



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 7010.2G
N08M

NOV 02 2010

NAVBASE SAN DIEGO INSTRUCTION 7010.2G

Subj: NAVAL BASE SAN DIEGO (NBSD) RELIGIOUS OFFERING FUND (ROF)

Ref: (a) SECNAVINST 7010.6A

1. Purpose. To promulgate the revised policies and procedures of the ROF for NBSD per reference (a).
2. Cancellation. NAVSTASDIEGOINST 7010.2F.
3. Background. Faith groups provide the opportunity for voluntary contributions as an expression of worship and religious life. The Department of the Navy authorizes the ROF to facilitate collections and disbursements of offerings. The ROF will be used only for projects of religious benevolence beyond the limits of the Command Religious Program (CRP). The ROF is not an alternative to appropriated fund support for the CRP.
4. Policy. The CRP is a command function and is fully supported by appropriated funds. The ROF is a Non-Appropriated Fund (NAF) established by and administered under the authority of the Commanding Officer (CO). Reference (a) provides information and guidance on the establishment and management of NAF. These funds will be used for projects of religious benevolence; which include, but are not limited to: charitable contributions to religious missions, relief projects, CRP sponsored community service projects and fellowship.
5. Action
 - a. The CO will appoint, in writing, the Command Chaplain as Administrator of the ROF and the primary and alternate custodian. The Administrator will appoint sub-account faith group representatives.
 - b. There is a single ROF with two sub-accounts established for the current faith groups, Protestant and Roman Catholic. If additional faith groups are added, they will be designated in writing, as sub-accounts by the CO.

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c. Offerings designated for a specific purpose and which exceed the fund administrator's authority must have written approval from the CO prior to publicizing the offering and receiving funds.

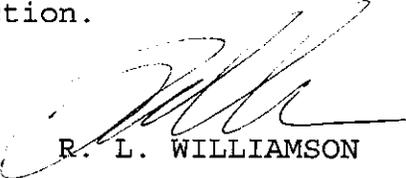
d. Disbursements in excess of \$1,500.00 must have prior approval from the CO.

e. The Fair Share method, described in reference (a), will be used for equitable distribution of income and expenses that are not attributed to a single faith group.

f. Audits will be performed quarterly and upon appointment of a new ROF administrator, appointment of new custodian, change in banking facilities, unique situations and when requested by the CO. Audits will be performed by the ROF auditors, who hold the paygrade of E7 and above, or a position approved by the Commanding Officer. The NBSD Inspector General (IG) may conduct audits without notice.

g. The detailed procedures provided in reference (a) will be followed exactly by NBSD ROF personnel. Anything not addressed in reference (a) will be approved/disapproved by the CO.

6. Responsibility. The Command Chaplain, Administrator of the ROF, is assigned the responsibility for implementing the policies and procedures in this instruction.



R. L. WILLIAMSON

Distribution:

Electronic only, via CNIC web-site

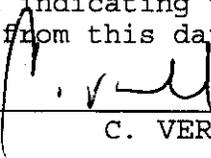
<https://cnicgateway.cnic.navy.mil/sites/SWNBSD/N00/>

REVIEW OF ALL INSTRUCTIONS	DATE: 2 NOV 10
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From: Administrative Office
To: Chaplain

Encl: 7010.52F RELIGIOUS OFFERING FUND

1. Enclosure (1) is due for review and/or update and is forwarded. If this instruction is no longer under your cognizance, request you send it back to Admin indicating the responsible department. Instruction due back 14 business days from this date: (24 NOV 10)


C. VERDELL

From: Chaplain To: Administrative Office	DATE: 2 NOV 10
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1. Enclosure (1) has been reviewed and returned with the following action noted:

- No change required.
- Revision required, changes are attached.
- Instruction has served its purpose and may be cancelled.
Give justification for canx i.e. superseded by higher echelon, or obsolete due to events, change in ownership, etc

WR Freiberg WR Freiberg
Instruction Reviewed by (spell out name & sign)

Remarks: Superseded by higher echelon.



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COMMANDING OFFICER
NAVAL BASE SAN DIEGO
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SAN DIEGO, CA 92136-5084

NAVBASESANDIEGOINST 7010.2F
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8 Nov 06

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D. R. SMITH

Distribution:

www.navbasesc.navy.mil/index.htm