



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
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I MEFO P1730.1G  
REL

MAR 4 2018

I MARINE EXPEDITIONARY FORCE ORDER 1730.1G

From: Commanding General, I Marine Expeditionary Force  
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE RELIGIOUS MINISTRY

Ref: (a) SECNANVINST 1730.7D  
(b) SECNANVINST 1730.8B  
(c) SECNANVINST 1730.9  
(d) SECNANVINST 1730.10  
(e) MARCORMAN, Sect. 2816/w Ch 3  
(f) MCO 1730.6E  
(g) MCWP 6-12  
(h) MCRP 6-12A  
(i) MCRT 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

1. Situation. Revise the Standard Operation Procedures for religious ministries I Marine Expeditionary Force (I MEF).

2. Cancellation. I MEFO P1730.1F

3. Mission. To publish policy, responsibilities, and procedures for the delivery of religious ministry in I MEF.

4. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Religious ministries will be conducted per the Commander's Intent in accordance with this order and above references. Religious ministry is entrusted to Navy Chaplains and delivered under the authority of commanders and commanding officers. Religious ministry in I MEF provides for the free exercise of religion and attends to the sacred, spiritual, and moral aspects of life; and serves to enhance the spiritual fitness of service members, civilians, and their families who form the foundation of I MEF readiness.

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(2) Concept of Operations

(a) The I MEF Chaplain. Per reference (a), advises the Commanding General (CG) on religious ministry matters related to support, personnel, plans, programs, policy, and facilities within I MEF.

(b) Senior Religious Program Specialist. Serves as principal enlisted advisor to the I MEF Chaplain on matters relating to strategic planning, programming, policy, and leadership in the Religious Program (RP) Community.

(c) Religious Ministry Team (RMT). A chaplain led team consisting of at least one chaplain and one RP. An RMT may be augmented per reference (f) by an approved Marine Chaplain's Assistant when there are critical shortfalls in RP manning which prevents a reassignment option and when approved by the Commanding Officer.

5. Administration and Logistics. This Order 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 RP serving within I MEF.

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

  
LEWIS A. CRAPAROTTA

DISTRIBUTION: I/II

Copy to: CMC (REL)  
MARFORPAC (19)  
ALL I MEF Religious Ministry Teams

## I MEF RELGIOUS MINISTRIES

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LOCATOR SHEET

Subj: I MARINE EXPEDITIONARY FORCE RELIGIOUS MINISTRIES

Location: \_\_\_\_\_  
(Indicate location of copy(ies) of this Order)

## CHAPTER 1

## MISSION AND RESPONSIBILITIES

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## CHAPTER 1

## MISSION AND RESPONSIBILITIES

1000. General. Per reference (a) and (f), the Commanding General (CG). I Marine Expeditionary Force (I MEF) establishes and sustains the Command Religious Program (CRP) within I MEF. Religious Ministries serve on the CG'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 advice to the CG and I MEF staff 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 religious faith. In keeping with this principle, I MEF shall focus attention on planning efforts to care for the religious needs of its people, and to provide, facilitate, accommodate or ensure access to services and programs to meet those needs.

1003. Command Responsibility. To carry out this policy, commanders are responsible for implementing and maintaining 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 but retain direct access to the Commander. 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 Specialist (RP) are assigned to provide commands dedicated enlisted religious ministry support as members of Religious Ministries Teams (RMT) with chaplains. When an RP is not available for reassignment to a unit, the commander will assign any qualified Marine to serve as the Chaplain Assistant (CA).

1006. Religious Ministry Team (RMT). A unit RMT consists of a least one chaplain and one RP. They provide and deliver 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 RMT's will be provided to all operations and exercises. The I MEF Chaplain and the Senior Enlisted Leader for Religious Ministries coordinates with the I MEF G-1 to ensure an adequate number of RMT's are assigned for operations and exercises. Commanders are guided in the employment of RMT's and their duties, by references (a) through (p).

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).

## CHAPTER 2

## ORGANIZATION AND ASSIGNMENT

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## CHAPTER 2

## ORGANIZATION AND ASSIGNMENTS

2000. I MEF Chaplain. The I MEF Command Chaplain serves as the CG's special staff officer for religious ministries and organizationally placed under the Chief of Staff, but having direct access to the CG. The chaplain retains direct access to the CG in order to provide advice on religious, spiritual, moral, ethical and morale issues and concerns. Chaplains assigned as Senior Chaplains to the MSC's 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 moral, and morale matters within I MEF. In addition to those duties described in references (a), (f) and (g), the following specific duties apply:

1. Initiate, implement and coordinate religious ministry objectives within the I MEF Area of Responsibility.
2. Oversee the placement, with MSC and MSE concurrence, of chaplains and RP's 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 or Marine Expeditionary Brigade (MEB) - level operations and exercises. This will be done in consultation with Navy G-1, Navy Senior Enlisted Leader (SEL) and Command Master Chief Petty Officer (CMDCM) to maintain accuracy of personnel records and assignment.
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 well-being. Within staff processes, to develop and publish Religious Ministry Support plans, as outlined in reference (f), for inclusion in operation/exercises 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 I MEF-wide RMT training.
7. Coordinate logistical preparations for I 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, MEB, I Marine Expeditionary Force Information Group (I MIG) and Marine Expeditionary Unit (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 MSCs, MEB, I MIG, 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 evaluations process for Reserve RMT personnel mobilized in support of operations, mobilized for Active Duty Special Work (ADSW) projects, and performing Annual Training in I MEF APPENDIX A.

12. Coordinate with I MEF Force Preservation Director in support of the quarterly force preservation board on Resilience initiatives.

13. When directed by the CG, deploy and serve as Operational Marine Air-Ground Task Force (MAGTF) Chaplain, I MEF.

2001. Senior Enlisted Advisor (SEA). In addition to those tasks directed by the I MEF Chaplain, the I MEF RP coordinates with MSCs, SEL and I MEF G-1 Navy Personnel, 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 to the I MEF G-1 Navy Personnel as needed.

2. Verify manpower requirements for operations, deployments, and exercises, and submit augmentation, individual mobilization requests through the I MEF G-1 Navy Personnel Office.

3. Consolidate and submit annual requests for reserve chaplain/RP support. Track incoming and outgoing Reserve RMT personnel in collaboration with I MEF G-1 Navy Personnel.

4. Monitor and consolidate MSC, I MIG, MEU Chaplain Corps Semi-Annual Report submissions.

5. Monitor I MEF/Marine Corps Installations-West cooperative ministry policy with regard to I MEF RP garrison watch standing support and ensure compliance.

6. Act as Fund Manager and Budget Officer for the I MEF Chaplain's Office.

7. Implement necessary I MEF-wide RP training, and oversee and monitor MSC, I MIG 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 liaise with the I MEF G-1 Navy Personnel and 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 RP's. The I MEF Chaplain's supervisory coordination responsibilities include the following:

1. I MIG. Includes RMT personnel assigned to I MIG, 9th Communications Battalion, 1st Radio Battalion, 1st ANGLICO, and other RMTs that might be assigned for operational and exercise coverage.

2. 11th, 13th, 15th MEUs: Includes permanent RMT personnel assigned to 11th Marine Expeditionary Unit (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, 3D Marine Aircraft Wing, the 1st Marine Logistics Group, and MEB.

2003. RMT Personnel Assignments. Chaplains and RPs are assigned by Navy Personnel Command (NPC) to authorized billets in I MEF, MSCs and 11th, 13th, and 15th MEU. MSC supervisory chaplains, in consultation with their respective chiefs of staff, assign chaplain and enlisted support personnel (in consultation with their respective CMDCM and G-1 Navy Personnel Office) within their units.

2004. RMT Watch and Duty. Chaplains and RPs/CAs are assigned in team to subordinate units. As such they are not dispensable and are on call at all times to respond to unit needs and requirements. This prevents the ability to perform unit watches and duties such as Command Duty Officer (CDO) and barracks duty. As such they will not stand those unit watches which pull them away from their primary duties. All MSC RMTs will support the base Command Religious Program for Chaplain on Call duties and Sunday services as approved through the I MEF and Marine Corps Base Memorandum of Understanding.

CHAPTER 3  
ADMINISTRATION AND COORDINATION

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## CHAPTER 3

## ADMINISTRATION AND COORDINATION

3000. Ministry Standard Operating Procedure. I MIG, MEB, MEU and MSC chaplains will implement and maintain SOPs for their respective CRPs. These SOPs address procedures for implementing ministry functions in the field, combat/operational and garrison.

3001. Ministry Planning and Coordination. I MIG, MEB, 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 Situations Reports and reports are due to the I MEF Chaplain per the applicable Operations Order and/or Exercise Plan.

3002. Reports

1. Chaplains Corps Semi-Annual Report. All required reports will be submitted to I MEF Chaplain via each chaplain's chain of command consolidating reports counseling and care.

2. After Action Reports (AAR). AARs 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 AARs to their respective Commanding Officer (CO) and a copy to their MSC, MIG or MEU chaplain who will forward appropriate reports required by another appropriate authority. The format contained in APPENDIX B is recommended. For those deployments, 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. A sample can be found in Appendix A.

3. Rosters. Each MSC will submit a quarterly roster of Religious ministry personnel to I MEF Chaplain using a standard form generated by the I MEF Chaplain. Rosters are due on the 15th of October, January, April, and July.

CHAPTER 4  
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## CHAPTER 4

## LOGISTIC SUPPORT

4000. General. Per reference (a) through (i), commanders and COs are directly responsible for the logistical support of the 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 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-consumables 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) to fulfill military and professional requirements.

4. Funding the training of RPs in short-term courses including Personal Protection/Security schools, naval leadership courses, RP professional courses, and other courses to fulfill military and technical requirements.

5. Issuing of permissive temporary additional duty orders per SECNAVINST 4651.8 series.

4002. Prepositioned War Reserve (PWR)

1. As required by reference (d), all I MEF RMT's 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 individual MSC and MEF units may supplement and/or subtract items based on specific unit mission and religious needs. The contents will be individually weatherproofed and stored in embark boxes.

2. The Supply System 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 MLG Command Chaplain and Senior Enlisted Advisor (SEA) will provide liaison with the SMU in providing needed guidance.



4003. Chaplain's Kit. There are several versions of the Chaplain's Combat Kit fielded to various units in I MEF based upon authorized billets. I MEF, MSC, MIG and 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. 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 MIG, 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 and RPs with the necessary IS equipment and support. All hardware will be carried on an appropriate property account.

4006. Property Accountability

1. Reference (a) states that unit commanders with consumer-level supply account will designate Responsible Officers 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, table of equipment and garrison property under the cognizance of their Chaplain's Office. RO's 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/chief 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/chief for appropriate disposition.

4007. Transportation. Transportation significantly impacts the ability of RMT's to accomplish their duties and responsibilities in meeting the religious, spiritual, ethical and moral needs of unit personnel. As stated in references (g) and (h), the provision of reliable transportation is essential to the fulfillment of religious ministries, especially during operations and exercises. A vehicle will be dedicated for CRP requirements. The I MEF Chaplain will have a dedicated vehicle. RP's (and Chaplain Assistants when assigned) will complete licensing requirements to drive tactical vehicles as well as non-tactical 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 (FMF) chaplains participate in chapel services or functions. Under the guidance of reference (k), ROF 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.

4009. T/O WEAPONS FOR RP PROVIDING PERSONAL PROTECTION/SECURITY. RPs are combatants who provide close protection for their principle chaplain. RPs will be issued their T/O weapon throughout all I MEF MSCs.

## CHAPTER 5

## TRAINING

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## CHAPTER 5

## TRAINING

5000. Training Concept. Required in accordance with reference (m), I MEF and MSC commanders shall ensure that all RMT training is conducted in accordance with a collective standard. All training events shall directly support the RMT Mission Essential Task List and indirectly support the unit METL and combat operational readiness.

5001. Planning for Operational Employment and Training Exercises. The I MEF Chaplain will sponsor an information brief for MSC, I MIG, 1st MEB, SPMAGTF 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 Chaplain 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 competed 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 introduce to accomplish training objectives.

5003. Monthly RMT Training. 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.

5004. FMF Qualification/Warfare Specialist Training. In accordance with references (m) and (n), Chaplains will participate in their MSC managed Officer FMF Qualification Program, and all RPs are required to attain their Enlisted FMF Warfare designation within the command required time frame.

AFTER ACTION REPORT (SAMPLE FORMAT)

APPENDIX A

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 P1730.3F

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

MAGTF RMT  
STANDARD 30-DAY COMBAT SUPPLY CHEST

APPENDIX B

<u>Authorized Standard MAGTF Chaplain Combat Supply Chest</u>		
<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"X6")	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	5
Rosaries	ea	100
Cruciform/medals	ea	100
Cross, Protestant	ea	100
Candles, votive	ea	6
Field Devotional Guide book	ea	200
Memorial Bulletins	rm	2
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	44
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 &amp; 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 material 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 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 is the authorization document for ordering equipment. The Defense Logistics Agency Chaplain Services webpage located at <https://www.dla.mil/chaplain/>.