



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 7010.1B
N7

AUG 10 1990

NTC GREAT LAKES (COMPLEX) INSTRUCTION 7010.1B

From: Commander, Naval Training Center, Great Lakes

Subj: PROCEDURES TO MANAGE, COLLECT AND EXPEND RELIGIOUS
OFFERINGS

Ref: (a) SECNAVINST 7010.6
(b) OPNAVINST 1730.1C
(c) SECNAVINST 1730.7A

1. Purpose. To implement reference (a) at Naval Training Center, Great Lakes.
2. Cancellation. NTCGLAKESINST 7010.1A.
3. Policy. Commander, Naval Training Center (CNTC), Great Lakes authorizes a Religious Offering Fund (ROF) using references (a) through (c) to accommodate faith groups who wish to receive voluntary contributions for benevolent purposes integral to worship and religious life.
4. ROF Administrator. The Assistant Chief of Staff for Religious Programs and Support Services shall be the ROF Administrator. He shall be appointed in writing by CNTC. The Administrator, and in his/her absence the next senior chaplain, is responsible to CNTC to manage the ROF using reference (a). The Administrator may approve ROF disbursements up to \$1,000.00. Any request for disbursement greater than \$1,000.00 must be approved by CNTC.
5. Custodian. The ROF Custodian and Alternate Custodian shall be appointed in writing by CNTC. The Custodian, and in his/her absence the Alternate Custodian, is responsible to the ROF Administrator for the efficient and effective operation of the ROF in accordance with reference (a). The Custodian and Alternate Custodian shall be Religious Program Specialists.
6. ROF Audit Board. A ROF Audit Board shall be appointed in writing by CNTC. The ROF Audit Board is responsible for ensuring accurate bookkeeping and proper procedures by the ROF Administrator and Custodian. Audits shall be performed as required by reference (a).
7. Designated Faith Group Representative. The ROF Administrator shall appoint, in writing, a Designated Faith Group

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Representative for each sub-account, using reference (a). The Designated Faith Group Representative, and in his/her absence, the next senior chaplain of that faith group, is the primary advisor to the administrator for that faith group's sub-account.

8. Forms. The forms listed in Appendix B to reference (a) are authorized for local reproduction and use at NTC Great Lakes.



C. B. MARTIN
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I and II