

CHAPTER 68



RELIGIOUS PROGRAM SPECIALIST (RP)

NAVPERS 18068F-68D
CH-79

Updated: July 2019

TABLE OF CONTENTS

RELIGIOUS PROGRAM SPECIALIST (RP)

SCOPE OF RATING	RP-3
GENERAL INFORMATION	RP-4
RELIGIOUS PROGRAM SPECIALIST	RP-5
ADMINISTRATION	RP-5
EXPEDITIONARY MINISTRY SUPPORT	RP-6
LIBRARY SERVICES AND OPERATIONS	RP-7
MINISTRY SUPPORT AND ACCOMMODATION	RP-8
PASTORAL CARE SUPPORT	RP-10
RELIGIOUS ADVISEMENT	RP-10
RELIGIOUS PROGRAM SUPERVISOR	RP-11
ADMINISTRATION	RP-11
EXPEDITIONARY MINISTRY SUPPORT	RP-12
FINANCE AND ACCOUNTING	RP-12
LIBRARY SERVICES AND OPERATIONS	RP-13
MINISTRY SUPPORT AND ACCOMMODATION	RP-13
PASTORAL CARE SUPPORT	RP-14
RELIGIOUS ADVISEMENT	RP-14
RELIGIOUS PROGRAM SENIOR SUPERVISOR	RP-15
ADMINISTRATION	RP-15
EXPEDITIONARY MINISTRY SUPPORT	RP-17
FINANCE AND ACCOUNTING	RP-17
LIBRARY SERVICES AND OPERATIONS	RP-17
MINISTRY SUPPORT AND ACCOMMODATION	RP-17
PASTORAL CARE SUPPORT	RP-18
RELIGIOUS ADVISEMENT	RP-18

NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

RELIGIOUS PROGRAM SPECIALIST (RP)



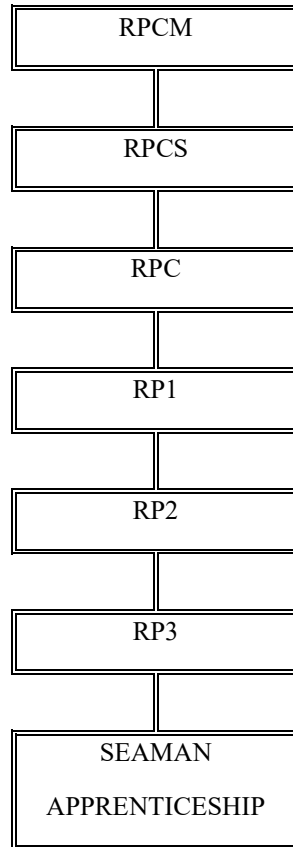
SCOPE OF RATING

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

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

GENERAL INFORMATION

CAREER PATTERN



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

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

SAFETY

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

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

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

DoD Relationship

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

O*NET Relationship

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

Skills

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

Abilities

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

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

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

ADMINISTRATION (CONT'D)

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

EXPEDITIONARY MINISTRY SUPPORT

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

EXPEDITIONARY MINISTRY SUPPORT (CONT'D)

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

LIBRARY SERVICES AND OPERATIONS

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

LIBRARY SERVICES AND OPERATIONS (CONT'D)

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

MINISTRY SUPPORT AND ACCOMMODATION

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

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

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

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

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

PASTORAL CARE SUPPORT

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

RELIGIOUS ADVISEMENT

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

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

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

RELIGIOUS PROGRAM SUPERV

Short Title (14 Characters)

RP SUP

Pay Plan

Enlisted

Career Field

RP

Other Relationships and Rules

NEC AXXX series and other NECs as assigned.

Job Description

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

DoD Relationship**Group Title**

Chaplain's Assistants

DoD Code

156100

O*NET Relationship**Occupation Title**

First-Line Supervisors of Office and Administrative Support Workers

SOC Code

43-1011.00

Job Family

Office and Administrative Support

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

E4

Task Type

CORE

Task Statements

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

E4

CORE

Conduct Command Religious Program (CRP) alcohol inventories

E5

CORE

Determine Command Religious Program (CRP) publicity requirements

E6

CORE

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

E5

CORE

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

E5

CORE

Manage Command Religious Program (CRP) meetings and conferences coordination

E6

CORE

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

E6

CORE

Prepare Command Religious Program (CRP) reports using analytics

E6

CORE

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

E6

CORE

Prepare Religious Ministry (RM) business plans

E6

CORE

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

E5

CORE

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

E5

CORE

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

ADMINISTRATION (CONT'D)

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

EXPEDITIONARY MINISTRY SUPPORT

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

FINANCE AND ACCOUNTING

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

LIBRARY SERVICES AND OPERATIONS

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

MINISTRY SUPPORT AND ACCOMMODATION

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

PASTORAL CARE SUPPORT

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

RELIGIOUS ADVISEMENT

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

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

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

RELIGIOUS PROGRAM SEN SUPERV

Short Title (14 Characters)

RP SEN SUP

Pay Plan

Enlisted

Career Field

RP

Other Relationships and Rules

NEC AXXX series and other NECs as assigned.

Job Description

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

DoD Relationship**Group Title**

Chaplain's Assistants

DoD Code

15600

O*NET Relationship**Occupation Title**Executive Secretaries and Executive
Administrative Assistants**SOC Code**

43-6011.00

Job Family

Office and Administrative Support

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

E6

CORE

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

E7

CORE

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

E7

CORE

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

E7

CORE

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

E7

CORE

Audit internal Command Religious Program (CRP) alcohol inventories

E7

CORE

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

E6

NON-CORE

Determine Religious Ministry (RM) information technology requirements

E7

CORE

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

E6

CORE

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

E6

NON-CORE

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

E7

CORE

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

E7

CORE

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

E7

CORE

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

ADMINISTRATION (CONT'D)

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

ADMINISTRATION (CONT'D)

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

EXPEDITIONARY MINISTRY SUPPORT

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

FINANCE AND ACCOUNTING

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

LIBRARY SERVICES AND OPERATIONS

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

MINISTRY SUPPORT AND ACCOMMODATION

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

MINISTRY SUPPORT AND ACCOMMODATION (CONT'D)

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

PASTORAL CARE SUPPORT

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

RELIGIOUS ADVISEMENT

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

RELIGIOUS ADVISEMENT (CONT'D)

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