



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
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I MEFO 1730.1H CH 1  
REL

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I MARINE EXPEDITIONARY FORCE ORDER 1730.1H CH 1

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

Subj: I MARINE EXPEDITIONARY FORCE RELIGIOUS MINISTRY

Ref: (a) SECNAVINST 1730.7E  
(b) SECNAVINST 1730.8B w/ CH 1  
(c) SECNAVINST 1730.9A  
(d) SECNAVINST 1730.10A  
(e) MARCORMAN, Sect. 2816/w CH3  
(f) MCO 1730.6F/w Admin Change  
(g) DON Strategic Plan for Religious Ministry, v.2.0, Feb 20  
(h) MCRP 6-12B  
(i) MCTP 3-30D  
(j) BUPERSINST 1610.10D  
(k) SECNAVINST 7010.6B  
(l) SEVNAVINST 1412.10A  
(m) OPNAVINST 1414.4D  
(n) MCO 4400.150  
(o) NAVMC 3500.85C

Encl: (1) I MEF Religious Ministries Standard Operations Procedures

1. Situation. A high-quality command religious program (CRP) promotes the free exercise of religion, spirituality, and character qualities that empower Marines and Sailors to be ready "in every clime and place". The CRP demonstrates that personal and public exercise of religion is valuable to both the individual and the command.

2. Cancellation. I MEFO P1730.1H.

3. Mission. To publish CRP standards and responsibilities for I Marine Expeditionary Force (I MEF) to accommodate religious ministry needs in accordance with references (a) through (g).

4. Execution

a. Commander's Intent. 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 and resilience.

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b. Concept of Operations

(1) The I MEF Chaplain. Per references (a) and (f), advises the commanding general (CG) on religious ministry and ethical matters related to support, personnel, plans, programs, policy, and facilities within I MEF.

(2) Senior Religious Program Specialist. Serves as the principal enlisted advisor to the I MEF chaplain on matters relating to strategic planning, programming, policy, and leadership in the religious program specialist (RP) community.

(3) 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 (CA) when there are critical shortfalls in RP manning which prevent a reassignment option and when approved by the commanding officer (CO).

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 RPs serving within I MEF.

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

  
K. E. HECHL

I MEF RELIGIOUS MINISTRIES  
STANDARD OPERATION PROCEDURES

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## CHAPTER 1

## MISSION AND RESPONSIBILITIES

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## CHAPTER 1

MISSION AND RESPONSIBILITIES

1000. General. Per references (a) and (f), the CG, I MEF, establishes and sustains the CRP within I MEF. Navy chaplains 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 matters.

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 commands' (MSC) religious ministries, and to provide advice to the CG and I MEF staff on religious and ethical issues impacting I MEF 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 the Navy (DON), and the United States Marine Corps place a high value on the rights of service members to practice their preferred religious faith. I MEF shall focus attention on planning efforts to care for the religious needs of its people, and to provide, facilitate, accommodate, and 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 the CRP as required.

1004. Chaplain Responsibility. As 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 matters affecting the command.

1005. Enlisted Support Personnel. RPs are assigned to provide commands dedicated enlisted religious ministry support as members of RMTs alongside chaplains. When an RP is not available for reassignment to a unit, the commander will assign a qualified Marine to serve as the CA.

1006. RMT. A unit RMT consists of at least one chaplain and one RP. RMTs provide and deliver religious ministry, with the chaplain conducting direct religious ministry, and the RP providing logistical, administrative, security and referral support for that ministry. Appropriate religious ministry support with assigned RMTs will be provided on all operations and exercises. The I MEF chaplain and the senior enlisted leader coordinates all religious ministry needs with the I MEF G-1 to ensure an adequate number of RMTs are assigned for all operations and exercises.

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, or for no more than one year. Lay leaders will be screened, trained, and appointed in accordance with reference (h).

## CHAPTER 2

## ORGANIZATION AND ASSIGNMENT

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## CHAPTER 2

ORGANIZATION AND ASSIGNMENT

2000. I MEF Chaplain. The I MEF command chaplain serves as the CG's special staff officer for religious ministries and is organizationally placed under the chief of staff, but has direct access to the CG. The I MEF chaplain retains direct access to the CG in order to provide advice on religious, spiritual, moral, morale, and ethical matters or concerns. Chaplains assigned as senior chaplains to the MSCs and other I 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, ethical, and morale matters within I MEF. In addition to those duties described in references (a) and (f), the following specific duties apply:

a. Initiate, implement and coordinate religious ministry objectives within the I MEF area of responsibility (AOR).

b. Oversee the placement, with MSC and major subordinate elements (MSE) concurrence, 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 I MEF or I Marine Expeditionary Brigade (I MEB) level operations and exercises. This will be done in consultation with the Navy G-1, the Navy senior enlisted leader (SEL), and the command master chief petty officer (CMDCM) to maintain accuracy of qualifications, personnel records, and assignment.

c. Oversee the religious ministries of I MEF to ensure the provision and appropriate coverage among various faith groups, drawing upon available chaplains and lay leader assets.

d. Participate in I MEF staff action, with particular emphasis on the provision of troop religious support needs, religious and cultural influences in areas of operations, family readiness, and general troop well-being. Within staff processes, develop and publish religious ministry support plans, as outlined in reference (h), appendix E, for inclusion in operation and exercise plans.

e. Develop, implement and annually review the cooperative ministry policy with the command chaplain, Marine Corps Installations West (MCI-WEST), and monitor compliance within I MEF.

f. Coordinate with MSC chaplains regarding I MEF-wide RMT training.

g. Coordinate logistical preparations for I MEF level operations and exercises.

h. Serve as the primary liaison to Marine Forces Pacific (MARFORPAC) chaplain in matters relating to religious ministry, and to all chaplains and RPs assigned to I MEF.

i. Coordinate and implement strategies with MSC chaplains to facilitate the professional development of junior chaplains.

j. Coordinate with MSC, I MEB, I MEF Information Group (I MIG), and Marine Expeditionary Unit (MEU) chaplains, to instruct and advise COs on fitness report preparation and manpower assignment processes for Navy chaplains assigned to I MEF.

k. Coordinate with MSC and MSE chaplains to determine requirements for reserve RMT personnel support, and initiate and monitor procedures with manning authorities to source reserve requirements. Oversee the training and evaluations process for reserve RMT personnel mobilized in support of operations, active duty special work projects, and perform annual training as outlined in reference (h) appendix A.

l. Coordinate with I MEF force preservation director in support of the quarterly force preservation board on resilience initiatives.

m. 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, SELs 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 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:

a. Monitor Navy manpower authorization and manning plans in relationship to the Marine table of organization and equipment (T/O&E), and make recommendations to the I MEF G-1 Navy personnel office as needed.

b. Verify manpower requirements for operations, deployments, and exercises, and submit augmentation and individual mobilization requests through the I MEF G-1 Navy personnel office.

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

d. Monitor and consolidate MSC and MSE chaplain corps semi-annual report submissions.

e. Monitor I MEF/MCI-WEST cooperative ministry policy with regard to I MEF RP garrison watch-standing support and ensure compliance.

f. Act as funds manager, budget officer and internal control program officer for the I MEF chaplain's office.

g. Implement necessary I MEF-wide RP training, and oversee and monitor MSC and MSE RP training programs and efforts to accomplish RP mission essential tasks.

h. Provide quality assurance for RP fitness reports and performance evaluations, participate on Navy personnel ranking and recognition boards,



and liaise with the I MEF G-1 Navy personnel office and Navy personnel command (NPC) for policy clarifications.

i. Consolidate and submit reports, special award nominations and other ad-hoc requests for information as required by the I MEF chaplain.

j. Monitor the redistribution of serviceable religious ministry 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 RPs. The I MEF chaplain's supervisory coordination responsibilities include the following:

a. I MIG. Includes RMT personnel assigned to I MIG, 9th Communications Battalion, 1st Radio Battalion, 1st Intelligence Battalion, 1st Air Naval Gunfire Liaison Company, and other RMTs that might be assigned for operational and exercise coverage.

b. 11th, 13th, 15th MEU: Includes permanent RMT personnel assigned to 11th MEU, 13th MEU and 15th MEU command elements, as well as subordinate RMTs assigned to the MEUs after their units' composite.

c. MSCs. Includes the senior chaplains and RMT personnel of 1st Marine Division, 3d Marine Aircraft Wing, 1st Marine Logistics Group (1st MLG), and I MEB.

2003. RMT Personnel Assignments. Chaplains and RPs are assigned by NPC to authorized billets in I MEF, MSCs and 11th, 13th, and 15th MEUs. 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 teams to subordinate units. They are not dispensable and are on call at all times to respond to unit needs and requirements. This prevents the availability of RMT members to perform other unit duties such as command duty officer and barracks duty. They will not stand unit watches that pull them away from their primary duties. All MSC RMTs will support the base CRP 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 SOP. I MIG, I 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, in combat/operational environments and in garrison.

3001. Ministry Planning and Coordination. I MIG, I MEB, MEU and MSC chaplains will participate with the I MEF chaplain in planning and coordinating conferences regarding operational ministry programs and logistics. During operations and exercises, periodic ministry situational reports and general reports are due to the I MEF chaplain per the applicable operations order or exercise plan.

3002. Reports

a. After Action Reports (AAR). AARs are valuable tools, retaining and passing to others valuable operational ministry experience and lessons learned. They provide summaries of problems and challenges faced, actions taken to address those challenges, and their results. Within 30 days of completing a deployment, operation or exercise, chaplains will submit AARs to their respective CO and a copy to their MSC, I MIG or MEU chaplain who will forward appropriate reports required by appropriate authorities. The format contained in appendix A is recommended. For those deployments, operations and exercises involving the participation of multiple chaplains, the assigned supervisory chaplain should submit a consolidated AAR. RMTs desiring to submit information to the Marine Corps Center for Lessons Learned (MCCLL) will consolidate their submissions with other RMTs 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 of this order.

b. Rosters. Each MSC will submit a quarterly roster of religious ministry personnel to the 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

## LOGISTICAL AND TACTICAL SUPPORT

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## CHAPTER 4

LOGISTIC AND TACTICAL SUPPORT

4000. General. Per references (a), (e) and (f), commanders and COs are directly responsible for the logistical support of the CRP.

4001. Appropriated Funds. Per references (a), (e) and (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:

a. Providing consumable supplies such as religious vestments, candles, grape juice, seder supplies, rosaries, religious medals, religious literature, 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.

b. Providing non-consumables 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, annual denominational trainings) to fulfill military and professional credentialing requirements.

d. 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.

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

4002. Prepositioned War Reserves

a. As required by references (i), all I MEF RMTs will maintain a standard MAGTF chaplain combat supply chest. Appendix B contains a list of standard items. It is understood that individual MSC and MSE units may supplement or subtract items based on specific unit mission and religious needs. The contents will be individually weatherproofed and stored in embark boxes.

b. The supply system management unit (SMU) will purchase, hold in storage, provide customer service, and reorder religious supply stock to sustain a MAGTF throughout its deployment. The 1st MLG command chaplain and 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, I 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 (IS) Equipment. All commanders with assigned chaplains will provide their RMTs with all necessary IS equipment and support. All hardware will be carried on an appropriate property account.

4006. Property Accountability

a. Reference (n) states that unit commanders with consumer-level supply account will designate responsible officers (RO) in writing. The RO should be an individual having administrative command 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. 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/chief in all matters pertaining to the acquisition or disposition of table of equipment or garrison property.

b. 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 RMTs to accomplish their duties and responsibilities in meeting the religious, spiritual, ethical and moral needs of unit personnel. As stated in reference (i), the provision of reliable transportation is essential to the fulfillment of religious ministries, especially during operations and exercises. Chaplains within the I MEF, I MIG, I MEB, MEU and MSCs will have a dedicated vehicle for CRP requirements.

4008. Religious Offering Fund(ROF)

a. Garrison. References (a) and (k) promulgate the policies and procedures concerning religious offerings taken at camps where Fleet Marine Force (FMF) chaplains participate in chapel services or functions. Under the guidance of reference (k), a ROF will not be established by I MEF commands while in garrison as tenants of Marine Corps bases or stations. Commanders of joint bases under DON control may only establish one Navy ROF for the CRP.

b. Operations, Exercises and Deployments. During extended operations, training exercises or deployments, COs may establish ROFs as long as such funds are accounted for and secured per the policies and procedures of references (a) and (k). It is, not recommended for ROFs to be established during operational evolutions. Such ROFs, if any, 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 assigned chaplain. RPs throughout all I MEF and MSCs will be issued their T/O weapon (M16A4/M4/M9 etc.).

## CHAPTER 5

## TRAINING

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## CHAPTER 5

TRAINING

5000. Training Concept. Required in accordance with references (p) 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 (METL) 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 and MSE chaplains to begin the planning process for all I MEF-level operational employment and exercises. The brief will be conducted as early as possible once significant details are available. The 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 completed as early as possible to allow for proper planning and logistical support. MSC 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 develop a control plan to facilitate the exercise concept for religious support and 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, and chaplain and RP professional leadership development.

5004. FMF Qualification/Warfare Specialist Training. In accordance with references (a) and (m), chaplains will participate in their MSC managed FMF qualified officer program, and all RPs are required to attain their enlisted FMF warfare designation within their 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) OPORDER, EXPLAN or I MEFO P1730.1I

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

Expeditionary Religious Ministry Equipment				
Item Name	Unit of Measure	Quantity	National Stock Number	Supply Source
Trunk, Locker (Mount-Out Box)	box	1	8460-01-471-1035	DOD FedMail
Medical Assault Pack ("Faith Pack")	each	1	8465-01-612-4152	DOD FedMail
Medical Assault Pack Large Pouch	each	2	8465-01-612-4174	DOD FedMail
Medical Sustainment Bag ("Faith Pack")	each	1	8465-01-612-4157	DOD FedMail
Medical Sustainment Bag Medium Pouch	each	3	8465-01-612-4181	DOD FedMail
Chaplain's Kit <sup>1</sup>				
Christian	kit	1	9925-01-305-3411	DOD FedMail
Jewish	kit	1	9925-01-326-2856	DOD FedMail
Christian Orthodox	kit	1	9925-01-463-8428	DOD FedMail
Muslim	kit	1	9925-01-464-8618	DOD FedMail
Chaplain's Kit, Consumable, Multi-Faith	kit	2	9925-01-326-2855	DOD FedMail
<b>Note:</b> 1 Each RMT can substitute the type of chaplain kit purchased based on the faith background of the unit chaplain (i.e., Christian, Catholic, Jewish, Christian Orthodox, or Muslim).				

Expeditionary religious ministry consumable items are found in the multifaith chaplain's kit, also referred to as the resupply kit. The following table identifies items contained in the multifaith chaplain's kit.

Item Name	Unit of Measure	Quantity	National Stock Number	Supply Source
Host, Large, (50 to a package)	pack	1	9925-01-353-9312	DOD FedMail
Host, Small, (1000 to a package)	pack	1	9925-01-459-7518	DOD FedMail
Grape Juice, Non-refrigerated	carton	8	9925-01-451-4908	DOD FedMail
Wine, White, 187 ml	bottle	4	9925-01-462-5988	DOD FedMail
Bible, NIV Woodland BDU	book	15	9925-01-353-8785	DOD FedMail
Bible, King James Version	book	3	9925-01-353-8784	DOD FedMail
Prayer Book for Jewish Personnel	book	1	9925-01-367-4252	DOD FedMail
Bible, Tanakh	book	1	9925-01-465-9359	DOD FedMail
Book of Mormon	book	1	9925-01-353-8790	DOD FedMail
Holy Koran	book	1	9925-01-353-8791	DOD FedMail
Bible, NIV, Spanish	book	5	9925-01-450-7158	DOD FedMail
Cross, Celtic	each	20	9925-01-353-8788	DOD FedMail
Rosary, Black, Plastic	each	10	9925-01-353-9310	DOD FedMail
Cross, Triple Bar	each	10	9925-01-451-2315	DOD FedMail

Item Name	Unit of Measure	Quantity	National Stock Number	Supply Source
Icon of Christ cards	package	10	9925-01-451-2316	DOD FedMail
Field Immersion Baptismal Liner	each	1	9925-01-450-0085	DOD FedMail
Kimar, Black	each	1	9925-01-452-7567	DOD FedMail
Armed Forces Prayer Book	book	4	9925-01-448-6064	DOD FedMail
Bible, Good News with Deuterocanonical Today's English Version for Catholics	book	10	9925-01-384-1323	DOD FedMail
<b>Legend:</b> BDU battle dress uniform ml milliliter NIV New International Version				