



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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WgO 1730.4
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WING ORDER 1730.4

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: COMMAND RELIGIOUS PROGRAM POSITION DESCRIPTIONS
AT 2D MARINE AIRCRAFT WING (MAW)

Ref: (a) SECNAVINST 1730.7B
(b) MARCORMAN, par. 2816
(c) SECNAVINST 1730.8B
(d) MCO 1730.6D
(e) WgO 1730.6K
(f) WgO 1730.2
(g) WgO 1610.14C
(h) BUPERSINST 1610.10B

1. Situation. To set forth policies, responsibilities and duties for Religious Ministry Teams (RMTs) assigned within 2d MAW, as set forth in references (a) through (h). References (a) and (b) establish Department of the Navy and Marine Corps policy for the free exercise of religion for active duty Marines, Sailors, family members and other authorized persons. Reference (c) sets forth the accommodation of religious practices. Reference (d) sets policy for the Command Religious Program (CRP) in the Marine Corps and reference (e) establishes policy for Religious Ministries within 2d MAW. Reference (f) sets forth policy for CRPs at 2d MAW. Reference (g) is the 2d MAW Navy Performance Evaluation System and reference (h) is the Navy Performance Evaluation System.

2. Mission. Group and Squadron Chaplains are responsible for establishing and maintaining the Commanding Officer's CRP, which supports the free exercise of religion and functions in accordance with the policies as directed below. The religious beliefs and practices of individual service members are protected unless prohibited, due to statute, good order and discipline. They are accommodated through the four Chaplain

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Corps Core Capabilities: to facilitate, provide, care, and advise their command. Additionally, Command Chaplains are to be active in directing the CRP to include administration, planning, programming and budgeting activities.

3. Execution

a. Commander's Intent. The mission of 2d MAW RMTs is to strengthen the spiritual and religious well-being, ethical maturity, increased functional ability, and overall morale of Marines, Sailors and their families. This will be accomplished by accommodating for diverse religious requirements, providing faith-group specific ministry, offering compassionate care for all, and contributing sound advisement to commands so that Marines, Sailors, and their families may best serve the nation. 2d MAW Group and Squadron RMTs will execute the mission of the 2d MAW CRP as directed by reference (f). Duties will consist of the following:

(1) Facilitate ministry by: managing and executing the CRPs, advertising religious services/holy days, and accommodating diverse religious ministry requirements.

(2) Provide for specific faith-group needs, to include conducting worship services, religious/pastoral counsel, scripture study, and religious education.

(3) Care for all through an active workspace visitation program, teaching standardized programs to include but not limited to, the Singles Seminar, Prepare/Enrich, Prevention and Relationship Enhancement Program (PREP), Applied Suicide Intervention Skills Training (ASIST), Divorce Care, Laugh Your Way to a Better Marriage, etc., and assisting other programs such as Lifestyle, Insights, Networking, Knowledge and Skills (LINKS) when needed.

(4) Advise Commanding Officers on issues relating to morals, ethics, spiritual well-being, morale and the impact of religion on operations. Chaplains are to advise by training and educating leaders at all levels of the chain of command in moral and ethical decision making, cultural awareness, conflict resolution, and cross-cultural communications. Chaplains are to

(i) Provide certain logistical support to unit chaplains in garrison and survey the appropriateness and usefulness of consumable and non-consumable items.

(j) Develop an extensive indoctrination course (training and operations) for chaplains and RPs reporting to 2d MAW. Provide continuing professional training for all chaplains, RPs and assigned Marines.

(k) Develop and publish an operational annex to the Fleet Marine Force (FMF) Standing Operating Procedures (SOP) for 2d MAW chaplains that include the relationship of chaplains and supporting enlisted personnel to area CRPs.

(l) Supervise the Lay Leader training program in 2d MAW.

(m) Perform all other duties as directed/assigned by the 2d MAW Commanding General (CG).

(2) Deputy 2d MAW Chaplain. The Deputy 2d MAW Chaplain will perform duties and tasks as directed by the 2d MAW Chaplain and will act for the 2d MAW Chaplain in his absence or when required. He will perform the duties as delineated for the required billet as detailed above. Depending upon operations and the level of manning, the Deputy 2d MAW Chaplain may additionally serve as a Marine Air-Ground Task Force (MAGTF) Chaplain, the Training and Operations Chaplain, or as a Group Chaplain. In addition to performing general chaplain duties, the Deputy 2d MAW Chaplain will:

(a) Oversee RMT Manning, monitor manning needs and assess current and future billet assignments for adequate coverage of 2d MAW units.

(b) Assist the 2d MAW Chaplain in the placement and assignment of chaplains and RPs to subordinate 2d MAW units.

(c) Supervise administration and oversee the 2d MAW Chaplains/RPs to ensure operational readiness by tracking and documenting current qualifications, e.g. rifle, Nuclear Biologic and Chemical (NBC), etc., and other training requirements, e.g. Sexual Assault Prevention and Response (SAPR), initial training (IT), Pre-deployment Training Program checklist (PTP), etc., and

providing training in pertinent areas as needed. Administration additionally includes the tracking of 2d MAW awards and plaques for chaplains/RPs and procuring and proofing evaluations and fitness reports (FITREPs) of all 2d MAW RMTs for the 2d MAW Chaplain's approval as per reference (g).

(d) Perform the duties of the Marine Wing Headquarters Squadron 2 (MWHS-2) Chaplain when that billet is vacant.

(e) Supervise Group Chaplains, encouraging them through guidance, mentoring and leadership.

(f) Provide or assign religious ministries to units without a chaplain.

(g) Liaison with the Air Station Command Chaplains of Cherry Point, New River and Beaufort in the assignment of 2d MAW Chaplains and RPs to duty watches and coverage of events, e.g. Air Show prayers, etc., as required.

(h) Conduct readiness visits and Commanding General Readiness Inspections (CGRI) in regard to unit chaplain activities and programs of religious ministries.

(i) Oversee 2d MAW submission of required reports to include evaluations, FITREPs, mid-term counselings, and awards for personnel conducting a permanent change of station (PCS).

(j) Arrange professional training for all chaplains, RPs, and assigned Marines.

(k) Program Manager for ASIST suicide intervention program.

(3) MWHS-2 Chaplain

(a) Administrative duties include intimate oversight of the 2d MAW Chaplain's Office as division officer for the enlisted personnel to include the duties of mentoring, mid-term counseling, preparation of enlisted evaluations, and submitting nominations for Sailor of the Quarter and Sailor of the Year. Additionally, provide timely award submissions and

plaques for personnel conducting a PCS or retiring in a timely manner. Oversee enlisted staff pertaining to the daily functioning of the office including supply requisition, office cleanliness and enlisted training requirements being up to date.

(b) Counseling of personnel and workspace visitation is to include all of the G-shops and S-shops, the Marine Corps Band, Aviation Logistics Department, brig visits, hospital visits and barracks visitation.

(c) Providing chaplain coverage for official ceremonies for MWHS-2 such as changes of command, retirement ceremonies, Casualty Assistance Calls Officer (CACO), funerals, and other functions as assigned by the 2d MAW Chaplain or Deputy 2d MAW Chaplain.

(4) Roman Catholic Chaplain, (when assigned)

(a) Responsibilities include providing Roman Catholic sacramental rites and ministering to 2d MAW Roman Catholic personnel, both in garrison and in operational assignments, and filling a MAGTF requirement when needed.

(b) Maintenance of mount-out box requirements and arrange for adequate/sufficient supplies, as required.

(c) Overseeing operational Roman Catholic manning requirements, making recommendations to the 2d MAW Chaplain and Deputy 2d MAW Chaplain regarding manning issues and billet requirements. This may include the procurement of additional reserve chaplain priests to help fill operational billets to ensure readiness.

(5) 2d MAW Leading Chief Petty Officer (LCPO). The 2d MAW LCPO's duties are to provide supervisory and administrative support for the 2d MAW CRP as detailed below:

(a) Advisement. Perform such duties as the LCPO for the 2d MAW Chaplain's office and senior technical advisor to the 2d MAW chaplain for matters concerning the RP rating and the CRP within the 2d MAW. The LCPO has programming oversight for the 2d MAW CRP making recommendations to the 2d MAW Chaplain regarding proper administration, marketing and delivery of the CRP.

Additional advisement duties include mentoring junior personnel, providing an excellent example of leadership, and modeling proper military bearing and superb professionalism.

(b) Administration. Provide proper administration of the 2d MAW CRP and overall supervision of the 2d MAW Chaplain's office. The LCPO will oversee all the functions of the 2d MAW Chaplain's office including taskers, correspondence, and programming reports. Administrative duties include counseling enlisted staff and monitoring all enlisted RPs and attached Marines' training requirements.

(c) Budget. Prepare an annual budget and spending plan for the 2d MAW office. Coordinate with the MWHS-2 chaplain as division officer to establish accurate supply records and monitor the spending plan. The LCPO will collect input for an annual budget (consumables, travel and training), and develop a quarterly spending plan for the 2d MAW Chaplain's approval. The budget/spending plan will be turned over to the 2d MAW Leading Petty Officer (LPO) to administrate. The LCPO will monitor the budget throughout the year ensuring monies spent follow the spending plan. In addition, the LCPO will provide updates on mid-year monies, end of year monies and other sources from which "wish list" supplies and resources may be obtained.

(d) Operational and Training Requirements. Support all group commands in maintaining fully qualified and deployable RPs. The 2d MAW LCPO will advise the 2d MAW Chaplain concerning any readiness issue that may affect an RP's deployable status. The LCPO will gather and collect data from reports and monitor all qualification requirements of 2d MAW RPs. This duty includes monitoring operational readiness of all 2d MAW Chaplain/RP staff and training requirements which affect operational readiness. The 2d MAW LCPO will provide resource information, monitor training requirements and coordinate training for all RPs in cooperation with their command chaplains to include rate training and required qualifications (FMF, High Mobility Multipurpose Wheeled Vehicle [HUMVEE], weapon, etc.) are met. The LCPO will publish an annual (Fiscal Year) 2d MAW RP training schedule and provide the 2d MAW Chaplain with an updated weekly training report for all RMTs assigned to 2d MAW. In addition, he will coordinate other training requested or required with the Deputy 2d MAW Chaplain, station, other Major

Subordinate Commanders (MSC), senior RPs, and the senior II MEF RP and include these as a part of the 2d MAW training plan.

(e) Manning. Oversee 2d MAW manning documents to confirm all RP 2d MAW billets are filled. Advise the 2d MAW Chaplain regarding manning projections and requirements. Advise the 2d MAW Chaplain regarding RP assignments in meeting personnel resource requirements for a MAGTF. The senior RP will be vitally involved in making recommendations for RP assignments required for MAGTF deployments. In addition, the LCPO will make recommendations for Individual Augmentation assignments. The LCPO will regularly monitor the 2d MAW Activity Manning Documents (AMD) and cross check with the Enlisted Distribution Verification Report (EDVR) Officer Distribution Control Report (ODCR), and Tables of Organization (T/O) to ensure 2d MAW is fully resourced with deployable RPs. The LCPO will provide regular updates to the 2d MAW Chaplain and advise of any projected shortfalls of personnel that may compromise RMT readiness.

(f) Billet Assignments. Make recommendations to the 2d MAW Chaplain regarding RP assignments, evaluations, and nominations for special recognition and awards. The LCPO will be proactive and ensure all evaluations, nominations, and awards are processed in a timely manner. He will also ensure that documents are on the wing tickler and calendared with enough lead time for sufficient staffing. In addition, the LCPO will track chaplain FITREPs, mid-term counseling, nominations and awards for the 2d MAW Chaplain and Deputy 2d MAW Chaplain.

(g) Workspace Visitation. The LCPO will regularly visit 2d MAW RPs in order to ascertain personnel issues/needs, and to determine requirements and resources needed for the ongoing effective delivery of ministry. The LCPO will work to provide that resources for seasonal religious needs, special services, programs and other activities are planned and budgeted properly. In addition, the senior RP will encourage and promote 2d MAW CRPs to provide resources for all faith groups through training about minority religious needs, lay leader programs and literature distribution.

(h) Resource Allocation. Advise the 2d MAW Chaplain concerning resource needs for group RMTs. The LCPO will advise the command chaplain concerning any mount-out box shortages,

equipment shortages, or personnel issues which may affect all 2d MAW RMT's readiness to deploy.

(i) Provide Inspector General support on behalf of the 2d MAW Chaplain in the conduct of command inspections or investigations. As the 2d MAW senior RP, the LCPO will act as the chief inspector for 2d MAW RMTs.

(j) Regularly visit subordinate commands and/or provide assist visits upon request or as directed by the 2d MAW Chaplain in support of RMT readiness. The LCPO, in coordination with the 2d MAW Chaplain's visits, will schedule and monitor visits for the 2d MAW RMT. After each visit with a group RMT, the senior RP will forward a trip report to the 2d MAW Chaplain. He will additionally liaison with group enlisted staffs, e.g. SgtMaj, senior enlisted Navy personnel and senior RPs, Personnel Support Detachment (PSD), medical, dental, and station in matters pertaining to health, training, pay, and advancement for 2d MAW RPs. The LCPO will confirm 2d MAW RPs are meeting requirements and being provided sufficient services.

(k) Advise the 2d MAW Chaplain to ensure group RMTs deploy with a Religious Ministry Support Plan (RMSP). The LCPO will review RMSPs during visits and inspections to ensure readiness.

(l) Manage the 2d MAW Lay Leader Program, advising the 2d MAW Chaplain regarding program gaps and initiatives. Through visits, training sessions and regular contact with group RPs, maintain a vital and resourceful lay leader program. Arrange for recognition and proper participation in CRP events.

(m) Make recommendations to the 2d MAW Chaplain regarding coordination of RPs for employment with the Command Crisis Team and station support functions, i.e. duty, station chapel support and area training. The LCPO will be familiar with the Command Crisis Plan and make recommendations for deployment of RPs. In addition, the LCPO will monitor 2d MAW RP support provided to the base through regular contact and visits as needed.

(n) Collect and prepare draft reports as required by 2d MAW Order 1730.4 series and higher authority for the 2d MAW Chaplain's review and submission. The LCPO will periodically

(not less than semi-annually), review all policies and directives regarding 2d MAW religious ministries, personnel policies, and other directives that effect programs and personnel to maximize efficiency, reduce redundancies and eliminate contradictions.

(o) Reserve Support. Advise 2d MAW Chaplain regarding the coordination and participation of reserve RP deployment support. The LCPO will recruit, monitor training and make regular contact with reserve RPs.

(p) Perform other duties and responsibilities as assigned by the 2d MAW Chaplain or Deputy 2d MAW Chaplain.

(6) 2d MAW Logistics Plans and Operating Branch (LPO). The 2d MAW LPO provides administrative management and supervision for 2d MAW CRP and performs duties as the LPO for 2d MAW, supporting command mission by:

(a) Supervising the operation of 2d MAW Chaplain's office and providing LPO duties to 2d MAW RPs.

(b) Overseeing the office staff calendar by ensuring proper coordination and scheduling of all events, appointments and taskers to include the scheduling of chaplains for official functions. Ensures agenda items, calendar, and tasker lists are ready for daily staff meetings. The LPO is the linchpin in gathering all information and documenting it via the calendar and tasker list. The LPO provides guidance and direction to the office receptionist.

(c) Administration. Drafts directives/ instructions, proofreads correspondence and documents for grammatical and spelling errors, maintains files and directives in accordance with (IAW) current policy, and reviews completed job orders and work requests. The LPO is responsible for coordination with directives control in G1/S1 to ensure relevant directives are updated and changed as requested or required. The LPO generates the process and tracks to completion. Monitors office processes and procedures ensuring tasks are completed in a timely and professional manner.

(d) The LPO is responsible for making sure the 2d MAW office does not miss deadlines, tracks all taskers' due

dates, and tracks the timely submission of taskers due to higher echelons.

(e) Responsible for the Temporary Additional Duty (TAD) log and timely submission of all TAD requests.

(f) Coordinates travel itinerary for the 2d MAW Chaplain or Deputy 2d MAW Chaplains to include making airline and Bachelor Officer Quarters (BOQ)/Bachelor Enlisted Quarters (BEQ)/hotel reservations and ensuring that travel orders/claims are properly submitted.

(g) Oversees the production and presentation of audio/visual presentations. The LPO also manages all audio/visual assisted meetings such as Video Tele Conference (VTC) and conference calls. The LPO functions as the overall event manager responsible for professional presentations with appropriate audio/visual equipment for meetings and briefs.

(h) The budget/spending plan is the responsibility of the 2d MAW LPO to administer. This includes researching and ordering all supplies and equipment for the 2d MAW CRP. The LPO is to oversee the submission of subscription purchases, "mount-out" box supplies and other materials needed for the CRP; manage excel spreadsheets itemize purchase requisitions; serve as the responsible officer for T/E and garrison property; serve as the supply, contracts and logistics coordinator that orders office supplies, equipment, computer software and hardware as directed; ensure mount-out boxes for field deployments are deployment ready; oversee supply record log and manage the annual spending plan IAW the budget.

(i) Coordinates Suicide Prevention Briefs with Semper Fit for MWHS-2.

(j) In the absence of the LCPO, the LPO will act as the LCPO in direct support of the 2d MAW Chaplain, Deputy 2d MAW Chaplain and all groups under 2d MAW. The LPO will assume other responsibilities as assigned by the 2d MAW Chaplain and Deputy 2d MAW Chaplain.

(k) Provides safety training as directed/required.

(7) 2d MAW Religious Program Specialist. The 2d MAW religious program specialist provides administrative support for 2d MAW CRPs and is responsible for the daily operation of the 2d MAW Chaplain's office. Duties consist of:

(a) Receptionist. Greet guests and answer questions or refer to appropriate resources. Answer phones, deliver accurate messages, maintain office calendar and tasker list. The staff RP is responsible for making guests feel comfortable and welcome. The staff RP will ensure all messages, personal and phone, are complete and accurate. The receptionist is responsible for keeping the office calendar and tasker list up to date. The staff RP should be familiar with using Outlook.

(b) Type correspondence in the format outlined in the Navy Correspondence Manual, proofread correspondence, edit/correct as necessary, and prepare for routing through the chain of command. The staff RP should be competent in the Navy Correspondence Manual and other correspondence formats used by 2d MAW. The staff RP should be familiar with basic Power Point, Microsoft Word, Excel and Access. The staff RP is the linchpin in making sure all correspondence is tracked and routed in a timely and efficient manner and needs to have basic knowledge of formats and processes used in 2d MAW to maintain a professional and efficient flow of all paperwork in this office.

(c) Maintain files and records. Arranges proper storage and filing, maintains an updated directives and publications binder, updates rosters monthly, submits 2d MAW office reports to MWHS-2, e.g. the morning report and others as directed. The staff RP shall dispose of outdated files and materials as directed by the office supervisor. The staff RP must be familiar with Standard Subject Identification Code categories and placement of documents in appropriate categories and will establish tickler files to ensure 2d MAW document processes are in accordance with current directives. The staff RP will also keep rosters updated, copies of SOPs and other files pertaining to office operations and will keep the chain of command notified regarding file and records storage.

(d) Publicity Material. Update and reproduce "Welcome Aboard" handouts as needed, maintain track racks, and inventory publicity materials. The staff RP ensures the

Welcome Aboard package is current and sent out in a timely manner. The staff RP will make recommendations for material to be distributed via the literature racks providing for a pluralistic sampling. The staff RP will look for new venues with which to advertise the 2d MAW's CRP and make recommendations to the chain of command.

(e) Security and Cleanliness of Office. Secure office spaces when not in use, dispose of trash daily, prepare coffee for guests, light clean-up daily with field day on Thursday afternoon. The staff RP will maintain the office in a professional manner. The staff RP will take responsibility for the overall look of the office, placement of furnishings and other office machines, files and electrical appliances.

(f) Religious Programming. Accompany 2d MAW Chaplain or Deputy 2d MAW Chaplain on visits, as requested, set up and take down for services, stand weekend duty at Marine Corps Air Station chapel, and prepare bulletins/flyers for special services or events, when needed. The staff RP will back-up the other RPs in the office, providing professional CRP support. The staff RP must have a working knowledge of Publisher and be able to network with command graphics resources.

(g) Logistical. Initiate work requests, receive requested supplies, maintain inventory of consumable items, and assist with embarkation. The staff RP will help with the set up and break down of media equipment. The staff RP will be responsible for taking initiative in submitting media/requests. The staff RP will also inventory all received supplies, maintaining needed stocked supplies.

(h) Government Vehicle Maintenance. Maintain all required logs, ensure vehicle is clean at all times, fill gas tank and perform preventive maintenance (PM) weekly to include checking oil, lights, tires and windows. The staff RP has overall responsibility for making sure the government vehicle is in proper working condition, and is maintained in accordance with current directives. The staff RP will notify the chain of command of any problems or needs as they arise.

(i) Mail Orderly. The staff RP is responsible for mail received, outgoing mail, checking the in/out boxes at MWHS-2 S-1 frequently, checking the official mailroom at 1300 daily, and conducting mail runs to the General's building and 2d MAW Surgeon's office daily. The staff RP may be assigned other duties as needed or required.

c. Subordinate Element Missions

(1) Group Chaplains

(a) The Group Command Chaplain will provide supervisory oversight of the squadron CRP and RMTs and meet all Inspector General (IG) inspection requirements. This is to include the following:

1. Coordinate the overall CRP for their group based on the Four Core Capabilities, components of the Chaplain Corps Strategic Plan.

2. Maintain 100 percent operational readiness by monitoring their RMT's completion of all training as required for deployment.

3. Provide coverage of specific faith groups by recruiting lay leaders and coordinating training.

4. Supervise reserve chaplains and RPs assigned to group.

5. Prepare and submit the budget for group CRP.

6. Provide counseling to their subordinate staff, chaplains and RPs with reference to their professional development per reference (h), provide oversight through FITREPs and evaluations which are to be submitted in a timely manner. These are to be routed to the 2d MAW Chaplain's office for quality assurance in accordance with reference (g).

(b) The Group Chaplains will initiate and recommend awards for office staff which will be routed to the 2d MAW Chaplain's office per reference (g).

(c) The group chaplains will monitor the chaplains and RP's professional educational training, e.g., Professional Development Training Course, Professional Development Training Workshop, Denominational Conference, RP "F" School, Corporal's Course, etc., to ensure their training remains current.

(d) The Group/Squadron Chaplain will serve as the primary advisor for memorial services.

(2) Staff Chaplains/Marine 2d MAW Support Squadron Chaplains

(a) The Staff/Squadron Chaplain will execute the CRP based on the Four Core Capabilities, components, of the Chaplain Corps Strategic Plan for the assigned command.

(b) The Staff/Squadron Chaplain will provide professional assistance to the Commanding Officer in matters pertaining to the religious, moral, and personal well-being of all personnel and their families assigned within the command. They will develop and conduct religious and spiritual development programs and provide pastoral care and counseling to the troubled, sick, wounded and confined.

(c) The Staff/Squadron will keep the Marine Aircraft Group (MAG) Chaplain apprised of professional status/needs and training requirements.

(d) The Staff/Squadron Chaplain will serve as the primary advisor for memorial services.

4. Administration and Logistics

a. Administration. The 2d MAW Chaplain is responsible for all training requirements to be met in order to facilitate ministry access for the accommodation of all authorized personnel.

b. Logistics. Group commanders will ensure appropriate funding for the CRP as delineated in reference (d).

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5. Command and Signal

a. Command. This order is applicable to all units within 2d MAW. This order is applicable to the Marine Corps Reserve units when attached to or performing training with 2d MAW units.

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


R. W. REGAN
Chief of Staff

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