



# MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12  
1<sup>ST</sup> MARINE AIRCRAFT WING, MARFORPAC  
UNIT 37150  
FPO AP 96603-7150

GruO 1730.1D  
CHAP  
APR 04 2000

## GROUP ORDER 1730.1D

From: Commanding Officer  
To: Distribution List

Subj: COMMAND RELIGIOUS PROGRAM (CRP)

Ref: (a) SECNAVINST 1730.7  
(b) MARCORMAN, par. 2816  
(c) MCO 1730.6D  
(d) FMFM 3-6  
(e) WgO 1730.5B  
(f) SECNAVINST 1730.8A  
(g) SECNAVINST 7010.6

Encl: (1) 30-day Embarkation Requirements

1. Purpose. To establish policy and procedures for the Command Religious Program (CRP) of Marine Aircraft Group 12 (MAG-12).

2. Cancellation. GruO 1730.1C.

3. Background. Reference (a) publishes policy and assigns responsibility for religious ministries within the Department of the Navy. References (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 U.S. Marine Corps Forces, Pacific. It addresses mission and organization, ministries, duties and responsibilities, coordinated activities, training, logistical support and deployments. Reference (e) establishes policy and procedures for the Command Religious Program (CRP) for the 1<sup>st</sup> Marine Aircraft Wing and reference (f) provides policy and guidance for the accommodation of religious practices. Reference (g) establishes procedures for administration of Religious Offering Funds (ROF).

4. Responsibility. The establishment and sponsorship for religious ministries is the responsibility of the Commanding Officer. Commands shall include the CRP as an integral and essential element of its administration, planning, programming GruO 1730.1D and budgeting activities. "Chaplains, as Special Staff Officer for religious ministries, are assigned to assist commanders in the development and implementation of ministries of

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religion and to provide professional advice on religious, spiritual, moral, and ethical issues." Chaplains are assisted by assigned Navy Religious Program Specialists (RPs) and Marine Chaplain Assistants (CAs).

5. Mission. The mission of the CRP in MAG-12 is to cultivate, nurture, and provide for practices of all religious traditions and customs as feasible and to strengthen the spiritual and moral lives of assigned personnel and their families.

6. Accommodation of Religious Beliefs and Practices. Reference (f) outlines the accommodation of religious beliefs and practices of individual members. Whenever possible, accommodating individual religious beliefs and practices is encouraged. However, the impact and accommodation must not adversely affect military readiness, individual or unit readiness, unit cohesion, health, safety, or good order and discipline.

7. Assignments. Chaplains and RPs at MAG-12 are ordered by the Chief of Naval Personnel to 1st Marine Aircraft Wing, Iwakuni, Japan, UIC: 41975. The Senior Coordinating Chaplain will make recommendations to the 1<sup>st</sup> Marine Aircraft Wing Chaplain regarding Chaplain/RP assignments and intratransfers within UIC 41975.

8. Duties and Responsibilities

a. General. Chaplains, as commissioned officers, are responsible to their Commanding Officers. As clergy persons, chaplains are professional representatives of specific faith groups. As such, they are dependent upon their faith group for continuing endorsement. This determines the substantive nature of their religious ministries.

b. Supervisory/Group Chaplain. The senior chaplain assigned to MAG-12 is designated as the Supervisory/Group Chaplain. The Supervisory/ Group Chaplain advises the Commanding Officer in all matters and policies affecting religious ministries and chaplains, RPs, and CAs assigned to MAG-12. The Supervisory Chaplain is responsible for the administration and supervision of religious ministries within MAG-12. The Supervisory Chaplain is also designated by the Wing Chaplain as Senior Coordinating Chaplain for 1<sup>st</sup> MAW Iwakuni. As the Wing Chaplain's representative, the Senior Chaplain will coordinate the religious ministries of all 1<sup>st</sup> MAW units at Iwakuni and be responsible for the mentoring, training and supervision of all 1<sup>st</sup> MAW Iwakuni chaplains, RPs, and CAs aboard MCAS Iwakuni.

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c. Assistant Group Chaplain. The Assistant Group Chaplain will perform duties and tasks as directed by the Supervisory Chaplain and will act for the Supervisory Chaplain when required. The Assistant Group Chaplain will have cognizance over training for assigned RPs and enlisted Marines and responsibility for the coordination of daily operations.

d. Squadron Chaplain. The Squadron Chaplain will perform duties and tasks as directed by the Supervisory Chaplain. The Squadron Chaplain will perform the duties of a general Chaplain.

e. RPs/CAs

(1) RPs. RPs are ordered to 1<sup>st</sup> MAW, Iwakuni by the Chief of Naval Personnel per Navy manpower authorizations and function according to guidelines established for the RP rating.

(2) Marine CAs. CAs may be assigned to the Chaplain's office by the Group Commander. While they work directly for the Chaplain, Marines assigned as CAs, preferably MOS 0151, remain administratively and militarily responsible to their Commanding Officers. CAs are expected to perform the same duties as an RP. In areas where they lack skill and proficiency, the chaplain will ensure that appropriate training is provided.

(3) Watches and Duties. Due to the unique structure of their duties and nontraditional watch and duty schedules, RPs and CAs will not be assigned duties or watches except as appropriately delineated by references (a) through (e).

f. Lay Leaders. The Group Commander or subordinate Commanders may appoint a Lay Leader to serve for a limited period of time not to exceed one year to meet the religious needs of a particular religious faith group as provided for in reference (b). The Commanding Officer may seek the advice of the Group Chaplain regarding the selection of an appropriate Lay Leader. Lay Leaders appointed within MAG-12 will serve under the supervision of the Group Chaplain. RPs will not be assigned as Lay Leaders, but will facilitate the provision of ministry where Lay Leaders are assigned.

9. Leave and Liberty. Leave and Liberty will be granted by the CO of the unit to which a Chaplain/RP/CA is assigned. For accountability purposes, all Navy officers/enlisted personnel assigned to MAG-12 are required to process leave requests through the cognizant Navy Personnel Office at Iwakuni. All 1<sup>st</sup> MAW, Iwakuni Chaplains/RPs/CAs will notify the Senior Chaplain and Wing Chaplain of leave intentions for coordination purposes.

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10. Officer Fitness Reports. The Group Chaplain will submit a NAVPERS 1610/2 with blocks 1 through 32 completed and a bulletized summary of accomplishments to the Group Commander (Assistant Group Chaplain and Squadron Chaplain via the Supervisory Chaplain) 30 days prior to the due date of their fitness reports. The Senior Coordinating Chaplain will be available to assist commanders with the preparation of fitreps as needed.
11. Enlisted Evaluations. All draft performance evaluations for Group RPs will be forwarded to the Assistant Group Chaplain for preparation and to the Group Chaplain for signature.
12. Navy Personnel and Pay Records. All MAG-12 Navy personnel records, pay records, and administrative support are maintained and provided by the Navy Personnel Support Detachment, Iwakuni.
13. Reports. In addition to the requirements of references (a), further guidance on the following report is given:
  - a. Chaplain Semi-Annual Religious Ministry Team (RMT) Report. In compliance with reference (a), all MAG-12 chaplains will submit, semiannually, a summary of activities to Headquarters, U.S. Marine Corps (REL), via the Wing Chaplain, with a copy to the MAG-12 Commanding Officer.
  - b. After-Action Reports. Following exercises or operations, MAG-12 Chaplains will submit after-action or trip reports within ten days to the MAG-12 Commanding Officer with a copy to the Wing Chaplain. Format for submitting an after-action report is found in Marine Corps Lessons Learned System (MCLLS).
14. Logistics and TAD. Reference (c) places responsibility for the logistical support of the Command Religious Program with the Commanding Officer. Local Operations and Maintenance, Marine Corps funds are to be utilized in this support. The budget should include such items as administrative supplies, devotional supplies, planned ministry objectives, counseling material, training supplies and anticipated TAD requirements/costs.
15. Combat Ministry Equipment and Supplies. The mission of Marine Aircraft Group 12 requires assigned Chaplains to maintain themselves, their assigned enlisted assistants and their equipment/supplies in a ready-to-deploy status at all times. Reference (e) outlines responsibility and guidance for assignment of Chaplains and RPs for deployments and combat operations.
  - a. Field Equipment. The Supervisory Chaplains shall ensure that the required equipment for ministry in the field is

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maintained. The unit Consolidated Memorandum Receipt lists equipment required to be maintained by each Chaplain.

b. 30-Day Embarkation Requirements. Enclosure (1) is a listing of combat supplies required to be maintained and ready for immediate embarkation.

16. Religious Offering Fund (ROF). An ROF will not be established by Marine Aircraft Group 12 in garrison. During extended deployment or combat operations, the Commanding Officer may establish ROFs. Reference (c) and (f) provide guidance and published policies and procedures for administrating ROFs.

17. Cooperative Ministry. When in-garrison, all 1<sup>st</sup> MAW Iwakuni Chaplains and RPs will support the Marine Corps Air Station, Iwakuni, religious programs, participate in training, and stand duty watches as operational commitments permit. The Station Command Chaplain will coordinate all Chaplain/RP duty watches and preaching schedules involving 1<sup>st</sup> MAW Iwakuni personnel through the Senior/Coordinating Chaplain for review and approval.

  
J. F. FLOCK

DISTRIBUTION: A

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30-DAY EMBARKATION REQUIREMENTS

<u>ITEM</u>	<u>QUANTITY</u>
Wine, bottle, sacramental	2
Wine, bottle, kosher	2
Grape juice, 6 oz. can (that will not freeze)	12
Altar bread, small can (300)	6
New Testament (various translations)	60
Bible (full, for bible study)	30
Scripture, Jewish	2
Prayer Book, Jewish	8
Yarmulke (Jewish)	8
Sunday Missal (Catholic)	10
Daily Missal (Catholic)	10
Rosary	100
Medal, Cruciform	100
Candle, votive (10 hour)	12
Book of Mormon	2
Qur'an (or Koran)	1
Bulletin, Memorial	1000
Field Devotional	100
FMFM 3-6	1
Current edition of GruO 1730.1D	1

ENCLOSURE (1)