

Religious Ministry Support
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TITLE: RELIGIOUS MINISTRIES IN THE FLEET MARINE FORCE

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Purpose: Fleet Marine Force Manual (FMFM) 3-6, Religious Ministries in the Fleet Marine Force, sets forth the doctrine procedures, and policies concerning the commander's program of religious ministries in the Fleet Marine Force. Religious ministries refers to those activities that nurture, enhance religious customs, and preserve traditions and practices in the command/unit.

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DEPARTMENT OF THE NAVY
Headquarters United States Marine Corps
Washington, DC 20380-0001

29 August 1989

FORWORD

1. PURPOSE.

Fleet Marine Force Manual (FMFM) 3-6, Religious Ministries in the Fleet Marine Force, sets forth the doctrine, procedures, and policies concerning the commander's program of religious ministries in the Fleet Marine Force. Religious ministries refers to those activities that nature, enhance religious customs, and preserve traditions and practices in the command/unit.

2. SCOPE

This manual discusses the mission, organization, and administrative and logistical support of command/unit programs of religious ministries while deployed and in garrison.

3. SUPERSESION

OH 3-6, Religious Ministries in the Fleet Marine Force, dated March 1985.

4. CHANGES

Recommendations for improving this manual are invited from commands as well as directly from individuals. The attached User Suggestion Form can be detached and forwarded to-

Commanding General
Marine Corps Combat Development Command (WF 06)
Quantico, Virginia 22134-5001

5. CERTIFICATION

Reviewed and approved this date.

BY DIRECTION OF THE COMMANDANT OF THE MARINE CORPS

W. R. ETNYRE
Lieutenant General, U.S. Marine Corps
Commanding General
Marine Corps Combat Development Command
Quantico, Virginia

USER SUGGESTION FORM

From:

To: Commanding General, Marine Corps Combat Development Command (WF 06),
Quantico, Virginia 22134-5001

Subj: RECOMMENDATIONS CONCERNING FMFM 3-6, RELIGIOUS MINISTRIES IN THE FLEET
MARINE FORCE

1. In accordance with the Forword to FMFM 3-6, which invites individuals to submit suggestions concerning this FMFM directly to the above addressee, the following unclassified recommendation is forwarded:

Page	Article/Paragraph No.	Line No.	Figure/Table No.
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Nature of Change: Add Delete Change Correct

2. Proposed New Verbatim Text: (Verbatim, double spaced; continue on additional pages as necessary.)

3. Justification/Source: (Need not be double spaced.)

NOTE:

Only one recommendation per page.

**RELIGIOUS MINISTRIES IN THE
FLEET MARINE FORCE**

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Chapter 1

Mission and Placement

1001. General

The establishment and sponsorship of religious ministries in the Fleet Marine Force (FMF) is the responsibility of all Marine commanders. Chaplains, as the cognizant staff officers for religious ministries, are assigned to assist commanders in the development and implementation of ministries of religious and for professional advice and counsel on religious, spiritual, moral, and ethical issues.

As special staff officer/assistant chief of staff for religious ministries, chaplains are organizationally placed under the chief of staff/executive officer. Chaplains are assisted by assigned Navy enlisted personnel, religious program specialists (RP's), or assigned enlisted Marines in the development and implementation of religious ministries. A discussion of their duties and responsibilities is described in Chapter 3.

1002. Mission

The mission of religious ministries in the FMF is to provide for the cultivation, nurture, and practice of religious traditions and customs to strengthen the spiritual lives of Marine and their dependents.

1003. Assignment of Chaplains and Religious Program Specialists

a. Assignment of Chaplains and Religious Program Specialists. Chaplains and RP's are assigned to Marine commands/units by written orders from the Naval Personnel Command in accordance with Marine Corps tables of organizations (T/Os) and Navy authorizations to lead and implement the commander programs of religious ministries.

b. Placement of Chaplains and Religious Program Specialists. When chaplains and RP's are assigned to Marine commands, the command chaplain will place chaplains and RPs with appropriate units in accordance with the T/O of that command in order to ensure the widest possible pastoral coverage consistent with the diversity of pastoral needs, the mission and location of the organization being served, and the needs generated by religious pluralism.

1004. Chaplains in Marine Corps Units

a. General. In the Fleet Marine Force, comprehensive ministries of religion are provided to ensure that the opportunity for the expression of religious beliefs, the provision of adequate pastoral care, and the free exercise of religion is provided to all personnel. Chaplains are assigned/placed within each command to assist commanders in carrying out this responsibility.

b. FMF Headquarters. The normal requirement for chaplains and RPs assigned to FMF Headquarters is as follows.

(2) FMFPac Headquarters

FMFPac Command Chaplain: Captain (USN)
Deputy Force/Headquarters and Service Battalion Chaplain: Commander, two lieutenant commanders, and enlisted support personnel.

(2) FMFLant Headquarters

FMFLant Command Chaplain: Captain (USN)
FMFLant Deputy Force/4th MEB Chaplain: Captain (USN)
FMFLant Headquarters and Service Battalion: Lieutenant commander, and enlisted support personnel.

c. Marine Air-Ground Task Forces

(1) FMF elements are deployed as Marine Air-Ground Task Forces for purpose of performing expeditionary operations. Regardless of the size of the MAGTF, it will include the following four major components:

- * A command element.
- * A ground combat element (GCE).
- * An aviation combat element (ACE).
- * A combat service support element (CSSE) (including Navy support elements)

(2) Chaplains and their enlisted supporting personnel for MAGTF organizations are drawn from the subordinate commands in each Marine expeditionary force (MEF). The requirements to staff MAGTF organizations will be recognized in the T/O of the subordinate commands.

(3) There are three types of MAGTFs in the task organization provided by the Fleet Marine Force: Marine Expeditionary unit (MEU), Marine expeditionary brigade (MEB), and Marine expeditionary force (MEF).

(a) The normal requirement for a MEU chaplain is a lieutenant commander (USN) assisted by enlisted support personnel.

(b) The normal requirement for a MEB chaplain is a captain (USN) assisted by an RPC.

(c) The normal requirement for a MEF chaplain is a captain (USN) assisted by enlisted support personnel.

d. Marine Division

(1) The Marine division is the basic ground organization possessing combined arms and services capable of sustained combat. Its mission and concept of employment stem from the missions assigned the United States Marine Corps by the National Security Act of 1947 as amended. Chaplains and RPs are assigned within a division according to T/O. The requirement for the division chaplain is a captain (USN), the assistant division chaplain is a commander assisted by enlisted

support personnel. The division chaplain will supervise the deployment of chaplains and enlisted support personnel from each unit to ensure the provision of religious ministries to deployed units or detachments.

(2) Headquarters Battalion. The primary mission of the headquarters battalion is to exercise command, control, and administration of a Marine division. The normal requirement for the headquarters battalion chaplain is a lieutenant commander and the assistant battalion chaplain is a lieutenant assisted by enlisted support personnel.

(3) Infantry Regiment. The primary mission of the infantry regiment is to locate, close with, and destroy the enemy by fire and maneuver or to repel his assault by fire and close combat. The infantry regiment consists of a headquarters company and three infantry battalions. The normal requirement for a regimental chaplain is a commander assisted by enlisted support personnel.

(4) Infantry Battalion. The battalion is the basic tactical unit of ground combat power and the nucleus of the battalion landing team (BLT). As a balanced firepower and maneuver team, it attacks and destroys all targets in assigned areas of responsibility. With attachments, it is capable of independent, sustained operations for a period of several days as permitted by combat conditions. It is capable of conducting a coordinated deliberate defense. The infantry battalion consists of a headquarters and service company, four rifle companies, and a weapons company. The normal requirement for an infantry battalion chaplain is a lieutenant (USN) assisted by enlisted support personnel.

(5) Artillery Regiment. The artillery regiment is the primary source of fire support for the Marine division. Its operations and actions are closely integrated with those of the infantry in order to be responsive to rapidly changing tactical situations. Artillery regiments vary in the number of battalions from a peacetime to a wartime environment. The normal requirement for an artillery regimental chaplain is a commander and for the battalion chaplains, a lieutenant (USN). Both are assisted by enlisted support personnel.

(6) Tank Battalion. The primary mission of the tank battalion is to provide combat power to the Marine Division in the amphibious assault and subsequent operations ashore using fire and maneuver, mobility, armor protected firepower, and shock action to close with and destroy the enemy, his fortifications, and material. The battalion is primarily employed as part of a combined arms force in support of the MAGTF. The normal requirement for a tank battalion chaplain is a lieutenant commander assisted by enlisted support personnel.

(7) Assault Amphibian Battalion. The primary mission of the assault amphibian battalion is to transport the surface assault element of the landing force from amphibious shipping to inland objectives via single lift during the amphibious assault, to provide support to mechanized operations ashore, and to provide combat support for other operational requirements. The normal requirement for a chaplain placed with the assault amphibian battalion is a lieutenant commander assisted by enlisted support personnel.

(8) Light Armor Infantry Battalion. The light armor infantry battalion, as part of the Marine division, will perform offensive and defensive missions that exploit the light armor vehicle mobility, agility, and firepower. Within its capability, the battalion will use fire and maneuver to destroy enemy forces. Those missions that best exploit the inherent advantages of light armor are reconnaissance and security operations, as well as employment on the flanks or to the rear of an opponent. The normal requirement for a light armor infantry battalion chaplain is a lieutenant commander assisted by enlisted support personnel.

(9) Combat Engineer Battalion. The primary mission of the combat engineer battalion is to provide close combat engineer support to a Marine division. It is organized so that an engineer company may provide close combat support for each infantry regiment and its task elements. The fourth company normally will provide support to the landing force support party and division rear area organizations, while maintaining the flexibility to augment the other engineer companies in forward areas. The normal requirement for a combat engineer battalion chaplain is a lieutenant commander assisted by enlisted support personnel.

e. Marine Aircraft Wing (MAW). The MAW is the highest level tactical aviation command in the FMF. A MAW is comparable to a Marine division in command responsibility. Each MAW is a balanced combat force; it is a task-type organization primarily designed to support one Marine division in an amphibious operation. The T/O requirement for the MAW chaplains is a captain (USN) and the training/operations chaplain is a commander. They are supported by an RPCS, RP1, RP3, and a religious program specialist seaman (RPSN). The MAW chaplain will supervise the deployment of chaplains and enlisted support personnel from each Marine aircraft group (MAG) to ensure the provision of religious ministries to deployed squadron or detachments.

(1) The MAG is the smallest aviation unit group designed for relatively independent operations with no outside assistance except access to a source of supply. Each MAG is task-organized for the mission assigned and the facilities from which it will operate. Currently, each MAW is task-organized with various numbers of Marine aircraft groups (fixed-wing and helicopter), a Marine air control group (MACG), and a Marine wing support group (MWSG).

(2) A fixed-wing MAG (VF/VA) has primary mission to conduct offensive air support and anti-air warfare operations. The primary mission of a helicopter MAG is to provide support for helicopterborne operations in support of the FMF. The primary mission of a MACG is to coordinate the air command and control system of the MAW. An MWSG has the primary function to provide aviation ground support to the elements of the MAW. The normal requirement for chaplains assigned to MAGs vary in situation to the size and mission of the specific MAG. In general, the MAG will have a senior chaplain who is a commander, a lieutenant commander, and a lieutenant assisted by enlisted support personnel.

f. Force Service Support Group (FSSG)

(1) The FSSG is a permanently structured organization whose mission is to provide combat service support (CSS) for the MEF. It is designed to support one division and one aircraft wing. If supporting a force of greater size, it must be augmented with additional assets. Although permanently structured with eight functional battalions, it is quite likely that task organizations will be needed to support MEF operations over a wide geographic area. The usual requirements for chaplains placed with the FSSG are:

Command chaplain:	Captain (USN)
Training/operations chaplain:	Commander
H&S battalion:	Lieutenant (USN)
Maintenance battalion	Lieutenant commander, lieutenant(USN) (lieutenant commander only, 1st FSSG)
Medical battalion:	Lieutenant commander and 4 lieutenants
Motor transport battalion:	Lieutenant (USN)
Landing support battalion:	Lieutenant commander
Supply battalion:	Lieutenant commander, Lieutenant (USN)
Engineer support battalion:	Lieutenant commander, Lieutenant (USN)
Dental battalion:	Command chaplain will ensure religious ministries are provided.

(2) The group chaplain will ensure the provisions and personnel for religious ministries are provided to each deployed FSSG element.

g. SRI Group (Surveillance, Reconnaissance, and Intelligence)

(1) The primary mission of the SRI group is to provide surveillance, reconnaissance, intelligence/counterintelligence, tactical deception, communications support electronic warfare, and air/naval gunfire liaison (when augmented) to the MEF.

(2) The SRI group consists of a headquarters and service company, communications battalion, radio battalion, air/naval gunfire liaison company, force reconnaissance company, remotely piloted vehicle company, and an intelligence company. The normal requirement for a chaplain in an SRI group is a commander assisted by enlisted support personnel.

Chapter 2

Ministries

2001. General

Commanders, while responsible for programs of religious ministries, are mindful that voluntary participation by all personnel and their dependents is a basic constitutional right inherent in our democracy which guarantees religious, spiritual, moral, and ethical well-being of personnel in their command.

A comprehensive command program of religious ministries includes but is not limited to worship services and religious education that provides for spiritual growth. The Command Religious Program (CRP) may also address social awareness concerns of the command. These concerns may include the ability of personnel to address life issues such as drug and alcohol abuse, values clarification, interpersonal relationships and religious/cultural concerns. The CRP is coordinated with other commands resources to enhance the morale and welfare of the command.

Appendix D is the standing operating procedure (SOP) which offers guidelines to identify unique aspects of the CRP within Navy and Marine Corps references.

Chaplains, as representatives of the religious faith groups which ordained and endorsed them, are special staff officers assigned to commands to give leadership to develop and implement programs of religious ministries described in this chapter.

2002. Divine Services and Religious Activities

a. Divine Services

(1) **Worship Services.** Chaplains conduct worship services in the field and in garrison in accordance with applicable Navy and Marine Corps regulations and ecclesiastical requirements, including the manner and form of the service of the religious faith group which ordain and endorse them. Worship services will be coordinated by the chaplain with the commander and his staff.

(2) **Funeral and Memorial Services.** Funeral services and religious services of worship, normally with human remains and mourners present, ritualizing the grief process and reinforcing the relationship of God of His people even in death. It is held soon after death occurs. A military memorial service is a quasi-religious ceremony in which the unit remembers the passing of one(s) of its own.

(a) Chaplain's participation in a funeral service will be based upon their particular ecclesiastical requirements and procedures. Request for a funeral service will normally come from the next of kin. The granting of all requests will conform with existing directives.

(b) During combat operations, when burial of deceased personnel is necessary commanders and chaplains are governed by NAVMAC 2509A, Handling of Deceased Personnel in Theaters of Operations, in arranging funeral services.

(c) Chaplains will provide assistance to their respective commanding officer in arranging memorial services for the dead. The religious faith of those being memorialized will be respected, and if possible, a chaplain of that faith should conduct the service.

(d) Whether deployed or in garrison, the command chaplain will be informed of scheduled funerals or memorial services.

b. **Rites and Sacramental Acts.** To the degree possible, religious and sacramental acts will be made available for all personnel. They will be conducted by authorized persons and in keeping with ecclesiastical requirements. Chaplains, with the concurrence of their commanding officer, will request the services of chaplains or clergy of other religious faiths to meet specific needs of rites and sacraments.

c. **Observance of Sunday/Sabbath.** Navy Regulations and the Marine Corps Manual direct that divine services will be held on Sunday (or the Sabbath) whenever circumstances permit. Exercises will not normally begin on Sundays/Sabbaths. When necessity dictates that an exercise begin on Sunday, commanders will ensure that appropriate time is made available for religious services during the exercise. Chaplains will extend themselves to coordinate and implement a comprehensive schedule of services so that a maximum of opportunities are available for all personnel.

d. Observance of Holy Days Other Than Sunday. Marines whose religious faith requires them to observe some day other than Sunday as their Sabbath are entitled to respect for their religious customs. To the extent that military conditions permit, personnel who celebrate the Sabbath on a day other than Sunday shall be given every possible consideration to be excused from duty on that day. Persons so excused may be required to perform duty on Sunday.

2003. Religious Education

a. Religious Instruction. Religious instruction will be provided in keeping with the faith group requirements and the needs of the person requesting the instruction. The chaplain will request the services or guidance of chaplains or clergy from specific faith groups to meet particular needs of an individual.

b. Premarital Instruction

(1) Chaplains will provide premarital instruction for personnel and/or provide information and make arrangements for personnel to attend existing command or intercommand premarital instruction classes. Chaplains will refer individuals to a chaplain or clergy of the appropriate faith when specific faith group requirements must be met in preparation for marriage.

(2) Chaplains will keep their commanders informed of all current directives outlining requirements for overseas marriages.

c. Marital and Family Enrichment. Every chaplain will provide instruction and counsel for enriching the lives of married personnel and their families within the command and/or make referral to command or intercommand marriage and family enrichment seminars.

d. Retreats. A chaplain may develop religious retreats for unit personnel, or participate with other chaplains under the command chaplain to develop retreats that strengthen the spiritual lives of personnel.

e. Scripture Studies. Scripture studies should be provided for interested personnel. Each unit chaplain has the responsibility to establish and monitor scripture studies in the unit or refer interested personnel to existing scripture studies. The unit chaplain shall provide scriptures and religious materials for these studies. (Logistical procurement will be discussed in chapter 6.)

f. Devotional Life. Commanders will provide for the continual enhancement and growth of the religious and spiritual lives of personnel. This may include, but is not limited to, religious services, religious education, provision of literature and scriptures, recognition of the need for privacy and opportunity to practice a devotional life, and easy accessibility to chaplains or appropriate civilian clergy.

2004. Pastoral Care

Chaplains will provide pastoral care following the customs and traditions of their faith group in ministering to the holistic needs of personnel and their dependents.

a. Pastoral Visits

(1) **Field and Garrison.** Chaplains and commanders have long realized the value and importance of visiting and being with personnel in field and garrison as a valid expression of ministry of presence.

(2) **Hospital.** Regular hospital visits as well as emergency situations are a high priority in providing pastoral care.

(3) **Correctional Facility.** An effective pastoral ministry to personnel confined in a correctional facility has a positive effect on their rehabilitation, particularly for those who will return to their unit.

(4) **Homes.** During times of emergencies and crises, chaplains can provide invaluable pastoral care through home visits to personnel and their dependents. When visiting in a home, the chaplain should be accompanied by an RP, clerk, or other appropriate person.

b. Pastoral Counseling

(1) Chaplains, as counselors, should be viewed from a theological and religious orientation. Some chaplains have specialized training in drug and alcohol abuse, corrections, group process, etc., but it is unrealistic to expect all chaplains to have expertise in these specialized areas. Commanders have every right to expect chaplains to be qualified pastoral counselors in accordance with their denominational training and backgrounds.

(2) Information shared with a chaplain in the confessional or counseling context is privileged communication, is confidential, and will be guarded by chaplains and commanders alike.

(3) Chaplains, through their counseling ministries, may become aware of potential or existing problem areas. The chaplain will keep the commander and, where appropriate, other echelons advised without compromising the seal of confidentiality or the confession as defined and required by their religious body.

c. Casualties

(1) One of the primary and traditional responsibilities of chaplains in tactical situations is the prompt pastoral care of the sick and wounded. The chaplain will minister, if possible, to all casualties before they are evacuated and as soon as practical after their relocation to a hospital.

(2) The chaplain's ministries will follow the customs of his religious tradition, but every effort will be made to assist the casualty with a ministry that relates to his religious

tradition. The chaplain may correspond with the next of kin concerning casualties, but this should be coordinated with the command and does not replace the commanding officer's correspondence.

(3) In garrison, chaplains will work with the casualty assistance officers by providing visits to the next of kin when they are pastorally helpful and practical.

2005. Other Faith Groups

a. Information and Encouragement

(1) No chaplain is able to provide for the religious, spiritual, moral, and ethical needs of all personnel within a command. Thus, a valid function of carrying out the command's program of religious ministries is to provide information concerning chaplains or civilian clergy of other faith groups, as well as initiating liaison on behalf of personnel to representatives of various faith groups.

(2) During deployments and exercises, accessibility to chaplains and clergy of other faiths may be extremely limited. In such situations, chaplains will offer encouragement and support to other faith groups. This may entail providing devotional literature, scripture, or holy writings, as well as a personal awareness and understanding of other religious faiths, assistance in providing for holy days, and keeping the command aware of their religious needs.

2006. Morals/Ethics

a. Advise Commanders. Chaplains serve as advisors to their commanding officers regarding the moral and ethical implications of plans, programs, policies, and actions that affect the well-being of personnel. On issues that may have an adverse affect upon personnel, chaplains are expected to volunteer advice and counsel.

b. Teach/Instruct. The process of theological education equips chaplains as resource persons in areas of morals and ethics. The chaplain should participate in a variety of command programs to educate or train personnel in human affairs or quality of life areas such as religious/cultural concerns, drug and alcohol abuse, values clarification, and interpersonal relationships.

2007. Coordination of Unit Ministries

a. Internal Chaplain Resources

(1) Recognizing the religious pluralism and diversity of spiritual needs within a unit, no single chaplain is skilled enough or adequately trained to accomplish what a mobilized team of chaplains with a variety of skills and specialties can offer a unit commander.

(2) Unit commanders gain additional resources for their programs of religious ministries by encouraging their

chaplains to work as a team with the immediate higher headquarters chaplain and other subordinate unit chaplains (e.g., regiment and battalions) to provide comprehensive ministries to meet the maximum religious needs possible.

b. Higher Headquarters Coordinates

(1) The higher headquarters chaplain (e.g., regimental chaplains) is tasked with coordinating team ministries. Types of ministries that may be coordinated include, but are not limited to, worship services, retreats, religious instruction, scripture studies, pastoral care, and premarital and family instruction.

(2) In order to provide continuous religious ministries, unit chaplains will keep the higher headquarters chaplain informed of their location at all times. This will enable the higher headquarters chaplain, in coordination with other subordinate unit chaplains, to provide religious ministries for any unit temporarily without a chaplain.

Chapter 3

Duties and Responsibilities

3001. General

a. General Duties

(1) Chaplains

(a) Chaplains serving in the Fleet Marine Force carry the dual role of professional representatives, who are responsible to their faith group, and as commissioned officers, responsible to their commanding officer. Chaplains are dependent upon their faith group for their ecclesiastical credentials and continuing endorsement to provide ministries of religion in accordance with the provisions of their faith groups. The substantive nature of all chaplains' religious ministries is determined by their faith group.

(b) Chaplains perform the duties of special staff officers. Command chaplains (senior chaplain of a command) may in addition be designated assistant chiefs of staff for religious ministries with respect to providing religious ministry, pastoral care, and the moral well-being and quality of life of Marine personnel and their dependents.

(c) Although under the cognizance of the chief of staff/executive officer, chaplains retain direct access to their commanding officers on matters that in their judgement should be directed to the commander's attention; however, they will keep the chief of staff/executive officer informed of all direct communications.

(d) In order to eliminate duplication of general duties in describing specific billets of chaplains serving the FMF, a correlation of duties that all chaplains, regardless of rank or assignment/placement, are expected to accomplish is presented. Chaplains shall-

- * Carry out a comprehensive program of religious ministries for their command, including divine services and religious activities, religious education, and pastoral care.
- * Advise their commander concerning the religious, spiritual, moral, and ethical implications of programs, plans, policies, and actions affecting the well-being of all personnel.
- * Provide encouragement and assistance to those of all faith groups.
- * Maintain liaison with staff sections and participate in the planning of all training, exercises, and deployments in order to develop plans that will assure the continuous provision of ministries of religion.

- * Advise their commander regarding religious and cultural customs, festivals, services, holy days, holidays, and traditions that affect personnel under their command, as well as citizenry in the locale where the command/unit is located or engaged.
- * Maintain liaison with other chaplains to provide additional resources for religious ministries.
- * Provide supervision for the routine administration of enlisted personnel assigned in the performance of their duties.
- * Provide training for RPs and assigned enlisted Marine personnel.
- * Provide supervision and training for lay readers. (A discussion of lay readers appears later in this chapter.)
- * Plan and execute an appropriated fund budget and manage facilities, equipment, ecclesiastical and administrative supplies, and other resources to support the command's program of religious ministries.
- * Keep higher headquarters senior chaplains informed regarding professional matters, needs, and ministries of religion.
- * Prepare reports, correspondence, and records as required by higher authority.
- * Submit after-action reports of all deployments to the appropriate command chaplain via their commander.
- * Maintain relationship with ecclesiastical endorsing agency as required.

(e) Religious program specialists perform general duties in the FMF in accordance with established directives for their rating. These duties include, but are not limited to, preparing and rigging for divine services, religious activities and religious education, office administration, budgeting and logistical matters, personal combat readiness, and preparation for embarkation and operations. (A broader discussion of duties and responsibilities appear later in this chapter.) RPs are detailed to the FMF to serve only under the supervision of chaplains.

(2) Force Chaplains in the FMF. The force chaplain will-

- * Serve as the commanding general's advisor in matters and policies pertaining to religious ministries, chaplains, and RPs.
- * Provide leadership and guidance for all chaplains serving in the FMF.
- * Maintain liaison with the Chaplain of the Marine Corps regarding the assignment, training, and coordination requirements of chaplains and RPs within the FMF.
- * Consolidate and interpret reports pertaining to chaplains and RPs in the FMF.

- * Schedule and execute staff visits and inspections to commands throughout the FMF concerning the implementation of programs of religious ministries and combat readiness.
- * Assist command chaplains in identifying items (consumable and non-consumable) required to support command religious programs both deployed and in garrison. (See appendix C).

(3) Assistant Force Chaplain. The assistant force chaplain will assist the force chaplain as directed. In addition, he will act for the force chaplain in his absence or when required.

(4) Marine Expeditionary Unit (MEU) Chaplain

(a) When a MEU is formed, a chaplain will be identified from a subordinate command by rank (commander) and faith group by the force commander and designated as the MEU chaplain for operational purposes.

(b) An RPC (chief) or RP1 will be identified from a subordinate command and assigned to assist the MEU chaplain.

(c) Subordinate commands will be tasked to provide additional chaplains and RPs by the force commander to ensure that adequate religious ministries are provided as units of the MEU deploy during exercises for all faith groups.

(d) In performing duties, the MEU chaplain will-

- * Develop a plan for providing religious ministries by analyzing the operation with the assistance of the S-3 and, in discussion with other chaplains involved, make recommendations to the MEU commander to include the number of personnel required and their placement. Once approved, supervise implementing the plan.

- * Provide religious ministries for all units of the MEU without a chaplain and direct chaplain's activities within the MEU to provide a command religious program to reach every unit.

- * Be responsible for the professional supervision and coordination of all chaplains assigned to the MEU in areas of religious ministries.

- * Procure the services of civilian clergy when needed to meet the unique needs of various faith groups.

- * Make recommendations to the MEU commander as to placement (aboard ship and shore) of all chaplains assigned to the MEU. (See chapter 7.)

- * Coordinate scheduling of religious ministries that are available with other chaplains of the MEU.

- * Stay informed through visits, messages, and other means concerning religious programs being provided in order to offer supportive leadership and guidance to other chaplains.

* Give guidance to all commanding officers of the MEU who have assigned chaplains in filling out Navy officer fitness reports (further discussion will be found in this chapter).

(5) Marine Expeditionary Brigade (MEB) Chaplain

(a) With the formation of the MEB, a chaplain will be identified from a subordinate command by rank (commander) and faith group and designated as the MEB chaplain, for operational purposes, by the force commander. Standing MEBs have command chaplains/RPs permanently assigned in accordance with the organizational T/O.

(b) RPs or enlisted Marines (Military Occupational Specialty [MOS] 0151) will be identified from subordinate commands and assigned to assist the MEB chaplain. An RPC will be assigned as the senior enlisted assistant.

(c) Subordinate commands will be tasked to provide additional chaplains and RPs resources by the force commander so as to ensure adequate personnel distribution necessary to provide comprehensive religious ministries. Command chaplains of subordinate commands (division, MAW, and FSSG) should be assigned chaplains and RPs in adequate numbers to respond to tasking for MAGTF operations.

(d) The MEB chaplain will-

- * Develop a plan for providing religious ministries by analyzing the operation with the assistance of the G-3 and, in discussion with other chaplains involved, making recommendations to the MEB commander. Once approved, supervise implementing the plan.
- * Make certain that units without a chaplain are included in the command religious program.
- * Be responsible for the operational supervision of unit chaplains and RPs in areas of religious ministries.
- * Coordinate the religious ministries of the MEB and promulgate the schedule.
- * Monitor the usefulness and appropriateness of consumable and nonconsumable logistical items in the MEB chaplains' block and give feedback and recommendations via the MEB chaplain, when appropriate, to the FSSG command chaplain. (See chapter 6.)
- * Maintain a roster of all chaplains and RPs to identify personnel resources for planning programs of religious ministries and to meet emergency situations and needs.
- * Make recommendations to the MEB commander as to the placement (shore or afloat) of chaplain resources. (See chapter 7.)
- * Develop and publish a MEB operating annex to the FMF standing operating procedure.

- * Conduct staff visits and inspections of the MEB religious ministries personnel to ensure combat readiness and the adequateness of religious programs being provided.
- * Offer guidance and assistance to unit commanding officers in the preparation of chaplain's fitness reports (further discussed in this chapter).
- * Provide training programs, counseling, guidance, and assistance in professional development of chaplains and RPs in the brigade. (See chapter 5.)

(e) Although this brigade chaplain billet description is written from the perspective of staffing to mobilize for an operation, a Marine brigade command chaplain shall be guided by this billet description in fulfilling his operational responsibilities, and by the billet description of a division chaplain (discussed later in this chapter) for administrative responsibilities.

(6) Marine Expeditionary Force Chaplain

(a) With the formation of the MEF, a chaplain will be designated by rank (captain) and faith group by the MEF commander from a subordinate command of the force as the MEF chaplain for operational purposes.

(b) RPs or enlisted Marines (MOS 0151) will be identified from subordinate commands and assigned to assist the MEF chaplain. The senior enlisted person in the MEF is an RPCS (senior chief).

(c) In addition to the general duties previously identified, the MEF chaplain will-

- * Develop a plan for providing religious ministries by analyzing the operation in discussion with subordinate command chaplains, making recommendations to the MEF commander and once approved, supervise implementing the plan.
- * Recommend to MAGTF commanders, from subordinate commands, chaplains to serve as MAGTF command chaplains; in addition, recommend additional chaplains to be assigned to MAGTFs in order to ensure that adequate religious ministries are provided. The force chaplain may monitor the assignment of enlisted personnel, as appropriate and available for support of the MAGTF's program of religious ministries.
- * Be responsible for the operational supervision of chaplains and RPs with subordinate commands/units of the MEF in the area of religious ministries and provide guidance and leadership.
- * Coordinate the religious ministries of the MEF to ensure provisions of ministries to various faith groups through

chaplains, civilian clergy, and lay leaders, and promulgate the schedule of ministries available.

- * Coordinate with various command chaplains to make certain that units without a chaplain are provided religious programs.
- * Meet no later than 90 days prior to each schedule deployment with chaplains of major subordinate commands to ensure that adequate supply support is provided to the deploying units.
- * Maintain a MEF roster of all chaplains and RPs to identify chaplain resources available for planning comprehensive programs of religious ministries and to meet emergency situations and needs.
- * Develop and publish a MEF operational annex to the FMF standing operating procedure.
- * Conduct operational surveys and inspections of MEF chaplains to ensure combat readiness and the adequateness of religious ministries being provided (discussed later in this chapter).

(7) Marine Division Command Chaplain. The senior chaplain assigned to a Marine division is the division chaplain and serves as the commanding general's advisor in matters and policies pertaining to religious ministries, chaplains, and RPs. In addition to chaplain duties previously discussed, the division chaplain will-

- * Assign or determine the placement of chaplains and RPs ordered to the division to subordinate units.
- * Exercise professional supervisory authority over all chaplains, RPs and assigned enlisted Marines in the division, and provide counsel, guidance, and encouragement.
- * Provide guidance to unit commanding officers in the policies and procedures used in preparing Navy fitness reports for chaplains.
- * Establish duty watches as required by the command.
- * Ensure that units without a chaplain are provided religious ministries.
- * Make familiarization and periodic visits to training areas and garrisoned units.
- * Conduct readiness visits and inspections of command religious programs and chaplains' activities.
- * Ensure the timely submission of reports by chaplains assigned to the division.

- * Provide certain logistical support to unit chaplains in garrison and survey consumable and nonconsumable items used by chaplains of the division.
- * Develop a comprehensive training program for all chaplains and RPs reporting to the division, including indoctrination into the command. In addition, ensure continuing professional training is provided for all chaplains, RPs, and assigned enlisted Marines. (See chapter 5.)
- * Develop and publish a division operational annex to the FMF standing operating procedure that includes the relationship of chaplains and supporting enlisted personnel to area religious programs.
- * Supervise the lay reader training program in the command.
 - (a) Assistant Division Chaplain. The assistant division chaplain will perform such duties or assignments as specified by the division chaplain. In the absence of the division chaplain, or when required, he will act for the division chaplain. Depending upon operations and the level of manning, the assistant division chaplain may serve as a regimental chaplain or the training/operations chaplain, and is available for assignment as a MAGTF chaplain.
 - (b) Training/Operations Chaplain. The training/operations chaplain is assigned to the staff of the division chaplain. The duties and responsibilities of the training/operations chaplain are:
 - * Develop a comprehensive training program to indoctrinate all chaplains and RPs reporting to the division.
 - * Develop continuing training programs for chaplains, RPs, and assigned enlisted Marines. (See chapter 5.)
 - * Arrange, plan, and conduct professional meetings with unit chaplains.
 - * Be responsible for check in/check out processing of chaplains assigned.
 - * Coordinate all training of reserve chaplains on active duty for training with the command.
 - * Maintain liaison with staff sections for all training, deployments, and mobilization requirements.
 - * Be responsible for mount-out readiness of the division chaplain and staff.
 - * Formulate the inspection process and accompany the division chaplain on visits and inspections of unit chaplain's activities and programs of religious ministries.

- * Coordinate the assignment of division chaplains, RPs, and assigned enlisted Marines to the duty watch bill.
- * Effects Liaison to support the coordination of religious ministries of the division with other U.S. Forces chaplains during operations.
- * Perform other duties as directed by the division chaplain.

(8) Marine Aircraft Wing Command Chaplain. The MAW command chaplain will be senior chaplain detailed to the MAW. The MAW chaplain is advisor to the commanding general in all matters and policies affecting religious ministries, chaplains, and RPs assigned to the MAW. The MAW chaplain, in addition to performing general chaplain duties will-

- * Assign or determine the placement of chaplains and RPs to subordinate MAW units.
- * Supervise all chaplains, RPs, and assigned Marines in the MAW and shall offer counsel, guidance, and encouragement.
- * Provide unit commanders with guidance on policies and procedures used in preparing naval officer fitness reports.
- * Provide religious ministries to units without a chaplain.
- * Assign chaplains, RPs, and enlisted Marines to duty watches as required.
- * Conduct readiness visits and inspections in regard to unit chaplain activities and programs of religious ministries.
- * Make familiarization and periodic visits to training areas and garrisoned units.
- * Ensure that chaplains assigned to the MAW submit required reports.
- * Provide certain logistical support to unit chaplains in garrison and survey the appropriateness and usefulness of consumable and nonconsumable items.
- * Develop and extensive indoctrination course (training/operations chaplains) for chaplains and RPs reporting to the MAW. In addition, ensure that continuing professional training is provided for all chaplains, RPs, and assigned Marines. (See chapter 5.)
- * Develop and publish an operational annex to the FMF standing operating procedure for MAW chaplains that includes the relationship of chaplains and supporting enlisted personnel to area command religious programs.
- * Supervise the lay reader training program in the command.

(a) Assistant MAW Chaplain. The assistant MAW chaplain will perform duties and tasks as directed by the wing chaplain and will act for the wing chaplain in his absence, or when required. Depending upon operations and the level of manning, the assistant wing chaplain may be available to serve as a MAGTF chaplain, the training/operations chaplain, or as a group chaplain.

(b) Training/Operations Chaplain. The training/operations chaplain is assigned to the staff of the wing chaplain. In addition to general duties performed by all chaplains, the wing training/operations chaplain will be guided by the billet description for the Marine division training/operations chaplain in interpreting his general duties, substituting the term wing for division, where appropriate.

(9) Force Service Support Group Command Chaplain. The command chaplain for the FSSG shall be the senior chaplain assigned to the FSSG. He serves the commanding general of the FSSG as an advisor in matters and policies affecting ministries of religion, chaplains, and RPs. His specific duties are to-

- * Assign or determine the placement of chaplains and RPs within the FSSG.
- * Supervise chaplains, RPs, and assigned enlisted Marines in the FSSG and offers counsel, guidance, and encouragement.
- * Provide guidance to unit commanding officers in the policies and procedures used in preparing Navy fitness reports for chaplains assigned to their unit. (See discussion in this chapter on fitness reports in which the command chaplain prepares the report.)
- * Coordinate available chaplain resources to ensure a unit without a chaplain is provided ministries of religion.
- * Assign chaplains, RPs, and enlisted Marines to watches, as required.
- * Conduct readiness visits and inspections in regard to programs of religious ministries and chaplain activities being provided on the unit level.
- * Make familiarization and periodic visits to work areas, training areas, and garrisoned units.
- * Make certain that FSSG chaplains submit all required reports in a timely manner.
- * Provide logistical support to FSSG chaplains and survey the appropriateness and usefulness of consumable and nonconsumable items in order to project future needs.
- * Receive requests for consumable and nonconsumable items used by division and wing chaplains in order to project logistical needs for religious ministries in the MEF (See chapter 6.)

* Develop a comprehensive indoctrination course (training/operations chaplain) for chaplains and RPs reporting to the FSSG; in addition, ensure that continuing professional training is provided for all chaplains, RPs, and assigned Marines (See chapter 4.)

* Supervise the lay reader training program in the command.

* Develop and publish an operational annex to the FMF standing operating procedure instruction for FSSG chaplains to include the relationship of chaplains and supporting enlisted personnel to area religious programs.

(a) Assistant FSSG Chaplain. The assistant command chaplain will assist the command chaplain by performing specified duties or assigned projects. In addition, the assistant command chaplain will act for the FSSG chaplain in his absence or when required. Depending upon operations and manning, the assistant command chaplain may be available to serve as a battalion chaplain, a MAGTF chaplain, or the training/operations chaplain.

(b) Training/Operations Chaplain. The training/operations chaplain is assigned to the staff of the group chaplain. In addition to performing the general duties of a chaplain, he shall perform the same duties described for the training/operations chaplain in a Marine Division, substituting the word FSSG for division, where applicable.

(10) Unit Chaplains. Chaplains assigned/placed with subordinate units of a Marine command are referred to in this manual as unit chaplains.

(a) Regimental Chaplain. The regimental chaplain is a member of the special staff of the regimental commanding officer. In addition to prescribed chaplains duties, the regimental chaplain will-

* Supervise the regimental program of religious ministries with the battalion chaplains to ensure that a comprehensive religious program is provided to the maximum degree possible.

* Function as camp chaplain (where applicable) for coordinating and scheduling of worship services, liturgical/sacramental/pastoral acts and other religious programs.

* Work with the division chaplain in the overall planning and policies of religious ministries in the division, with specific responsibility for implementation of plans and policy within the regiment.

* Ensure availability of chaplain resources to a unit without a chaplain.

* Provide guidance, leadership, and support for battalion chaplains in the regiment when deployed or in garrison.

- * Assist battalion commanding officers in preparing unit chaplains' fitness reports by providing guidance and recommending comments concerning the battalion chaplains.
- * Ensure submission of required reports by chaplains of the regiment.
- * Supervise lay reader training within the regiment.
- * Advise the division chaplain of significant issues or events within the regiment and of any operations requiring special chaplain coverage.

(b) Battalion Chaplain

1 The battalion chaplain is a special staff officer and professional to the commanding officer. In addition to general chaplain duties he will-

- * Work with the regimental chaplain to develop programs of religious ministries so as to ensure and offer the battalion a wide diversity of ministries.
- * Assist the regimental chaplain in providing religious ministries to a battalion without a chaplain or to make the ministries of his faith available throughout the regiment.
- * Maintain liaison with the regimental chaplain, informing him of the battalion program of religious ministries, his goals, objectives, needs, and other professional or personal matters.
- * Forward all official professional matters of concern to the division chaplain via the regimental chaplain.
- * Deploy with his unit or detachments as part of MAGTF organizations.

2 Since battalion chaplains of the FSSG do not have a regimental chaplain, their immediate chaplain supervisor is the FSSG chaplain in areas of coordinating ministries and professional or personal matters.

(c) Marine Aircraft Group Chaplains. The MAG chaplain is a special staff officer and professional assistant to the MAG commanding officer. The senior chaplain in the MAG is responsible for the supervision of other chaplains and assigned enlisted personnel in support of religious ministries in the MAG. On deployment, the senior MAG chaplain, with assistance of the S-3, acts to provide the MAG commander with comprehensive programs of religious ministries. MACG or MWSG chaplains will be guided by the duties for the MAG chaplain in interpreting their duties. All MAG chaplains, in addition to general chaplain duties, will-

- * Maintain liaison with the wing chaplain by informing him of ministries being provided, goals, objectives, needs, and other professional matters.

- * Provide religious ministries to units without chaplains as coordinated by the wing chaplain.
- * Supervise the work of other MAG chaplains when tasked by the chaplain with coordinating responsibilities.
- * Deploy with squadrons of MAG as part of MAGTF organizations.

(11) Religious Program Specialists. RPs shall be placed by the command chaplain in units where their expertise may best support programs of religious ministries. They shall remain militarily and administratively responsible to the command where assigned.

(a) Administrative Assistant. The senior enlisted RP in a command is designated the administrative assistant and serves under the direct supervision of the command chaplain. The duties of the administrative assistant include-

- * Managing and supervising the command chaplain's office.
- * Assisting in establishing standard administrative procedures for chaplain's offices in subordinate units.
- * Supervising and coordinating the activities of all RPs and enlisted Marines assigned to the command chaplain's office and recommending periodic evaluations/proficiency and conduct marks.
- * Working closely with the training/operations chaplain to establish and conduct a training course for all RPs ordered to the command, as well as continuing professional training for RPs and assigned Marines.
- * Ensuring that all RPs and assigned enlisted Marines supporting the CRP meet all military and training requirements.
- * Conducting periodic administrative and material inspections of subordinate unit chaplain's offices. Such inspections will include-
 - ** Mount-out equipment and supplies.
 - ** Office procedures, equipment, supplies, and ecclesiastical gear inventories, control, and condition.
 - ** Files, records, documents, directives, orders, and inspections for accessibility, security, and applicability.
- * Keeping current property account records for the command chaplain.
- * Functioning as fiscal and supply agent, cost center manager, and as budgetary planner and drafter for the command chaplain's office.
- * Maintaining program and personnel data, including roster for the command chaplain.

- * Ensuring the mount-out readiness of the command chaplain's office.
- * Establishing liaison with administrative assistants of other commands/bases/stations for purposes of cooperation and mutual support.
- * Performing other duties as directed by the command chaplain.

(b) Unit RP or Marine (MOS 0151). When placed by the command chaplain in a subordinate unit to assist a chaplain, an RP or Marine (MOS 0151) works directly for that chaplain. All RPs are expected to perform certain duties in keeping with their rate. The general duties of RPs in the FMF will include-

- * Preparing facilities used for religious services and programs in the field and in garrison; operating audio-visual equipment; coordinating lay personnel activities in support or worship services, education programs, spiritual renewal activities, and humanitarian programs; and performing other military duties, as required.
- * Preparing, typing, and processing official correspondence; typing and processing ecclesiastical, facility, and material reports and records; maintaining and updating documents, directives, and instruction files; and performing receptionist duties.
- * Conducting inventories, safeguarding equipment, ordering supplies, and preparing maintenance requests.
- * Assisting the chaplain at all weddings, funerals, memorial services, baptisms, and special religious services and activities.
- * Serving as driver for the chaplain (must have valid military driver's license) and performing regularly scheduled preventive maintenance on assigned vehicles.
- * Maintaining chaplain's table of equipment (T/E) and mount-out supplies in preparation for embarkation.
- * Performing other duties as assigned by the chaplain.

(12) Chaplain Assistant

(a) Until such time that RPs are assigned in sufficient numbers to provide appropriate support, commanding officers will continue to augment the chaplain section with qualified Marine Corps clerks (MOS 0151) in accordance with current T/O.

(b) Marines assigned as chaplain assistants remain militarily and administratively responsible to their commanding officer; however, they work directly for the chaplain to whom they have been assigned.

(c) Chaplains assistants are expected to perform the same duties as an RP. In areas where they lack skill and proficiency, chaplains will ensure that training is provided.

(13) Assigned Enlisted Marines. In addition to RPs and chaplain assistants, other enlisted Marines may be needed to support the command program of religious ministries. Specifically, Marines may be assigned to maintain chapel areas, function as supply clerk, provide security (combat environment), drivers, and office assistants. Any Marines assigned to the chaplain section remain militarily and administratively responsible to their commanding officer.

(14) Auxiliary and Contract Chaplains and Civilian Clergy. Chaplains will keep informed of all civilian clergy and church resources in the area where their command/unit is located and will make such information available to interested Marines. In addition, when chaplains resources are limited and the services of a representative of a specific faith group is required (e.g., Holy Days of Obligation for Roman Catholic personnel), commanders may obtain the service of auxiliary and contract chaplains or civilian clergy. Procedures for obtaining services and payment is described in chapter 6.

(15) Lay Readers. Many religious groups encourage the appointment of motivated and qualified laymen to assist the clergy and to lead in some form of devotions or public worship. Qualified laymen can also greatly enhance the command/unit program of religious ministries when denominational representation is different from that of the chaplain. Lay readers will be volunteers who are appointed and trained to assist or provide leadership in the command religious program. They will not be expected to serve contrary to their faith. They will work under the supervision of their respective chaplain and will be an extension of the programs being provided to the command by chaplains. (Training of lay readers is discussed in chapter 5.)

(a) Eligibility. Individuals who volunteer to serve as lay readers must possess demonstrated faithfulness to their religious tenets, to exemplary moral and military standards, and to a genuine motivation for training to become a lay reader.

(b) Appointment. Each volunteer for lay reader will be interviewed by the unit chaplain who will, if he approves, recommend his appointment to the commanding officer. Lay readers will be appointed in writing for a specific period of time by the commanding officer, using the format in appendix A.

(c) Duties. Appointed lay readers will-

- * Publicize and invite participation in approved religious activities available to command/unit.
- * Attend training opportunities as announced by the command/unit chaplain.
- * Conduct lay worship services, devotions, or other religious activities under the supervision of the unit chaplain.

- * Participate in religious activities as requested by the command/unit chaplain.
- * Distribute religious literature and supplies approved by command/unit chaplain.
- * Maintain close liaison with the command/unit chaplain, referring personnel who would benefit from pastoral counseling.
- * Submit reports as directed by the command/unit chaplain.

(d) Limitation of Duties. Lay readers will refrain from preaching, administration of the sacraments, pastoral counseling, or exercising any other religious activity usually reserved for ordained clergy. They will not accept offerings. The duties of lay reader are in addition to regular military duties. As such, the lay reader will refrain from allowing lay reader responsibilities to interfere with military duties.

(e) Lay Reader's Identification. Recruits at the Marine Corps Recruit Depots are afforded the opportunity to voluntarily participate in a lay reader course of instruction. Those who complete this course of instruction have a service school code (M4E) entry made in the service record book to indicate background training for selection as a unit lay reader. Commanders and their staff will identify individuals with this code to their respective chaplains in order to provide lay reader resources for use in the command religious program.

b. Military Duties. Chaplains will attend command/unit training and operational briefings as well as training events in field and garrison. Such participation for chaplains, RPs, and chaplain assistants will include, but is not limited to, certain formations and inspection.

c. Collateral Duties. Chaplains in the FMF are not assigned collateral duties, due to the nature of their work and the unpredictableness of responsibilities. Chaplains are expected to participate fully in the life and activities of their command, providing professional expertise where appropriate.

d. Watches

(1) Assigned Watches. Chaplains will participate, when available, in standing chaplain duty watches. The scope of these watches is determined by command chaplains as to whether or not they are local watches (camp/station), command watches, or intercommand watches. These watches will be conducted in accordance with the current directives applicable to each location (further discussion is in chapter 4).

(2) Watch Teams. RPs and chaplain assistants will stand the chaplain duty watch with the chaplain to whom they are assigned and will assist the chaplain as a watch team member according to established procedures or specific instruction of the chaplain.

(a) RPs and chaplain assistants are militarily responsible to their commanding officer; however, they are responsible to the duty chaplain for watches and duties.

(b) RPs and chaplain assistants, in addition to standing established watches, are expected to assist chaplains with weekend and evening programs of religious ministries. It is expected that their total watch standing will be equivalent to that of other administrative clerks of their grade. RPs and chaplain assistants will participate in training and exercises of the command/unit to which they are assigned. They shall not be assigned any duties which conflict with their primary duties nor distract from their credibility as support personnel in the command religious program. No additional duties will be assigned without the written concurrence of the chaplain.

e. Status During Armed Conflict

(1) Chaplains. Under the Geneva Convention of 1949, chaplains enjoy a protected status during armed conflict as long as they remain noncombatants exclusively engaged in religious duties. If captured, they are not considered prisoners of war (POW) but are accorded the benefits of POW treatment. They are to be retained only if needed to aid actual prisoners of war. They are to be allowed, within the framework of POW camp discipline, to carry out their professional duties, and may not be required to do other work. If not retained, they are to be returned as soon as military conditions permit.

(2) RPs, Chaplain Clerks, and Other Enlisted Marines. RPs, chaplain assistants, and enlisted Marines who support chaplains are not protected persons under the Geneva Convention. If captured, they are entitled to be treated as POWs. Chaplains must ensure that these personnel, as combatants, maintain their qualification with their T/O weapons.

3002. Responsibilities

a. Professional Relationships. The effectiveness of a chaplain to carry out a command's program of religious ministries is vitally related to his professional relationships. These professional relationships should be understood from the perspective of support persons who aid in facilitating an effective command program of religious ministries. The discussion that follows by no means exhausts this subject, but offers guidance as to key professional relationships.

(1) Commanding Officers. As discussed in this chapter under general duties, all chaplains retain direct access to their commander on matters which, in their professional judgement, should be brought directly to the commander's attention, although they work directly for the chief of staff/executive officer. Commanders normally will give specific guidance to a chaplain as to what procedures the chaplain follows in providing input (briefings, memorandums, structure of appointments).

(2) Chief of Staff/Executive Officer. Most matters a chaplain wishes brought to the commander's attention will normally be discussed or presented to the chief of staff/executive officer. The chief of staff/executive officer will be made aware of all direct contact with the commander; however, due to the sensitive nature of certain information, specific details may be reserved for the commander.

(3) Principal Staff. The commander's principal staff are essential team members to work with in planning, developing, and administering the command/unit programs of religious ministries. Specific guidance on each principal staff member's involvement will be discussed in chapter 7.

(4) Key Command/Unit Personnel.

(a) The basic level at which most chaplains have daily contact is the company/department. A close working relationship with key company/department personnel will greatly expedite a chaplain's effectiveness as well as having a cohesive effect in building team working relationships.

(b) Few people can be of greater assistance to a chaplain in carrying out the commander's programs of religious ministries than the sergeant major or unit first sergeant. Working with them in matters affecting the lives of personnel is essential.

(5) Command Chaplain. The command chaplain's relationship to the unit chaplain is to coordinate team ministries; to offer appropriate guidance, support and encouragement; and to intercede where necessary in behalf of unit chaplains.

(6) Higher Headquarters Chaplain. Chaplains who are placed in a Marine Corps unit having an immediate higher headquarters (e.g., regiment and battalions) will work with the higher headquarters chaplain concerning professional matters and team ministries. The higher headquarters chaplain's relationship to the unit chaplain is essentially the same as the command chaplain.

b. Command Expectations

(1) Professional-Religion, Spiritual Matters, Morals, and Ethics. Commanders who have chaplains assigned/placed in their command/unit rely upon the chaplain as the professional clergy trained to provide comprehensive programs or religious ministries for personnel under his command. The chaplain's unique training and background equip him to assist the commander as the cognitive person in concerns of religion, spiritual matters, morals, and ethics.

(2) Advise and Brief. Commanders require that chaplains keep them thoroughly informed of their activities and programs. Moreover, commanders expect chaplains to bring to their attention existing or potential problem areas that affect the command/unit.

(3) Represent the Command. Commanders will normally task the chaplain to represent the command/unit at meetings involving religious, spiritual, moral, or ethical concerns. In situations involving sensitive personal or family matters, the chaplain may provide effective liaison for the command. Chaplains may be asked

to represent the command/ unit when civilian clergy are part of official parties having contact with the command/unit.

c. Military Bearing

(1) Uniforms

(2) Chaplains and RPs will wear uniforms as directed by NAVPERS 15665 and MCO P1020.34, as well as other pertinent directives. All assigned enlisted Marines will wear prescribed Marine Corps uniforms.

(b) RPs who decide to wear Marine Corps uniforms will receive a full clothing allowance in accordance with MCO P1020.34. All assigned enlisted Marines will wear prescribed Marine Corps uniforms.

(2) Physical Fitness. Chaplains and RPs will adhere to established Navy standards for physical fitness. However, due to the nature of serving in the FMF and its mission, chaplains and RPs may desire to maintain the physical standards of the Marine Corps.

(3) Grooming Standards. The grooming standards for all Navy personnel are well established and must be followed, as prescribed. If a chaplain or RP elects to wear Marine uniforms, he will, consequently, follow Marine Corps grooming standards.

(4) Pride. Few attributes describe a Marine so fittingly as does the word, pride. Their physical presence, demeanor, and military bearing of a Marine projects pride. Chaplains and RPs who understand this pride and who themselves project pride in their military bearing will find a greater respect in the execution of their duties and responsibilities.

d. Fitness Reports/Periodic Evaluation/Proficiency and Conduct Marks

(1) The reporting senior for a command chaplain is their respective commanding general. Command chaplains are tasked with ensuring that fitness reports are submitted on unit chaplains at the required occasions. The command chaplain and the chaplain of a unit's higher headquarters will offer guidance as to the prescribed procedures to be followed by unit commanders as well as giving input. Commanders may delegate and authorize the command chaplain to prepare and sign fitness reports on chaplains in accordance with NAVMILPERSCOM 1611.1-.

(2) RPs will have performance evaluations submitted at the required occasions by their supervisory chaplains to the Navy personnel office in sufficient time for preparation of the individual's evaluation.

(3) Assigned enlisted Marine's evaluations (sergeants and above, fitness reports; corporal and below, proficiency and conducts marks) will be recommended by the supervisory chaplain at the required times to commanders in sufficient time for preparation of the individual's evaluation.

e. Readiness Inspections. The command chaplain is responsible for conducting or designating inspectors to evaluate the readiness of

chaplains carrying out unit commander's programs of religious ministries. Readiness inspections will normally be conducted semiannually or in accordance with the existing command order.

f. Current directives

(1) Pertinent Navy and USMC Directives. The various Navy and USMC directives referred to in this manual provide material with which each chaplain serving in the FMF is expected to be familiar. Command chaplains are tasked to compile and distribute a list of directives considered essential for chaplains.

(2) **Command/Unit Directives.** Chaplains shall be knowledgeable of administrative policies and procedures of the command/unit they serve. Of particular importance are directives effecting emergency leave, humanitarian transfer, hardship discharges, local custom and laws, dependent abuse, personal affairs, and family assistance.

g. Reports

(1) **After-Action Reports.** After-action reports will be submitted to the commanding officer after each deployment. The report will consist of the background of the deployment, a narrative summary of the deployment, lessons learned, recommendations concerning future religious ministries in similar situations, and summary. (Reports Symbol SC19- 1730-05; appendix B is the format for After-Action Reports.)

(2) **Command Chaplain Report.** All unit chaplains will submit a monthly report of their activities to the commanding officer. Command chaplains will design report formats and establish due dates for the report. Chaplain quarterly reports are to be submitted to the Chaplain of the Marine Corps via the chain of command in accordance with MCO 1730.6.

h. Files, Turnover Procedures. All chaplains will establish and maintain administrative files based upon MCO 5210.11-. Command chaplains will determine the prescribed turnover procedures to be established and maintained by unit chaplains.

Chapter 4

Coordinated Activities

4001. General

Due to religious pluralism and the diverse religious needs of Marines, chaplains in the FMF who are tasked with carrying out comprehensive programs of religious ministries for commanders are dependent upon assistance from other chaplains and civilian clergy. This need for assistance often crosses command lines; therefore, there exists the necessity for coordination of chaplains' efforts.

The Naval Service has well established principles for affecting formal coordination between different commands in operational and garrison situations. Chaplains' efforts of coordination are determined by these procedures. Responsibility for coordination is determined by command mission and seniority, not the seniority of a command chaplain. It is the established policy for the Marine Corps supporting establishment (base/station) command chaplain to develop the supporting establishment's program of religious ministries and coordinate the FMF chaplains assistance in it while they are in garrison.

A host tenant agreement promulgated by an order from the Marine Corps shore establishment and concurred in by the tenant command(s) will set forth procedures for cooperation and participation of FMF chaplains in the Marine Corps shore establishment religious program. It is expected that all FMF chaplains will contribute their professional service to the Marine Corps shore establishment religious program. The discussion that follows in this chapter will amplify that participation.

These formal principles do not preclude informal coordination in which chaplains support each other's performance of duties and responsibilities. This avoids duplication of efforts and expands the CRP. All coordination efforts are to be understood as enhancing the command's program of religious ministries and should be encouraged as long as such efforts do not interfere with the chaplain's primary operational responsibility to the command/unit where assigned.

4002. Coordination of Command Ministries

a. Divine Services and Religious Activities. Chaplains assigned to FMF command/units who provide assistance in the supporting establishment's divine services and religious activities, do so in response to requests from the support establishment command chaplain to the FMF command chaplain with concurrence from the affected unit commanders.

b. Religious Education. The procedure established for FMF chaplains providing assistance to supporting establishment's divine services and religious activities are followed in areas of coordinated intercommand religious education programs. FMF chaplains will not assume responsibilities in a supporting establishment's religious education program, divine services, or religious activities in a way that precludes their availability for rapid deployment.

c. Special Religious Services and Activities. Throughout the year, events occur that impact upon all chaplains in operational or geographical areas (e.g., national holidays and religious festivals,

professional training, and U.S. Navy Chaplain Corps Anniversary). These types of religious services and activities are normally coordinated by the procedures discussed in this chapter for supporting establishments. However, in operational areas where there is no supporting establishment, coordination of special religious services or activities should be attempted by chaplains in the area.

d. Combined Watch Bills

(1) In certain geographical areas it is advantageous to have a combined chaplain watch bill, in order to clarify the availability of chaplains and reduce duplication of efforts. All chaplains assisted by their assigned RPs or chaplains assistant, participate when available in combined geographical area watches. Command chaplains forward to the designated senior watch officer the names of unit chaplains available for a forthcoming month in sufficient time for inclusion on the watch bill. The supporting establishment coordinates combined watches.

(2) In operational or geographical areas where there is no supporting establishment, established principles of command or intercommand coordination are followed in regard to watches. All chaplain watches are stood in accordance with local directives governing watches.

4003. Shipboard Ministries

FMF chaplains embarking upon Navy ships are governed by established principles of command in coordinating religious ministries with ship chaplains. This coordination will have the goal of providing the most comprehensive program of religious ministries possible.

a. Navy Task Force Commanders. Navy Task Force commanders exercise operational control over MAGTFs while embarked. Operational command and control does not include such matters as personnel management, administration, discipline, internal organization, logistics, and training. These areas of administrative control remain under the authority of the embarked Marine commander.

b. Marine Commander Embarked. Religious ministries is an area of administrative control under the authority of Marine commanders as is the use of FMF chaplains while embarked aboard Navy ships. Divine services and religious activities for Marine personnel will be scheduled with the concurrence of the Marine commander. FMF chaplains perform ministries of religion only with approval of their commanding officers and as coordinated through the MAGTF chaplain. FMF chaplains are tasked with ensuring comprehensive programs of religious ministries are continued for embarked Marines.

c. Planning Shipboard Ministries. Although the specifics of planning religious ministries for deployment will be discussed in chapter 7, it is essential for MAGTF chaplains to establish liaison with ship chaplains prior to deploying. Such areas as the location and scheduling of divine services and religious activities are operational control matters and must be coordinated.

d. Coordination of Ministries Aboard Ship. The MAGTF chaplain will coordinate the Marine commander's program of religious ministries

with the Navy task force chaplain in areas involving operational control to increase the availability of chaplain resources, and to avoid duplicating efforts.

4004. Ministries in Combat

Chaplain functions vary with each echelon of command. Chaplains assigned with FMF command/units involved in combat acts as the unit commander's staff officer for religious ministries and with the commander's approval shall include:

a. Divine Services and Religious Activities. Chaplains in combat should be prepared to provide abbreviated worship services and religious activities at irregular times when necessary.

b. Other Ministries Requirements. Combat ministries requires that the unit commander, with the assistance of the assigned chaplain, provide plans for mass casualty ministries, pastoral ministries addressing battle fatigue, and fear and combat stress. Precombat ministries training should be a part of the command chaplain's training plan (refer to 5002b(1)(a)p.5-3).

c. Coordination With Other Unit Resources. Maintain liaison with appropriate departments and staff officers as required in the administration of assigned tasks.

d. Coordination of Ministries in Combat. The MAGTF chaplain will coordinate the commander's programs of religious ministries with other chaplains within the command.

4005. Chaplains of Other U.S. Armed Forces

While operating with other U.S. Armed Forces, it is essential that immediate contact be established with Army and Air Force chaplains. Normally, MAGTF or command chaplains make initial contact to plan and extend cooperative ministries.

The religious ministries provided by FMF chaplains are made available to personnel and chaplains of other armed Services whenever possible. Likewise, FMF chaplains will seek out the availability of Army and Air Force chaplains to augment their existing programs of religious ministries.

4006. Chaplains of Allied Forces

When operating with allied forces, MAGTF chaplains extend their availability to provide religious ministries to allied chaplains or commanding officers. Consequently, MAGTF chaplains should explore available religious ministries of allied chaplains. All efforts are coordinated by the MAGTF chaplain.

4007. Liaison With Community Clergy

a. Religious Ministries Available

(1) Chaplains maintain liaison with community clergy and churches during deployments and in garrison in order to provide additional religious resources for their command /unit. The chaplain refers interested Marines to particular faith groups and assists in establishing contacts.

(2) The MAGTF or command chaplain, as applicable, coordinates endeavors involving civilian churches and command/unit programs of religious ministries.

b. Religious Cultural Concerns. Chaplains can provide invaluable assistance to their commander and may prevent potentially embarrassing situations by maintaining contact with civilian clergy as to unique religious cultural issues in a geographical area.

4008. Liaison With Community Agencies

Chaplains maintain a close working relationship with the American Red Cross, Navy Relief, Family Service Centers, Drug/Alcohol Abuse Programs, Family Advocacy Program, and community social agencies in order to offer proper referral for Marines and their dependents.

Chapter 5

Training

5001. General

Command and unit chaplains provide training for those tasked with administering or assisting with programs of religious ministries in the Fleet Marine Force.

5002. Command Chaplain's Training Program

a. Administered by Training and Operations Chaplain. Command chaplains are assisted by the training and operations chaplain. He develops and implements comprehensive training programs for chaplains, religious program specialists, and chaplain assistants in the FMF.

(1) Orientation/Indoctrination to FMF. The majority of chaplains and RPs ordered to the FMF have limited or no experience serving with the Marine Corps. Because of their Navy orientation, training, and experience, it is essential that, prior to placement at unit levels, chaplains and RPs receive a thorough orientation/indoctrination to the FMF. This training helps to eliminate potential embarrassing and awkward situations caused by a lack of knowledge and understanding as well as to equip chaplains and RP's to effectively carry out ministries of religion in the FMF.

(a) Chaplains. The length of time and scope of material for orientation/indoctrination of chaplains is determined by the command chaplain. Topics of consideration include, but are not limited to, pertinent directives, chain of command, Marine Corps customs and traditions, FMF organization, command chaplain's expectations and requirements, the T/E for chaplain support, logistical procedures, uniforms, orientation to the command's geographical area, field experience with another unit chaplain, and introduction to the unit where being placed.

(b) Religious Program Specialists

1 It is the policy of the Navy, and a Marine Corps requirement, that prior to assignment with FMF commands, all male RPs who were not former Marines are ordered to the School of Infantry (SOI) at Camp Lejeune, North Carolina, or Camp Pendleton, California, for training in field soldiering and individual combat infantry skills. Successful completion of the course generates the assignment of Navy enlisted classification (NEC), code 2401, Fleet Marine Force RP. All women RPs ordered to FMF units are sent en route to their ultimate duty station to Field Medical Service School (FMSS) for defensive combat training at Camp Pendleton or Camp Lejeune.

2 All RPs, former Marines, and those who attend SOI who are ordered to a Marine command are provided orientation/indoctrination training by the command chaplain. The length and scope of this training is determined by the command chaplain and administered by the training and operations chaplain assisted by the administrative assistant. Subject matter for this instruction will include, but is not limited to, pertinent directives, chain of command, Marine Corps customs and traditions, FMF organization, command chaplain expectations and requirements,

T/E for chaplain support, logistical procedures, uniforms, and orientation to the command's geographical area. In addition, they must be qualified with their T/O weapons.

(2) Continuing Training

(a) Chaplains

1 Unit commanders should not assume the chaplain placed with their unit if fully orientated or indoctrinated to the FMF. Although the chaplain is a qualified, trained professional in areas of religion, spiritual matters, ethics, and morals, his knowledge and understanding of the FMF will need continuing refinement.

2 Command chaplains are tasked with providing continuing training for unit chaplains. Unit commanders are to encourage maximum participation of their chaplain in these training sessions unless operational commitments dictate otherwise.

(b) RPs and Chaplain Assistants. Unit chaplains assure the RPs placed with them or the assigned enlisted Marines are afforded maximum opportunities to participate in the command chaplain's training programs developed for them.

b. Training Objectives. The objectives of command chaplain training programs are to provide knowledge, skills, and experience to equip those tasked with carrying out programs of religious ministries to perform their duties and responsibilities. These training programs develop expertise and effectiveness as well as enhance career development.

(1) Chaplains

(a) In addition to the subject materials addresses in the orientation/indoctrination training which provide a base to develop continuing training programs, the following additional subject matter has proven helpful for chaplains: coordination efforts, counseling techniques, and pastoral care in emergencies, crises, or combat situations; military funerals and memorial services; religious education in the field; other religious faiths; moral and ethical issues; communications in the military system; deployment; ministries in combat; drugs and alcohol; and the chaplain's family and spiritual life.

(b) The command chaplain also provides workshops and retreats for unit chaplains specifically directed towards developing expertise in a specific professional area or to provide for spiritual growth of unit chaplains.

(2) RPs and Chaplain Assistants. The above orientation/indoctrination items can be used as the base for RPs and chaplain assistant's continuing training. Pertinent training sessions may include setting up for field and garrison worship services and activities, maintaining supplies, T/E items, budgeting, office procedures, files, preparing for deployment, watches, office inspections, self-service and supply procedures, communications in

the military system, and typing requirements. These subject matters are a foundation of training objectives, but the unique needs or concerns of different commands dictate specific objectives that may not be included in this discussion.

5003. Chaplain's Professional Development

a. Command Chaplain's Meetings. The command chaplain schedules meetings to discuss, plan, and act upon professional matters relating to religious ministries and chaplains. Commanding Officers are to encourage maximum participation by their unit chaplain unless impractical due to unit training or operational commitment.

b. Professional Development Workshops and Conferences. Annual professional workshops and conferences are scheduled by the Chief of Chaplains. Attendance by chaplains is encouraged unless prohibited by operational commitments. Orders are issued in accordance with current directives.

c. Denominational Meetings/Retreats. Chaplains are authorized temporary additional duty (TAD) for the purpose of attending meetings and retreats sponsored by their faith group. This is a primary way that chaplains maintain liaison with their faith group and is to be encouraged. Commandant of the Marine Corps directed TAD covers costs orders to denominational meetings and retreats.

d. TAD Authorization. Chaplains may be issued temporary duty at no expense to the government for periods not to exceed 15 days each calendar year for the purpose of attending workshops, meetings, and retreats not required to maintain ecclesiastical endorsement.

e. Command/Unit Sponsored Programs. Commanders may request and sponsor their chaplains to attend military workshops, seminars, and conferences they believe beneficial and appropriate to enhance the chaplain's professional development and usefulness to the command.

5004. Spiritual Life

The importance of the chaplain being mentally and physically prepared to carry out religious ministries in the FMF is superseded only by the need for spiritual preparedness. The chaplain must not overlook the daily development of his spiritual life, because in combat or during deployments, his effectiveness in delivery of ministries is dictated by his spiritual well-being.

5005. Professional Study

Marine commanders are to encourage and permit chaplains adequate study time so they are well grounded in their professional and can prepare meaningful homilies and religious instruction periods. Additionally, a private space for study and meditation should be provided whenever possible.

Commanders are to ensure that adequate resources, including reference materials, are present for the chaplain's professional study.

Marine Corps shore establishments will maintain professional references material and support equipment for the use of FMF chaplains beyond what is feasible for deploying chaplains to carry. These references materials should include commentaries; homiletical, liturgical, theological, and historical references; and texts in comparative religions, pastoral care, and counseling.

5006. Enlisted Career Development

In addition to providing training opportunities for RPs and/or chaplain assistants, chaplains ensure the scheduling of other necessary training to enable these personnel to prepare and qualify for promotion. In addition, the need continues for weapon and essential subjects training as required by their FMF units.

5007. Training of Lay Readers

The command chaplain monitors the training of all lay readers in the command. Unit commanders ensure their lay readers are instructed and trained by their unit chaplains in duties and responsibilities.

a. Unit Lay Reader Training. Unit chaplains, assisted by assigned RPs, develop and maintain programs for the training of lay readers during deployment and in garrison. Unit chaplains may use chaplains of other major faith groups to accomplish this training.

b. Coordinated Training. Lay reader training may be conducted at the unit's higher headquarters level. The command chaplain or the higher headquarters chaplain supervises and coordinates efforts of lay reader training. The training and operations chaplain assists all chaplains conducting lay reader training.

c. Recruit Depots Trained Lay Readers. Marine recruits who graduated from the lay reader course of instruction while at Marine Corps Recruit Depots provide commands with a vital pool of resources as they report to FMF commands. Chaplains will ensure that every effort is made to continue the training and to employ these Marines in order to enhance the command religious program.

Chapter 6

Logistical Support

6001. General

"The command religious program is an official and integral part of each activity or organization within the Marine Corps. Each commander has the responsibility not only to ensure that divine services be encouraged and conducted, but also to provide logistical support for the religious program and the chaplains assigned to the command."

6002. Table of Equipment

a. Chaplain's Ecclesiastical Equipment

(1) **Combat Kit and Portable Altar.** Chaplain's combat kits and portable altars are procured through regular supply channels within the command/unit in accordance with established T/Es. National stock numbers (NSNs) for the combat kits and portable altars are located in MCO 4400.154.

(2) **Additional Equipment.** The command/unit T/E will reflect any additional items authorized for chaplains.

b. Chaplain's Support Equipment. Commanders will provide their chaplains from the command/unit T/E essential support equipment to enable them to successfully carry out the command's program of religious ministries.

(1) **Tents.** Chaplains will be provided with a command post (CP) tent for training exercises and operations affording privacy for pastoral counseling and an administrative base from which to operate. During extended operations, it is necessary to provide tentage for field chapels.

(2) **Other Equipment.** Other minimum essential field equipment includes, but is not limited to, office supply set (11-inch field typewriter) and lantern set (gasoline).

6003. Garrison Office Property

It is incumbent upon each command/unit to which a chaplain is assigned to provide office space and equipment to meet his professional needs.

a. Office Space

(1) **Chaplain.** Due to the sensitive nature of pastoral counseling and the professional study of a chaplain, a private area should be designated for the chaplain. This space should be a part of or in proximity to the CP/ headquarters. It should provide easy access and ensure the privacy of those seeking pastoral care and counseling.

(2) **Separate Area for RP/Chaplain Assistant.** A separate but adjunct administrative space to the chaplain's office should be provided for the RP/chaplain assistant adequate to accommodate personnel and/or their dependents waiting to talk with the chaplain. Because

of the need to preserve the privacy of those who seek out the chaplain, the chaplain and his RP or chaplain assistant should have separate offices.

b. Property Items

(1) **Furniture.** Due to public contacts as a representative of the command/unit, adequate garrison property furniture, appropriate to his position as a special staff officer, will be provided to the chaplain's office.

(2) **Typewriter.** Due to the professional nature of the chaplain's typing requirements reflecting directly upon the command/unit (religious and memorial service bulletins, official chaplain correspondence and reports, correspondence for the commander, etc.), it is a prerequisite that the chaplain be furnished a serviceable typewriter or suitable word processing resources.

(3) **Telephone.** Because of crisis intervention and the highly sensitive nature of a chaplain's pastoral ministries in which quick action is essential, each chaplain's office is allocated unrestricted telephone service.

6004. Space Aboard Ship

a. Location. IN the designation of space for FMF chaplains embarked aboard Navy ships, care is taken to make certain that chaplains are provided a private space for pastoral counseling and professional study. This space should be located in an area providing easy access for those seeking pastoral counseling or who wish to discuss religious or spiritual matters.

b. Ecclesiastical and Administration Supplies. In assigning the chaplain space aboard ship, it is highly desirable that additional space be designated for the RP/chaplain assistant and for ecclesiastical and administrative supplies. The chaplain must have easy access to these supplies and be able to perform certain administrative and typing requirements in carrying out the command's program of religious ministries aboard ship. If it is impractical to assign a separate space for the RPs/chaplain assistant and supplies, care will be taken to ensure that the space assigned the chaplain is adequate to meet these additional constraints.

6005. Transportation

Due to rapid mobility and wide dispersion of MAGTFs, adequate transportation is essential for chaplains to carry out the command's programs of religious ministries. With adequate transportation, the chaplain can function as a full member of the command and be able to provide religious ministries to the entire command/unit.

a. Air/Ground Transportation

(1) In situations aboard ship and in the field, it is essential, due to command/unit personnel embarked aboard different ships or separately by geographical distances, that chaplains be provided

air or other transportation to provide divine services and religious activities, religious education, and pastoral care throughout the unit to the maximum degree possible.

(2) During training exercises and deployments, it is imperative that ground transportation be provided for chaplains. In these situations, transportation has a drastic effect upon the ability of chaplains to accomplish their duties and responsibilities in assisting commanders to fulfill their responsibility to meet the religious, spiritual, moral, and ethical needs of Marines.

b. Arrangement Procedures. All needs for air transportation will be requested and coordinated with the G-3/S-3 by the command/unit chaplain requesting assistance. The commander determines distribution of ground transportation assets. When ground transportation assets are limited, the chaplain requiring transportation will request and coordinate his needs with the G-4/S-4. The chaplain will keep the commanding officer informed if adequate transportation (air or ground) is not provided and hinders the command's religious programs.

6006. Operations and Maintenance Funds

The use of local operations and maintenance (O&M) funds to provide necessary logistical support for programs of religious ministries is directed by MCO 1730.6.

a. Chaplain's Budget. Each chaplain assigned or placed with an FMF command/unit is included in the command/unit O&M budget. The chaplain's budget will be realistic and adequate to fund programs of religious ministries outlined in their planned ministry objectives (PMO). The budget is submitted in writing at the designated time each fiscal year using standard planning, programming, budgeting system procedures, and local command/unit directives. Budgeted items will include, but are not limited to, administrative supplies, devotional literature, special religious program needs, counseling support materials, and briefing and training materials. In addition, command chaplains will provide certain logistical support of unit chaplains (discussed in this chapter).

b. Self-Service. All chaplains and RPs/chaplain assistants follow the established procedure of their unit S-4 or supply officer in using allocated O&M funds to procure items from self service.

6007. Command Chaplain Support

a. Supplies in Garrison. While in garrison, command chaplains budget for (O&M fund) and procure, in sufficient quantities, consumable and nonconsumable items for supporting unit chaplains. Consumable items refer to such items as: candles, bulletins, rosaries, medals, devotional literature, scriptures, worship resource books, yarmulkes, host, wine (Sacramental and Kosher) and missalettes. Nonconsumable items refer to such items as chaplain's combat kits, linens, Sunday Missals, Book of Worship for U.S. Forces, professional references materials, and administrative resources, i.e., typewriters and processors.

b. Procedures. The command chaplain consolidates requirements for consumable and nonconsumable items from PMOs prepared by unit chaplains. Known or anticipated requirements should be identified in sufficient time (normally 60 days) to allow for procurement, shipment, and receipt of items. An appropriate requisition is prepared in accordance with existing directives by the appropriate supply account and forwarded to the customer service section for further processing.

6008. Force Service Support Group Support

The FSSG provides sustained combat service support for a Marine division, a Marine aircraft wing, and FSSG units, including geographically separated components thereof, when in garrison, when employed separately as a MEF or MAGTF below MEF level, in the amphibious assault, and in subsequent operations ashore.

a. FSSG Command Chaplain. The command chaplain for an FSSG serves as technical advisor for support items and religious oriented provisions stocked and used by the group, and performs liaison with other command chaplains in the MEF to solicit usage data on the appropriateness of consumable and nonconsumable items to project future procurement needs for deployments and garrison use.

b. Operational Deployment Block. Included in each MAGTF operational deployment block are consumable and nonconsumable items for chaplains of the MAGTF. The FSSG command chaplain makes recommendations to the group, based upon feedback from other command chaplains, as to the stockage level (types of items and quantity) of consumables and nonconsumables and acts to ensure such items are easily procured by MAGTF chaplains.

c. Procedures. The supply officer submits required documentation to the CSSE which issues the items to the supply officer. The CSSE reorders items depleted from the operational deployment block from the supported activities supply system management unit.

6009. Combat Supplies (30 days)

All chaplains in the FMF maintain a 30-day supply of consumable and nonconsumable items that are to be used only for combat. These supplies are maintained in a locked mount-out box, ready for immediate embarkation. (Appendix C is a listing of suggested combat supplies for a minimum of 30-days.)

6010. Religious Offering Funds

Commanders are authorized to establish religious offering funds. Religious offering funds will be limited for use toward projects and programs of a religious or charitable nature, easily recognized as coming within the desires of the donor, which cannot be supported by appropriated funds.

a. Administration. All established religious offering funds are strictly administered in accordance with SECNAVINST 1730.7 - and MCO 1730.6. All collected contributions are deposited in these funds. Any request for disbursement is made to the custodian of the respective religious offering fund. The disbursement of

religious offering funds should reflect the will of the donor. A chapel council may be formed or chapel attendees may be solicited to determine the will of donors.

b. Garrison. Religious offering funds are not normally established in garrison for FMF command/units. Supporting establishment consolidated religious offering funds are maintained at bases, stations, and camps where FMF command/ unit are located. Command/unit chaplains are guided in the handling of collected contributions and requests for disbursement by local directives governing consolidated religious offering fund. Again, the religious offering funds should be responsive to the will of the donors.

c. Deployments. During extended deployments, commanding officers may establish religious offering funds; however, such funds are temporary and will be disestablished at the conclusion of the deployment. The MAGTF chaplain establishes the procedures for handling of religious offering funds during deployment. All such funds will be administered in accordance with current directives and a thorough accounting is maintained.

6011. Employment of Auxiliary Chaplains, Contract Chaplains, and Clergy for Occasional Ministries

The appointment of auxiliary chaplains and the contracting of chaplains to augment programs of religious ministries is normally initiated by supporting establishments. In certain situations, it may become necessary for the FMF commander to augment available chaplain resources either by appointing or contracting with civilian clergy to provide religious ministries.

The greatest need to augment FMF commands' programs of religious ministries will be in regard to occasional ministries by civilian clergy for religious festival and holy days.

SECNAVINST 1730.3 - offers specific guidance in regards to the employment of auxiliary chaplains, contract chaplains, and clergy for occasional ministries; establishes fees; and procedures of payment.

Chapter 7

Deployments

7001. General

Chaplains and RPs will remain mindful of the primary mission of the FMF and consequently, maintain constant spiritual, physical, and mental readiness to deploy with their units at all times. Chaplains, especially those with supervisory and coordinating responsibilities, will remain abreast of all planning for operations so they can be prepared for rapid deployment and able to provide ministries to meet needs of those they serve.

7002. Planning

A successful Marine deployment is vitally dependent upon detailed planning at its inception. Chaplains providing effective programs of religious ministries are those actively involved as a team member to plan and coordinate their ministries with the commander's staff and other chaplains involved in the deployment, including ship chaplains.

a. Staff (General or Executive)

(1) **G-1/S-1.** The G-1/S-1 responsibilities impact upon chaplains in the following areas: personnel manning and management, morale and personnel services, graves registration, and prisoners of war.

(2) **G-2/S-2.** The G-2/S-2 impacts planning in areas of information pertaining to geographical, religious, and cultural concerns; climatology; maps and information concerning operations; and any restrictions that apply to areas of the foreign countries to which deploying.

(3) G-3/S-3

(a) The G-3/S-3 impacts the chaplain's planning for deployments regarding the general location of all units and their projected movements, as well as CP location, general bivouacking locations, quartering, and staging of Marines in tactical operations. It is important for chaplains, at all times, to be aware of the location of Marines for whom they are responsible in order to carry out the CRP.

(b) It is crucial that details for all projected requests for air transportation within the area of operation be resolved between the chaplain and the respective G-3/S-3 before an operation starts, for once started, the G-3/S-3 is inundated with a multitude of demands and responsibilities. Once procedures are established, daily requirements can be submitted.

(c) **Civil Affairs.** The civil affairs officer (CAO) is the principal staff officer in matters pertaining to civil affairs. The G-3/S-3 has staff responsibility for civil affairs. The CAO is responsible for the collection, care, and disposition of refugees and displaced persons plus the evacuation and hospitalization of sick, wounded, and injured civilians. He coordinates the distribution of supplies and equipment to meet minimum civilian needs while establishing and maintaining liaison with all

organizations conducting civil affair activities including those of the United States, indigenous, and other countries. It is essential that chaplains be aware of the duties of the CAO and plan the CRP with these concerns in mind.

(4) G-4/S-4. The G-4/S-4 impacts upon the chaplain's planning for religious ministries in areas of logistics matters, landing support, materials handling, and passenger and freight transportation. It is crucial that the chaplain's needs for ground transportation be resolved before the start of an operation. On the unit level, the S-4 also has staff responsibility for financial management. (The comptroller is the assistant chief of staff responsible for financial management on general staffs.)

b. Other Chaplains

(1) The MAGTF chaplain is responsible for developing a plan to provide religious ministries in conjunction with all other chaplains involved in the MAGTF by analyzing the scope and nature of the deployment and knowing the capabilities of each chaplain. Prior to deploying, the MAGTF chaplain will meet with all chaplains involved in the MAGTF to plan and coordinate a full program of religious ministries to submit to the MAGTF commander. Once approved, he is tasked with supervising the plan.

(2) If the MAGTF will be embarking aboard Navy ships, the MAGTF chaplain will initiate planning meetings with the task force command chaplain to coordinate the religious ministries of their respective organizations and resolve requirements for ship-to-ship transportation of chaplains.

(3) If a detachment of a unit is to embark aboard Navy ships, the unit chaplain, prior to sailing, will meet with the ship's chaplain(s) to plan and coordinate the respective programs of religious ministries and ensure the embarked Marines receive the fullest religious programs and chaplain support possible. If the ship(s) does not have a chaplain(s), the unit chaplain, with concurrence from his commanding officer, will meet with the ship's commanding officer to plan and coordinate programs of religious ministries while embarked, including transportation between ships to ensure all Marines are served. IN doing this, lay readers may be trained and instructed, and arrangements made to use civilian clergy or chaplains of other commands. Lay readers will be given appropriate supplies. They will be accountable for their distribution and maintaining the sanctity of items they handle and the responsibilities they carry.

c. Supplies. Each chaplain must plan for ecclesiastical and administrative supplies necessary to sustain the command program of religious ministries during a deployment. Factors to be considered are: (1) length of deployment, (2) nature of deployment, (3) planned operations, (4) flow of supplies from mount-out boxes, and (5) requirements of CRP.

d. Religious Holy Days and Festivals. In preparing to deploy, consideration is given to specific holy days and festivals that may occur. This may involve projecting specific religious needs and requirements 6 months or more in advance. Also consideration and understanding should be given to holy days and festivals of the lands and people which deploying.

e. Environmental Consideration. Chaplains will consider the climatic extremes of areas MAGTFs deploy in the planning of religious ministries. Climatic extremes will affect the types of supplies, the length of workshop services, and other religious observances. For instance, in a cold, wet climate, services will normally be brief and since shelter may be restricted to small groups.

f. Religious/Cultural Considerations. Chaplains can perform an invaluable service to their commands by planning for and being well versed in religious/cultural considerations encountered during a deployment and may provide assistance working with the G-3/S-3 to teach classes concerning religious/cultural issues. Religious/cultural considerations refer to, but are not limited to, the religious history and variety of holy days and festivals, morals and ethical issues, social customs, ethnic concerns, mores, and taboos of the country(ies) to which deploying.

7003. Preparing for Embarkation

a. Mount-Out Boxes. Request for authorized T/E mount-out boxes are submitted to the G-4/S-4. Chaplains will ensure mount-out boxes are properly marked, water-proofed, and packed with required supplies prior to embarkation. Any question concerning mount-out procedures will be directed to G-4/S-4 or his staff.

b. Securing of Embarkation. All mount-out boxes, office supply sets, chaplain T/E items, and other containers or boxes will meet embarkation standards and requirements as well as being secured (locked).

7004. Placement of MAGTF Chaplains Aboard Ship

a. MAGTF Command Assignments. The MAGTF commander has responsibility to ensure all Marines of the MAGTF are provided religious ministries while embarked aboard Navy ships. In doing so, it may be necessary to place unit chaplains with various ships of the task force to ensure equitable distribution of chaplains to provide the fullest program possible. The MAGTF chaplain will consider chaplain placement in planning for a deployment and make necessary recommendations stating the reasons for his recommendations to the MAGTF commander.

b. Unit Considerations. The need to distribute chaplains will be discussed with the unit commanding officers involved. Unit chaplains will normally be assigned to a ship that has member of the unit embarked. Normally, the distribution of chaplains aboard ship is only for the time Marines are embarked, and once ashore, unit chaplains operate with respective units.

c. Needs of Marines Paramount. The religious, spiritual, moral, and ethical needs of Marines embarked aboard ships preparing for operations becomes the paramount consideration and justification for placing chaplains with Marines.

d. Debarkation Considerations. In placing chaplains aboard ships, consideration must also be given to the requirement for the chaplains debarkation.

7005. Operations

a. Chaplain's Landing. It is expected that MAGTF chaplains will participate in all landings. The pastoral care provided by chaplains in most appropriately placed with those involved in the operation. Each chaplain will be accompanied by at least a qualified RP or Marine assistant as security. It is essential that chaplains debark in a timely manner to provide pastoral care for casualties. The chaplain debark as soon as practicable, based upon the desire of the MAGTF commander.

b. Locations. Immediately after landing, the chaplain will begin to provide pastoral care for casualties. This will be his primary duty during the assault phase and any subsequent operations.

(1) In Combat. It is imperative that chaplains be able to provide pastoral care to all casualties as soon as possible; therefore, chaplains must be able to respond to the rapid mobility of the modern battlefield and not be restricted to a particular location. Judgement based upon the needs of Marines determines the location of each chaplain in combat.

(a) Forward Command Post. Chaplains of the MAGTF whose units operate out of a forward CP will use the forward CP as their primary location for providing pastoral care, divine services, and religious activities to Marines engaged in combat. This location provides chaplains the opportunity to minister to the wounded prior to evacuation.

(b) Administrative Command Post. Units which have a forward CP will also have a rear CP. The chaplain uses the rear CP as his administrative base while in a combat environment. Chaplains will also provide a religious ministry for those assigned to the rear CP. The chaplain may maintain any excess supplies or equipment with the rear CP.

(c) Expeditionary Airfields. MAGTF chaplains who provide religious ministries to MAW/MAG units at expeditionary airfields will maintain liaison with airfield operations and the flight line in order to provide pastoral care for casualties. In addition, they provide divine services and religious activities, pastoral care, and religious education opportunities for all personnel at the expeditionary airfield and into the immediate area not served by a unit chaplain.

(d) Beach Support Area/Combat Service Support Area. MAGTF chaplains from FSSG commands/units provide divine services, religious activities, and pastoral care for personnel at the beach support area. Once combat service support areas and

detachments are established, these chaplains will provide comprehensive programs of religious ministry for their personnel.

(2) Other Locations. As the combat situation allows, chaplains will keep abreast of the location of established aid stations, field hospitals, command cemeteries, and landing zone support areas.

(a) Aid Stations/Field Hospitals. Chaplains will monitor aid station/field hospital activities. Although MAGTF chaplains work closely with medical officers and corpsmen, other than medical battalion chaplains, they are not assigned to work at aid stations/field hospitals. The MAGTF chaplain coordinates requirements and may request the services of other MAGTF chaplains to serve at aid stations/field hospitals during emergency situations or when mass casualties are received.

(b) Command Cemeteries. Deceased personnel are not normally buried in the area of operation but are evacuated for burial in established cemeteries outside the area of operation. However, when evacuation is impossible, procedures for establishment of command cemeteries is governed by NAVMAC 2509A. When command cemeteries are established, the MAGTF chaplain will ensure chaplain support is present, and may request the services of other chaplains in the MAGTF to provide funeral services.

(c) Landing Zone Support Areas. The MAGTF chaplain will determine the locations of established landing zone support areas to ensure that chaplains provide religious activities and pastoral care at these areas. In addition to their logistics functions, these areas may provide access to a large number of Marines because of air transportation and the ongoing resupply mission.

c. Communications. During operations, it is extremely important to establish and maintain communications with key members of the command/unit staff. This is done by telephone, radio, couriers, guard mail, or any other means available.

(1) Chief of Staff/Executive Officer. In order to provide their ministries or services within a command/unit, and be responsive as situations develop requiring their ministries during an operation, chaplains maintain liaison with the chief of staff/executive officer.

(2) MAGTF Chaplains. Each chaplain establishes contacts as soon as possible with the MAGTF chaplain or immediate higher headquarters chaplain. The MAGTF chaplain coordinates all efforts across the command requiring assistance from a unit chaplain.

(3) Sergeant Major. The sergeant major is an essential person to liaison during an operation. HE is a key person who provides information to Marines concerning services provided by a chaplain. Unit first sergeants may provide similar information.

(4) G-1/S-1. It is essential that chaplains maintain liaison with G-1/S-1 during an operation as he has responsibility in areas regarding personnel, morale and welfare, grave registration, and prisoners of war.

(5) G-3/S-3. Chaplains maintain liaison with their respective G-3/S-3 to determine subsequent planned operations while ashore, to know the location of all the Marines he supports (especially those in staging areas), and to request air transportation in the area of operation.

(6) G-4/S-4. Chaplains must maintain close and continuous liaison with G-4/S-4 for their logistics support throughout the deployment.

d. Death Notification. The Marine Corps Casualty Manual requires commanding officers to write a condolence letter to the next of kin upon the death of personnel in their command. The chaplain may also write a pastoral letter. It must be coordinated with the commanding officer's letter in order that the chaplain's letter does not replace the commander's letter. (Memorial services are discussed in chapter 2.)

e. Prisoners of War/Civilian Internees

(1) Religion. POWs and civilian internees are allowed freedom of worship including attendance at services of their respective faiths held within the camp. POWs/civilian internees and U.S. personnel will not attend worship services together.

(2) Conducting Worship Services. Retained chaplains and other POW/civilian internee clergy are permitted to devote their full time ministering to POW/civilian internees of their faith. In accordance with approved procedures, the POW/civilian internee camp commander may permit entry into the camp to conduct services by other ordained clergy or theological students. The MAGTF chaplain will assist the POW/civilian internee camp commanders when divine services are required.

(3) Facilities. Facilities will be made available by the camp commander within the camp for religious services.

f. Captured. If captured, a chaplain will continue to provide religious ministries to his fellow prisoners as directed by the Geneva Convention.

Appendix A

Lay Reader Appointment Letter

(UNIT HEADING)

(Code
1730
(Date)

From: Commanding Officer
To:

Subj: Appointment as (insert religion) Lay Reader for (unit)

Ref: (a) MARCORMAN, PAR 2816.2B
(b) (Command Order)

1. In accordance with references (a) and (b), you are hereby appointed as (insert religion) lay reader for (unit) from (specific dates).
2. You will serve under the guidance of the Unit Chaplain to strengthen religious life in this command, and carry out your duties to the best of your abilities to the tenets of your religion, faith, and in the highest traditions of the U. S. Marine Corps.
3. This appointment is in addition to your regular duties.

Commanding Officer

Copy to:
Service Record Book
Unit Chaplain

Appendix B

After-Action Report Format

(UNIT HEADING)

(Code
SC 19-1730-054
Date

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

Subj: After-Action Report, (Exercise or Operation)

Encl: (1) Support documents
(2) Support documents
(3) Support documents

1. Background (par(s)) (Exercise or Operation)
2. Narrative Summary (par(s))
3. Lessons Learned (par(s))
4. Recommendations (par(s))
5. Summary (par)

Name

Appendix C

Available Equipment and Materials

1. Ordering Standard Stock Items: All standard stock items listed on the following pages are to be ordered by submission of a Military Standard Requisitioning and Issue Procedure (MLLSTRIP) Form (DD 1348) through your command supply department. Current prices should be verified by the supply department at the time of purchase. The command submitting the requisition pays for these items from O&M funds.

2. Explanation of Column Headings:

National Stock Number (NSN) - a thirteen digit number which identifies a specific item.

Federal Supply Classification (FSQ - a group of items of a similar type under a common four-digit number (the first four digits of the NSN); ecclesiastical equipment falls in FSC 9925.

Source of Supply (SOS) - the routine identifier of the particular supply center which manages the specific type of material. For example, FSC 9925 items (SOS S9G) are managed by the Defense General Supply Center in Richmond, VA. FSC 8345 items (SOS S9T) are managed by another supply center.

3. Ecclesiastical E-quipment (FSC 9925)

ITEM NAME	NATIONAL STOCK NUMBER	SOURCE	DESCRIPTION
Altar, Portable Leg Style	9925-00-174-8834	S9G	39 in. oak, 60 in. lg, 24 in. dia, anodized aluminum finish
Bell, Sanctus	9925-00-275-7312	S9G	Chrome plate finish, 4V2 in. oah
Bible, Leather Cover	9925-00-273-9024	S9G	Holy Scriptures, English
Bowl, Baptismal	9925-00-274-3847	S9G	Chrome plate finish
Candelabra, Chapel	9925-00-273-4541	S9G	Chrome plate finish, 7 candleholders, 19 1/2 in. oah
Candle, Altar (4., ;)	9925-00-161-4300	S9G	Self-fitting ends, 12.438 in. lg, .875 in. base dia, 24 per box
Candle, Altar	9925-00-889-9575	S9G	Self-fitting ends, 24.259 in. lg, 1.250 in. base dia, 6 per box
Candle Burner (wax saver)	9925-00-275-7313	S9G	Chrome plated finish, for .938 in. dia candles
Candle, Votive	9925-00-202-4417	S9G	10-hour burning time, 36 per box
Candle, Votive	9925-00-292-9857	S9G	7-day burning time, furnished in glass cup, 12 per box
Candlelighter and Snuffer	9925-00-639-8664	S9G	3 feet long, chrome
Candlestick, Altar	9925-00-264-3604	S9G	Brass, chrome finish, 14.625 in. oah, .744 in. inside dia of candleholder

Candlestick, Altar	9925-00-639-8017	S9G	Brass, chrome finish, 28 in. oah, 1.25 in. inside dia of candleholder
Candlestick, Paschal	9925-01-022-8297	S9G	Chrome, 50 in. oah, 12 in. dia base
Censor and Boat	9925-00-504-1733	S9G	Chrome plated, 9.5 in. oah, 12 in. dia base
Chaplain's Kit	9925-00-926-5206	S9G	Catholic, light weight, combat, olive green carrying case
Chaplain's Kit	9925-00-754-2293	S9G	Jewish
Chaplain's Kit	9925-00-285-1285	S9G	Protestant, metal carrying case
Chest, Hymnbook	9925-00-171-1314	S9G	Inside 27.5 in. lg, 10.125 in. w, 10.375 in, d, hinged cover w/locking device, handles
Chupah Marriage Canopy	9925-00-522-2086	S9G	Portable, 50 in. w, 36 in. d, w/four brass posts
Collection Plate	9925-00-550-0056	S9G	Brass w/chrome finish, 12 in. dia, ultra marine blue recess pad
Communion Set	9925-00-264-4628	S9G	Chapel, individual cup type; components, 1 ea: base and cover; 120 communion glasses; 2 silver patens; 3 silver trays
Cross/Crucifix	9925-00-273-4545	S9G	Brass cross, silver plated corpus and INRI plate, chrome finish cross, 24.094 in. h
Cross/Crucifix	9925-01-022-8369	S9G	Wood cross, corpus, INRI plate, 60 in. oah, 7in. w
Cross	9925-01-020-1306	S9G	Processional crucifix; chrome, 72 in. oah, detachable base 12 in. dia
Cruet, Communion	9925-00-282-9251	S9G	Glass, 2.563 in. largest outside dia, 3.813 in. h, w/handle, pkg 2 per box
Cup, Communion	9925-00-255-8734	S9G	Individual
Fair Linen, Altar	9925-00-255-8742	S9G	Linen cloth, 42 in. lg, 14 in. w, white
Fair Linen, Altar	9925-00-255-8743	S9G	Linen cloth white, 136 in. lg, 34
Hanging Set, Altar	9925-01-014-7212	S96	Five seasons; components: Jacquard Brocade altar covers, 96 in. lg, 45 in. w; hangings 36 in. lg, 18 in. w; green, scarlet, purple, blue, and white
Lectern-Pulpit			
Hymn Board	9925-00-501-7527	S9G	Oak, 15 in. w, 35 in. h, w/o religious symbols; 3 sets numerals
Hymnody Set	9925-00-202-1651	S9G	Reel type, magnetic tape, 7.5 in. per sec, 100 hymns, w/storage case for 100 reels
Kiddush Cup	9925-00-275-1277	S9G	Brass, exterior chrome finish, gold plated interior
Lamp, Eternal	9925-00-522-2106	S9G	110 volts, hanging, copper w/Jewish star, 10 in. h, 8 in. dia
Menorah	9925-00-273-4542	S9G	Brass, chrome finish, 9 candleholders, 4.183 in. h
Pedestal	9925-00-504-1735	S9G	Oak wood medium, 12 in. w, 12 in. d, 36.5 in. h
Pointer, Torah	9925-00-501-7525	S9G	Brass, chrome finish, 9.375 in. lg
Prie-Dieu	9925-00-639-8012	S9G	Wood, natural oak color w/foam rubber cushion padding on knee rest, w/shelf for prayer book
Prie-Dieu	9925-00-504-1745	S9G	Confessional panels, oak wood, 30 in. w, 32 in. h, w/kneeler
Pulpit, Chapel	9925-01-033-0700	S9G	Wood, nonportable w/o religious symbols
Rack, Jewish Prayer Shawl	9925-00-522-2101	S9G	Portable wood, 65 in. h, 48 in. w
Ram's Horn	9925-00-522-2138	S9G	Aesthetic model
Receptacle, Yarmulke	9925-01-015-5009	S9G	
Receptacle, Yarmulke	9925-01-015-2800	S9G	Optional open purchase item

Sanctuary Lamp	9925-00-053-4086	S9G	electric type, chrome finish, 17 in. h, 5.437 in. dia of base
Scarf, Chaplain	9925-00-255-8744	S9G	Jewish, white
Shawl, Prayer	9925-00-522-2100	S9G	Tallith satin w/cotored lines
Stand, Bible and Missal	9925-00-275-1281	S9G	Brass, chrome finish, chapel type, folding style, adjustable, w/o ecclesiastical symbol,
Stations of the Cross	9925-00-504-1737	S9G	reading table 13 in. lg, 11 in. w
Sukkah	9925-00-522-2140	S9G	Reliefs in bronze oak, mounted, 7.5 in. Congregational size, portable , canvas roof,
Taper, Candlelighter	9925-00-273-9561	S9G	bamboo w/ropes
Vase., Altar	9925-00-273-4546	S9G	Brass body, chrome finish, w/aluminum insert, sq base, 9.875 in. oah, pkg 2 per box
Yarmulke	9925-00-522-2141	S9G	Satin, black w/lining

4. Flags, Pennants, and Accessories (FSC 8345)

Case, Flag	8345-00-178-8495	S9T	
Staff, Flag	8345-00-214-9123	S9T	Wood, 8 ft.
Flag, Identification	8345-00-262-2404	S9T	Christian Chapel, 3 ft. by 4 ft.
Flag, Individual	8345-00-245-2795	S9T	Chaplain, Jewish
Flag, Individual	8345-00-245-2796	S9T	Chaplain, Christian
Flag, National, U.S.A.	8345-00-656-1444	S9T	50 star, 3 ft. by 4 ft.
Pennant, Signal	8345-00-480-5836	S9T	Church, hoist 3 ft. 11 in. by 8 ft. 8 in.
Pennant, Signal	8345-00-480-5837	S9T	Church, hoist 2 ft. 11 in. by 8 ft. 8 in.
Flag, Identification	8345-00-262-2405	S9T	Jewish Chapel, 3 ft. by 4 ft.

(POW/MIA flag CM be ordered from National League of Families for Prisoners and Missing in Southeast Asia, 1608 K Street NW., Washington DC 20006. For further information (202) 223-6846.)

5. Bulletin Boards_(FSC 7195)

Board, Bulletin	7195-00-986-6400	JJG	Aluminum, all weather; for use outside chapels; wall mounted case type; one door w/lock, black frame, felt covered posting surface, 33 in. w, 42 in. h, slotted for inserts; 39 in. w, 56 in. h, 8 in. d
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6. General Services Administration/Federal Supply Service

Lectern-type public address sets, tape recorders, and magnetic tape are available from contractors on GSA/FSS government schedules, FSC 58, Part 111, Section B. Organs, FSC 77, Part 11. For covering federal supply schedules and price lists, contact your supply department or local GSA regional office.

COG 01 Stock Items: Cognizance symbol 01 items are no cost material and no *fund* code should be cited on the MILS FRIP requisition. Signal code D or M should be shown. These items may be ordered on DD Form 1348 from: Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120-5099. Detailed information on COG 01 items is found in NAVSUP Pub. 2002 D.

STOCK NUMBER	PUBLICATION <u>NUMBER</u>	TITLE
0506-LP-272-3100	NAVPERS 15151	Bible Devotions for Lay Leaders
0500-LP-274-8350	NAVPERS 15256	History of the Chaplain Corps, USN, Vol. 7
0500-LP-277-8150	NAVPERS 15505	Standard Subject Identification Codes-Chaplain Corps
0500-LP-274-8360	NAVPERS 15507	History of the Chaplain Corps, USN, Vol. 8
0500-LP-277-8155	NAVPERS 15506	A Brief Chronology of the Chaplain Corps, USN
0500-LP-275-4600	NAVPERS 15299	Navy Alcoholism Prevention Program, The Chaplain's Role
0500-LP-285-0000	NAVPERS 15509	Sea Padres-"Some Chaplains of the Old Navy"
0500-LP-277-8140	NAVPERS 15503	The Pioneers: First Black Chaplains in the U.S. Navy Chaplain Corps
0500-LP-285-5000	NAVPERS 15510	The Fleet Religious Support Activity
0500-LP-277-8145	NAVPERS 15504	A History of Navy Chaplains Serving with the U.S. Coast Guard
0500-LP-277-8288	NAVPERS 15560B	Naval Military Personnel Manual Binder
0500-LP-277-1500	NAVPERS 15560A	Naval Military Personnel Manual
0500-LP-277-8300	NAVPERS 15570	The Uniforms of the Chaplain Corps, United States Navy
0500-LP-278-0010	NAVPERS 15508	History of the Chaplain Corps, USN Vol. 9
0500-LP-286-0000	NAVPERS 15807	Chaplain Corps, USN, History, Vol. 1
0500-LP-288-0000	NAVPERS 15808	Chaplain Corps, USN, History, Vol. 2
0500-LP-348-0000	NAVPERS 15903	Chaplain Corps, USN History, Vol. 5 1953-1957
0500-LP-365-0000	NAVPERS 15936	Chaplain Corps, USN, History, Vol. 6 1950-1954
0500-LP-175-1700	NAVPERS 15571	Navy Family Ombudsman Manual
0500-LP-370-0512	NAVPERS 15951F	Manual for Escorts of Deceased Naval Personnel
0500-LP-278-6000	NAVPERS 15783	History of the Chaplain Corps, USN, Vol. 3 1778-1945
0500-LP-370-9960	NAVPERS 15995	Manual for Navy Hospital Chaplains
0500-LP-370-0552	NAVPERS 15956C	Naval Funerals at Arlington National Cemetery
0500-LP-370-9920	NAVPERS 15983A	Chaplain Handbook Naval Reserve
0502-LP-050-1550	NAVEDTRA 10031	Religious Program Specialist Study Guide
0502-LP-050-1551'	NAVEDTRA 10031	Errata Sheets
0506-LP-189-0000	NAVEDTRA Misc.	Chaplain Corps Application Procedures Handbook
0506-LP-189-0500	NAVEDTRA Misc.	Reserve Chaplains Handbook and Training Guide, Binder
0506-LP-191-0000	Misc.	Book of Worship for U.S. Armed Forces
0506-LP-200-0000	Misc.	Holy Scriptures for Jewish Personnel in the U.S. Armed Forces
0506-LP-247-0000	Misc.	Navy Chaplains in Vietnam, 1954-1964
0506-LP-252-0100	Misc.	Jewish Prayer Book, 5 by 7 in. hardback pulpit edition

Directives: These items may be ordered on NAVSUP Form 1205 from Naval Publications and Forms Center.

Appendix D**STANDING OPERATING PROCEDURES**

(Command) O (SSIC)
(Office Code)
(Date)

(Command)ORDER (SSIC)

From: (Commander)
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR RELIGIOUS MINISTRIES

Ref: (a) SECNAVINST 1730.7
(b) Marine Corps Manual, Section 2816
(c) MCO 1730.6A
(d) FMFM 3-6
(e) White Letter No. 3-88

Encl: (1) Operational supplement

1. Purpose. To standardize operating procedures for religious ministry.
2. Background. 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 in the Marine Corps. Reference (d) sets forth doctrine, procedures, and policies concerning the commander's program for religious ministries in the Fleet Marine Force. These areas are mission and organization, ministries, duties and responsibilities, coordinated activities, training, logistical support, and deployments. Reference (e) addresses the crucial role of chaplains within the Corps and sets forth the chaplain's role as a staff officer in combat, as well as in peace time. Enclosure (1) identifies unique aspects of the Command Religious Program within the command.
3. Policy. Religious ministry in the (Command) will be in accordance with references (a) through (e), enclosure (1) and all other applicable directives pertaining thereto.
4. Cancellation. (Current SOP).

(Commander's Name)

Appendix E

Glossary

Acronyms

ACE	aviation combat element	MILSTRIP	Military Standard Requisitioning and Issue Procedure
BLT	battalion landing team	MOS	military occupational specialty
CAO	civilian affairs officer	MWSG	Marine wing support group
CONUS	Continental United States	NEC	Navy enlisted classification
CP	command post	NSN	national stock number
CRP	Command Religious Program	O&M	operations and maintenance
CSS	combat service support	PMO	planned ministries objective
CSSE	combat service support element	POW	prisoner of war
FMF	Fleet Marine Force	RP	religious program specialist
FMSS	Field Medical Service School	RPC	religious program specialist chief
ESC	federal supply classification	RPCS	religious program -specialist senior chief
GCE	ground combat element	RPS	religious program specialist seaman
FSSG	force service support group	Sol	School of Infantry
MACG	Marine air control group	SOP	standing operating procedure
MAG	Marine aircraft group	SOS	source of supply
MAGTF	Marine Air-Ground Task Force	SRI	surveillance, reconnaissance, and intelligence
MAW	Marine aircraft wing	TAD	temporary additional duty
MEB	Marine expeditionary brigade	T/E	table of equipment
MEF	Marine expeditionary force	T/O	table of organization
MEU	Marine expeditionary unit		

Appendix F References

ATP 38	Amphibious Reconnaissance
DOD Directive 1300.15	Military Funeral Support
FM 19-40	Enemy Prisoners of War, Civilian Internees, and Detained Persons
JCS Pub. 1-02 Terms	Department of Defense Dictionary of Military and Associated
MCO P1020.34	Marine Corps Uniform Regulations
MCO 1510.25	Troop Information Program
MCO P1610.7	PES
MCO 1730.6	Command Religious Programs in the Marine Corps
MCO P3040.4	MARCORCASPROC MAN
MCO 3501.1	MCCRES
MCO 4400.154	Religious Ministry Sup & Equip
MCO 5210.11	Record Management Program for the Marine Corps
MCO P5320.5	Personnel Requirements Criteria Manual
NAVMC 2691	Marine Corps Drill and Ceremonies
NAVMILPERSCOM 1611.1-	Report on the Fitness of Officers
NAVMILPERSCOM 1616.1-	Navy Enlisted Performances Evaluation System
NAVPERS 15665	U. S. Navy Uniform Regulations
SECNAVINST 1730.7-	Religious Ministries Within the Department of the Navy
U.S. Code 10, art. 6031	Chaplain: Divine Services

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