



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
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MEUO 1730.1A
CHAP
28 Jul 12

MARINE EXPEDITIONARY UNIT ORDER 1730.1A

From: Commanding Officer
To: Distribution List

Subj: COMMAND RELIGIOUS PROGRAM (CRP)

Ref: (a) SECNAVINST 1730.7D
(b) SECNAVINST 1730.10
(c) MARCORMAN, Par. 2816
(d) MCO 1730.6E
(e) MCWP 6-12
(f) MCRP 6-12A
(g) MCRP 6-12B
(h) BUPERINST 1610.10
(i) MCO 7010.17A
(j) OPNAVINST 1414.4C
(k) OPNAVINST 1414.6
(l) MCO P4400.150E
(m) MCO P3500.44A
(n) IMEFO P1730.1E

Encl: (1) Command Religious Program Procedural Manual

1. Situation. To provide policy and procedural guidance for the establishment of the Command Religious Program (CRP) within the 15th Marine Expeditionary Unit (MEU), per the references.

2. Cancellation. MEUO 1730.1.

3. Mission. This Order establishes the CRP for the 15th MEU in order to provide standard operating procedures that are specific to the conduct of religious ministries within the 15th MEU.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Religious, spiritual, ethical, moral issues impact the command and its operations, family readiness, troop morale, and troop well-being. The purpose of this program is to ensure standardization within religious ministries across the MEU to ensure individual, family, and unit readiness. The desired endstate is that personnel within the MEU are afforded appropriate religious

ministry according to their faith or belief system and they are morally and spiritually prepared to accomplish the unit mission.

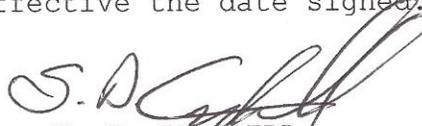
(2) Concept of Operations. Religious ministry in the 15th MEU will be conducted per the references and enclosure (1) of this Order. Reference (a) promulgates policy and assigns responsibility for religious ministries within the Department of the Navy. Reference (b) provides policy on the role of chaplains as advisors to commands and their derivative tasks. Reference (c) and (d) sets forth policies and procedures for religious ministry in the U.S. Marine Corps. Reference (e) sets forth doctrine, procedures, and policies concerning the commander's religious ministries program in the Fleet Marine Force (FMF). References (f) and (g) are handbooks for religious ministry teams and lay leaders in the FMF. Reference (h) sets forth policy for the preparation and submission of fitness reports and evaluations for Navy personnel. References (e) and (i) promulgate policy on Religious Offering Funds (ROF). References (j) and (k) promulgate policy on the Navy Enlisted Fleet Marine Force Warfare Specialist Qualification (EFMFWS) and the Fleet Marine Force Qualified Officer Program (FMFQO). Reference (l) is the Consumer Level Supply Policy Manual. Reference (m) is the Marine Corps Order on Religious Ministry Team Training and Readiness. Reference (n) is the I Marine Expeditionary Force (MEF) SOP on religious ministries. This Order addresses procedural items that are specific to the conduct of religious ministries within the 15th MEU as required by reference (e).

5. Administration and Logistics. This revision contains significant changes and should be read in its entirety. Recommended changes to this Order can be addressed via the appropriate chain of command to the 15th MEU Chaplain.

6. Command and Signal

a. Command. This Order is applicable to all personnel, permanently assigned or temporarily attached to the 15th MEU.

b. Signal. This Order is effective the date signed.


S. D. CAMPBELL

DISTRIBUTION: A

Command Religious Program Procedural Manual

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Chapter 1

Mission and Responsibilities

1. General. Per references (a) and (d), the Commanding Officer (CO), 15th MEU establishes and sustains the Command Religious Program (CRP) within the MEU. Per reference (a) the 15th MEU Chaplain serves on the Commanding Officer's special staff to develop and implement the CRP, and to provide professional advice and counsel on religious, spiritual, moral and ethical issues.

2. Mission. The mission for religious ministries in the 15th MEU is to develop and implement the 15th MEU religious ministries program, to provide technical supervision and support for Major Subordinate Element (MSE) religious ministries, and to provide the commanding officer and MEU staff advisory on religious, spiritual, ethical, and moral issues impacting the command and its operations, family readiness, troop morale, and troop well-being.

3. Policy. The free exercise of religion is a fundamental principle of our nation. The Department of Defense, the Department of the Navy, and the United States Marine Corps place a high value on the rights of service members to practice their respective religions. In keeping with this principle, the religious ministries policy of the 15th MEU shall be to focus attention and planning efforts on the religious needs of its people and to provide, facilitate or ensure access to services and programs to meet those needs.

4. Command Responsibility. To carry out this policy, commanders are responsible to implement and maintain a CRP as required by references (a) and (d).

5. Chaplain Responsibility. As indicated in references (a), (b), and (d), the 15th MEU chaplain is a special staff officer who serves under the cognizance of the executive officer with direct access to the commanding officer. The chaplain develops and implements the CRP, and advises the commander on religious, spiritual, moral, and ethical issues impacting the command. As the MEU supervising chaplain, his or her responsibilities include advising, supervising, planning, training, and resourcing major subordinate element (MSE) Religious Ministry Teams (RMTs). References (b), (d), (e) and (f) detail specific duties and responsibilities. The 15th MEU chaplain also has professional and ministerial responsibilities to appropriate supervisory chaplains and his/her Religious Organization (RO).

6. Enlisted Support Personnel. Religious Program Specialists (RPs) are assigned to provide the command dedicated enlisted religious ministry support as members of RMTs. When an RP is not available for assignment to a unit, the commander will assign a qualified Marine to serve as the Chaplain Assistant (CA).

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7. Religious Ministry Team (RMT). The RMT consists of at least one chaplain and one RP. They provide religious ministry with the chaplain conducting direct religious ministries, and the RP providing logistical, administrative, security and referral support for that ministry. Appropriate religious ministry support with assigned RMTs will be provided to all operations and exercises.

8. Lay Leaders. Qualified Lay Leaders, who are trained, will assist or provide leadership in the CRP and will function under the supervision of the unit chaplain. In the absence of a unit chaplain, supervision will be provided by the next higher echelon chaplain or designate. Reference (g) provides guidance for lay leader appointment, duties, and limitations, and sets forth command responsibilities and standards for religious lay leaders in the Marine Corps. Upon completion of Lay Leader training arranged by the unit chaplain, lay leaders are appointed in writing by the commanding officer for a specific period of time, normally for the duration of an operation, deployment, or training exercise.

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Chapter 2

Organization and Assignment

1. 15th MEU Chaplain. The 15th MEU Command Element Chaplain is the commander's principal staff officer for Religious Support and Religious Advise ment. The chaplain is administratively placed under the Executive Officer, but responsible to the CO for the CRP. Direct access to the CO is retained to provide counsel on religious, spiritual, moral, ethical and morale issues and concerns. Chaplains assigned as Command Chaplains to the MSEs will occupy a similar position within the structure of their commands. Although the 15th MEU Chaplain is not within the subordinate element's military chain of command, he/she is the senior supervisory chaplain for chaplains and enlisted support personnel within the Chaplain Corps' functional chain. The mission of the 15th MEU Chaplain is to exercise special staff cognizance over religious and moral matters within the 15th MEU. In addition to those duties described in references (a), (b), (d), (e) (f), and (g) the following specific duties apply:

- a. Initiate, implement and coordinate religious ministry objectives within the 15th MEU Area of Operations (AOR).
- b. Provide supervision to those chaplains and RPs assigned within the 15th MEU to ensure adequate religious ministries are provided.
- c. Oversee the religious ministries of the 15th MEU to ensure the provision of appropriate coverage among various faith groups, drawing upon available chaplains and lay leaders.
- d. Participate in the 15th MEU staff action, with particular emphasis on provision of troop religious support needs, religious and cultural influences in the AOR, family readiness, and general troop well being. Within staff processes, to develop and publish Religious Ministry Support Plans, as outlined in reference (e), for inclusion in operation/exercise plans.
- e. Serve as the primary liaison to the I MEF Chaplain in matters relating to religious ministries, and chaplains and RPs assigned to the 15th MEU as outlined in reference (n).

2. Religious Program Specialist. In addition to those tasks directed by the chaplain, the RP coordinates with MSE RPs on all matters regarding RP training and employment. The RP advises the chaplain concerning the adequacy and appropriateness of the enlisted religious ministry support provided for all religious ministries throughout the 15th MEU, both in garrison and for operations and exercises. In addition, the RP will:

- a. Monitor MSE RP training programs and efforts to accomplish RP Individual Training Standards (ITS).

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b. Monitor the redistribution of serviceable religious equipment within the 15th MEU.

3. RMT Personnel Assignments. The Table of Organization (TO) assigns one chaplain and one RP to the 15th MEU. When MSEs Change Operational Control (CHOP), the Battalion Landing Team (BLT) will provide one chaplain and one RP and also either the Combat Logistics Battalion (CLB) or the Aviation Combat Element (ACE) will provide one chaplain and one RP. The intent is to ensure RMT support across all three ships of the Amphibious Readiness Group (ARG).

4. Coordinating Instructions

a. RMTs are assigned and may be re-assigned to meet denominational requirements.

b. Every effort should be made to ensure proper faith group representation and religious coverage. The MEU Chaplain will ensure an adequate number of lay leaders are trained to provide faith group representation for all faiths.

c. The MEU chaplain may rotate to various ships/units when it does not conflict with primary ministry to MEU personnel and in concurrence with the commander. The MEU Chaplain will operationally report to the MEU Commander and keep the I MEF Chaplain and/or Senior AOR Command Chaplain informed via periodic ministry reports.

d. The CRP will be evaluated as a part of the MEU certification process.

e. The 15th MEU Chaplain will comply with directives as outlined in references (e) and (f).

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Chapter 3

Administration and Coordination

1. Ministry SOP. 15th MEU Chaplain will implement and maintain SOP for the CRP. The SOP will address procedures for implementing ministry functions in a field, combat/operational and garrison environment.
2. Ministry Planning And Coordination. 15th MEU Chaplain will participate with the I MEF Chaplain in planning and coordinating conferences regarding operational ministry programs and logistics. During operations and exercises, periodic ministry reports and Situational Reports (SITREPS) are due to the I MEF Chaplain per the applicable Operations Order (OPORDER) and/or Exercise Plan (EXPLAN).
3. After Action Reports. After Action Reports (AARs) are valuable tools, retaining and passing to others valuable operational ministry experience. AARs provide summaries of problems and challenges, and provide recommended actions to address them. Within the time-line directed by the MEU Operations Officer, but no later than 30 days of completing a deployment, operation or exercise, MSE chaplains will submit AARs to their respective commanding officers and submit a copy to the MEU Chaplain who will forward appropriate reports to the I MEF Chaplain. The format contained in Appendix B is recommended. RMTs should also submit substantial lessons learned from their ministry employment to the Marine Corps Center for Lessons Learned (MCCLL).

Enclosure (1)

Chapter 4

Logistical Support

1. General. Per references (a), (c), (d), and (e), commanders and commanding officers are directly responsible for the logistical support of the CRP.

2. Appropriated Funds. Per references (a), (d), and (e) commands shall provide appropriated funds for the support of religious ministries within the command. Command-appropriated fund support of religious ministries includes, but is not limited to:

a. Providing consumable supplies such as religious vestments and paraments, liturgical accoutrements, sacramental wine and breads, oil, candles, grape juice, Seder supplies, rosaries, religious medals, religious literature including materials and supplies for religious education programs, printing, transportation and military band support. Services such as cleaning of ecclesiastical robes, vestments, altar cloths, and the like, shall also be provided.

b. Providing non-consumable items such as equipment, furnishings and facilities essential to religious ministries.

c. Funding and training of chaplains in short-term courses or workshops (e.g., leadership courses, the Chief of Chaplains' annual Professional Development Training Courses (PDTTC), denominational/endorser conferences, etc..) to fulfill military and professional requirements.

d. Funding the training of RPs in short-term courses including naval leadership courses, RP professional courses, and other courses to fulfill military and technical requirements.

3. Supply Support

a. As required by reference (e), all 15th MEU RMTs will maintain a Standard Marine Air Ground Task Force (MAGTF) Chaplain Combat Supply Chest. Appendix B contains a list of standard items. It is understood that each MEU and MSE may have additional specific needs that will be reflected in their mount out inventories. The contents will be individually weatherproofed and stored in embark boxes.

b. The Supply Management Unit (SMU) will purchase, hold in storage, provide customer service, and reorder supply stock to sustain the MEU throughout deployment. The 1st Marine Logistics Group (MLG) command chaplain will provide liaison with the SMU in providing needed guidance.

4. Chaplain's Kit. The Chaplain's Combat Kit is fielded to various units in the MEF based upon authorized billets. Replacement items will be requisitioned through the unit Supply Officer.

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5. Field Equipment. 15th MEU and MSE chaplains will establish requirements for field equipment that best reflect the needs of their religious programs. Equipment used in the field, such as music players, video equipment, etc... which do not have assigned table of allowable material control numbers should be carried on command property accounts.

6. Data Equipment. All commanders with chaplains assigned will provide chaplains/RPs with necessary computers, printers, phones, scanners, faxes, equipment and support. All hardware will be carried on CMRs.

7. Property Accountability

a. Reference (l) states that unit commanders with consumer-level supply accounts will designate Responsible Officers (ROs) in writing. The RO should be an individual having administrative command and/or control over all personnel who will use assigned equipment. The MEU Chaplain, or their designated representative, will be assigned as RO for all accountable equipment (T/E and garrison property) under the cognizance of their Chaplain's Office. ROs will ensure that proper supply management principles and procedures are applied to the administration of their accounts, and will interface exclusively with the unit supply officer in all matters pertaining to the acquisition or disposition of T/E or garrison property.

b. Excess equipment or supplies will be turned in to the unit Supply Officer. Prior to turn-in, serviceable religious equipment will be made available to other commands for possible redistribution. Proper transfer of equipment will be coordinated with the unit Supply Officers.

8. Transportation. Transportation significantly impacts the ability of RMTs to accomplish their duties and responsibilities in meeting the religious, spiritual, ethical and moral needs of unit personnel. As stated in references (e) and (m), the provision of reliable transportation is essential to the fulfillment of religious ministries, especially during operations and exercises. Whenever possible, a vehicle will be dedicated for CRP requirements. RPs (and CAs when assigned) will complete licensing requirements to drive tactical vehicles as well as government vehicles within 60 days of reporting aboard and will maintain their certification.

9. Religious Offering Fund (ROF)

a. Garrison. References (a) and (i) promulgate the policies and procedures concerning offerings taken at camps where FMF chaplains participate in chapel services or functions. Under the guidance of reference (i), ROFs will not be established by I MEF commands while in garrison as tenants of Marine Corps bases or stations.

b. Operations, Exercises and Deployments. In exceptional circumstances during extended operations, training exercises or deployments

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of 90 days or more, commanding officers may establish ROFs per the policies and procedures of references (a) and (i). However, such funds are temporary and will be disestablished at the conclusion of the evolution.

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Chapter 5

Training

1. Training Concept. In accordance with reference (m), the commanding officer shall ensure that all RMT training is conducted in accordance with a Training and Readiness collective standard. All training events shall directly support the RMT Mission Essential Task List (METL) and indirectly support the unit METL.

2. Classes of Combat Operations and the Chaplain's Role

a. Combat operations conducted by the 15th MEU include a variety of missions. Chaplains must be capable of supporting training operations during peacetime, contingency, and wartime operations. This requirement significantly impacts organization, material and training for chaplains in the 15th MEU.

b. Although not considered an ordinary role, chaplains can be called on to support special operations missions in a limited manner conducive to their role as chaplain, and cognizant of the requirements for noncombatants as described in the 1949 Geneva Conventions.

c. The 15th MEU is tasked to execute a variety of missions involving all assets of the MEU coordinated under one commander. Missions are planned using either deliberate or rapid planning processes. This environment demands flexibility, resourcefulness, speed, precision and reasoned audacity from every member, which significantly impacts the chaplain's role and readiness requirements.

d. Deliberate preparation involves meticulous planning, evaluation, rehearsal and coordination prior to execution. The chaplain must attend, in an advisory capacity as a special staff officer, all planning sessions, and prudently intervene when appropriate.

e. Crisis response planning relies on the level of training and readiness of the MEU to plan and execute a mission within a six hour window. Operations planned in this manner demand the utmost in individual and collective proficiency from the MEU. They are conducted when there is little time for lengthy deliberate planning or rehearsals, and rely on standardized operating procedures developed by the MEU and its elements. A chaplain's effectiveness and usefulness in these operations are contingent upon his/her physical stamina, skill enhancement through prior training, and availability to the unit.

3. MEU Operations Fundamentals and the Chaplain's Role. MEU operations require:

a. Detailed Planning and Coordination. This is accomplished through pre-mission briefings and rehearsals for all personnel. The goal is

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mission execution within six hours following receipt of a Warning Order (WO). It is mandatory for the chaplain to be prepared to deploy to the field in support of assigned missions on short notice.

b. Survivability. As a special staff officer, the chaplain is not easily replaced, and the impact upon morale can be significant if he/she is lost in combat. Nevertheless, chaplains are required by their very nature to be at risk and to be where the Marines need them the most.

c. Mobility and Speed. This demands a high degree of personal readiness and physical stamina to ensure the chaplain and his/her assistant are assets vice liabilities.

d. Audacity. Chaplains serving Marine Corps units traditionally have been renowned for their forward and selfless support during combat operations.

4. Training Standards

a. Physical. Because of the nature of MEU operations, chaplains and RPs must meet physical standards required for Sailors assigned to the 15th MEU. The semi-annual Navy Physical Readiness Test (PRT) will be administered by the unit or through the I MEF Headquarters Group (MHG).

b. Spiritual Formation and Professional Development. Adaptation to the MEU environment will demand the RMT participate actively in all feasible mission scenarios. This training will be held within the discipline of MEU combat operations principles, and the RMT mission will be adapted according to the needs of the MEU. Chaplains will attend the annual PDTC as part of their ongoing professional development, and RO general conference or retreat.

c. Religious Program Specialist Training. The RP's primary duty during combat operations is to secure transportation and to provide security for the chaplain. All RPs must secure and maintain licensing for High Mobility Multipurpose Wheeled Vehicles (HMMWVs) and weapons qualifications as appropriate to their grade. T/O weapon for E5 and below is the M-16 service/M-4 tactical rifle and E6 and above will carry a M9 service pistol and/or M-16 service/M-4 tactical rifle. RPs will attend Block I and II Training.

Appendix A

After Action Report (Sample Format)

5214
CHAP
<Date>

MEMORANDUM

From: Unit Chaplain
To: Commanding Officer, 15th Marine Expeditionary Unit
Via: Supervisory Chaplain

Subj: AFTER ACTION REPORT FOR (EXERCISE OR OPERATION)

Ref: (a) OORDER, EXPLAN or I MEFO P1730.1E

Encl: (1) Supporting Documents
(2) Supporting Documents
(3) Supporting Documents

1. Background
2. Narrative Summary
3. Lessons Learned
4. Recommendations
5. Summary

SIGNATURE

Copy to:
Chaplain, 15th MEU
Chaplain, I MEF
MSC Supervisory Chaplain

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APPENDIX B

MAGTF RMT Standard 30-Day Combat Supply Chest**30-DAY CHAPLAIN SUPPLY**

<u>ITEM</u>	<u>STOCK NUMBER</u>	<u>U/I</u>	<u>REQD MIN AMT</u>	<u>AUTH AMT</u>
Grape Juice (powder)	9925-01-354-3019	PG	3	6
Altar Bread (sm)	9925-01-459-7998	CO	3	6
Altar Bread (lg)	9925-01-460-1088	CO	1	3
Cups, Communion (disp)	9999-04-194-C385	EA	8	16
Wine, Sacramental	9925-00-266-7919	DZ	3BTL	6BTL
Wine, kosher	9925-00-268-7626	DZ	0	3BTL
Jewish Scriptures (pocket)	9925-01-367-4253	EA	5	10
Jewish Prayer Book (pocket)	9925-01-367-4252	EA	5	10
Jewish Prayer Book (H/HD)	PENDING	EA	5	10
Tallit (Prayer Shawl)	9925-00-522-2100	EA	1	10
Yarmulke	9925-00-522-2141	EA	5	10
Star of David on Chain	9925-01-465-9332	EA	5	25
Candles, Jewish Sabbath	PENDING	BX	1	12
Candles, votive	9925-01-353-8789	EA	6	12
Bible, New Am Std RC (4x6)	9925-01-353-8786	EA	5	50
Bible, King James (4x6)	9925-01-353-8784	EA	5	50
New Testament NIV (3.5x5)	9925-01-353-8782	EA	50	100
Bible, NIV (4x6)	9925-01-353-8785	EA	50	50
Bible, NRS (5.25x7.75)	7610-04-194-C384	EA	5	50
Book of Mormon (pocket)	9925-01-353-8790	EA	5	10
The Holy Qur'an (pocket)	9925-01-353-8791	EA	3	50
Catholic Sunday Missal	9925-01-354-7648	EA	1	2
Catholic Missal (ADV-PENT)	9925-01-S00-J750	EA	1	2
Catholic Missal (PENT-ADV)	9925-01-S00-J751	EA	1	2
Rosaries	9925-01-460-0936	EA	100	100
Cruciforms/medals	9925-01-353-8787	EA	100	100
Cross, Celtic	9925-01-353-8788	EA	100	100
Cross, Plain	9999-04-194-C386	EA	100	200
Hymnal, Armed Forces	0506-LP-191-0000	EA	1	10
Field Dev. Guide Book	9925-01-S00-N374	EA	200	300
<u>RECOMMENDED ITEMS</u>				
Hymn Player	7710-01-S00-2234	EA		1
Microphone, port-a-talk, Carrier	5810-01-500-H597	EA		1

30-DAY X 2 = 60-DAY MINIMUM PER CHAPLAIN REQUIRED IN SASSY
MANAGEMENT UNIT (SMU) FOR 50 CHAPLAINS

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MSC ADDITIONAL ITEMS

<u>ITEM</u>	<u>STOCK NUMBER</u>	<u>U/I</u>	<u>RQD AMT</u>
Grape Juice (powder)	9925-01-354-3019	PG	3
Altar Bread (sm)	9925-01-459-7998	CO	1
Altar Bread (lg)	9925-01-460-1088	CO	1
Cups, Communion (disp)	9999-04-194-C385	EA	8 PKG
Wine, Sacramental	9925-00-266-7919	DZ	1
Wine, kosher	9925-00-268-7626	DZ	3
Yarmulke	9925-00-522-2141	EA	5
Menorah, Hanukkah	9925-00-273-4542	EA	1
Candles, Hanukkah	9925-01-S00-N922	EA	24
Bible, New American RC (4x6)	9925-01-353-8786	EA	5
Bible, King James (4x6)	9925-01-353-8784	EA	5
Bible, NIV (4x6)	9925-01-353-8785	EA	5
New Testament, NIV (3.5x5)	9925-01-S00-N730	EA	50
Rosaries	9925-01-353-9310	EA	100
Cruciforms/medals	9925-01-353-8787	EA	100
Hymnal, Armed Forces	0506-LP-191-0000	EA	1
Field Dev. Guide Book	9925-01-S00-N374	EA	200
Hymn Player	7710-01-S00-2234	EA	4
Microphone, port-a-talk	5810-01-500-H597	EA	4
Carrier, port-a-talk	5820-04-194-C389	EA	4

MSC TABLE OF EQUIPMENT

<u>ITEM</u>	<u>AMOUNT & U/I</u>
Field Desk	1 EA per Chaplain/RP/CA
Chairs	1 EA per Chaplain/RP/CA
HMMWV	1 EA
Field Kit (Jewish)	1 EA
Field Kit (Prot & RC)	1 EA
Anointing Kit (RC)	1 EA

Note: For sustainability of religious support materiel resources, the Defense Supply Center Philadelphia, Clothing and Textile Directorate, manages a variety of ecclesiastical items to support chaplains of each Service and all faiths. This system was developed in 1999 to ensure a seamless supply system for religious support in any area of operations and to conserve funding. This center of the Defense Logistics Agency (DLA) ships worldwide in a matter of days. Orders may be placed via the "Chaplains' Corner" website or through the local unit supply officer. The Modified Table of Organization and Equipment (MTOE) is the authorization document for ordering equipment. The "Chaplains' Corner" web address is <https://www.dla.mil/chaplain>.

Enclosure (1)