



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE, FMF
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I MEFO P1730.1E
REL

NOV 05 2009

I MARINE EXPEDITIONARY FORCE ORDER P1730.1E

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR RELIGIOUS
MINISTRIES WITHIN THE I MARINE EXPEDITIONARY FORCE
(I MEF)

Ref: (a) SECNAVINST 1730.7D
(b) SECNAVINST 1730.8B
(c) SECNAVINST 1730.9
(d) SECNAVINST 1730.10
(e) MARCORMAN, Sect. 2816/W CH3
(f) MCO 1730.6D
(g) MCWP 6-12
(h) MCRP 6-12A
(i) MCRP 6-12B
(j) BUPERSINST 1610.10B
(k) SECNAVINST 7010.6A
(l) MCO 7010.17A
(m) OPNAVINST 1414.6
(n) OPNAVINST 1414.4B
(o) MCO P4400.150
(p) MCO P3500.44A

Encl: (1) Locator Sheet

1. Situation. Revise the SOP for religious ministries within I MEF.

2. Cancellation. I MEFO P1730.1D

3. Mission. Reference (a) promulgates policy and assigns responsibility for religious ministries within the Department of the Navy. Reference (b) and (c) set forth policies and procedures for religious ministry Accommodations and Confidential Communications in the U.S. Navy. Reference (d) sets forth doctrine, procedures and policies concerning the Chaplains Advisement and Liaison. Reference (j) sets forth

policy for the preparation and submission of fitness reports and evaluations for Navy personnel. References (k) and (l) promulgate policy on Religious Offering Funds. This SOP addresses procedural items that are specific to the conduct of religious ministries within I MEF.

4. Execution. Religious ministry in I MEF will be conducted per the references and this SOP.

5. Administration and Logistics. This SOP contains procedures that are specific to the delivery of religious ministries within I MEF.

6. Command and Signal

a. Command. This Marine Corps Order is applicable to Navy Chaplains and Religious Program Specialists (RPs) serving with the United States Marines Corps.

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


G. M. RYAN
Chief of Staff

DISTRIBUTION: LIST I/II
Copy to: CMC (REL)
MARFORPAC (19)
All I MEF Religious Ministry Teams

SOP FOR RELIGIOUS MINISTRIES

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SOP FOR RELIGIOUS MINISTRIES

CHAPTER 1

MISSION AND RESPONSIBILITIES

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SOP FOR RELIGIOUS MINISTRIES

CHAPTER 1

MISSION AND RESPONSIBILITIES

1000. GENERAL. Per references (a) and (f), the Commanding General, I Marine Expeditionary Force (I MEF) establishes and sustains the Command Religious Program (CRP) within I MEF. The I MEF Chaplain/Assistant Chief of Staff (AC/S), Religious Ministries serves on the Commanding General's special staff to develop and implement the CRP, and to provide professional advice and counsel on religious, spiritual, moral and ethical issues.

1001. MISSION. The mission for religious ministries in I MEF is to develop and implement the I MEF religious ministry program, to provide technical supervision and support for Major Subordinate Command (MSC) religious ministries, and to provide Commanding General and I MEF staff advisory on religious and ethical issues impacting on the Force and its operations, family readiness, troop morale, and troop well being.

1002. POLICY. The free exercise of religion is a fundamental right 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 I MEF 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.

1003. COMMAND RESPONSIBILITY. To carry out this policy, commanders are responsible to implement and maintain a CRP as required by references (a) and (b).

1004. CHAPLAIN RESPONSIBILITY. As indicated in references (a) and (f), chaplains are special staff officers who serve under the cognizance of the chief of staff or the executive officer with direct access to the commanding officer. The chaplain develops and implements the CRP, and advises the commander on spiritual, moral, and ethical issues affecting the command.

References (g) and (h) detail specific duties and responsibilities.

1005. ENLISTED SUPPORT PERSONNEL. Religious Program Specialists (RPs) are assigned to provide commands dedicated enlisted religious ministry support as members of Religious Ministries Teams (RMTs) with chaplains. When an RP is not available for assignment to a unit, the commander may assign any qualified Marine to serve as the Chaplain Assistant (CA).

1006. RELIGIOUS MINISTRY TEAM (RMT). A unit 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. The I MEF Chaplain coordinates with the I MEF G-1 to ensure an adequate number of RMTs are assigned for operations and exercises. Commanders are guided in the employment of RMTs, and their duties, by references (a) through (i).

1007. LAY LEADERS. Command Lay Leaders must be appointed in writing by the unit commander to provide identified faith group requirements under the direct supervision of a chaplain. Appointment should be for a specific period of time, normally for the duration of an operation, deployment, or exercise. Leaders will be screened, trained, and appointed in accordance with reference (i).

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CHAPTER 2

ORGANIZATION AND ASSIGNMENT

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SOP FOR RELIGIOUS MINISTRIES

CHAPTER 2

ORGANIZATION AND ASSIGNMENTS

2000. ASSISTANT CHIEF OF STAFF, RELIGIOUS MINISTRIES. The I MEF Command Chaplain serves as the Commanding General's special staff officer for religious ministries, organizationally placed under the Chief of Staff, but having direct access to the Commanding General. The chaplain retains direct access to the Commanding General in order to provide advisory on religious, spiritual, moral, ethical and morale issues and concerns. Chaplains assigned as Command Chaplains to the Major Subordinate Commands (MSCs) and other MEF units will occupy a similar position within the structure of their commands. The mission of the I MEF Chaplain is to exercise primary staff cognizance over religious and moral matters within I MEF. In addition to those duties described in references (a), (e), (f) and (g), the following specific duties apply:

1. Initiate, implement and coordinate religious ministry objectives within the I MEF AOR.
2. Oversee the placement of chaplains and RPs assigned within I MEF to ensure adequate religious ministries are provided. This will include coordinating the assignment of RMT personnel to units participating in MEF- level operations and exercises.
3. Oversee the religious ministries of I MEF to ensure the provision of appropriate coverage among various faith groups, drawing upon available chaplains and lay leader assets.
4. Participate in I MEF staff action, with particular emphasis on provision of troop religious support needs, religious and cultural influences in areas of operations, family readiness, and general troop and well being. Within staff processes, to develop and publish Religious Ministry Support Plans, as outlined in reference (f), for inclusion in operation/exercise plans.
5. Develop, implement and review annually the Cooperative

Ministry Policy with the Command Chaplain, Marine Corps Installations West, and monitor compliance within I MEF.

6. Coordinate with MSC chaplains regarding MEF-wide RMT training.
7. Coordinate logistical preparations for MEF level operations and exercises.
8. Serve as the primary liaison to Marine Forces Pacific Chaplain in matters relating to religious ministry, and chaplains and RPs assigned to I MEF.
9. Coordinate and implement strategies with MSC Chaplains to facilitate the professional development of junior chaplains.
10. Coordinate with MSC, I MHG and MEU Chaplains to instruct and advise commanding officers on FITNESS report preparation and manpower assignment processes for Navy Chaplains assigned to I MEF.
11. Coordinate with MSC, I MHG and MEU Chaplains to determine requirements for Reserve RMT personnel support, initiate and monitor procedures with manning authorities to source Reserve requirements, and oversee the training and evaluation process for Reserve RMT personnel mobilized in support of operations, mobilized for Active Duty Special Work (ADSW) projects, and performing Annual Training (AT) in I MEF (Appendix A).
12. When directed by the Commanding General, deploy and serve as Operational MAGTF chaplain, I MEF.

2001. SENIOR ENLISTED ADVISOR. In addition to those tasks directed by the I MEF Chaplain, the I MEF RP Senior Enlisted Advisor (SEA) coordinates with MSC and MEF-direct reporting Senior RPs on all matters regarding RP assignment, training, and employment. The SEA advises the I MEF Chaplain concerning the adequacy and appropriateness of the enlisted religious ministry support provided for all religious ministries throughout I MEF, both in-garrison and for operations and exercises. The SEA provides general leadership and guidance to the overall I MEF RP

community. In addition, the SEA will:

1. Monitor Navy Manpower Authorization and Manning Plans in relationship to Marine Table of Organization (T/Os), and make recommendations as needed.
2. Verify manpower requirements for operations, deployments, and exercises, and submit augmentation, individual mobilization and ADSW requests through the I MEF G-1.
3. Consolidate and submit annual requests for reserve chaplain/RP support. Track incoming and outgoing Reserve RMT personnel.
4. Monitor and consolidate MSC, I MHG, MEU Chaplain Corps Semi-Annual Report submissions.
5. Monitor I MEF/Marine Corps Installations West cooperative ministry policy with regard to MEF RP garrison watch standing support and ensure compliance.
6. Act as Budget Officer for the I MEF Chaplain's Office and monitor the Responsible Officer for verifications of the CMR.
7. Implement necessary I MEF-wide RP training, and oversee and monitor MSC, I MHG and MEU RP training programs and efforts to accomplish RP Mission Essential Tasks.
8. Provide quality assurance for chaplain and RP fitness reports and performance evaluations, participate on Navy personnel ranking and recognition boards, and liaison with the Navy Personnel Command for policy clarifications.
9. Consolidate and submit reports, special award nominations and other ad hoc requests for information as required by the I MEF Chaplain.
10. Monitor the redistribution of serviceable religious equipment within I MEF.

2002. CHAIN OF COORDINATION. The I MEF Chaplain coordinates all matters pertaining to I MEF religious ministry policy, cross command ministry coverage, chaplains, and Religious Program

Specialists. The I MEF Chaplain's supervisory coordination responsibilities include the following:

1. I MEF Headquarters Group (I MHG). Includes RMT personnel assigned to I MEF Headquarters Group (I MHG), 9th Communications Battalion, 1st Radio Battalion, 1st ANGLICO, and other RMTs that might be assigned for operational and exercise coverage.
2. 11th, 13th and 15th Marine Expeditionary Units: Includes permanent RMT personnel assigned to 11th Marine Expeditionary Unit (11th MEU), 13th MEU and 15th MEU Command Elements, as well as subordinate RMTs assigned to MEUs after their units' chop.
3. Major Subordinate Commands (MSCs). Includes the senior chaplains and RMT personnel of 1st Marine Division (1st MARDIV), 3D Marine Aircraft Wing (3D MAW), and the 1st Marine Logistics Group (1st MLG).

2003. RMT PERSONNEL ASSIGNMENTS. Chaplains and RPs are assigned by Navy Personnel Command (NPC) to billets authorized to I MEF/I MHG, Major Subordinate Commands (MSCs), and 11th, 13th and 15th MEU. MSC supervisory chaplains, in consultation with their respective chiefs of staff, assign chaplains and enlisted support personnel within their units.

SOP FOR RELIGIOUS MINSITRIES

CHAPTER 3

ADMINISTRATION AND COORDINATION

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SOP FOR RELIGIOUS MINSITRIES

CHAPTER 3

ADMINISTRATION AND COORDINATION

3000. MINISTRY SOP. I MHG, MEU and MSC chaplains will implement and maintain SOPs for their respective CRPs. These SOPs address procedures for implementing ministry functions in a field, combat/operational and garrison environment.

3001. MINISTRY PLANNING AND COORDINATION. I MHG, MEU and MSC chaplains will participate with the I MEF Chaplain in planning and coordinating conferences regarding operational ministry program and logistics. During operations and exercises, periodic ministry SITREPS and reports are due to the I MEF Chaplain per the applicable Operations Order (OPORDER) and/or Exercise Plan (EXPLAN).

3002. REPORTS

1. Chaplain Corps Semi-Annual Report. All required reports will be submitted to I MEF Chaplain via each chaplain's chain of command.
2. After Action Reports. After Action Reports are valuable tools, retaining and passing to others valuable operational ministry experience. They provide summaries of problems and challenges faced, actions taken to address those challenges, and the results. Within 30 days of completing a deployment, operation or exercise, chaplains will submit after action reports to their respective commanding officer and with copy to their MSC, IMHG or MEU chaplain who will forward appropriate reports to the I MEF Chaplain. These reports may also be copies of a report required by another appropriate authority. The format contained in Appendix B is recommended. For those deployment, operations and exercises involving the participation of multiple chaplains, the assigned supervisory chaplain should submit a consolidated after action report. RMTs desiring to submit information to the Marine Corps Center for Lessons Learned (MCCLL) will consolidate their submission with others

via their MSC Chaplain. The I MEF and MSC chaplains will ensure that pertinent current operational ministry lessons learned are expeditiously posted on the MCCLL system.

3. Rosters. Each MSC will submit a quarterly roster of Religious ministry personnel to I MEF Chaplain using the form provided in Appendix A. Rosters are due on the 15h of October, January, April, and July.

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CHAPTER 4

LOGISTICAL SUPPORT

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SOP FOR RELIGIOUS MINISTRIES

CHAPTER 4

LOGISTICS SUPPORT

4000. GENERAL. Per references (a) through (i), commanders and commanding officers are directly responsible for the logistical support of the Command Religious Program (CRP).

4001. APPROPRIATED FUNDS. Per references (a), (e), (f) 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:

1. 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, also shall be provided.
2. Providing non-consumable items such as equipment, furnishings and facilities essential to religious ministries.
3. Funding and training of chaplains in short-term courses or workshops (e.g. leadership courses, the Chief of Chaplains' annual Professional Development Training Courses, and the like) to fulfill military and professional requirements.
4. 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.
5. Issue permissive temporary additional duty orders per SECNAVINST 4651.8 series.

4002. PREPOSITIONED WAR RESERVES (PWR)

1. As required by reference (d), all I MEF RMT's will maintain a Standard MAGTF Chaplain Combat Supply Chest. Appendix C contains a list of standard items. It is understood that individual MSC and MEF units 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.

2. The Intermediate Supply Support Activity (ISSA)/Supported Activities Supply System (SASSY) Management Unit (SMU) will purchase, hold in storage, provide customer service, and reorder religious supply stock to sustain a MAGTF throughout the deployment. The 1st Marine Logistics Group command chaplain will provide liaison with the ISSA/SMU in providing needed guidance.

4003. CHAPLAIN'S KIT. The several versions of the Chaplain's Combat Kit are fielded to various units in I MEF based upon authorized billets. MSC, I MHG MEU chaplains will ensure that the receiving units maintain strict accountability for Chaplain's Kits through the quarterly validation of the Consolidated Memorandum of Receipt (CMR). Replacement items will be requisitioned through the unit supply officer. Chaplains of Low Inventory/High Demand whose requirements for ministry are not met by current religious supplies will be permitted to procure supplies for their needs by open purchase.

4004. FIELD EQUIPMENT. I MHG, MEU and MSC 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, recorders, video equipment and the like, which do not have assigned table of allowable material numbers, should be carried on command property accounts.

4005. INFORMATION SYSTEMS EQUIPMENT. All commanders with chaplains assigned will provide Chaplains/RPs with necessary IT equipment and support. All hardware will be carried on an appropriate property account.

4006. PROPERTY ACCOUNTABILITY

1. Reference (1) 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. Unit or higher level chaplains, or their designated representatives, 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.

2. 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.

4007. 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 (l), 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. The I MEF chaplain normally will have a dedicated vehicle. RPs (and CAs when assigned) will complete licensing requirements to drive tactical vehicles as well as government vehicles within 60 days of reporting aboard.

4008. RELIGIOUS OFFERING FUND (ROF)

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

2. Operations, Exercises and Deployments. In exceptional circumstances during extended operations, training exercises or deployments of 90 days or more, commanding officers may establish ROFs per the policies and procedures of references (a), (k), and (l). However, such funds are temporary and will

be disestablished at the conclusion of the evolution.

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CHAPTER 5

TRAINING

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SOP FOR RELIGIOUS MINISTRIES

CHAPTER 5

TRAINING

5000. TRAINING CONCEPT. In accordance with reference (m), I MEF and MSC commanders 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.

5001. PLANNING FOR OPERATIONAL EMPLOYMENT AND TRAINING EXERCISES. The I MEF Chaplain will sponsor an information brief for MSC, I MHG, and MEU chaplains to begin the planning process for all MEF-level operational employment and exercises. The brief will be conducted as early as possible once significant details are available. I MEF, AC/S Religious Ministries will prepare and present a concept for religious support and training objectives brief for each operation or exercise, in consultation with the MSC Command Chaplains and participating RMT personnel. Assignment of MAGTF chaplain responsibility and coordination of special faith group coverage should be completed as early as possible to allow for proper planning and logistical support. MSC Command Chaplains and participating unit chaplains will prepare religious support plans for their commands that reflect the operation or exercise concept for religious support and training objectives. Follow-on meetings will be conducted as necessary to ensure optimum pre-exercise continuity, coordination, planning and preparation.

5002. TRAINING EXERCISE CONTROL GROUP CHAPLAIN. For every major force-controlled exercise, the I MEF Chaplain will assign a chaplain to participate in the exercise-planning phase conducted by the Tactical Exercise Control Group (TECG). The TECG Chaplain will help develop a control plan to facilitate the exercise concept for religious support and training objectives. Reference (m) will serve as a guideline in the preparation of notional and real world scenarios introduced to accomplish training objectives.

5003. MONTHLY RMT TRAINING. In coordination with MSC chaplains, the I MEF chaplain will sponsor monthly I MEF RMT training for all available subordinate chaplains and RPs on pertinent field, combat and contingency operation ministry topics, as well as areas of chaplain and RP professional concern.

5004. FLEET MARINE FORCE QUALIFICATION/WARFARE SPECIALIST TRAINING. In accordance with references (m) and (n) Chaplains will participate in their MSC managed Officer Fleet Marine Force Qualification program, and all RPs are required to attain their Enlisted Fleet Marine Force Warfare designation within the command required time frame.

SOP FOR RELIGIOUS MINISTRIES
AFTER ACTION REPORT (SAMPLE FORMAT)

APPENDIX B

5214
CHAP
Date

MEMORANDUM

From: Unit Chaplain
To: Commanding Officer
Via: Supervisory Chaplain

Subj: AFTER ACTION REPORT (EXERCISE OR OPERATION)

Ref: (a) OORDER, EXPLAN or I MEFO P1730.3E

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:
I MEF Chaplain
MSC Supervisory Chaplain

SOP FOR RELIGIOUS MINISTRIES

MAGTF RMT
STANDARD 30-DAY COMBAT SUPPLY CHEST

APPENDIX C

Authorized Standard MAGTF Chaplain
Combat Supply Chest

<u>ITEM</u>	<u>U/I</u>	<u>REQD MIN AMT</u>
Wine, sacramental	1/5	3
Wine, kosher	1/5	1
Grape juice; i.e., dehydrated powder	package	64 oz
Altar bread (small)	box (300)	3
Altar bread (large)	Box (50)	1
Hymnal	ea	1
Bible, New American Catholic (4" X 6")	ea	30
Bible, King James Version (4" X 6")	ea	30
Bible, NIV (4" X 6")	ea	30
Book of Mormon (pocket size)	ea	5
Jewish scriptures (pocket size)	ea	5
The Holy Qur'an (pocket size)	ea	5
Catholic Sunday Missal	ea	5
Jewish Prayer Book	ea	5
Yarmulke	ea	100
Rosaries	ea	100
Cruciform/medals	ea	100
Cross, Protestant	ea	6
Candles, votive	ea	200
Field Devotional Guide Book	rm	2
Memorial Bulletins	ea	1
Catholic Missal (ADV-PENT)	ea	1
Catholic Missal (PENT-ADV)	ea	1

MSC ADDITIONAL ITEMS

<u>ITEM</u>	<u>STOCK NUMBER</u>	<u>U/I</u>	<u>REQD AMT</u>
Menorah, Hanukkah		Ea	1
Candles, Hanukkah		Ea	24
Hymn Player		Ea	4
Microphone, port-a-talk		Ea	4
Carrier, port-a-talk		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 provide 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 Defense Logistics Agency Chaplain Services web site or through the local unit supply officer. The Modified Table of Organization and Equipment (MTOE) is the authorization document for ordering equipment. The Defense Logistics Agency Chaplain Services webpage located at <https://www.dla.mil/chaplain/>.