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Description automatically generated**Garrison Commander** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Overall responsible planning, execution, and supervision of all garrison activities. The Garrison Commander allocates resources to the garrison directorates based on input and analysis from the directors. This includes allocating resources to the religious support program.

**Meet the Team**

**Army Installation Name**

**Senior Command Chaplain** *(if applicable)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Synchronizes the activities of all Chaplain sections and Unit Ministry Teams (UMTs) across the installation in support of the Senior Commander’s religious support plan. The Senior Command Chaplain provides the Garrison Chaplain with advice and mentorship about running the garrison, including the religious education program.

**Garrison Chaplain** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Serves as the Director of the Religious Support Office (RSO) *(adjust to your local setup)*. Plans, executes, and supervises the Garrison Commander’s installation religious support plan. The Garrison Chaplain plans, prepares, resources, executes, and assesses the religious support plan, including religious education.

**RSO NCOIC** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Supervises, maintains, and operates RSO facilities and equipment; trains and develops the RSO NCOs and Soldiers. The NCOIC synchronizes the use and security of the religious support facilities and allocates Soldier support to those activities as needed.

**PWOC Chaplain Sponsor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Advises, supports, and supervises the execution of the PWOC program in partnership with the PWOC board. The PWOC Chaplain Sponsor champions resourcing for this vital ministry and helps the President and the board operate within the Commander’s intent. The Chaplain Sponsor is the first and proper point of contact (POC) for the President and the board to address nearly all issues or concerns.

**56M in direct support of PWOC** (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*NOTE: Design the 56M template like the ones above as it applies to your RSO context since there may or may not be a 56M in direct support at your installation. If there is not a 56M in direct support, introduce the facility manager/NCOIC who provides general supporting in the building where PWOC takes place.*

**Chaplaincy Resources Manager** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Implements administrative procedures for resourcing, programming, and financial accountability for religious support activities. The Resources Manager works with the PWOC Chaplain Sponsor to ensure that the PWOC team has the resources necessary to successfully execute its ministry.

**Chapel Tithes and Offering Fund Manager**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Supervises the execution of the Chapel Tithes and Offerings Fund (CTOF). The Fund Manager receives and routes PWOC purchase order requests (PORs) and contracts as approved by the PWOC Chaplain Sponsor and the Garrison Chaplain.

**Director(s) of Religious Education (DRE)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Provides guidance and direction for religious education program design, curriculum and resource selection, teacher training, management of volunteers, and administration of the religious education program for all religious groups. The DRE assists the PWOC Chaplain Sponsor and the PWOC board in securing educational resources needed for the ministry.

**RSO front office personnel** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Government Purchase Card Holder**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Serves as the designated cardholder for CTOF purchases. SGT XXXXX is assigned to *insert unit* and is responsible to his/her command for day-to-day activities. The Fund Manager may also need to assign an alternate cardholder at the last minute. Therefore, the PWOC Chaplain Sponsor should be the primary POC for purchases unless the cardholder is actively making an approved, pre-arranged purchase with the PWOC point of contact for the purchase.