as bank demand deposits.

Financial Management—That aspect of total management which provides direction, guidance, and control of financial operations for achieving program objectives through the application of planning, budgeting, accounting, reporting, management of resources, auditing, and analysis and evaluation.

Installation—A location, facility, or activity owned, leased, assigned to, controlled, or occupied by a Navy or Marine organization.

Nonappropriated Fund—An amount of monies administered by a fiscal instrumentality of the Federal Government authorized and established by proper authority.

Nonappropriated Funds—Monies derived from sources other than congressional appropriations, primarily from the sale of goods and services to DOD military and civilian personnel and their dependents and used to support or provide essential morale, welfare, recreational, and certain religious and education programs.

Nonappropriated Fund Activity—Any duly authorized program, facility, or service conducted, operated, or provided by or in the name of a nonappropriated fund.

Petty Cash Fund—An amount of money set aside at an activity for making small disbursements.

Purchase Order—A document forwarded to a supplier by an activity specifying unit size and price, as well as delivery and payment terms for desired products to be delivered at a specified time and place.

Voucher—A document or receipt which proves the veracity of a claimed expenditure.

Figure 4-27.—Glossary of terms from Nonappropriated Fund Financial Management Policies and Standards (NAVSO P-3519).

● Appendix A—Nonappropriated Fund Activity Categories

● Appendix B—Rules Relative to the Protection of Bank Deposits

● Appendix C—Appropriated Fund Support of Nonappropriated Fund Activities

● Appendix D—Federal Unemployment Compensation Program for Nonappropriated Fund Paid Employees

● Appendix E—Dual Compensation Status Report (Retired Officer of the Regular Service)

● Appendix F—Nonappropriated Fund International Balance of Payments (Transaction Reporting)

● Appendix G—Private Organizations on Department of the Navy Installations

The list of terms in figure 4-27 was extracted from the glossary contained in NAVSO P-3519.

NOTE: Nonappropriated chapel fund accounting procedures are explained in *Logistic Support and Financial Control, Module II* (NAVEDTRA 287-02-45-81).

NONAPPROPRIATED FUND ACCOUNTING PROCEDURES

A uniform accounting system for all nonappropriated fund activities within the Department of the Navy is prescribed in *Nonappropriated Fund Accounting Procedures* (NAVSO P-3520). The procedures set forth in this publication are used in conjunction with the general financial management policies and standards prescribed in NAVSO P-3519. Standard accounting procedures for CRP chapel funds are performed in accordance with the instructions outlined in NAVSO P-3520. This publication consists of seven chapters:

● Chapter I—General Information

● Chapter II—Policies and Procedures

● Chapter III—Recording Financial Transactions

● Chapter IV—Additional Procedures for the CHNAVPERS Centralized Accounting Systems

● Chapter V—Uniform Chart of Accounts

● Chapter VI—Special Procedures for Small Activities

● Chapter VII—Practice Set

As indicated in figure 4-28, a chapel fund is considered to be a "small" nonappropriated fund. NOTE: The actual accounting procedures for a CRP chapel fund for a 3-month period are explained in *Logistic Support and Financial Control, Module II* (NAVEDTRA 287-02-45-81). It should also be noted that as this module was being developed, NAVSO P-3519 and NAVSO P-3520 were being revised and are to be published as one volume.

NAVY CASUALTY ASSISTANCE CALLS PROGRAM (CACP)

The *Navy Casualty Assistance Calls Program* (CACP), BUPERSINST 1770.2, establishes procedures for assisting the next of kin of deceased

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CHAPTER VI—SPECIAL PROCEDURES FOR SMALL ACTIVITIES

600 GENERAL. This chapter prescribes a uniform accounting and reporting system applicable to small nonappropriated fund activities. These procedures represent a single entry cash basis system of accounting and prescribe statements which will reflect the financial condition of the various activities on a standardized basis.

601 SCOPE. Unless otherwise directed by the program manager and NAVCOMPT, all nonappropriated fund (NAF) activities with annual revenues of $5,000 or less and the following groups of NAF activities are deemed small nonappropriated funds and will account for their operations in accordance with the procedures set forth herein and the general policy guidance in NAVSO P-3519:

    1. Civilian Recreation Services and Funds.
    2. Chapel Funds.
    3. Recreation Funds Afloat.
    4. Messes Afloat.
    5. Marine Corps Miscellaneous Funds except Flying Clubs.

Figure 4-28.—Designation of a chapel fund as small nonappropriated fund.

Navy personnel. This instruction replaced the *Manual for Casualty Assistance Calls Program* (NAVPERS 15879). The Navy seeks to aid the next of kin through personal visits by a uniformed Navy representative titled the Casualty Assistance Calls Officer (CACO). The CACO performs the following functions:

● Makes personal notifications of casualty.

● Inquires about the needs of the family and extends assistance.

● Notifies the Chief of Naval Personnel if death gratuity has not been paid and immediate financial assistance is necessary.

● Contacts the Navy Relief Society, Red Cross, and other service organizations as requested or required.

● Assists in arrangement of funeral or memorial services if requested; assists in providing honors if requested and available in area; assists in providing a chaplain for pastoral care if required.

● Assists in transportation arrangements, including provision for dependents' escort, when required.

● Advises regarding shipment or storage of household goods.

● Offers assistance in completion of official benefits forms and in obtaining or photocopying documents necessary to substantiate claims.

● Notifies the Personal Casualty Representative of the Chief of Naval Personnel by message or, in case of extreme emergency, by telephone in case of irregularity or complaint.

The 12 chapters of BUPERSINST 1770.2 are:

● Chapter 1—Purpose and Scope of the Casualty Assistance Calls Program (CACP)

● Chapter 2—Operation of the Program

● Chapter 3—Procedure for the CACP Coordinating Authority

● Chapter 4—First Visit of the CACO (Personal Notification)

● Chapter 5—Second Visit of the CACO (Funeral Arrangements and Immediate Assistance)

● Chapter 6—CACO's Third Visit (Completion and Submission of Claims by Dependents)

● Chapter 7—CACO's Third Visit (Part II—Informing Beneficiaries of Health Benefits Programs and other Benefits and Assistance Available)

● Chapter 8—Additional Responsibilities of the CACO

● Chapter 9—Special Procedures for Missing and Captured Casualties

● Chapter 10—Retired Members (Courtesy Assistance—Death and Burial of Retired Members and Survivor Benefits and Privileges)

● Chapter 11 —Naval Reservists (Deaths while on Training Duty or Inactive Duty Training)

● Chapter 12—Index to Annexes

NOTE: Specific provisions of the CACP are explained in *Personnel Support, Module I* (NAVEDTRA 287-01-45-82). It should also be noted that, as this module was being written, the CACP instruction was being revised.

DECEDENT AFFAIRS MANUAL

Guidelines for the Decedent Affairs Program are promulgated in the *Decedent Affairs Manual* (BUMEDINST 5360.1). This program is defined as the search for, recovery, identification, care, and disposition of the remains of deceased persons for whom the Department of the Navy is responsible.

The objectives of the Decedent Affairs Program are:

● Immediate recovery and identification of deceased personnel.

● High standards of and uniformity in services provided.

● Minimum of elapsed time between death and delivery of remains to the next of kin.

● Prompt notification of next of kin on matters pertaining to the Decedent Affairs Program.

The *Decedent Affairs Manual* consists of the following 19 chapters:

● Chapter 1—Decedent Affairs Program

● Chapter 2—Current Decedent Affairs Program

● Chapter 3—Notification of Death

● Chapter 4—Search, Recovery, and Identification

● Chapter 5—Procurement of Mortuary Services

● Chapter 6—Preparing and Reprocessing Remains

● Chapter 7—Cremation

● Chapter 8—At Sea Disposition

● Chapter 9—Transportation

● Chapter 10—Escorts

● Chapter 11—Payments and Collections

● Chapter 12—National Cemeteries

● Chapter 13—Naval Plots and Cemeteries

● Chapter 14—Headstones and Markers

● Chapter 15—Disposition of Remains of Army Members

● Chapter 16—Disposition of Remains of Air Force Members

● Chapter 17—Disposition of Remains of the National Oceanic and Atmospheric Administration Members

● Chapter 18—Disposition of Remains of Coast Guard Members

● Chapter 19—Group Interments

NOTE: Specific provisions of the Decedent Affairs Program are outlined in *Personnel Support, Module I* (NAVEDTRA 287-01-45-82).

NAVY MILITARY FUNERALS

Guidance in the rendering of military honors at funerals of active duty, retired, and former members of the Navy is provided in *Navy Military Funerals* (NAVPERS 15555). Provisions for assisting the next of kin of eligible personnel in making funeral arrangements are also provided in this publication.

Figure 4-29 shows the table of contents of NAVPERS 15555. NOTE: Specific guidelines of this publication are outlined in Personnel Support, *Module I,* (NAVEDTRA 287-01-45-82).

NAVAL FUNERALS

Specific regulations for personnel designated as escort commanders or as participants in military funerals at Arlington National Cemetery are outlined in *Naval Funerals* (NAVPERS 15956). This publication may also be used as a general guide for all military funerals.

There are 14 sections and 1 appendix in NAVPERS 15956:

● Section 1—General Information

● Section 2—Composition of a Naval Funeral Escort

● Section 3—The Escort Commander

● Section 4—Chapel Service

● Section 5—Gate/Office Transfer

● Section 6—Grave Service

● Section 7—The Procession to the Grave

● Section 8—Committal Service at the Grave

● Section 9—Personal Flag Bearer

● Section 10—Casket Bearers

● Section 11 —Honorary Pallbearers

● Section 12—Folding the Flag

TABLE OF CONTENTS

INTRODUCTION

SECTION I. THE RENDITION OF NAVY MILITARY FUNERALS

SECTION II. BURIAL AT SEA

Figure 4-29.—Navy Military Funerals (NAVPERS 15555) table of contents.

APPENDIX A: TABLE OF ENTITLEMENT FOR MILITARY FUNERALS

	State	Official	Special Military	Armed Forces Full Honor	Special Full Honor	Full Honor (Company)	Full Honor (Platoon)	Simple Honor
*President of the United States	X							
*Ex-President of the United States	X							
*President Elect of the United States	X							
*Other persons designated by the President	X							
*Vice President of the United States		X						
*Chief Justice of the Supreme Court		X						
*Cabinet Members		X						
*Other Government Officials designated by the President of the United States		X						
*Foreign civil dignitaries designated by the President of the United States		X						
*Deputy Secretary of Defense			X					
*Former Secretary of Defense			X					
*Secretary of Army, Navy, and Air Force			X					
Chairmain, Joint Chiefs of Staff			X					
Five Star Generals			X					
Chief of Staff, U.S. Army			X					
Chief of Naval Operations			X					
Chief of Staff, U.S. Air Force			X					
Commandant, U.S. Marine Corps			X					
Commandant, U.S. Coast Guard			X					
*Other persons designated by the Secretary of Defense			X					
*Foreign military personnel designated by President of the United States			X					
*Former Deputy Secretary of Defense				X				
Former Chairman Joint Chiefs of Staff (Not Five-Star General or Admiral)				X				
*Assistant Secretary of Defense				X				
*Former Secretary of the Army, Navy, and Air Force					X			
Former Chief of Staff, U.S. Army; U.S. Air Force, and Chief of Naval Operations					X			
*Under Secretary of the Army, Navy, and Air Force					X			
Four Staf General and Admiral					X			
*Assistant Secretary of the Army, Navy, and Air Force					X			
Lt. General, Vice Admiral, Major General, Rear Admiral, Brig. General, Colonel, and Captain						X		
Officers below grade of Colonel & Captain							X	
All other military personnel								X

*Not entitled to burial in any national cemetery by virtue of this position alone. See the Act of 14 May 1948 (62 Stat. 234, 24 U.S.C. 281) and AR 290.5.

Figure 4-30.—Table of entitlement for military funerals from NAVPERS 15956 (Appendix A).

- Section 13—Miscellaneous

- Section 14—Mass Burials

- Appendix A—Table of Entitlements for Military Funerals

The Table of Entitlements for Military Funerals (Appendix A) is shown in figure 4-30. NOTE: Specific guidelines of NAVPERS 15956 are outlined in *Personnel Support, Module I* (NAVEDTRA 287-01-45-82).

NAVAL GENERAL LIBRARY MANUAL

The *Naval General Library Manual* (NAVEDTRA 38021) guides the administration, operation, and maintenance of a coordinated Navy and Marine Corps general library system and program. There are 15 chapters and 4 appendixes in this manual:

- Chapter 1—Introduction

- Chapter 2—Administrative Responsibility

- Chapter 3—Library Resources Management

- Chapter 4—Funding

- Chapter 5—Standards for Libraries

- Chapter 6—Collection Development

- Chapter 7—Gifts

- Chapter 8—Control of Library Materials

- Chapter 9—Technical Processes

- Chapter 10—Interlibrary Loan Policies

- Chapter 11—Technical Support Visits and Inspections of Naval General Libraries

- Chapter 12—Hospital Library Service

- Chapter 13—Library Service to Correctional Centers and Facilities

- Chapter 14—Film Program

- Chapter 15—Shipboard Libraries and Small General Libraries Ashore

- Appendix A—Policies and Criteria

- Appendix B—Collection Development

- Appendix C—Control and Processing

- Appendix D—Space, Equipment, and Supplies

Figure 4-31 was extracted from the *Naval General Library Manual* (Chapter 2) and shows the areas of responsibility y for regional librarians. NOTE: Shipboard library procedures are explained in *Personnel Support, Module I* (NAVEDTRA 287-01-45-82).

MARINE CORPS PUBLICATIONS

As previously discussed in Chapter 1 of this module, Religious Program Specialists may also serve at Marine Corps bases both in the continental United States and at overseas locations. Therefore, RPs need to familiarize themselves with the publications and directives that are used in the Marine Corps as soon as possible after reporting for a tour of duty with the Marines.

It should be noted that comprehensive guidance concerning doctrinal and related publications for use within the Marine Corps is contained in *Doctrinal Publications Guide* (FMFM 0-3). This manual includes information on the management of the Marine Corps publications (authority, preparation, publication, and review); the relationship of other service publications; and a summarized compilation of doctrinal information applied to operations. FMFM 0-3 consists of the following 10 chapters:

- Chapter 1—Introduction

- Chapter 2—Fleet Marine Force/Organizations

- Chapter 3—Landing Force Planning Procedures

- Chapter 4—Combat Records and Reports

- Chapter 5—Communications

REGIONAL LIBRARIAN	AREAS OF RESPONSIBILITY
Groton, Ct	Maine, New Hampshire, Connecticut, Rhode Island, Illinois, Pennsylvania, New Jersey, Indiana, Delaware, Newfoundland, Iceland, Bermuda, Azores, United Kingdom, Crete, Middle East, Europe
Norfolk, VA	Virginia, West Virginia, Maryland, North Carolina, Naval District (Washington, DC), Cuba
Charleston, SC	Georgia, South Carolina, Florida, Mississippi, Louisiana, Texas, Tennessee, Puerto Rico, Bahamas, West Indies, Virgin and other Caribbean Islands, Panama
San Diego, CA	California South of Big Sur, Arizona
San Francisco, CA	California (Big Sur and Lemoore North), Oregon, Washington, Nevada, Alaska
Pearl Harbor, HI	Hawaii, Midway, Marianas, Philippines, Japan, Okinawa, Taiwan, Korea, Australia, New Zealand, all other Pacific, Indian Ocean, and Asian locations

Figure 4-31.—Areas of responsibility of regional librarians from Naval General Library Manual (NAVEDTRA 38021).

- Chapter 6—Combat Intelligence

- Chapter 7—Operations

- Chapter 8—Fire Support

- Chapter 9—Marine Aviation Operations

- Chapter 10—Combat Service Support

The *Marine Corps Directives System* (MCO P5215.1) publication establishes policies and standards on the operation and maintenance of the Marine Corps Directives System. It is designed to prescribe uniform methods for issuance, filing, and maintenance. MCO P5215.1 consists of the following four sections:

- Section I—Definitions and Responsibilities

- Section II—Preparation of Directives

- Section III—Maintenance of Directives

- Section IV—Formats

NOTE: "Orders" and "bulletins" are issued in the Marine Corps Directives System and have the same effect as "instructions" and "notices" issued in the Navy Directives Issuance System.

DIRECTIVES ISSUANCE SYSTEM

Although the majority of command directives are prepared and typed in the administrative office, the RP is required by occupational standards to be familiar with the various types of directives. A standard method of issuing directives in the Navy is provided in the *Department of the Navy Directives Issuance System* (SECNAVINST 5215.1). As stated earlier in this chapter, separate issuance of Marine Corps directives is contained in MCO P5215.1. The remaining sections of this chapter will be used to discuss the guidelines outlined in SECNAVINST 5215.1. NOTE: The formats of directives are intended to follow those of the naval letter. Therefore, the provisions of the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5) also applies to directives.

SCOPE OF SYSTEM

The Directives Issuance System contains the standard procedures and formats used to promulgate policy, procedural, and informational releases in the Department of the Navy. A directive:

● Prescribes or establishes policy, organization, conduct, methods, or procedures.

● Requires action or sets forth information essential to the effective administration or operation of activities concerned.

● Contains authority or information that must be promulgated formally.

The types of directives used in the Navy Directives Issuance System are INSTRUCTIONS, NOTICES, and CHANGE TRANSMITTALS.

An INSTRUCTION is a directive containing authority or information having continuing reference value, or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher authority. NOTE: The equivalent to an INSTRUCTION in the Marine Corps is an ORDER.

A NOTICE is a directive of a one-time or brief nature which has a self-canceling provision. It has the same force and effect as an INSTRUCTION. It will usually remain in effect for less than 6 months, but is not permitted to remain in effect for longer than 1 year. Any requirement for continuing action contained in a NOTICE, such as the submission of a report, use of a form, or following a specified procedure, is considered to be canceled when the NOTICE is canceled, unless the requirement is incorporated into another suitable document. NOTE: The equivalent to a NOTICE in the Marine Corps is a BULLETIN.

A CHANGE TRANSMITTAL is the medium used to transmit changes to an INSTRUCTION or, under extenuating circumstances, a NOTICE. Each CHANGE TRANSMITTAL describes the nature of the changes it transmits and gives directions for making them.

ADMINISTRATION OF THE DIRECTIVES ISSUANCE SYSTEM

The Directives Issuance System is managed from an overall standpoint by the Chief of Naval Operations (CNO). It is the specific responsibility of the CNO to:

● Provide for needed improvements and changes in the system.

● Provide guidance and technical assistance to Department of the Navy components in developing, installing, operating, and improving the system.

● Coordinate with headquarters organizations, recommendations for changes in policies, standards, and procedures.

Issuing Authority

The issuing authority (the official by whose authority and under whose title a directive is issued) ensures compliance with the Directives Issuance System. This individual also promulgates internal procedures necessary for administering the system. It is the specific responsibility of the issuing authority to:

● Ensure that directives are issued to document programs, functions, organizations, policies, and procedures.

● Ensure that all directives conform to Department of the Navy policies and regulations, and to statutory requirements.

● Conduct annual and other reviews to ensure that the system's requirements are being met.

● Provide training for personnel who draft, review, prepare, and maintain directives.

● Issue a conversion table showing the old and new identifications of directives when the official name of an activity is changed, or when activities are consolidated or divided.

● Ensure that directives are automatically furnished to a newly established activity or an activity moved from one command to another.

Directives Control Point

Each command has a directives control point which evaluates the system's operations within the

individual organization on a continuing basis. This control point analyzes directives and makes recommendations for improvements when appropriate. The ship's secretary is usually designated as the directives control point of contact aboard ship. At shore commands, the administrative officer normally performs this function. It is the specific responsibility of the individual designated as the directives control point of contact to:

● Review each directive prior to signature to ensure compliance with directives standards, including preparation for proper signature, clearances, format, identification, security requirements, editorial standards, subject numbers, and references.

● Ascertain correctness, need, completeness, and overlap of, or conflict with other directives.

● Assign consecutive numbers to new instructions after signature.

● Ensure dating of new instructions after signature and prior to issuance.

● Review proposed distribution of each directive to ensure that it is appropriate and accurate in order to avoid overdistribution or underdistribution.

● Ensure arrangements are made for reproduction, distribution, and stocking directives.

● Maintain a master up-to-date set of all incoming and outgoing directives.

● Review checklists to ensure correctness of directives addressed to the organization.

● Obtain a complete set of all applicable directives upon activation or commissioning.

● Issue annual numerical checklists, quarterly additions and deletions, and annual alphabetical subject indexes of effective instructions the organization has issued.

LETTER-TYPE DIRECTIVES

Table 1 of SECNAVINST 5215.1 contains the standard requirements for the preparation, identification, promulgation, and distribution of letter-type directives. Figures 4-32 through 4-36 present the standard formats for letter-type directives discussed in Table 1 of SECNAVINST 5215.1.

SPECIAL-TYPE DIRECTIVES

Table 2 of SECNAVINST 5215. 1 contains the standard requirements for the preparation, identification, promulgation, and distribution of special-type directives. There are basically three types of special-type directives. They are:

● MESSAGE-TYPE DIRECTIVE—Figure 4-37 shows Table 2 (SECNAVINST 5215.1) guidelines.

● PUBLICATION-TYPE DIRECTIVE—Figure 4-38 shows Table 2 (SECNAVINST 5215.1) guidelines.

● JOINT DIRECTIVE—Figure 4-39 shows Table 2 (SECNAVINST 5215.1) guidelines.

SUMMARY

It is the responsibility of the Religious Program Specialist to ensure that the office of the chaplain has access to the publications and directives needed to support the Command Religious Program. The first sections of this chapter contain general information on the various publications and directives that are used to conduct business in the office of the chaplain.

The Directives Issuance System is explained in the latter sections of this chapter. Selected examples of letter-type directives are provided to indicate the importance of using the proper format in preparing directives. This chapter is concluded with a brief discussion on special-type directives.

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509

NAVEDTRAPRODEVCEN INSTRUCTION 4570.1B

Subj: Disposal of excess material; procedures for

1. Purpose. To establish procedures for the disposal of excess material.

2. Cancellation. NETPDCINST 4570.1A.

3. Responsibility. The disposal of excess material (worn out) will be coordinated through the NAVEDTRAPRODEVCEN Supply Office. The Supply Office will prepare necessary documentation in accordance with the Defense Property Disposal Office Guide Regulation dated 11 July 1981.

JOHN O. JONES

Distribution:
List 1

95.32

Figure 4-32.—Sample Instruction.

(3) Submit the rough NAVPERS 1626/7 to the PASS Liaison Office.

b. Upon receipt of the rough NAVPERS 1626/7, the PASS Liason Office will take the following actions:

(1) Prepare a smooth NAVPERS 1626/7 and obtain the signature of the accuser.

(2) Advise the accused of his/her rights under Article 31, UCMJ, and have him/her sign the acknowledgement of rights on the smooth form.

(3) Deliver the smooth NAVPERS 1626/7 to the officer designated by the commanding officer to conduct the preliminary inquiry.

(4) When the NAVPERS 1626/7 is returned by the preliminary inquiry officer, complete the "Information Concerning the Accused," and deliver the completed NAVPERS 1626/7 and the service record of the accused to the administrative officer who will arrange times for the executive officer's screening and commanding officer's non-judicial punishment as appropriate.

(5) Upon referral of the case from the executive officer to the commanding officer for disposition, prepare a page 13 service record entry for the accused containing the following information:

(a) That the commanding officer is contemplating non-judicial punishment for the alleged offenses.

(b) That the accused has the right to refuse non-judicial punishment and demand trial by court-martial in lieu thereof.

(c) That the accused has the right to consult with independent counsel prior to deciding whether to refuse non-judicial punishment.

(d) A statement that the accused does or does not wish to consult with independent counsel.

(e) The signature of the accused and a witness.

(6) Provide a mast Yeoman to record the results of non-judicial punishment. The mast Yeoman shall also notify the witnesses, division officer and security division of the time and place of the non-judicial punishment hearing.

(7) Notify the PASS office (NAVTECHTRACEN) of the non-judicial punishment results so that proper service record entries may be made.

(8) Ensure that entries are made in the plan of the day to reflect the results of non-judicial punishment.

(9) Notify the OOD of the non-judicial punishment results for inclusion in his/her log.

2

95.33

Figure 4-33.—Sample continuation page of an Instruction.

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509

Canc: Mar 83

IN REPLY REFER TO
NETPDCNOTE 5060
Code AD
2 Mar 1983

NAVEDTRAPRODEVCEN NOTICE 5060

Subj: Awards ceremony and personnel inspection 18 March 1983; guidelines for

Encl: (1) Schedule and diagram for personnel inspection
      (2) Chief of Naval Education and Training schedule
      (3) Alternate/foul weather plan

1. __Purpose.__ To promulgate information relative to the 18 March 1983 awards ceremony and personnel inspection for NAVEDTRAPRODEVCEN military personnel.

2. __Information.__ A personnel inspection will be conducted for military personnel on 18 March 1983 in accordance with enclosure (1). The inspection will be followed by an official awards ceremony in which Vice Admiral Wilhelm, Chief of Naval Education and Training, will present the command with the Secretary of the Navy's Letter of Commendation awarded recently to this command. Information regarding VADM Wilhelm's arrival, ceremonial procedures, foul weather plan and general information is promulgated in enclosures (2) and (3).

3. __Uniform for inspection.__ Service Dress Blue is the prescribed uniform for the inspection. Name tags will be worn.

4. __Action.__ Department Heads will ensure that their personnel are aware of the contents of this notice.

John O. Jones

JOHN O. JONES

Distribution:
Department Heads

95.34

Figure 4-34.—Sample Notice.

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509

NAVEDTRAPRODEVCEN INSTRUCTION 1330.1C CHANGE TRANSMITTAL 1

Subj: Request mast, meritorious mast and commanding officer's non-judicial pun-
ishment; procedures for

Encl: (1) Revised page 2

1. Purpose. To transmit new page 2 which revises procedures for processing
the NAVPERS 1626/7.

2. Action. Remove page 2 of the basic instruction and insert enclosure (1).

JOHN O. JONES

Distribution:
List 1

95.35

Figure 4-35.—Sample Change Transmittal.

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509

IN REPLY REFER TO
NETPDCINST 1330.1C CH-2
Code AD
15 Aug 1983

NAVEDTRAPRODEVCEN INSTRUCTION 1330.1C CHANGE TRANSMITTAL 2

Subj: Request mast, meritorious mast and commanding officer's non-judicial pun-
ishment; procedures for

Encl: (1) NAVPERS Form 1626/7 terminology changes

1. Purpose. To transmit change 2 to the basic instruction.

2. Repetitive changes. The following repetitive change is applicable throughout
the basic instruction: "NAVPERS Form 1626/7" vice "NAVPERS 1626/7."

3. Filing. This change transmittal should be inserted at the beginning of the
basic instruction in lieu of making numerous changes.

JOHN O. JONES

Distribution:
List 1

Figure 4-36.—Sample Change Transmittal covering repetitive changes to a Directive.

95.46

Table 2.—Preparation of Special-Type Directives

ITEM	INSTRUCTION	NOTICE
1. MESSAGE-TYPE		
a. Identification		
(1) *General*	A message that is a directive has additional identification at the head of the text, consisting of the authorized abbreviation of the issuing authority, followed by the designation "INST" for an instruction or "NOTE" for a notice, and the appropriate subject identification code.	
(2) *Washington Headquarters Organizations*	A general message, which contains information coming within the scope of the directives issuance system, will carry a directive identification number, in addition to series identification.	
b. Consecutive Numbers	Consecutive numbers shall not be assigned to message instructions.	
c. Changes	Changes to message directives shall be identified in the text by an appropriate change number. Examples: SECNAVINST 5215 CH-1 or SECNAVNOTE 5215 CH-1.	
d. Cancellation	A message directive is automatically canceled 90 days following the release date, except when: (1) the text provides for earlier cancellation; (2) a subsequent release (change) specifically extends the time; or (3) it is reissued in letter-type directive format. The cancellation paragraph of the latter shall identify and supersede the message it replaces.	

95.45A

Figure 4-37.—Table 2 (SECNAVINST 5215.1) guidance on Message-Type Directive.

4-44

Table 2.—Preparation of Special-Type Directives

ITEM	INSTRUCTION	NOTICE
2. PUBLICATION-TYPE		
a. Identification	Directive identification information and the issuance date shall be placed on the title page or the cover, as is applicable. They need not be shown on each page, as is required for letter-type directives. When separate covers or binders are used, they shall show the title, issuing office, and the directive identification information, subject code number, and the consecutive (point) number, if applicable. The edition designation and the date of issue need not be shown on the cover, but they must be included in the transmittal.	
b. Contents	The contents of a publication issued in the directives issuance system shall include the following: (1) A locator cross-reference sheet. (2) A signed transmittal prepared in letter-type directive format. Distribution and stocking information should be shown on the signed transmittal, or, if necessary, on a separate page. (3) A table of contents, as appropriate. (4) A record-of-changes page.	
c. Changes	Publication-type instructions are changed in the same manner as letter-type instructions. (See table 1.)	
d. Bringing into the System	Publications or manuals not in the directives issuance system may be brought into the system without reprinting, by issuing an instruction that changes the publication number to a directive number. The instruction shall (1) make specific reference in its text to the publication it is bringing into the system, and (2) transmit a locator cross-reference sheet, or provide a space for indicating the location of the publication if it is likely to be maintained outside the directives binder.	
e. Distribution *(Need to Know)*	In order to assist originators in restricting distribution lists to those who "need to know," the following procedure is suggested:	
(1) *Issuing Authorities*	If a publication-type directive has a selected distribution list (those not addressed to all ships and stations), issuing authorities are encouraged to use OPNAV form 5210/41, Records (Paperwork) Management Improvement Recommendation, preferably bound with the publication, and perforated for tearing out by addressees.	
(2) *Addressees*	Addressees should utilize the form to request the issuing authority to delete them from future revisions and changes to the directive.	
(3) *Replies to Requests for Deletion*	No replies to requests for deletion from distribution lists are required, unless the deletion is questioned.	

95.45B

Figure 4-38.—Table 2 (SECNAVINST 5215.1) guidance on Publication-Type Directive.

Table 2.—Preparation of Special-Type Directives

ITEM	INSTRUCTION	NOTICE
3. JOINT DIRECTIVES		
a. Intra-Navy	A directive issued by two or more components of the Department shall be identified in one of the following ways:	

(1) Assignment of separate, complete directive identification for each participating organizational component (as is done for joint interservice directives). Each of the separate directive identification numbers is shown on a different line as the designation abbreviation in the identification symbols and as the directive designation.

Designation abbreviation example: BUMEDINST 5000.10
BUPERSINST 5000.15

Designation example:

BUMED INSTRUCTION 5000.10
BUPERS INSTRUCTION 5000.15

When, in either the directive designation or the designation abbreviation, it is necessary to break one of the items, the second line is indented two spaces. There is only one underscore for the directive designations, extended the length of the longest line.

(2) Assignment of a composite single identification, using the abbreviated identification of each component in the identification and designation lines, separated by a diagonal line with one subject identification number, including consecutive point number, where applicable. Because it sometimes may be difficult to determine a component with primary cognizance, and because each component assumes continuing responsibilities concerning a joint directive, a separate series of instruction consecutive point numbers for each combination of issuing components, unrelated to the numbers assigned to instructions issued by one of them, shall be assigned. When it is necessary to break either the directive designation or the designation abbreviation, it should be broken after the diagonal line separating the abbreviation of the issuing authorities or after the abbreviation of the second issuing authority. Examples:

COMALASKANSEAFRON/
COMSEVENTEENINST 5000.10

COMALASKANSEAFRON/COMSEVENTEEN-
INST 5000.10 CH-1

(1) *Referencing*	All references to a joint directive should be to the complete identification symbol and designation line.	
(2) *Checklisting*	Each participating component should include the directive in its checklist.	
(3) *Use*	Issuing authorities are cautioned against use of the joint directive, except when essential to obtain necessary jurisdictional coverage. This is particularly relevant when additional duty or "double-hatted" staffing exists. In all types of cases, consideration should be given to a regular issuance by the next higher common superior.	
(4) *Signature Location*	The signature and related information (i.e., name, and title or "By direction") of the issuing authority ends flush with the right margin; that of the first cosigner begins at the left margin; and that of the third participant is centered between them.	
	If a joint directive is used by a "double-hatted" official, only one signature is required, located at the same place as on directives from the chief official of a single command.	
b. Interservice	A directive issued jointly by the Navy and one or more of the other military services is assigned a separate designation by each of the participating services. When issued in the directives issuance system, an interservice directive shall carry the authorized abbreviation of the cognizant Navy component in the same manner as other directives issued by that component.	
c. Changes	When the text of a joint directive is to be changed, coordination with the other issuing authorities must be effected before the change is promulgated. Such changes are issued in the same manner as other letter-type directives. (See table 1.)	(R
d. Supplements	A supplement may be issued to a joint interservice instruction to provide information or procedures specific to components of the Department of the Navy, provided it does not alter the terms of the basic joint directive.	(A

95.45C

Figure 4-39.—Table 2 (SECNAVINST 5215.1) guidance on Joint Directives.

CHAPTER 5

CORRESPONDENCE PREPARATION

A Religious Program Specialist is required by occupational standards to type and route official correspondence prepared in the office of the chaplain. It is therefore extremely important for the RP to know the proper procedures for preparing naval correspondence.

Policies, procedures, and guidance for preparing correspondence are presented in the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5). This manual contains specific preparation instructions concerning letters, endorsements, memoranda, and messages.

This chapter will cover the guidelines contained in SECNAVINST 5216.5; the format of a naval letter including authorized variations; the requirements for using special types of correspondence; the format of a business style letter; and the basic rules of grammar.

OFFICE OF THE CHAPLAIN CORRESPONDENCE

Religious Program Specialists are normally tasked with typing and proofreading correspondence prepared in the office of the chaplain in support of the Command Religious Program (CRP). It should be noted that the religious program is a "command" responsibility. Therefore, correspondence involving the Navy and/or Marine Corps is considered to be official correspondence. Official correspondence is usually prepared for the signature of the commanding officer.

As was noted in Chapter 4 of this module, "By direction" signature authority is generally granted to the command chaplain by the commanding officer concerning routine matters and official correspondence relating to the CRP. Such correspondence officially comes from the commanding officer. This means that recipients will usually handle the correspondence as if it were written by the commanding officer. A chaplain's signature "By direction" is not followed by his or her rank or office since the chaplain is signing the correspondence for the commanding officer.

Before proceeding to a discussion on the preparation of correspondence, it is important to note again that chaplains also originate both pastoral and professional correspondence. Pastoral correspondence relates to the chaplain's pastoral relationship with personnel of the command, dependents, or civilians. A business style format and the chaplain's own name are used for this type of correspondence. Since the chaplain's pastoral role rather than the officer role is involved, the signature maybe followed by the identification, "Chaplain, U.S. Navy," rather than the official rank and Chaplain Corps designation (CHC).

Professional correspondence is between two or more chaplains, or between a chaplain and any officer/enlisted service member, which relates to professional matters within the Chaplain Corps. A business style format and the chaplain's own name are also used for this type of correspondence.

The next sections of this chapter contain information concerning a standard naval letter, variations of the naval letter, special types of correspondence, and a business letter. It is important to remember that complete guidelines and procedures for preparing naval correspondence are contained in the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5).

STANDARD NAVAL LETTER

The standard naval letter is normally used in writing officially to addressees within the Department of Defense. It may also be used in writing to other addressees who are known to have adopted similar formats. The standard or typical naval letter is from one originator to one addressee and is usually referred to as the naval letter.

With only slight variations, the same format is used to prepare the joint letter, multiple-address letter, and the endorsement. It is also used to prepare memoranda and to a lesser extent such other special types of naval correspondence as the speedletter and the telecommunication message.

Since the style of the standard naval letter sets the pattern for all types of correspondence, including the business letter, it is important for the RP to be familiar with the procedures used in preparing a naval letter. The proper procedures and format for the preparation of the naval letter are explained in the next sections.

Stationery

The first page of a naval letter is written on letterhead stationery of the activity of the chief official under whose title it is written. Figure 5-1 shows examples of various letterhead stationery. If printed letterhead stationery is not available, the letterhead is typed or stamped in the top center of the page beginning on the fourth line from the top of the page. Second and succeeding pages are typed on plain bond paper which is similar to the letterhead stationery in size, color, and quality.

Copies

White and colored tissues (manifold sheets) are used for additional copies of naval letters. The required number of copies of a naval letter is determined by the type and number of addressees and the local processing and filing practices. Although the necessary number of copies must be determined separately for each letter, the following copies are normally required:

● GREEN.—One copy is required for the official files. NOTE: A designated reproduced copy may be used as the file copy when colored tissues are not available.

● WHITE.—One copy is required for each "via" addressee and each "copy to" addressee.

Margins

On the first page of a naval letter (figure 5-2), the left and right margins are one inch and the bottom margin is at least one inch. On the second and succeeding pages (figure 5-3), the margin at the top is one inch and other margins are the same

as for the first page. NOTE: Figures 5-2 and 5-3 are used for explanation purposes for the remainder of the discussion in regard to the naval letter.

General Style

No salutation or complimentary close appears on a naval letter. The letter is prepared in block style without indenting except for the first lines of subparagraphs or for extensive quotations.

Identification Symbols

The location of the identification symbols is governed by the "refer to" line when it is printed on the stationery. Figure 5-1 shows three examples of letterhead stationery with printed "refer to" lines and one example where the "refer to" line is not printed on the stationery. The following entries may be contained in the identification symbol:

ORIGINATOR'S CODE.—An originator's code serves as a basic identification symbol and is formed according to local instructions. It appears on all outgoing correspondence except correspondence that is prepared for the Secretary of the Navy's signature. The group of letters "PBX:ABC:PLM" is the originator's code in figure 5-2. Hull numbers may be used as the originator's code for ships.

FILE NUMBER.—The use of a file number is optional on the naval letter. It is blocked below the originator's code when used. A file number is normally used when the originator wishes to be included on return correspondence. The number "5216" is the file number in figure 5-2. A listing of file numbers is contained in *Department of the Navy Standard Subject Identification Codes* (SECNAVINST 5210.11). The specific contents of this instruction are contained in Chapter 3 of this module.

SERIAL NUMBER.—A serial number is an optional entry on unclassified naval letters. It is blocked below the file number or below the originator's code when there is no file number. The purpose of a serial number is to assist commands in identifying and locating correspondence. There is no serial number in the

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO

DEPARTMENT OF THE NAVY
NAVAL MILITARY PERSONNEL COMMAND
WASHINGTON, D.C. 20370

IN REPLY REFER TO

DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
NAVAL AIR STATION
PENSACOLA, FLORIDA 32508

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509

IN REPLY REFER TO

95.17A

Figure 5-1.—Letterhead Stationery.

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
PBX:ABC:PLM
5216
5 Jan 1983

REGISTERED MAIL

From: Chief of Naval Operations
To: Commanding Officer, Naval Education and Training Program Development
      Center, Pensacola, Florida 32509
Via: Chief of Naval Education and Training

Subj: Correspondence procedures; recommendations concerning

Ref: (a) CNET ltr RWW:TUE:STA of 1 Dec 1982 to CNO
      (b) FONECON between Mr. Smith, CNET, and Mr. Jones, NAVEDTRAPRODEVCEN,
           15 Dec 1972

Encl: (1) CNET survey team report of NAVEDTRAPRODEVCEN
      (2) (SC) Department of the Navy Correspondence Manual

1. In response to reference (a), the findings of the Chief of Naval Education
and Training (CNET) survey team are provided in enclosure (1). The information
concerning correspondence procedures in this letter and in the accompanying
material are submitted at the request of the Administrative Officer of the
Naval Education and Training Program Development Center.

2. The copy of the Department of the Navy Correspondence Manual (enclosure (2))
is forwarded under separate cover and may be retained for your use. Detailed
procedures on correspondence preparation are provided in this manual.

3. This letter is specifically designed to be used as a guide to the proce-
dures contained in the CNET survey team report, and in accordance with refer-
ence (b). Very few letters will contain as many sections as this one; however,
the general arrangement is the same regardless of the number of elements in a
letter or its length.

    a. The identification symbols, and, if any, the postal instructions, the
classification, and the "from" line, are fixed in their relative positions.

    b. The positions of the other headings depend on the number of lines
required for each entry.

        (1) Between the "from" line and the "to" line, and the "to" line and
the "via" line, if any, there is no blank line.

        (2) Between all other heading entries, and between the last heading
entry and the body of the letter, there is a blank line.

        (3) Between the last entry of text and the "signature" line, there
are four blank lines.
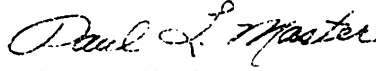
95.17.1

Figure 5-2.—Unclassified Naval Letter (First Page).

Subj: Correspondence procedures; recommendations concerning

4. The month may be abbreviated or spelled in full in the "identification symbols" section. The date may be either typed or stamped.

PAUL L. MASTER
By direction

Copy to:
SECNAV

Blind copy to:
Mr. Simpson
Mr. Wright

NOTE: List of "blind copy to" information addressees does not appear on original correspondence.

2

95.17.2

Figure 5-3.—Unclassified Naval Letter (Second and Succeeding Pages).

example shown in figure 5-2. The abbreviation "Ser" precedes the serial number when one is used.

If a "refer to" line is not printed on the stationery, the identification symbols are placed at the right side of the page one line below the last line in the letterhead. The symbols are typed beginning approximately two inches from the right side so that a one-inch margin is maintained. They are arranged in block style in the order described for symbols that follow a printed "refer to" line.

Dating the Letter

The date is typed or stamped on the right side of the page just below, and blocked with the last line of the identification symbols. Correspondence is dated with the date on which it is signed.

Special Postal Service

If special postal service is used, the appropriate designation (AIRMAIL, REGISTERED MAIL, CERTIFIED MAIL, or SPECIAL DELIVERY) is typed in capital letters or stamped at the left margin on the fourth line below the last line of the address in the letterhead. The designation "REGISTERED MAIL" is the special postal service in figure 5-2.

"From" Line

The use of a "From" line is optional except when there is a specific need to include it. When a "From" line is used, it should include only that information, which together with the letterhead, will provide sufficient title and address for reply without reference documents having to be consulted. This line identifies, by title, the official in charge of the component of the Department of the Navy originating the letter.

The "From" line is typed on the third line below the designation of postal service in an unclassified naval letter. It is placed on the seventh line below the last line of the letterhead address when there is no postal service designation. Two spaces are inserted between the colon after the "From" and the beginning of the originator's title.

Titles in the "From" line follow the forms shown in the *Standard Navy Distribution List, Catalog of Naval Shore Activities* (OPNAV P09B2-105); the *Standard Navy Distribution List, Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International Commands* (OPNAV P09B2-107); and in the *List of Marine Corps Activities* (MCO P5400.6).

"To" Line

Official correspondence intended for the incumbent of an office, and pertaining to that office, is addressed to that individual by title and not by name. The title is written in the same manner as on the "From" line. Sufficient information is given to ensure that the letter is delivered expeditiously.

The "To" line is placed on the line below the "From" line. If there is no "From" line, the "To" line is placed in the same position as that prescribed for the "From" line in the preceding section. Four spaces are inserted between the colon after the "To" and the beginning of the addressee's title.

"Via" Line

The use of a "Via" line is optional. It is used when it is necessary to have the letter endorsed by one or more addressees before it is received by the ultimate addressee indicated in the "To" line.

The "Via" line is placed on the line below the "To" line. When there is more than one "via" addressee, each one is numbered with Arabic numerals enclosed in parentheses. These numerals indicate the sequence through which the correspondence is to be sent.

"Subject" Line

The abbreviation "Subj" is used to introduce a topical statement of the subject and nature of the correspondence. Only the first word and any proper nouns are capitalized. The "Subj" line is typed on the second line below the last line of the "via" entry, or of the "To" entry if there is no "Via" line.

"Reference" Line

A "Reference" line is an optional entry on a naval letter. The abbreviation "Ref" is used to indicate that previously prepared material is being

cited in the correspondence. References are listed in the order in which they are mentioned in the text of the correspondence. They maybe listed in chronological order when the sequencers not significant.

The "Ref" line is typed on the second line below the last line of the "Subj" line. When there is more than one reference, each is lettered with small letters (a, b, c, etc.) enclosed in parentheses.

Only those references that contribute to the understanding of the letter are listed. References may include: written communications, publications and documents which are available to the addressees, telephone conversations, meetings, and other verbal exchanges. References should not be used if they are not referred to in the text of the correspondence.

If only part of a long document is significant to the letter, the applicable chapter, section, or paragraph is designated. The abbreviation "NOTAL" (not to all) is enclosed in parentheses and added to the reference when a reference has not been distributed to all addressees.

"Enclosure" Line

The "Enclosure" line is an optional entry on naval letters. The abbreviation "Encl" is used to introduce a listing of material included with the basic letter. Enclosures are numbered with Arabic numbers in parentheses and are listed usually in the order of appearance in the text of the communication.

The "Encl" line is typed on the second line below the "Ref" line or below the "Subj" line when no "Ref" line is included in the correspondence. An enclosure is never listed as a reference in the same basic letter.

Text

The text or body of the letter begins on the second line below the last line of the "Encl," "Ref," or "Subj" lines as the case may be. Paragraph headings should be used in long letters to facilitate review.

Paragraphing

Each paragraph is numbered flush at the left margin with an Arabic numeral followed by a period and two spaces, All paragraphs are single spaced with double spacing between paragraphs and subparagraphs. A paragraph is not begun at the bottom of a page unless there is space for at least two lines of the text on the page; and unless at least two lines are carried over to the next page.

Signature

Signature information is typed or stamped in block style beginning on the fourth line below the last line of the text in the center of the page. All signature names are typed in capital letters in the manner preferred by the signer.

Neither the grade nor functional title of the signing official is normally shown in the signature except that a functional title is added for a chief of staff, a deputy, an assistant chief, or a similar official authorized to sign correspondence without the use of the phrase "By direction." This also applies to executive officers or similar officials authorized to sign orders affecting pay and allowances.

"Copy to" Line

A "Copy to" line is an optional entry on a naval letter. It is typed at the left margin on the second line below the last line of the signature information. Activities receiving copies are listed preferably by abbreviated titles beginning on the line below the "Copy to" notation at the left hand margin.

Originals and any information copies which are addressed outside an organization normally do not show the internal offices to which information copies have been sent. However, processing and file copies show the complete distribution. The notation "Blind copy to" is substituted for or used in addition to the notation "copy to" and is typed with the applicable addressees as shown in figure 5-3.

Paging

The first page of an unclassified naval letter is not numbered. Second and succeeding pages are numbered consecutively with Arabic numerals beginning with the numeral "2" (figure 5-3) centered 1/2 inch from the bottom of the page. Numerals are typed without punctuation marks.

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
5510
Ser 09B/C2378
25 Aug 1982

REGISTERED

From: Chief of Naval Operations
To: Chief of Naval Education and Training

Subj: Paragraph markings; security classification of (U)

Ref: (a) OPNAVINST 5510.1F, DON supplement to the DOD Information Security
           Program Regulation

1. (U) Paragraphs of classified letters are marked to show the degree of
classification by placing the appropriate markings in parentheses to the left
of the paragraph, immediately following the numerical designation, or preceding
the first word if the paragraph is unnumbered.

2. (C) The symbols (TS) for Top Secret, (S) for Secret, (C) for Confidential,
(FOUO) for For Official Use Only, and (U) for Unclassified are used as appro-
priate. If subparagraphs are used, each subparagraph is marked according to
the classification of the information it contains. The classification of a
subparagraph does not govern the classification of other subparagraphs or the
paragraph as a whole.

3. (U) Further guidance may be found in reference (a).

                              J. M. Cleared
                              I. M. CLEARED

(Appropriate classification, downgrading, and classification marking)

95.19

Figure 5-4.—Classified Naval Letter.

Identification of Second
and Succeeding Pages

For identification of second and succeeding pages, the originator's code and file or serial number are repeated at the top of the page. They are typed in block style on the right side one inch from the top and beginning two inches from the right edge; or moved to the left as necessary to maintain a one-inch margin.

The serial number is used for instances when a file number is not used. When neither a file or serial number is used, the date is added below the originator's code. This information is followed by a repeat of the "Subj" line as shown in figure 5-3.

Assembly of the Letter

Letters of two or more pages are assembled in accordance with local activity practices before they are presented for signature. The signature page should be tabbed to facilitate signing if they are assembled in natural order.

Classified Naval Letters

Figure 5-4 shows an example of a classified naval letter. If an occasion arises where the RP is required to type a classified letter, personnel in the administrative office should be consulted.

VARIATIONS OF THE
NAVAL LETTER

There are several variations to the basic naval letter that are frequently used in the Navy. An example of a joint letter is shown in figure 5-5; a multiple-address letter in figure 5-6; and an endorsement in figure 5-7. Specific instructions on preparing these variations are contained in the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5).

SPECIAL TYPES OF NAVAL
CORRESPONDENCE

Besides the basic naval letter and its variations, the RP should be familiar with other special types of correspondence used in the Department of the Navy. These additional types of correspondence are explained in the following sections.

Memoranda

Except as indicated in SECNAVINST 5216.5, a memorandum is prepared generally in the same manner as a naval letter. There are several memorandum formats which can be used.

"FROM-TO" MEMORANDUM.—A "From-To" memorandum is normally used for informal communications between subordinates within the same activity. It may be directed to one or more addressees. The first page of a "From-To" memorandum may be typed on plain bond paper, on the Department of the Navy Memorandum Form (OPNAV 5216/144) shown in figure 5-8, or on letterhead paper(figure 5-9).

"MEMORANDUM FOR" MEMORANDUM.—The "Memorandum For" memorandum is used for more formal communications between high level officials such as the Secretary of Defense, the Secretary of the Navy, or one of their executive assistants. The "Memorandum For" memorandum is prepared on letterhead stationery as shown in figure 5-10.

"2-WAY LETTER/MEMO" MEMORANDUM.—The "2-Way Letter/Memo" memorandum may be used as a routine letter or as a "From-To" memorandum. It is typed on a 2-Way Letter/Memo Form (OPNAV 5216/146) and is used only for a communication which requires a reply. NOTE: This type of memorandum is not generally used in the office of the chaplain.

Speedletter

A speedletter is a form of naval correspondence used for urgent communication which does not require electrical transmission. Its primary purpose is to call attention to the communication so that it will be given priority handling by the recipient. Speedletters are prepared on the standard Naval Speedletter Form (OPNAV 5216/145) shown in figure 5-11.

Message

The naval message is used only when information is of urgent nature and must be transmitted rapidly. A message should not be used if the necessary information can reach its

DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING (32508)
NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT CENTER (32509)
PENSACOLA, FLORIDA

NETPDC:JOJ

CNET:RST
6 Jan 1983

JOINT LETTER

From: Chief of Naval Education and Training
       Commanding Officer, Naval Education and Training Program
       Development Center
To: Chief of Naval Operations

Subj: March 1983 enlisted rating examinations; promulgation of dates for

1. Subject examinations will be conducted according to the following schedule:
E-4 (Tuesday, March 1); E-5 (Thursday, March 3); and E-6 (Tuesday, March 8).
Local commands are responsible for administering enlisted rating examinations.

JOHN O. JONES

R. S. TURNER

95.26

Figure 5-5.—Joint Letter.

DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
NAVAL AIR STATION
PENSACOLA, FLORIDA 32508

CNET 523
10 Jan 1983

From: Chief of Naval Education and Training
To: Chief of Naval Operations
       Commander, Naval Military Personnel Command

Subj: March 1983 enlisted rating examinations; promulgation of dates for

1. Subject examinations will be conducted according to the following schedule:
E-4 (Tuesday, March 1); E-5 (Thursday, March 3); and E-6 (Tuesday, March 8).
Local commands are responsible for administering enlisted rating examinations.

R. S. TURNER

95.27

Figure 5-6.—Multiple-Address Letter.

5-11

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509

IN REPLY REFER TO:
00:RTS
5215
12 Jan 1983

From: Commanding Officer, Naval Education and Training Program
Development Center
To: Commander, Naval Military Personnel Command
Via: Chief of Naval Education and Training

Subj: Currency review of directives; results of

Ref: (a) OPNAVNOTE 5215 of 12 Dec 1982

Encl: (1) List of directives reviewed

1. As required by reference (a), a currency review of NAVEDTRAPRODEVCEN
directives has been made.

2. Enclosure (1) lists the directives reviewed by subject number and
title, and the action taken.

R. T. SMYTHE
By direction

- -

CNET 523
14 Jan 1983

FIRST ENDORSEMENT on NAVEDTRAPRODEVCEN ltr 00:RTS of 12 Jan 1983

From: Chief of Naval Education and Training
To: Commander, Naval Military Personnel Command

Subj: NAVEDTRAPRODEVCEN currency review of directives; results of

1. Forwarded.

R. S. TURNER

Copy to:
NAVEDTRAPRODEVCEN

95.24

Figure 5-7.—Endorsement.

OPNAV 5216/144 (REV. 6-70)
0107-LF-778-6097

DEPARTMENT OF THE NAVY

Memorandum

DATE: 1 Mar 1983

FROM: Command Chaplain

TO: Department Heads

SUBJ: Use of chapel facilities; guidance concerning

1.   Chapel facilities may be used for conducting General Military Train-
ing classes and other general training sessions. Prior approval must be
given by RPCS Roberts in order to ensure conflicts in scheduling do not
occur. Senior Chief Roberts may be contacted at extension 1803.

U. V. Randall

U. V. RANDALL

95.62

Figure 5-8.—"From-To" Memorandum on an OPNAV Form 5216/144.

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROGRAM
DEVELOPMENT CENTER
PENSACOLA, FLORIDA 32509

IN REPLY REFER TO:
00:RTS
1 Feb 1983

MEMORANDUM

From: Commanding Officer
To: Department Heads

Subj: Use of chapel facilities; guidance concerning

1. Chapel facilities may be used for conducting General Military Training classes and other general training sessions. Prior approval must be granted by the command chaplain.

R. T. SMYTHE
By direction

Figure 5-9.—"From-To" Memorandum on Letterhead Stationery.

95.59A

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO
IMC:ABC
1 May 1983

MEMORANDUM FOR THE COMMANDER, NAVAL MILITARY PERSONNEL COMMAND

Subj: Visiting dignitaries; procedure for registration of

Ref: (a) White House memo of 5 Jan 1983

Encl: (1) Sample format

1. To ensure that visits of dignitaries to naval activities in the Washington area are accomplished smoothly, it is essential that lists of such guests be circulated prior to their arrival as required by reference (a).

2. Enclosure (1) indicates the type of information needed. Note that the purpose of the guest's visit is to be stated briefly.

3. Completed registration lists are to be submitted to the Chief of Naval Operations 14 days prior to the arrival of guests.

I. M. CLEARED

95.60

Figure 5-10.—"Memorandum For" Memorandum.

OPNAV 5216/145 (Rev 3-71)
SN 0107 778 8110

*USE FOR URGENT
LETTERS ONLY*

Naval Speedletter

*DO NOT CLEAR THROUGH
COMMUNICATIONS OFFICE*

CHECK TYPE OF MAIL	CLASSIFICATION	
☐ REGULAR ☐ REGISTERED		**INSTRUCTIONS**
☐ AIR ☐ CERTIFIED	DATE	IN REPLY REFER TO
☐ SPECIAL DELIVERY		

To:

•   •

INSTRUCTIONS

1. Message type phraseology is permissible

2. Both addresses must be appropriate for window envelope or bulk mailing, as intended. Include attention codes, when known. Use dots and brackets as guides for window envelope addresses

3. Give priority to processing, routing, and action required. Avoid time-consuming controls

4. In order to speed processing, a readily identifiable, special window envelope, OPNAV 5216/145A, Speedletter Envelope, is provided for unclassified speedletters where bulk mailing is not used. Other window envelopes also may be used. In bulk mail, speedletters should be placed on top of regular correspondence

Fold STANDARD REFERENCES AND ENCLOSURES IF ANY TEXT AND SIGNATURE BLOCK

Fold

COPY TO

From:

•   •

◄─────── ADDRESS

REPLY AS SHOWN AT LEFT;

OR REPLY HEREON AND

RETURN

CLASSIFICATION

8 17088

95.28

Figure 5-11.—Naval Speedletter Form OPNAV 5216/145.

destination in time for proper action when forwarded by letter or speedletter.

Naval messages are prepared in accordance with communication instructions and related publications issued by the Chief of Naval Operations. Details on the drafting and handling of messages are furnished by local communication activities. Figure 5-12 shows an example of a naval message form (DD 173/2).

BUSINESS LETTER

The business letter is used' for correspondence addressed to persons or agencies outside the Department of Defense who have not adopted or are unfamiliar with the naval form of correspondence. As stated earlier, chaplains also use the business form for pastoral and professional correspondence. Figure 5-13 shows an example of an unclassified business letter.

> NOTE: The material contained in the Grammar section of this chapter will NOT be tested on rating examinations. However, it is included to provide Religious Program Specialists with additional knowledge in order to assist them in handling correspondence.

GRAMMAR

The word "grammar" has many meanings. For example, it may be defined as:

● A branch of linguistic study that deals with the classes of words.

● A manner of speaking or writing that conforms to rules.

● Speech or writing that is preferred.

Each RP needs to be familiar with the basic rules of grammar in order to help ensure that the correspondence which is originated in the office of the chaplain is prepared properly. A brief overview of the basic rules of grammar will be provided in the following sections. This overview is designed to emphasize the importance of using correct English in correspondence preparation.

PARTS OF SPEECH

Eight parts of speech are contained in the English language. Words that are used orally and in written correspondence are classified under one of the following parts of speech:

● Noun

● Pronoun

● Adjective

● Verb

● Adverb

● Preposition

● Conjunction

● Interjection

The following sections will be devoted to defining each part of speech. Several examples will be provided for clarification purposes.

Noun

A noun identifies a person, place, thing, quality, or idea. Nouns may be used as both subjects and objects of the verb in sentences. For example:

● The command <u>chaplain</u> supervises the <u>program</u> for the commanding officer.

● The council <u>members</u> informed the <u>administrator</u> of the chapel fund of the Protestant group's desires.

"Chaplain" and "members" are subjects and "program" and "administrator" are objects in these two examples.

Pronoun

A pronoun is a word that is used in place of a noun, or as a substitute for a noun. Pronouns provide variety in expressions and thereby avoid repetition and monotony that would result from the continuous use of the same word. The noun

JOINT MESSAGE FORM

SECURITY CLASSIFICATION

PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
OF										

BOOK

MESSAGE HANDLING INSTRUCTIONS

FROM:

TO:

6
5
4
3
2
1
0

DISTR:

DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE

SPECIAL INSTRUCTIONS

RELEASER

TYPED NAME TITLE OFFICE SYMBOL AND PHONE

SIGNATURE

SECURITY CLASSIFICATION

DATE TIME GROUP

DD FORM MAR 79 **173/2** *(OCR)*

PREVIOUS EDITION IS OBSOLETE AS OF 1 JAN 1980
S/N 0102-LF-000-1735

31.47(95F)

Figure 5-12.—Naval Message Form DD 173/2.

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
PBX:ABC:PLM
4710
8 Apr 1983

Washington Welding Company
Attention: Mr. Samuel Jones
4567 Lake Avenue
Washington, DC 20380

Gentlemen:

A representative of this office will be in the Norfolk area the last two
weeks in April. A meeting with your contract officer to discuss enclosure
(1) can be arranged during this time.

Mr. Q. Q. William, our representative, can be reached then at the Cozy Inn
Motel. If preferred, the meeting can be arranged prior to Mr. William's
departure from Washington.

It is hoped that all details of the proposed contract can be agreed upon
while Mr. William is in Norfolk.

Sincerely,

PAUL L. MASTER
Captain, USN
By direction of the
Chief of Naval Operations

Encl:
(1) Contract guidelines

Copy to:
Mr. William

95.31A

Figure 5-13.—Unclassified Business Letter.

for which the pronoun is used is known as the antecedent. Several of the common pronouns are: I, we, you, he, she, it, they, and them.

The following examples show a pronoun replacing a noun.

● The command <u>chaplain</u> supervises the program for the commanding officer. <u>She</u> supervises the program for the commanding officer.

● The council <u>members</u> informed the administrator of the chapel fund of the Protestant group's desires. <u>They</u> informed the administrator of the chapel fund of the Protestant group's desires.

In the first example, the pronoun "she" replaced the noun "chaplain." "Chaplain" is the antecedent of the pronoun "she." In the second example, the pronoun "they" replaced the noun "members. " "Members" is the antecedent of the pronoun "they."

Adjective

An adjective is a word that is used to modify or describe a noun or pronoun, To modify means "to limit" or make more definite the meaning of the word. For example:

● The <u>command</u> chaplain supervises the program for the commanding officer.

● The <u>council</u> members informed the administrator of the chapel fund of the Protestant group's desires.

The adjective "command" modifies the noun "chaplain" in the first example, and the adjective "council" modifies the noun "members" in the second example.

Adjectives may modify nouns or pronouns in only one of three ways:

1. By telling "what kind." For example: <u>blue</u> uniform, <u>large</u> base, <u>strong</u> wind.

2. By pointing out "which one." For example: this chaplain, <u>that</u> suggestion.

3. By telling "how many." For example: <u>several</u> reasons, <u>ten</u> ships.

The normal position of an adjective is directly before the word it modifies. Occasionally, for stylistic reasons, a writer may place an adjective after the word it modifies.

Verb

A verb is a word that affirms or predicates something. Predicate comes from the Latin word that means to proclaim or to preach. The word verb is derived from Latin and actually means "word." Therefore, the verb is a word that preaches, proclaims, or asserts the existence of the subject, or asserts action by or against the subject. For example:

● The command chaplain <u>supervises</u> the program for the commanding officer.

● The council members <u>informed</u> the administrator of the chapel fund of the Protestant group's desires.

"supervises" and "informed" are verbs in these two examples.

Adverb

An adverb is a word, phrase, or clause that is used to modify a verb, an adjective, or another adverb. For example:

● The chaplain <u>spoke clearly</u>.

● The chapel fund administrator's draft appears to be a <u>more complete</u> report.

● This applicant was <u>most strongly</u> recommended for conversion to the RP rating.

The adverb "clearly" modifies the verb "spoke" in the first example; the adverb "more" modifies the adjective "complete" in the second example; and the adverb "most" modifies the adverb "highly" in the third example.

Preposition

A preposition is a word used to show the relation of a noun or pronoun to some other word in the sentence. The preposition always appears in a phrase, usually at the beginning. The noun or pronoun at the end of the prepositional phrase

is the object of the preposition that begins the phrase. For example:

- The chaplain is the <u>director of</u> the religious <u>program</u>.

"Of" is the preposition and the noun "program" is the object of the preposition in this example. The preposition "of" connects the prepositional phrase (of the religious program) to the noun "director." Several of the most common "single" prepositions are: at, by, of, in, on, to, for, from, into, with, about, before, behind, during, except, around, against, beside, between, and through.

Some expressions that are used as prepositions consist of two or more words. These prepositions are referred to as "compound prepositions." A few of the most common compound prepositions are: as to, as for, according to, along with, because of, by way of, in addition to, in accordance with, instead of, in case of, in place of, in regard to, in respect to, and in compliance with.

Conjunction

A conjunction is a word that is used to connect other words, phrases, or clauses. For example:

- The RP issued <u>paper</u> <u>and pencils.</u>

- She walked <u>out of the office and into the chapel complex.</u>

- <u>The bell sounded and we began to work.</u>

The word "and" is the conjunction in all three of these examples. This word is used to connect the <u>words</u> "paper" and "pencils" in the first example; the <u>phrases</u> "out of the office" and "into the chapel complex" in the second example; and the <u>clauses</u> "The bell sounded" and "we began to work" in the third example.

Interjection

An interjection is a word that expresses strong feeling or sudden emotion. It may be placed within the body of the sentence or it may precede the sentence. When it is included in the body of the sentence, it is usually followed by a comma.

It is normally followed by an exclamation point when it is not included in the body of the sentence. For example:

- I fear, <u>alas,</u> that something has happened to him!

- <u>Alas!</u> I fear that something has happened to him!

THE SENTENCE

A sentence is a group of words that are used together to express or convey a complete thought. It may include any of the eight parts of speech; however, the parts of speech that are used must be combined accurately to form a correct sentence. The two essential elements of a sentence that are used to express a complete thought are the <u>subject</u> and the <u>predicate</u>. NOTE: Besides the subject and predicate, sentences may also contain clauses and/or phrases. A clause is a group of words that contains a subject and predicate and is used as a part of the sentence. The main clause expresses a complete thought and can stand alone as a sentence. Subordinate clauses do not express a complete thought and must always be used in conjunction with a main clause. A phrase is a group of words that is used as a single part of speech. It does not contain a verb and its subject is not complete in itself. A phrase cannot stand alone.

Subject

The subject is a word or a group of words about which something is being said. It is the subject of the discourse and names the person or thing about which the author of the sentence is writing. The subject may be either a single word (simple subject) or several words (complete subject). For example:

- <u>Sailors</u> travel.

- The <u>command chaplain</u> supervises the program for the commanding officer.

"Sailors" is the simple subject in the first example and "chaplain" is the simple subject in the second example. "Command chaplain" is the complete subject in the second example.

Predicate

The predicate is a word or a group of words that state something about the subject and includes everything in the sentence that is not included in the complete subject. This means that the complete predicate includes the simple predicate with its modifiers and the object with its modifiers. For example:

● Sailors <u>travel</u>.

● The command chaplain <u>supervises the program for the commanding officer</u>.

"Travel" is the simple predicate in the first example and "supervises" is the simple predicate in the second example. "Supervises the program for the commanding officer" is the complete predicate in the second example.

Classification of Sentences

Sentences may be classified according to structure (simple, compound, complex, and compound-complex) or according to meaning (declarative, imperative, interrogative, and exclamatory). These classifications are discussed in the following paragraphs.

SIMPLE SENTENCE.— A simple sentence is one that consists of a single independent clause and no subordinate clauses. The simple sentence always contains one subject and one verb. For example:

● The command <u>chaplain supervised</u> the program.

COMPOUND SENTENCE.— A compound sentence has two or more independent clauses that are related in thought and joined by one or more coordinating conjunctions. For example:

● The chapel fund administrator is rewriting this instruction, <u>and</u> he will submit his draft to the command chaplain for approval.

"And" is the coordinating conjunction in this example. It should be noted that the above example could have been written as two complete

sentences and not change the meaning. For example:

● The chapel fund administrator is rewriting this instruction.

● He will submit his draft to the command chaplain for approval.

COMPLEX SENTENCE.— The complex sentence is one that consists of at least one independent clause and one or more dependent clauses. Major emphasis is placed on the independent clause and the dependent clause gains its meaning from the independent clause. The clauses in a complex sentence that has only two clauses are joined by a subordinating conjunction. For example:

● You earn money <u>while</u> you work.

"While" is the subordinating conjunction in this example. "You earn money" is the independent clause and "while you work" is the dependent clause.

COMPOUND-COMPLEX SENTENCE.— A compound-complex sentence consists of a compound sentence (one with two or more independent clauses) and at least one dependent clause. For example:

● Some of the employees <u>who worked during the war years</u> have retired, but many of them are still employed in the same office.

The words "who worked during the war years" form the dependent clause. "Some of the employees have retired" and "many of them are still employed in the same office" are the independent clauses and could stand alone as two complete sentences.

DECLARATIVE SENTENCE.— A declarative sentence is one that makes a statement. Such a sentence ends with a period. The normal grammatical order of the parts of a declarative sentence is the subject first followed by the predicate with all its modifiers. For example:

● <u>I</u> <u>found</u> her <u>book</u> on my desk.

"I" is the subject; "found" is the predicate; and "book" is the object in this example.

IMPERATIVE SENTENCE.— An imperative sentence is one that gives a command or makes a request. The subject of an imperative sentence is seldom expressed. The word you, understood, is the subject when a subject is not used. A period is normally used at the end of an imperative sentence; however, it may be followed by an exclamation point if it is an emphatic command. For example:

● Read that exercise.

● Stop!

The word you, which is understood, is the subject in both of these examples.

INTERROGATIVE SENTENCE.—An interrogative sentence is one that asks a question. The normal grammatical order of the words is inverted in an interrogative sentence and the sentence may begin with either a verb or an adverb with the subject following. An interrogative sentence ends with a question mark. For example:

● Did you hear the bell sound?

● Where did you file the incoming letter?

"Did" is the verb in the first example and "Where" is an adverb in the second example. "You" is the subject in each sentence.

EXCLAMATORY SENTENCE.—An exclamatory sentence is a complete sentence that expresses surprise, excitement, or other strong emotion. The order of the sentence is generally inverted—the subject and verb are placed near the end. An exclamatory sentence ends with an exclamation point. For example:

● What a storm that was!

● How wonderful that is for you!

PUNCTUATION

Punctuation is used to make the meaning of the sentence clear to the reader. Some marks of punctuation are used to indicate, in written English, the pauses and stops which the voice makes in spoken English. They indicate not only where a pause should come, but also the extent of the pause. For example, the comma indicates a slight hesitation and the period a longer one. Other vocal inflections are conveyed by the question mark and the exclamation point. The primary (principal) marks of punctuation are:

● Period: .

● Comma: ,

● Semicolon: ;

● Colon: :

● Question Mark: ?

● Exclamation Point: !

● Dash: --

● Quotation Marks: " "

● Parentheses: ( )

● Apostrophe:

Period

The period is generally the sign of a "full stop. " It is used at the end of declarative and imperative sentences. If a sentence ends with an abbreviation that requires a period, only one mark is used for both purposes. The period is also used after abbreviations, initials, and abbreviated titles preceding names. Examples of various uses of the period are shown below.

● After a declarative or imperative sentence.

It was a cold day. (declarative)

Please write to me. (imperative)

● After abbreviations.

Ariz. - doz. - sq. ft.

● After abbreviated titles.

Mr. G. E. Coleman, Jr.

Dr. J. B. Holmes

Rev. Edward Smith

● It should be noted that some Government agency abbreviations and all U.S. Navy rank abbreviations are written without periods. For example:

CIA - FBI - FHA - RADM - CAPT - LT

Comma

The comma is that mark of punctuation used in writing to indicate a slight pause or a separation of words, phrases, or clauses from other parts of the sentence that are not closely connected. It is the most frequently used mark of punctuation.

Examples of various uses of the comma are shown below.

● To separate words, phrases, or clauses used in a series in a sentence.

This is an accurate, sturdy, dependable compass. (words)

Guards are stationed inside the building, at the door, and at the gate. (phrases)

Senior Chief Taylor tried to do the work, but he did not have the right tools. (clauses of a compound sentence).

● To separate nonrestrictive clauses

They asked Chief Gibson, who was the instructor, to explain the material.

● To separate an adverbial clause at the beginning of the sentence.

When Corporal Johns heard the alarm, he went to his post.

● To separate the name of a city, a state, or a county.

Houston, Texas - Escambia County, Florida

NOTE: A comma should also be placed after the name of the state in a sentence when the city and state are used together.

Houston, Texas, is in the South.

● To separate items in a date.

Monday, October 26, 1942

NOTE: A comma should also be placed after the year in a sentence when the date and year are used together.

On Monday, October 26, 1942, he started his new job.

● To separate an appositive (noun or pronoun—often with modifiers—set beside another noun or pronoun to identify it).

Your friend, Bill, is the coach.

My brother's car, a sporty convertible, is the one we like to drive.

● To separate parenthetical expressions (side remarks or comments).

Your suggestion, we are glad to say, has been adopted.

● To set off yes, no, well, etc., at the beginning of a sentence.

Yes, this is my book.

No, Seaman Jones is not here.

Well, what can we do?

● To set off persons addressed in a sentence.

What is your opinion, Commander?

I hope, my friend, that you have learned a lesson.

Semicolon

The semicolon and the comma are used in much the same way in a sentence. A semicolon generally serves to indicate a more definite break in a sentence than that indicated by the comma. Either a comma or a semicolon may be used in compound and complex sentences to separate clauses. The mark used is determined by the meaning and how much of a break is required in the sentence. The semicolon provides a more

obvious break. Examples of various uses of the semicolon are shown below.

> I do not believe he is guilty; no one who knows him could believe it.

> Mary decided to leave early; therefore, she set the alarm.

> We cannot hope to win with so little preparation; nevertheless, we must try.

> These command instructions must be followed exactly; otherwise our chapel plan will fail.

Colon

A colon is a punctuation mark that indicates anticipation or that directs attention to what follows. It serves primarily to introduce certain ideas such as a list of items or phrases in a series, clauses in a series, a summary, or a direct or indirect quotation. The words that precede the colon suggest to the reader what is to follow. Examples of various uses of the colon are shown below.

● Before a series of items.

> The chapel council officials to be chosen are as follows: president, vice president, and secretary.

> The normal order of a sentence is always: subject, verb, and object.

● Between independent clauses when the second clause explains or restates the idea in the first.

> These chapel pew covers are the most durable kind: they are reinforced with stitching and covered with a plastic coating.

● Before a long formal statement.

> Petty Officer Rankin made the following observation:

> The time is coming when . . .

● Between the hour and minute.

> 4:30 P.M.

● Between chapter and verse in reference to passages from the Bible.

> John 3:16

● Between volume and page number of a periodical or manual.

> Library Quarterly 29:82

Question Mark

The question mark is used to indicate that the sentence preceding it is a direct question. In some instances the question mark is the only means of distinguishing between a statement and a question. Examples of various uses of the question mark are shown below.

● A sentence which asks a question.

> Do you know where RP3 Jones went?

● A statement containing an indirect question.

> "What did you say about the chapel bulletin?" she asked.

Exclamation Point

An exclamation point is used as a mark of punctuation after an exclamatory word or sentence to express strong sentiments of various types. Generally, the exclamation point is not used in Government correspondence. Examples of various uses of the exclamation point are shown below.

● A sentence showing strong emotion.

> How about that!

● An interjection at the beginning of a sentence. NOTE: The interjection is usually followed by a comma.

> Oh, there you have me!

● A quotation that is an exclamation.

"What a game that was!"

● After words or phrases that have no grammatical function in the sentence but indicate strong emotion.

Great Scott ! Is it that late?

Oh! I didn't know there was anyone in the chapel complex.

Dash

A dash is used to show an interruption within a sentence such as a sudden break, or an abrupt change in thought. It is also used to indicate an unfinished sentence. The dash may also be used to set off certain words, phrases, or clauses. A dash is used to mean, "namely," "in other words, "that is," etc., before an explanation. Examples of various uses of the dash are shown below.

● A dash encloses a thought that sharply interrupts the normal flow of the sentence.

The title--if, indeed the poem had a title--has escaped me.

He might--and according to plans should--have done the work himself.

● A dash is also used to indicate an unfinished word or sentence.

He shouted, "Don't she--"

Did you hear--?

Quotation Marks

Quotation marks are used to enclose a word or words of a writer when they are quoted verbatim. These marks are used to' 'set off" direct quotes and other words from the rest of the sentence. Examples of various uses of quotation marks are shown below,

● A quotation set off from the rest of the sentence.

"We can reach them by telephone," she said.

● A quotation divided into two or more parts.

"GO home," he pleaded, "before you cause more trouble. "

NOTE: Commas and periods are always placed inside the quotation marks.

● Semicolons and colons are always placed outside the quotation marks.

"Jim," my grandfather said, "you must stop being a burden on your family"; then he suggested that I get a job.

The following books are ones Mr. Sims describes as "required reading": the Bible, Milton, and Shakespeare.

● Quotation marks are used to enclose the titles of chapters, articles, etc.

Read chapter 37, "Children's Poetry."

I enjoyed Alpert's story, "The Home of a Stranger," in the paper.

NOTE: Book titles and names of magazines are indicated by underlining (italics in print).

● Quotation marks are used to enclose slang, technical terms, and expressions that are unusual in standard English.

I heard him characterized as a "screwball."

Because his first name was Fiorello, Mayor La Guardia was known as the "little flower."

Parentheses

Parentheses are used before and after expressions to set them off from the rest of the sentence. The expressions that are set off may be a word, a phrase, or a sentence that is inserted in a sentence as a comment or an explanation. The parentheses are closely related to the pair of commas. They both enclose a grammatically nonessential element in a sentence or a word, phrase, or clause which changes the normal order

of the sentence. The difference between the use of commas or parentheses is simply a matter of degree. Examples of various uses of parentheses are shown below.

> The entire city, which by 1940 had a population of 47,000, was placed under martial law.

> The entire city (population 47,000) was placed under martial law.

In the second sentence the break is so abrupt that parentheses are more appropriate.

> Is it true that there are a few occasions (mark that word "few") on which such stress is appropriate?

NOTE: When parentheses come at the end of the sentence, the appropriate punctuation should be placed outside the parentheses.

> If you are caught speeding, there will be a confrontation (plus a nice, fat fine).

Apostrophe

The apostrophe is used to show the omission of one or more letters or figures, as in contractions, the possessive case of words, the plural form of letters that are spoken of as words, and as single quotation marks. Examples of various uses of the apostrophe are shown below.

● The apostrophe is used to form the possessive case of a noun.

> father's opinion

> man's coat

> women's clubs

● For singular nouns ending in "s", it is permissible to add the apostrophe without the "s" to avoid too many "s" sounds. To form the possessive case of plural nouns ending in "s", add only the apostrophe in all instances.

> the boys' gymnasium

> the Jones' house

● The possessive case should be placed at the end of a compound word.

> his son-in-law's work

> someone else's turn

> Chief of Engineer's office

● When two or more persons are thought of as a single combination, the apostrophe and "s" should be added to the last "s" only.

> I like to browse in the Warren and Forrest's book store.

● As a general rule, nouns denoting things without life should not be used in the possessive form.

> The door of the garage—NOT—the garage's door

Exceptions to this rule are expressions denoting time, value, or distance. For example:

> a day's work

> a dollar's worth

> war's destruction

> duty's call

> a week's pay

● Personal pronouns in the possessive case do not require an apostrophe (his, hers, its, ours, yours, theirs, whose).

> I thought the scarf was hers.

> Do you know whose book that is?

● Indefinite pronouns in the possessive case require an apostrophe and "s" (one, everyone, everybody, etc.).

> Everyone's prediction was wrong.

> He objected to everybody's method of work.

● The apostrophe is used to indicate omission of letters in a contraction and numbers in a date. For example:

it's (it is)

who's (who is)

class of '54 (1954)

SUMMARY

The Religious Program Specialist is normally tasked with typing, proofreading, and routing all correspondence that is prepared in the office of the chaplain. It is important for the RP to remember that the *Department of the Navy Correspondence Manual* (SECNAVINST 5216.5) provides detailed information on preparing naval correspondence. Also, the RP should consult personnel in the administrative office when questions arise concerning correspondence preparation.

Naval letters including authorized variations, the requirements for using special types of correspondence, and the business style letter are explained in the first sections of this chapter. Various aspects of grammar are covered in the latter sections of this chapter. It should be noted that RPs should be familiar with the basic rules of grammar since they are responsible for proofreading the correspondence prepared in the office of the chaplain.

INDEX

Assignment Questions

Assignment 1

Textbook Assignment: RP, Module III, NET 287-03-45-83, Chpter 1, Pages 1-1 through 1-21

Learning Objective: Recognize the establishment of the Religious Program Specialist (RP) rating; formulate the role of the RP; determine the standards and publications provided for RPs to guide and assist them in their occupational achievement.

1-1. The RP rating was establish on what date?
1.   1 October 1978
2. 15 October 1978
3.   1 January 1979
4. 15 January 1979

1-2. Approximately one-third of the tasks RPs are trained to perform are of a clerical nature.
1. True
2. False

1-3. Which of the following duties would NOT be performed by the RP?
1. Maintaining records for nonappropri-ated chapel funds
2. Maintaining shipboard libraries
3. Conducting worship services on an emergency basis
4. Training volunteer personnel in support of religious programs

1-4. Personnel of the RP rating are noncombatants.
1. True
2. False

1-5. Occupational standards establish the mini-mum stardards of skill that all personnel must possess in order to function effec-tively at a given rate.
1. True
2. False

1-6. The primary purpose for the development of rate training manuals is to
1. provide official sources of informa-tion for naval personnel in the per-formance of their duties
2. provide naval personnel with a bibli-ography of official sources of infor-mation in the performance of their duties
3. provide applicants for advancement with a bibliography for study purposes
4. assist applicants in preparing for advancement to the next highest pay-grade

1-7. How often is NAVEDTRA 10052 revisal and issued?
1. Weekly
2. Monthly
3. Quarterly
4. Annually

1-8. Which official is responsible for issuing NAVEDTRA 10052?
1. Secretary of the Navy
2. Chief of Naval Operations
3. Chief of Naval Education and Training
4. Commanding Officer, Naval Education and Training Program Development Center

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Learning Objective: Identify the mission of the Chief of Chaplains; specify the purpose of the Chaplain Corps; recognize the duties of Navy chaplains.

1-9. In what year was the title "Chief of Chaplains" officially established?
1. 1914
2. 1924
3. 1934
4. 1944

1-10. In what year was the Office of the Chief of Chaplains designatd as OP-09G?
1. 1981
2. 1980
3. 1979
4. 1978

1-11. One of the purposes of the Navy Chaplain Corps is to promote the spiritual, religious, moral, and personal well-being of members of the Navy Department by providing the ministries appropriate to their rights and needs.
1. True
2. False

1-12. Quotas for Navy chaplains are established by Government authority based on the overall national population for the various faith groups.
1. True
2. False

1-13. The Navy Department will commission as a chaplain a member of the clergy who has not received an ecclesiastical endorse-ment.
1. True
2. False

1-14. A candidate for commissioning in the Chaplain Corps must have completd 4 years or 120 semester hours of graduate study leading to a Master of Divinity degree or the equivalent.
1. True
2. False

Learning Objective: Specify the important historical dates of the Religious Program Specialist rating; identify some of the first chaplain's assistants in the Navy, Marine Corps, and Coast Guard; recognize the duties of Specialists (W) and YN-2525s.

1-15. The concept of a chaplain's assistant dates back to what year?
1. 1776
2. 1789
3. 1804
4. 1878

● In answering questions 1-16 through 1-19, select the chaplain's assistant in column B that is identifies in column A.

A. Statements	B. Chaplain's Assistants
1-16. First woman to be appointd a Special-ist (W) in the U.S. Navy	1. W. E. Hendricks
	2. A. R. Markin
	3. V. T. Moore
1-17. First Coast Guard Specialist (W)	4. E. Zemanuel
1-18. First U.S. Navy Specialist (W)	
1-19. First Chief Special-ist (W) in the U.S. Navy	

1-20. Which of the following statements is/are TRUE concerning the qualifications of Specialists (W)?
1. Specialists (W) were required to have a college education
2. Specialists (W) had to be able to play the piano and organ
3. Specialists (W) were expected to be competent choir directors
4. Both 2 and 3 above

1-21. Specialists (W) could perform certain ministerial functions of a Navy chaplain.
1. True
2. False

1-22. The RP can NOT perform any of the ministerial functions of a Navy chaplain.
1. True
2. False

In answering questions 1-23 through 1-26, select the rate in column B that would be assigned to the applicants for Specialist (W) described in column A.

A. Applicants	B Rates
1-23. A 32-year-old college graduate	1. Specialist (w) third class
1-24. A 24-year-old college graduate	2. Specialist (W) second class
1-25. A 29-year-old high school graduate	3. Specialist (W) first class
1-26. A 27-year-old graduate of a leading school of music	4. Specialist (w) chief petty officer

1-27. Who was the first Marine to receive a classification as a chaplain's assistant?
1. V. T. Moore
2. A. R. Markin
3. G. D. Arnold
4. E. Zemanuel

1-28. The Commandant of the Marine Corps approved the use of Marines (MOS 0151) in 1976 to perform duties with Navy chaplains.
1. True
2. False

1-29. The Coast Guard assigned certain male Specialists (W) to duty aboard ships.
1. True
2. False

1-30. Which of the following Navy ratings normally had personnel designated as chaplain's professional assistants until 1979?
1. Disbursing Clerk
2. Postal Clerk
3. Yeoman
4. Storekeeper

Learning Objective: Describe the career pattern for RPs; identify the occupational standards for RP3 through RPCM.

1-31. Applicants requesting lateral conversion to the RP rating must be recommended by both a Navy chaplain and their commanding officer.
1. True
2. False

1-32. RP personnel who meet certain requirements may apply for a commission in what limitd duty officer designation?
1. 941X
2. 841X
3. 741X
4. 641X

In answering questions 1-33 through 1-35, select the element of the RP rating insignia in column B that represents the concept in column A.

A. Concepts	B. Elements
1-33. Indicates that religious support is provided continually for personnel of the sea services	1. Compass
	2. Globe
	3. Anchor
1-34. Suggests the direction which religion gives to life	
1-35. Symbolizes that religious ministries are available throughout the world	

1-36. RPs can obtain greater occupational knowledge and skill in their rating by which of the following means?
1. Through supervisd on-the-job training
2. By completing RP "A" school
3. By completing RP "C" school
4. Each of the above

1-37. An RF1 must be able to meet the occupational standard requirements of what rate(s) in order to perform at a satisfactory level?
1. RP1
2. RP2
3. RP3
4. All of the above

3

In answering questions 1-38 through 1-56, select the rate in column B under which the occupational stardard in column A is listed as a minimum requirement.

A. occupational Standards	B. Rates

1-38. Manage the operation of religious facilities

1. RP3

2. RP2

1-39. Prepare and maintain a directory of religious program resources

3. RPl

4. RPC

1-40. Prepare departmental budget

1-41. Review completd job orders and work requests

1-42. Audit chapel funds

1-43. Type directives

1-44. Organize and monitor maintenance of files

1-45. Instruct lay leaders and lay eucharistic ministers

1-46. Prepare visual presentations

1-47. Maintain a reports control system

1-48. Design and lay out publicity material

1-49. Draft directives

1-50. Maintain shipboard libraries

1-51. Coordinate maintenance of religious facilities

1-52. Prepare correspondence and messages

1-53. Analyze requirements for religious facilities

1-54. Instruct subordinate personnel in religious education methods

1-55. Rehearse personnel for liturgical and ceremonial acts

1-56. Compile and analyze statistical data related to religious activities

1-57. Male RPs may be assigned duties aboard what type(s) of naval vessels?
1. Cruisers
2. Aircraft carriers
3. Submarine tenders
4. All of the above

1-58. All RPs may be assigned to a Fleet Marine Force unit.
1. True
2. False

Learning Objective: Determine how the Command Religious Program (CRP) functions at shore installations, aboard ship, and within the Fleet Marine Force (FMF).

1-59. Worship services may NOT be conducted in the station theater at a shore command that does not have chapel facilities.
1. True
2. False

1-60. Chaplains do not normally conduct public worship services according to the manner and form of their own particular faith group.
1. True
2. False

1-61. The materials contained in the three resource guides which are used in Protestant, Roman Catholic, and Jewish religious education programs are selected by the
1. Secretary of Defense
2. Secretary of the Navy
3. Chief of Chaplains
4. Members of the Armed Forces Chaplains Board

1-62. Which of the following statements is/are TRUE concerning the duties and responsibilities of the command chaplain?
1. The command chaplain performs duties similar to a department head in relation to managing enlisted personnel
2. The ranking chaplain is normally designate as the command chaplain when more than one chaplain is assigned
3. The command chaplain supervises the ministries of all other chaplains assigned to a unit
4. All of the above

4

1-63. Which of the following statements is NOT true concerning chapel facilities aboard a naval installation?
1. They are Government property
2. They are built to support the Command Religious Program
3. They are regulated by the religious bodies of America
4. They also may be used for command and civil activities

1-64. RPs are assigned to naval vessels to provide professional support for the chaplain(s) in what areas?
1. Religious programming and administration only
2. Counseling individuals and religious programming only
3. Counseling individuals and administration only
4. Counseling individuals, religious programming, and administration

1-65. A lay leadership program for personnel aboard a naval vessel that has only one chaplain assigned would be supervisd by which, if any, of the following individuals?
1. The assigned chaplain
2. The senior RP
3. A junior RP
4. None of the above

1-66. Male RPs may be assigned to what type of Fleet Marine Force units?
1. Divisions only
2. Regiments only
3. Battalions only
4. Divisions, regiments, and battalions

Learning Objective: Identify CRP vernacular and recognize the circumstances under which chaplains and RPs would use it.

1-67. Language that is peculiar to a particular trade or profession is generally defined as
1. dialect
2. jargon
3. gibberish
4. slang

1-68. Which of the following statements is NOT true in regard to the proper terms of address for Navy chaplains which are peculiar to CRP vernacular?
1. The term "Command Chaplain" refers to a chaplain's rank in relation to other chaplains
2. Chaplains of all ranks are normally addressed by the term "Chaplain"
3. Terms of address such as "Pastor" and "Rabbi" may be used , when appropriate, in referring to assigned chaplains
4. The term "Command Chaplain" should be used when referring to the chaplain who has been designated by the commanding officer to supervise operations in the office of the chaplain

Learning Objective: Determine how the Command Religious Program functions within a command's basic organization; identify the role of the chaplain in a Marine Corps organization.

1-69. The command chaplain is usually designated as an executive assistant and in this capacity reports directly to the
1. personnel officer
2. administrative officer
3. executive officer
4. commanding officer

1-70. Lay leaders are required to coordinate their programs through the
1. command chaplain
2. administrative officer
3. executive officer
4. commanding officer

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● In answering questions 1-71 through 1-74, select the designation in column B that is identified by the Marine Corps staff component in column A.

A. Components   B. Designations

1-71. Assistant Chief of Staff (Logistics)   1. G-1

2. G-2

1-72. Assistant Chief of Staff (Personnel)   3. G-3

1-73. Assistant Chief of Staff (Intelligence)   4. G-4

1-74. Assistant Chief of Staff (Operations and Training)

1-75. The chaplain is included in what component of a Marine Corps staff organization?

1. Assistant Chief of Staff (Personnel)
2. Assistant Chief of Staff (Civil Affairs)
3. Special Staff
4. Comptroller

Assignment 2

Managing the Office of the Chaplain

Textbook Assignment: RP, Module III, NET 287-03-45-83, Chapter 2, Pages 2-1 through 2-47

Learning Objective: Specify the pro-
cedures for maintaining attractive
Command Religious Program office
spaces; identify the office equipment
that may be used in the office of the
chaplain and determine the maintenance
requirements for each piece of equip-
ment; recognize the qualities of an
efficient receptionist; define
privileged communication.

2-1. The majority of the duties performed by a
Religious Program Specialist are in an
office environment.
1. True
2. False

2-2. Correspondence baskets should be checked
and cleared at least how often?
1. Quarterly
2. Monthly
3. Weekly
4. Daily

2-3. Which of the following rules should be
observed by RPs in the maintenance of
their desks?
1. Carbon paper should be removed from
its original box an placed in a tray
in the desk
2. Unused stencils and correction fluid
should be stored in a supply cabinet
rather than in the desk
3. Classified material should be kept in
a locked desk drawer
4. Personal belongings should not be
kept in the desk

2-4. Open shelves are preferable to closed
cabinets for storing supplies in the
office of the chaplain.
1. True
2. False

2-5. An is required by occupational
standards to type at what minimum speed?
1. 15 words per minute
2. 25 words per minute
3. 30 words per minute
4. 40 words per minute

2-6. Which of the following statements is/are
TRUE concerning the care of typewriters?
1. Typewriters should be covered when not
in use
2. Typewriters should be checked daily to
see if they are in satisfactory
working condition
3. A service representative should be
called when major repairs are required
to fix a typewriter
4. All of the above

2-7. Which of the following procedures should
NOT be employed in the maintenance of a
Mimeograph?
1. The cylinder should be left with the
ink pad side down when the Mimeograph
is not in use
2. Feed rolls should be washed once a
week with clear warm water
3. The impression roller should never be
immersed in water
4. The feed pad should be reversed each
time it is cleaned

2-8. The main advantage of the Ditto machine
over a Mimeograph is its compact size.
1. True
2. False

2-9. A Ditto master stencil should be removed
from the typewriter in order to
correct errors.
1. True
2. False

2-10. What color Ditto carbon produces the greatest amount of legible copies?
1. Black
2. Blue
3. Purple
4. Red

2-11. What color Ditto carbon is used most often in the Navy?
1. Black
2. Blue
3. Purple
4. Red

2-12. All EXCEPT which of the following guidelines concerning dry electrical process machines are valid?
1. These machines should not be used to reproduce forms that can be obtained from stockrooms
2. Dry electrical process machines are called fast-copy machines
3. RPs should review the operating manual for the type(s) of dry electrical process machines used at their commands
4. The cost of reproduction on these machines is much less than other methods

2-13. Communicating on the telephone is easier and more effective than face-to-face conversation.
1. True
2. False

2-14. Which of the following elements should be included on an activity calendar for a schduled event in CRP spaces?
1. Description of the event
2. Time of the event
3. Person responsible for coordination of the event
4. All of the above

2-15. Privileged communication, in which the confidentiality is ensured, involves a special relationship between two or more persons.
1. True
2. False

2-16. Information discussed in all EXCEPT which of the following circumstances would be bound by the privileged communication statute?
1. A service member discusses a personal problem with an RP in order to expedite an appointment with a chaplain
2. A service member approaches an RP in an off-base residence for the primary reason of having the RP relay information to a chaplain concerning a personal problem
3. A service member discusses a personal problem with an RP in the barracks because of the RP's judgment as a petty officer
4. A service member approaches an RP in the barracks for the primary purpose of having the RP relay information concerning a personal problem to a chaplain

Learning Objective: Identify the provisions contained in the Information Security Program Regulation Manual; specify the purpose of the Information Security Program; recognize the difference between Top Secret, Secret, and Confidential information; define "For Official Use Only" information.

● In answering questions 2-17 through 2-20, select the official in column B who bears the responsibility described in column A in regard to the Information Security Program.

A. Resspossibilities   B. Officials

2-17. Implementing policies relating to the security of classified information in the Navy Department

1. Secretary of the Navy

2. Chief of Naval Operations

2-18. Establishment and maintenance of an Information Security Program

3. Director of Naval Intelligence

2-19. Ensuring compliance with and implementation of the regulations outlined in OPNAVINST 5510.1 at a local command

4. Commanding Officer

2-20. Primarily responsible to the CNO for effective compliance within the Navy Department

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2-21. Which of the following individuals would be authorized to perform duties as command security manager?
1. Chief Cryptologic Technician
2. Master Chief Religious Program Specialist
3. GS-9 civilian employee
4. GS-11 civilian employee

In answering questions 2-22 through 2-25, select the term in column B that is defined in column A.

A. Definitions	B. Terms
2-22. Information which has been determined to require protection against unauthorized disclosure	1. Access
	2. Classified Information
2-23. The ability to obtain knowledge or possession of classified infor- mation	3. Official Information
	4. Security
2-24. Information which is owned by or is subject to the control of the United States Government	
2-25. A protected condition of classified information	

2-26. An individual would be authorized access to classified information simply by being in a place where such information is kept.
1. True
2. False

2-27. Responsibility for determining whether another person's duties necessitate access to classified information rests on the possessor of the classified information.
1. True
2. False

2-28. For classification purposes, a document may include both sketches and working notes.
1. True
2. False

2-29. A foreign national is any person who has been lawfully admitted into the United States for permanent residence under an immigration visa.
1. True
2. False

2-30. The term "command" includes which of the following organizations?
1. Activity only
2. Squadron only
3. Unit only
4. Activity, squadron, and unit

2-31. Which of the following lands is NOT a territory of the United States?
1. American Samoa
2. Guam
3. Newfoundland
4. Virgin Islands

In answering questions 2-32 through 2-34, select the damage in column B that would result from the unauthorized disclosure of the classification of material in column A.

A. Classifications	B. Damages
2-32. Top Secret	1. Serious
2-33. Secret	2. Identifiable
2-34. Confidential	3. Exceptionally Grave

2-35. Information which indicates the strength of ground forces in the United States would be classified Secret.
1. True
2. False

2-36. "For Official Use Only" markings are used to identify classified information.
1. True
2. False

2-37. Classified material is NOT normally stored in the office of the chaplain.
1. True
2. False

2-38. The caveat "For Official Use Only" is NOT a security classification.
1. True
2. False

2-39. "For Official Use Only" material need not be given a higher degree of protection than other unclassified material.
1. True
2. False

2-40. Members of what Navy rating have
responsibility for preparing and
maintaining enlisted service records?
1. Journalist
2. Legalman
3. Personnelman
4. Yeoman

2-41. Which of the following documents would
NOT be filed beneath the NAVPERS 1070/617
separator in an enlisted service record?
1. Copies of all performance evaluations
2. Copies of commendations from current
enlistment
3. Copies of commendations from previous
enlistments
4. Copies of security clearance papers

2-42. On which page of the enlisted service
record is information concerning the
legal relationship between an enlistd
person and the Government contained?
1. Page 1
2. Page 2
3. Page 3
4. Page 4

2-43. What form, if any, should be filled out
to show that an individual on inactive
duty has been assigned to active duty?
1. NAVPERS 1070/601
2. NAVPERS 1070/621
3. NAVPERS 1070/622
4. None

2-44. An extension for an enlisted person does
not become operative until the bottom
portion of what form is completed?
1. NAVPERS 1070/601
2. NAVPERS 1070/602
3. NAVPERS 1070/603
4. NAVPERS 1070/621

2-45. Which page of the enlisted service record
contains information that is used for
casualty reporting?
1. Page 1
2. Page 2
3. Page 3
4. Page 4

2-46. Information concerning a service member's
religious preference may be found in
which block of the NAVPERS 1070/602?
1. Block 17
2. Block 27
3. Block 57
4. Block 67

● In answering questions 2-47 through 2-50,
select the abbreviation/code in column B
that would be used on page 2 of the enlisted
service record to identify the religions in
column A.

A. Religions	B. Abbreviations/ Cases
2-47. Conservative Judaism	1. CE
2-48. Free Will Baptists	2. EP
2-49. Southern Methodist Church	3. FB
	4. NE
2-50. Churches of Christ	

2-51. What code is entered on page 2 of the
enlisted service record to indicate that
a member is affiliated with the American
Baptist Association?
1. AB
2. BA
3. CA
4. 06

2-52. What code is entered on page 2 of the
enlisted service record to indicate that
a member is affiliated with the Muslim
religion?
1. MM
2. MS
3. MU
4. 48

2-53. What code is entered on page 2 of the
enlisted service record to indicate that
a member is affiliated with the Church of
Jesus Christ of Latter-Day Saints
(Reorganize)?
1. EN
2. LS
3. MO
4. 38

2-54. Which enlisted service record page,
if any, remains unchanged during an
enlisted member's career in the Navy?
1. Page 1
2. Page 2
3. Page 3
4. None

2-55. A classification interviewer normally prepares which of the following enlisted service record pages?
1. Page 1
2. Page 2
3. Page 3
4. Page 4

● In answering questions 2-56 through 2-59, select the service record page in column B that contains the information indicated in column A.

A. Information	B. Pages
2-56. Unauthorized absences	1. 5
2-57. Duty station assignments	2. 6
2-58. Training courses completed	3. 7
2-59. Personnel qualification standards completed	4. 4

2-60. A cumulative record of an enlisted member's performance evaluation marks is contained on which service record page?
1. Page 6
2. Page 7
3. Page 8
4. Page 9

2-61. Information concerning retirement points earned by Naval Reserve enlisted personnel is contained on which service record page?
1. Page 9
2. Page 10
3. Page 11
4. Page 13

2-62. A change in citizenship would be recorded in the enlisted service record on what page?
1. 9
2. 10
3. 11
4. 13

2-63. Which service record page is used for recording more detailed information concerning entries on other pages?
1. Page 9
2. Page 10
3. Page 11
4. Page 13

2-64. Information concerning the honorable discharge of enlisted reservists on inactive duty for reasons other than expiration of enlistment or obligated service would be entered on what page of the enlisted service record?
1. 10
2. 11
3. 13
4. 14

2-65. Which copy of the DD Form 214, if any, is given to an enlisted member who is being discharged? enlisted member who is being
1. Copy 1
2. Copy 2
3. Copy 4
4. None

Assignment 3

Maintaining Command Religious Program (CRP) Files and Records

Textbook Assignment: RP, Module III, NET 287-03-45-83, Chapter 3, Pages 3-1 through 3-18

Learning Objective: Differentiate between a centralized and decentralized filing system; specify what types of filing equipment and materials are used in the office of the chaplain; recognize the procedures for safeguarding classified files and records.

3-1. In a decentralized filing system, official correspondence is maintained in the office having primary need for the correspondence.
1. True
2. False

3-2. A centralize filing system is normally used at commands which maintain classified files and records.
1. True
2. False

3-3. The standard Navy five-drawer steel cabinet occupies more floor space than the four-drawer steel cabinet.
1. True
2. False

3-4. Straight-cut file folders are preferred over one-third-cut file folders for use in the office of the chaplain.
1. True
2. False

3-5. One-third-cut file folders are ordered according to tab position in lots of
1. 10 folders per box
2. 20 folders per box
3. 30 folders per box
4. 50 folders per box

3-6. Every Religious Program Specialist must be eligible for access to classified material.
1. True
2. False

3-7. Vaults provide the most secure means of stowing classified materials and documents.
1. True
2. False

3-8. All EXCEPT which of the following statements are true regarding the handling and stowage of classified material?
1. Portable cabinets offer little security for stowing classified material
2. Wood file cabinets offer little protection against fire damage
3. Metal cabinets offer protection against theft and fire
4. Keylocks are more secure than combination locks

Learning Objective: Describe the procedures contained in the Standard Subject Identification Cedes (SSICs) publication; differentiate between major, primary, secondary, tertiary, and arbitrary numerical subject groups; explain the requirements for using the SSIC system in the Command Religious Program including classifying, filing, and cross-referencing procedures.

3-9. The basic guidelines for categorizing correspondence in the Navy are set forth in which of the following publications?
1. DOD 5200.1R
2. OPNAVINST 5510.1
3. SECNAVINST 5210.11
4. SECNAVINST 5212.5

3-10. The SSIC system consists of what total number of major numerical subject groups?
1. 11
2. 12
3. 13
4. 14

A. Subject Groups   B. SSIC Numbers

3-11. Logistics   1. 1000

3-12. Military Personnel   2. 5000

3-13. General Administration 3. 7000
      and Management
                             4. 4000
3-14. Financial Management

3-15. What SSIC series is used to identify
      subjects relating to the administration
      of the Coast Guard?
      1. 11000
      2. 12000
      3. 13000
      4. 16000

3-16. General personnel subjects that relate
      to both civilian and military personnel
      are included in what SSIC series?
      1. 1000
      2. 5000
      3. 3000
      4. 12000

3-17. Subjects relating to the design and
      readiness of ships would be classified
      under what SSIC series?
      1. 6000
      2. 7000
      3. 8000
      4. 9000

3-18. Subjects relating to communication
      systems and equipment would be classified
      under what SSIC series?
      1. 1000
      2. 2000
      3. 3000
      4. 4000

3-19. Dentistry subjects would be classified
      under what SSIC series?
      1. 6000
      2. 2000
      3. 3000
      4. 4000

A. Subject Groups   B. SSIC Numbers

3-20. Training and Education 1. 1100

3-21. Separation   2. 1500

3-22. Morale and Personal   3. 1700
      Affairs
                             4. 1900
3-23. Recruiting

3-24. Information relating to enlisted training
      would be classified under what SSIC
      series?
      1. 1400
      2. 1510
      3. 3000
      4. 5000

3-25. Primary numerical subject groups are
      designatd by the last two digits of the
      four- or five-digit major numerical
      subject groups.
      1. True
      2. False

3-26. Tertiary numerical subject groups are
      designated by the last digit of the four-
      or five-digit major numerical subject
      groups.
      1. True
      2. False

3-27. Which of the following SSICs would be
      considered an arbitrary designation?
      1. 5760 Organizations and Associations
      2. 5600/3 Bulletins for Special Occasions
      3. 5600/Bulletins for Special Occasions
      4. Both 2 and 3 above

3-28. Which of the following publications
      contains guidance for formulating and
      maintaining a standardized SSIC filing
      system for subjects pertaining to the
      Chaplain Corps?
      1. DOD 5200.1R
      2. OPNAVINST 5510.1
      3. OPNAVINST 1730.1
      4. SECNAVINST 5210.11

3-29. The modified filing system outlined in
      OPNAVINST 1730.1 is designed to serve as
      a substitute for the Navy Department's
      standard filing system.
      1. True
      2. False

3-30. The process of writing the SSIC number on a letter to be filed is known as
1. cross-referencing
2. coding
3. classifying
4. analysis

3-31. The process of determining the correct subject under which correspondence is to be filed is known as
1. cross-referencing
2. coding
3. classifying
4. analysis

3-32. What is the most important filing operation?
1. Cross-referencing
2. Coding
3. Classifying
4. Analysis

3-33. What system was developed to provide a satisfactory procedure for filing documents which relate to more than one subject?
1. Cross-referencing
2. Coding
3. Classifying
4. Analysis

● In answering questions 3-34 through 3-36, select the form in column B that contains the total number of copies indicated in column A.

A. Copies	B. Forms
3-34. Three-copy form	1. DD 334
3-35. Single-copy form	2. DD 334a
3-36. Two-copy form	3. DD 334b

● In answering questions 3-37 through 3-40, select the DD Form 334a section in column B that would contain the information specified in column A.

A. Information	B. Sections
3-37. SSIC under which the original letter is filed	1. Index
3-38. SSICs under which the original letter is cross-filed	2. Indexer
3-39. Initials of the individual doing the filing	3. Summary
3-40. Subject of the original letter	4. Filed

3-41. What form should be used to indicate that a record from the office of the chaplain has been checked out to another department?
1. DD Form 334
2. DD Form 334a
3. DD Form 334b
4. GSA Optional Form 23

Learning Objective: Specify the requirements of the reports control system; identify the information that is maintained in a CRP tickler system; delineate the provisions of the Navy's records disposal system.

3-42. The correspondence files maintained in the office of the chaplain should be terminated at least how often?
1. Weekly
2. Monthly
3. Quarterly
4. Yearly

3-43. Command Religious Program terminated files should be maintained in the office of the chaplain for what minimum period before they are retired to a designated storage area?
1. 1 year
2. 2 years
3. 3 months
4. 6 months

3-44. The responsibility of maintaining a required reports central inventory system for a shore command would be assigne to personnel in the administrative department.
1. True
2. False

3-45. The master recurring reports file is maintained by personnel assigned to the supply department.
1. True
2. False

3-46. What type of report would be prepared in the case of the death of a Navy member?
1. Circumstance
2. Recurring
3. Situation
4. Administrative

3-47. Maintaining an up-to-date list of required reports prepared in the office of the chaplain is normally the responsibility of the RP.
1. True
2. False

3-48. Which of the following statements is/are TRUE concerning a CRP tickler system?
1. The tickler file may serve as a reminder for action required on outgoing correspondence
2. A tickler system shows the submission date of each required report
3. The tickler file may serve as a reminder for action required on incoming correspondence
4. All of the above

3-49. Specific guidance concerning the requirements for disposal of Navy Department records is contained in what instruction?
1. DOD 5200.1R
2. SECNAVINST 5210.11
3. SECNAVINST 5212.5
4. OPNAVINST 5510.1

● In answering questions 3-50 through 3-53, select the records/materials in column B that are defined in column A.

A. Definitions	B. Records/Materials
3-50. Documentary material which has been appraisal as having a lasting value	1. Government records
	2. Nonrecord material
	3. Permanent records
3-51. Documentary material made in pursuance of Federal law	4. Temporary records
3-52. Documentary material which may be destroyed after it has served its purpose	
3-53. Documentary material which serves no record purpose	

3-54. Temporary records are normally transferred to a Federal Records Center or to the National Archives when a command no longer needs them.
1. True
2. False

3-55. Approximately 95% of all Navy Department records are of a temporary nature.
1. True
2. False

3-56. Government records may include which of the following items?
1. Books
2. Maps
3. Photographs
4. All of the above

3-57. Official correspondence, as defined in OPNAVINST 3120.32, may include which of the following items?
1. Charts
2. Documents
3. Messages
4. All of the above

3-58. Which of the following individuals would most likely be assigned the collateral duty of coordinating the disposal of Government records aboard ship?
1. A Chief Yeoman
2. A Master Chief Personnelman
3. An Ensign
4. A Senior Chief Quartermaster

3-59. The authority for the destruction of Government records which have no future value rests with the
1. Central Intelligence Agency
2. Federal Bureau of Investigation
3. Secretary of Defense
4. National Archives

3-60. Guidance concerning the indiscriminate destruction of Navy records is contained in which article of Navy Regulations?
1. 1111
2. 1112
3. 1115
4. 1116

3-61. The term "preservation" applies to official records which are retaine at a Federal Records Center.
1. True
2. False

3-62. The majority of unclassified records are destroyed at a Federal Records Center at the end of their retention periods.
1. True
2. False

3-63. Office of the chaplain records on which action is pending should be destroyed when the disposition date becomes operative.
1. True
2. False

3-64. Which of the following statements is/are TRUE concerning the destruction of Navy Department unclassified records?
1. Shore installation unclassified records may be scrapped
2. Shredded shore installation unclassified records may be sold as wastepaper
3. Unclassified records should be destroyed by burning when at sea
4. All of the above

3-65. What maximum amount of material can be packed in a stardard container obtained from a Federal records center?
1. 1 square foot
2. 1 cubic foot
3. 1 square yard
4. 1 cubic yard

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Assignment 4

Learning Objective: Differentiate between regulatory/guidance, correspondence/directives, supply, Command Religious Program (CRP), and Marine Corps publications and identify the general contents of each publication listed under these groupings.

4-1. From what source(s) is Title 10 of the United States Code derived?
1. Constitution of the United States only
2. Treaties of the United States only
3. Statutory sources and laws passed by the U.S. Congress only
4. Constitution of the United States, Treaties of the United States, and Statutory sources and laws passed by the U.S. Congress

4-2. What publication is foremost in general importance among official Navy publications?
1. United States Navy Regulations
2. United States Navy Uniform Regulations
3. Naval Military Personnel Manual
4. Standard Organization and Regulations of the U.S. Navy

4-3. Regulations governing the conduct of Navy personnel are promulgate in the
1. BUPERSMAN
2. MILPERSMAN
3. TRANSMAN
4. SORM

4-4. Which of the following statements is NOT true concerning the contents of the SORM?
1. This publication is not addressed to Marine Corps units that do not have Navy personnel assigned
2. Material printed in plain type is regulatory and applies to all Navy personnel
3. Material printed in plain type is for the guidance of commanders
4. The command's master copy of this publication is maintained in the administrative office

4-5. The official source for determining authorized U.S. Navy uniforms is the United States Navy Uniform Regulations Manual.
1. True
2. False

4-6. Pen-and-ink changes to the MILPERSMAN are authorized.
1. True
2. False

4-7. Changes to the MILPERSMAN are published how often?
1. Weekly
2. Monthly
3. Quarterly
4. Annually

4-8. In most cases, official correspondence is prepared for the signature of what official?
1. Commanding officer
2. Executive officer
3. Administrative officer
4. Department heads

In answering questions 4-9 through 4-11, select the instruction in column B that contains the information specified in column A.

A. Information	B. Instructions
4-9. Policies, procedures and guidance for the preparation of correspondence	1. SECNAVINST 5210.11
4-10. Basic guidelines for categorizing correspondence	2. SECNAVINST 5215.1
4-11. Provides a standard method of issuing directives by all naval activities	3. SECNAVINST 5216.5
	4. OPNAVINST 3120.32

4-12. The SNDL is published in what total number of parts?
1. 5
2. 2
3. 3
4. 4

4-13. A National Stock Number (NSN) normally consists of what total number of digits?
1. 9
2. 11
3. 13
4. 14

In answering questions 4-14 through 4-17, select the digits in column B that identify the element of the NSN (9925-00-202-7313) in column A.

A. Elements	B. Digits
4-14. FSC Class	1. 99
4-15. FSC Group	2. 25
4-16. NIIN	3. 00
4-17. NCB Code Number	4. 00-202-7313

4-18. How often is NAVSUP P-2002 issued?
1. Weekly
2. Monthly
3. Quarterly
4. Yearly

4-19. Procedures for ordering publications and forms are contained in what microfiche document?
1. NAVSUP P-409
2. NAVSUP P-437
3. NAVSUP P-2002
4. NAVSUPINST 4235.3

4-20. What publication serves as a comprehensive reference for those personnel involved in the preparation of MILSTRIP documents?
1. NAVSUP P-409
2. NAVSUP P-437
3. NAVSUP P-2002
4. NAVSUPINST 4235.3

In answering questions 4-21 through 4-24, select the FSC number in column B that identifies the items listed in column A.

A. Items	B. FSC Numbers
4-21. Musical instruments	1. 7195
4-22. Church pennants	2. 7710
4-23. Altar cloths	3. 8345
4-24. Bulletin Boards	4. 9925

4-25. Policy for the operation and management of afloat supply departments is contained in what publication?
1. NAVSUP P-437
2. NAVSUP P-485
3. NAVSUP P-2002
4. NAVSUPINST 4235.3

4-26. What publication is published as a handy reference for division personnel in the preparation of MILSTRIP documents?
1. NAVSUP P-409
2. NAVSUP P-437
3. NAVSUP P-485
4. NAVSUP P-2002

4-27. The "Fleet Use of Milstrip" instruction serves the same purpose as what Publication?
1. NAVSUP P-409
2. NAVSUP P-437
3. NAVSUP P-485
4. NAVSUP P-2002

A. Descriptions	B. Publications
4-28. Designed to be used primarily by the civil agencies	1. Defense Logistics Agency Cataloging Handbooks
4-29. Provides a complete listing of assigned FSC groups	2. Defense Logisitcs Agency Identification List
4-30. Provides technical characteristics for all items in the FSC system	3. General Services Admin- istration Supply Catalog
	4. U.S. Navy Chaplains Program Support Guide

4-31. What total number of commodity-oriented volumes is contained in the GSA Supply Catalog system?
1. 7
2. 6
3. 5
4. 4

4-32. The GSA Supply Catalog is published in what total number of volumes?
1. 7
2. 6
3. 5
4. 4

4-33. What publication serves as a handy reference on CRP budgeting and supply matters?
1. NAVPERS 15555
2. NAVPERS 15879
3. NAVPERS 15956
4. NAVPERS 15992

4-34. Which of the following listings is/are provided in the "U.S. Navy Chaplains Program Support Guide?"
1. Lineal listing of active duty chaplains
2. Duty station listing by major claimants
3. Alphabetical listing of active duty chaplains
4. All of the above

4-35. A CRP chapel fund that had $2,500 in its checking account as of 30 September 1982 would be considered a large nonappropriated fund.
1. True
2. False

4-36. What individual is responsible for assisting the surviving dependents of a deceased Navy senior chief in completing benefit forms?
1. Command chaplain
2. Any assigned chaplain
3. A senior RP (E7, E8, or E9)
4. Casualty Assistance Calls Officer

4-37. Provisions for assisting the next of kin of a deceased naval officer in making funeral arrangements is provided in what publication?
1. Navy Casualty Assistance Calls Program
2. Decedent Affairs Manual
3. Navy Military Funerals
4. Naval Funerals

A. Individuals	B. Type of Funeral
4-38. Chief Yeoman	1. Special Full Honor
4-39. Navy Captain	2. Full Honor (Company)
4-40. Navy Commander	3. Full Honor (Platoon)
4-41. Rear Admiral	4. Simple Honor

4-42. What publication provides guidelines for the administration and operation of the Navy and Marine Corps general library system?
1. NAVPERS 15555
2. NAVPERS 15956
3. NAVPERS 15992
4. NAVEDTRA 38021

4-43. The majority of a command's directives
are prepared and typed in the legal
office at a large shore installation.
1. True
2. False

4-44. A notice does NOT have the same force
and effect as an instruction.
1. True
2. False

4-45. What type of directive, if any, remains
in effect until cancelled by higher
authority?
1. Bulletin
2. Notice
3. Instruction
4. None

4-46. A notice is automatically cancelled 6
months after it is issued unless
otherwise stated in the notice.
1. True
2. False

4-47. A notice may remain in effect for what
maximum period of time?
1. 1 month
2. 6 months
3. 9 months
4. 12 months

4-48. A change transmittal may be used to
transmit changes to both an instruction
and a notice.
1. True
2. False

4-49. What official has overall responsibility
for the management of the Navy's
Directives Issuance System?
1. Chief of Naval Education and Training
2. Commander, Naval Military Personnel
Command
3. Chief of Naval Operations
4. Secretary of the Navy

4-50. The official under whose authority and
title a directive is issued ensures
compliance with the Directives Issuance
System.
1. True
2. False

4-51. What individual normally performs duties
as the directives control point aboard an
aircraft carrier?
1. Commanding officer
2. Executive officer
3. Administrative officer
4. Ship's secretary

4-52. What individual normally acts as the
directives control point at a large shore
installation?
1. Commanding officer
2. Executive officer
3. Administrative officer
4. Legal officer

4-53. The standard requirements for the
preparation and distribution of special-
type directives are contained in what
section of SECNAVINST 5215.1?
1. Part I
2. Part II
3. Table 1
4. Table 2

4-54. Which of the following directives is NOT
considered to be a special-type directive?
1. Letter
2. Joint
3. Publication
4. Message

4-55. The standard requirements for the prepara-
tion and promulgation of letter-type
directives are contained in what section
of SECNAVINST 5215.1?
1. Part I
2. Part II
3. Table 1
4. Table 2

● In answering questions 4-56 through 4-62,
refer to figure 4-37 (page 4-44), figure
4-38 (page 4-45), and figure 4-39 (page 4-46)
in the text.

4-56. Changes to a publication-type directive
are issued in the same manner as for a
letter-type directive.
1. True
2. False

4-57. A directive issued jointly by the Navy
and Air Force would be assigned a
separate designation by each service.
1. True
2. False

4-58. In most cases, a message-type directive
is automatically cancelled how many days
after its release date?
1. 10 days
2. 90 days
3. 30 days
4. 45 days

4-59. A publication-type directive should
include which of the following
information?
1. A table of contents
2. A locator cross-reference sheet
3. A record-of-changes page
4. All of the above

4-60. Consecutive numbers are NOT assigned to
message-type instructions.
1. True
2. False

4-61. Existing publications may NOT be brought
into the Directives Issuance System
without first reprinting the publication.
1. True
2. False

4-62. Changes to a joint directive are issued
in the same manner as for a letter-type
directive.
1. True
2. False

● In answering questions 4-63 through 4-65,
refer to figure 4-39 (page 4-46) in the
text and select the joint directive signature
location in column B that would be assigned to
the signature authority listed in column A.

A. Signature Authority	B. Signature Location
4-63. Issuing authority	1. Left margin
4-64. First cosigner	2. Center of page
4-65. Third participant	3. Right margin
	4. Four lines below issuing authority

Assignment 5

Learning Objective: Determine the
format of a standard naval letter;
identify the authorized variations
to the naval letter; recognize the
different types and uses of memoranda.

5-1. Recipients who receive a naval letter from
a shore command with a signature notated
"By direction" will process the
correspondence as if it were written by
the commanding officer.
1. True
2. False

5-2. The standard naval letter may be used only
when the addressees are components of the
Department of Defense.
1. True
2. False

5-3. The typical naval letter is from one
originator to one addressee.
1. True
2. False

5-4. The style of the standard naval letter
sets the pattern for all types of naval
correspondence.
1. True
2. False

5-5. When printed letterhead stationery is not
used, the letterhead on a naval letter is
typed how many lines from the top of the
page?
1. 7
2. 6
3. 5
4. 4

5-6. If available, what color manifold sheet
should be used as the official file copy
for a naval letter?
1. White
2. Orange
3. Green
4. Blue

5-7. The bottom margin on the first page of a
naval letter should be a minimum of two
inches.
1. True
2. False

5-8. The margin at the top of the second page
of a naval letter should be how wide?
1. 1/2 inch
2. 1 inch
3. 1-1/2 inches
4. 2 inches

5-9. The standard naval letter should contain a
complimentary closing when addressed to
civilian personnel.
1. True
2. False

5-10. A hull number may be used as the
originator's code to identify a ship.
1. True
2. False

5-11. A listing of file numbers is contained in
what instruction?
1. SECNAVINST 5216.5
2. SECNAVINST 5215.1
3. SECNAVINST 5210.11
4. OPNAVINST 3120.32

5-12. Which of the following naval letter
identification symbols would be correct
for a letter signed by the Secretary of
the Navy?
1. SECNAV:123
   5216
   Ser 1421
   18 May 1983

2. SECNAV:123
   Ser 1421
   18 May 1983

3. 5216
   Ser 1421
   18 May 1983

4. Each of the above

5-13. Correspondence is dated with the date on which the rough draft is prepared.
1. True
2. False

5-14. How many lines below the last line in the letterhead should the special postal service designation be typed on a naval letter?
1. Seventh
2. Sixth
3. Fifth
4. Fourth

5-15. Which of the following numerical designations would indicate a second "Via" addressee on a naval letter?
1. (1)
2. (2)
3. 1.
4. 2.

5-16. A naval letter that has five references would be correctly identified by which of the following letter/numerical sequences?
1. (a), (b), (c), (d), (e)
2. a., b., c., d., e.
3. (1), (2), (3), (4), (5)
4. 1., 2., 3., 4., 5.

5-17. A naval letter that has three enclosures would be correctly identified by which of the following letter/numerical sequences?
1. (a), (b), (c)
2. a., b., c.
3. (1), (2), (3)
4. 1., 2., 3.

5-18. Which of the following sequences shows the correct order for a naval letter?
1. From, To, Via, Ref, Encl, Subj
2. From, To, Via, Encl, Ref, Subj
3. From, To, Via, Subj, Encl, Ref
4. From, To, Via, Subj, Ref, Encl

5-19. A paragraph should not be begun at the bottom of a page of a naval letter unless there is space for at least how many lines of text on the page?
1. 5
2. 2
3. 3
4. 4

5-20. Which of the following signature entries would be correct for a naval letter?
1. R. S. SMITH
2. R. S. Smith
3. Captain R. S. SMITH
4. Captain R. S. Smith

5-21. The first page of an unclassified naval letter is not numbered.
1. True
2. False

5-22. The fourth page of a naval letter would be correctly numbered with which of the following numerical designations?
1. -4-
2. "4"
3. 4.
4. 4

5-23. Which of the following identification symbols would be correct for the second page of a naval letter in which the identification symbol on the first page included an originator's code, file number, serial number, and date?
1. 18 Jun 1983
   RSU:TWU:XTW

2. RSU:TWU:XTW
   18 Jun 1983

3. 5216
   Ser 0083

4. RSU:TWU:XTW
   5216

5-24. A list of "blind copy to" information addressees would not normally be typed on the original correspondence.
1. True
2. False

5-25. The first page of a "From-To" memorandum may be typed on which of the following types of paper/forms?
1. Letterhead paper
2. Plain bond paper
3. OPNAV Form 5216/144
4. Each of the above

5-26. The first page of a "Memorandum-For" memorandum may be typed on which of the following types of paper/forms?
1. Letterhead paper
2. Plain bond paper
3. OPNAV Form 5216/144
4. Each of the above

5-27. The primary purpose of a naval speed letter is to call attention to the communication so that it will be given priority handling by the recipient.
1. True
2. False

5-28. A "2-Way Letter/Memo" memorandum should be prepared on what form?
1. OPNAV 5216/144
2. OPNAV 5216/145
3. OPNAV 5216/146
4. DD 173/2

5-29. A naval message should be prepared on what form?
1. OPNAV 5216/144
2. OPNAV 5216/145
3. OPNAV 5216/146
4. DD 173/2

Learning Objective: Identify the various parts of speech in the English language; recognize correct sentence structure and the uses of punctuation marks.

5-30. How many total parts of speech are contained in the English language?
1. 7
2. 8
3. 9
4. 10

5-31. The term "verb" is derived from Latin and actually has what meaning?
1. Action
2. word
3. Predicate
4. Proclaim

5-32. Which of the following sentences contains a pronoun?
1. Chaplain Jones gave the sailor a book.
2. The "A" school students graduated.
3. They graduated last week.
4. The sailors were hungry.

5-33. What part of speech identifies a person, place, thing, quality, or idea?
1. Adjective
2. Conjunction
3. Noun
4. Verb

5-34. Which of the following parts of speech is used to modify a noun or pronoun?
1. Adjective
2. Conjunction
3. Interjection
4. Verb

5-35. An adverb may be used to modify which of the following parts of speech?
1. Verb only
2. Verb and ajective only
3. Verb and adverb only
4. Verb, adjective, and adverb

5-36. Which of the following groups of words are prepositions?
1. We, he, she, it
2. For, with, in regard to, beside
3. House, boat, ship, sailors
4. Clearly, openly, smartly, correctly

5-37. Which of the following groups of words are adverbs?
1. We, he, she, it
2. For, with, in regard to, beside
3. House, boat, ship, sailors
4. Clearly, openly, smartly, correctly

5-38. A conjunction may be used to connect what elements of a sentence?
1. Words only
2. Words and phrases only
3. Words and clauses only
4. Words, phrases, and clauses

5-39. An interjection may be placed within the body of a sentence or it may precede the sentence.
1. True
2. False

5-40. The two essential elements of a sentence are the subject and what other element?
1. Adjective
2. Object
3. Predicate
4. Preposition

5-41. Subordinate clauses express a complete thought and can stand alone as a sentence.
1. True
2. False

● In answering questions 5-42 through 5-44, refer to the sentence: "The leading chief supervised the working party for the command chaplain."

5-42. What is the simple subject in the illustrated sentence?
1. Chief
2. Supervised
3. Party
4. Chaplain

5-43. What is the simple predicate in the illustrated sentence?
1. Chief
2. Supervised
3. Working
4. For the command chaplain

5-44. What is the complete predicate in the illustrated sentence?
1. The leading chief
2. The leading chief supervised
3. Supervised the working party
4. Supervised the working party for the command chaplain

5-45. Which of the following sentences would be classified as a compound sentence?
1. The leading petty officer established that procedure.
2. The command chaplain is developing that program, and she will submit her ideas to the commanding officer for approval.
3. You learn while you practice.
4. Some of the sailors who were stationed here last year have transferred to the Fleet Reserve, but many of them are still working in the same office.

5-46. Which of the following sentences would be classified as a compound-complex sentence?
1. The leading petty officer establish that procedure.
2. The command chaplain is developing that program, and she will submit her ideas to the commanding officer for approval.
3. You learn while you practice.
4. Some of the sailors who were stationed here last year have transferred to the Fleet Reserve, but many of them are still working in the same office.

5-47. Which of the following sentences would be classified as a complex sentence?
1. The leading petty officer established that procedure.
2. The command chaplain is developing that program, and she will submit her ideas to the commanding officer for approval.
3. You learn while you practice.
4. Some of the sailors who were stationed here last year have transferred to the Fleet Reserve, but many of them are still working in the same office.

5-48. Which of the following sentences would be classified as a simple sentence?
1. The leading petty officer established that proccdure.
2. The command chaplain is developing that program, and she will submit her ideas to the commanding officer for approval.
3. You learn while you practice.
4. Some of the sailors who were stationed here last year have transferred to the Fleet Reserve, but many of them are still working in the same office.

● In answering questions 5-49 through 5-52, select the type of sentence in column B that is identified by the information in column A.

A. Information	B. Type of Sentence
5-49. Asks a question	1. Declarative
5-50. Expresses surprise	2. Imperative
5-51. Makes a statement	3. Interrogative
5-52. Gives a command	4. Exclamatory

5-53. Which of the following marks is considered to be a principal mark of punctuation?
1. #
2. @
3. ()
4. *

5-54. Which of the following punctuation marks indicates a slight pause?
1. Ž
2. ,
3. ?
4. !

5-55. What punctuation mark is used most frequently in writing?
1. Ž
2. ,
3. ?
4. !

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5-56. Which of the following sentences is punctuatd properly?
1. Pensacola, Florida is a good location.
2. Is Pensacola, Florida, a good location.
3. He reported to Pensacola, Florida, last Friday.
4. He reported to Pensacola, Florida, on Tuesday, June 26, 1983 to begin his tour of duty.

5-57. What punctuation mark is used to introduce a list of items in a series?
1. :
2. ;
3. .
4. ,

5-58. Which of the following Bible passages is punctuated correctly?
1. Matthew 4 16
2. Matthew 4-16
3. Matthew 4:16
4. Matthew 4;16

5-59. The exclamation point is not generally used in Governmental correspondence.
1. True
2. False

5-60. What punctuation mark means "in other words" before an explanation?
1. ""
2. :
3. ;
4. --

5-61. What punctuation mark is used to indicate an unfinished word or sentence?
1. ""
2. :
3. ;
4. --

5-62. When quotation marks are used, commas and periods are always placed outside the quotation marks.
1. True
2. False

5-63. When quotation marks are used, semicolons are always placed outside the quotation marks.
1. True
2. False

5-64. What mark of punctuation is used to indicate that a contraction has been used?
1. :
2. ;
3. '
4. --

5-65. The difference between using commas or parentheses to enclose a grammatically nonessential element in a sentence is simply a matter of degree.
1. True
2. False