



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

WgO 1730.6L  
CHAP  
NOV 05 2012

WING ORDER 1730.6L

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

Subj: RELIGIOUS MINISTRIES WITHIN 2D MARINE AIRCRAFT WING  
(2D MAW)

Ref: (a) SECNAVINST 1730.7D  
(b) MCO 1730.6E  
(c) OPNAVINST 1730.1E  
(d) MCRP 6-12B  
(e) NAVMC 3500.19  
(f) OPNAVINST 1414.6  
(g) OPNAVINST 1414.4C  
(h) MCRP 6-12C  
(i) WgO 1730.8A  
(j) BUPERINST 1610.10C  
(k) WgO 1610.14C  
(l) NAVPERS 15560D  
(m) WgO 3504.1B

Encl: (1) Authorized Standard Marine Air Ground Task Force  
(MAGTF) Chaplain Combat Supply Chest Requirements  
(2) Wing Religious Ministry Teams (RMTs) Readiness  
Bi-Monthly Report

1. Situation. To set forth policies, responsibilities and procedures for Command Religious Programs (CRP) within 2d MAW.

2. Cancellation. WgO 1730.6K.

3. Mission

a. References (a) through (c) establish Department of the Navy and Marine Corps policy for the free exercise of religion for members of the command, their families, and other authorized persons.

b. Commanders are responsible for implementing and maintaining a CRP supporting the free exercise of religion as

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as outlined in references (a) through (c).

c. Reference (a) outlines the requirements to accommodate religious beliefs and practices of individual members. When possible, accommodating individual religious beliefs and practices is encouraged. However, the impact of accommodation must not adversely affect military readiness, individual or unit cohesion, health, safety, or good order and discipline.

d. Navy Chaplains and Religious Program Specialists (RPs) are assigned to 2d MAW to assist commanders in fulfilling the CRP, per reference (b). The Wing Chaplain will designate Chaplain(s) and RPs to the Assistant Chief of Staff (AC/S), G-1 (AC/S, G-1) for assignment to Cherry Point, New River and Beaufort Marine Aircraft Groups (MAGs), the Marine Wing Support Group, or the Marine Air Control Group. When reassigning Chaplains and RPs within the Wing, the AC/S, G-1 will issue Wing Special Orders and make the appropriate communications to the Bureau of Naval Personnel (BUPERS). The senior Chaplain and senior RP at each Group will be the Group Chaplain and Group RP, respectively. The next senior Chaplain and RP will be the Deputy Group Chaplain/RP. All other Chaplains and RPs assigned to the Group will be referred to as the Staff Chaplains/Staff RPs. Marine Chaplain Assistants (CAs) may be assigned to Group Chaplain offices from within 2d MAW to assist, as necessary, per reference (b). One Chaplain and one RP or CA constitutes a RMT.

#### 4. Execution

a. Religious Ministries Mission. Advise the commander regarding the free exercise of religion; provide religious ministry and pastoral care support to authorized personnel; advocate for and promote the moral well-being of all personnel; serve as command liaison to local religious leaders, communities, organizations, and agencies; promote religious accommodation for all faith groups; create, to the maximum extent possible, an environment for the cultivation and nurturing of religious beliefs and practices. Participation in the CRP is voluntary.

b. Mission Support. All Chaplains, RPs and CAs are available for MAGTF assignments and deployments. The Wing Chaplain will monitor all Group deployments and will designate RMTs for assignment to ensure the emplacement of an appropriate Religious Ministry Support Plan (RMSP).

(1) Funding. Per references (a) through (c), command Operations and Maintenance funds will be used to support expenses of the CRP. In addition, designated funds for field operations will be used in support of the CRP. The Wing Chaplain and Group Chaplains are responsible for budget preparation, spending plans, and mid-year reviews.

(2) Supplies and Equipment. Each Group RMT will maintain a Chaplain's Combat Supply Chest, also known as a "mount-out box," per reference (d). Wooden mount-out boxes will not be used. Every effort must be made to maintain the mount-out box in complete ready-for-use condition with all of its prescribed contents on hand at all times, in accordance with enclosure (1). It provides the RMT with on-hand supplies to be used in the event of a contingency. Each Group will maintain one mount-out box in complete ready-for-use condition for each RMT represented. This is an inspection item for the Commanding General's Inspection Program. Upon inspection, those commands found without a fully stocked mount-out box will receive a note of FINDING on the checklist and may be considered non-mission capable. The day-to-day and training exercise supply requirements are accommodated by the Group operational religious supply system on an ongoing basis and must be budgeted appropriately.

(3) Facilities. Because of the confidential nature of the RMT's pastoral role with individuals, both in garrison and in the field, Chaplains and RPs require unique working facilities. Facilities are defined as office spaces, automated data processing equipment, and telecommunications support, per reference (b). To ensure maximum confidentiality of Chaplains, office spaces must ensure privacy whereby facsimile and copier resources should be located in such a manner to ensure maximum privacy.

c. Combat Ministry. Reference (d) provides guidance for ministry in combat. The enclosure provides Authorized Standard MAGTF Chaplain Combat Supply Chest Requirements.

d. Duties. Duties of Chaplains assigned to 2d MAW and all subordinate commands are delineated in references (a) through (c).

e. Training

(1) The Wing Chaplain will provide initial Religious

Ministries indoctrination and ongoing training for Chaplains and RPs assigned to 2d MAW.

(2) RPs supporting RMTs in a potential or actual combat environment must complete training for the High Mobility Multipurpose Wheeled Vehicle, their Table of Organization weapon, Chemical, Biological, Radiological, and Nuclear requirements, and if available, the Marine Corps Martial Arts Program training.

(3) Group Chaplains will establish an appropriate training program for Chaplains, RPs and CAs assigned to their Groups. Reference (e) is a valuable resource for training specifics.

(a) Chaplains will complete and qualify for the Fleet Marine Force Qualified Officer Program. Reference (f) prescribes the eligibility requirements for the Navy Fleet Marine Force Qualified Officer Program for Chaplains.

(b) RPs will qualify for the Fleet Marine Force Enlisted Warfare device in accordance with reference (g).

(4) Chaplains and RPs assigned to the MAGs, as well as the Wing Chaplain and Deputy Wing Chaplain, will be afforded the opportunity to qualify for "selected passenger" status, per reference (d), and may be included on the flying schedule. Also, this opportunity will be extended to those Chaplains who previously qualified and now support the Wing in a different "non-flying" Group. Selected passenger qualification will be obtained only for the aircraft type(s) of the unit to which the Chaplain is assigned.

(5) References (a) through (c) require commanders to support the professional training of Chaplains and RPs in short-term training opportunities. Such training would include, but is not limited to: Professional Development Training Courses, Professional Development Training Workshops, denominational conferences, required faith group retreats, Naval Leadership Continuum Courses, RP workshops, and RP "F" school.

(6) Chaplains, RPs and CAs involved in frequent helicopter flights will qualify in a certified Naval Aviation Water Survival Training program.

f. Lay Leaders. References (a) through (c), and reference (h), authorize the use of Lay Leaders in the CRP and provide

guidance for their appointment, training and functions. The Wing Chaplain will ensure an adequate number of Lay Leaders are trained and appointed by 2d MAW commands to meet these requirements. Reference (i) details the 2d MAW Lay Leader Program.

g. Coordination. The Wing Chaplain will coordinate with all 2d MAW Chaplains and will establish a Memorandum of Agreement (MOA) with the appropriate Station Chaplain to ensure adequate religious ministry access and support is provided for all authorized personnel. The MOA shall include, but not be limited to, the following:

- (1) Family Support Programs.
- (2) Area Wide Training.
- (3) Area Wide Duty.
- (4) Community Events Support.
- (5) Crisis Response Plans.

h. Reports

(1) All Officer/Chief Petty Officer Fitness Reports and Enlisted Evaluations will be routed, prior to Reporting Senior signature, through the Wing Chaplain's Office for quality assurance, in accordance with references (j) and (k). Upon review, any administrative corrections required will be returned for action to the Group Chaplains and any suggestions or recommendations will be returned for consideration and discussion. After all signatures have been obtained, Fitness Reports and Enlisted Evaluations will be forwarded to BUPERS by the Wing Chaplain, as required by references (j) through (l).

(2) All Chaplains, RPs and CAs will submit the Wing RMT Bi-Monthly Report using the Wing RMT's Readiness Bi-monthly Report form (Word Document). Reports will be due by close of business the first and middle Monday of each month. Inclusive dates will be Monday through Sunday of the two week reporting period. Reports are to be emailed to Wing Leading Petty Officer.

i. Temporary Additional Duty (TAD)/Leave. TAD and leave plans will be coordinated through the Wing Chaplain and included in the Wing RMT Weekly Report to assist the Wing Chaplain in

planning coverage and contingences in the absence of a Chaplain or RP. BUPERS requires Navy personnel to obtain a leave control number on leave papers for accounting and pay purposes. Leave

papers for RMTs at Cherry Point must be routed through the Wing Chaplain's Office prior to obtaining a leave control number from the Wing Surgeon's Office.

j. Reserve Chaplains and RPs

(1) Under the Total Force concept, 2d MAW will gain selected reserve (SELRES) Chaplains and RPs during mobilization. SELRES Chaplains and RPs are required to perform active duty for training with 2d MAW. The Wing Chaplain will ensure appropriate training opportunities. Reporting Seniors will forward to the 2d MAW Chaplain any written reports drafted on ministry activities of Chaplains or RPs serving on Active Duty for Training (AT), or Active Duty for Special Work.

(2) Reservists serving in 2d MAW reserve units will perform AT with 2d MAW units as assigned, beginning with indoctrination from the Wing Chaplain. Fitness Reports and Enlisted Evaluations will be signed by the respective Group Commander or an appropriate delegated senior in coordination with the Wing Chaplain, who will process the reports and forward them to BUPERS.

5. Administration and Logistics

a. The Wing Chaplain will provide training requirements to AC/S, G-3 (Training) to ensure Chaplains, RPs and CAs are ready at all times for exercises, deployments, combat, crisis response, and limited contingency and stability operations. Readiness includes, but is not limited to, ongoing individual training, equipment and supply preparation, and a thorough knowledge of Wing and Group missions. Physical, mental and spiritual preparedness are vital to providing ministry under varying conditions.

b. The Wing Chaplain, in coordination with AC/S, G-1 and Wing Surgeon's office, are collectively the manpower managers for all 2d MAW religious ministries assets. Chaplains and RPs will consult with the Wing Chaplain on all manpower issues and concerns; however, Wing Special Orders will only be issued by the AC/S, G-1. A copy of Permanent Change of Station orders for religious ministry personnel, inbound or outbound, received by any Group, shall be forwarded to the AC/S, G-1, the Wing

Chaplain and the Wing Surgeon's office.

c. All chaplains deployed or participating in multi-unit operations will be familiar with the operational plan and other governing documents. Chaplains of 2d MAW will forward advance copies of after action reports to the II Marine Expeditionary Force Chaplain via the 2d MAW Chaplain, as required by reference (b). The report narrative should indicate the extent of objective accomplishment as well as lessons learned and recommendations for continued or increased ministry effectiveness. The Marine Corps Lessons Learned format found in reference (m) will be used for this report unless otherwise directed.

d. The Wing Chaplain will provide oversight for all 2d MAW CRP resource requirements. Chaplains and RPs shall consult with the Wing Chaplain regarding resource issues and concerns. The Wing Chaplain will provide support to the 2d MAW Inspector General for inspections and other matters concerning the delivery of ministry and the Wing CRP.

e. The Wing Chaplain shall support Group CRPs as well as make regular visits to subordinate commands. In addition, the Wing Chaplain will provide guidance concerning the coordination of religious needs and requirements across commands. Examples include:

- (1) Marriage Enrichment Retreats.
- (2) Suicide Awareness Briefs.
- (3) Other Wing-wide ministry initiatives.

f. The Wing Chaplain will provide standardized training per references (a) and (b), leading to credentialing and/or certification for Lay Leaders. The Wing Chaplain, in coordination with the Group Chaplains, will recommend members to the Commanding General or Commanding Officer, as appropriate, to serve as Lay Leaders.

g. The Wing Chaplain will coordinate with Marine Corps Air Station (MCAS) Cherry Point, MCAS New River, and MCAS Beaufort Station Chaplains to ensure 2d MAW Chaplains and RPs provide support to the chapel where Wing personnel attend to provide personnel resources for duty, worship services, command crisis responses, and other area ministry needs requiring coordination.

h. The Wing Chaplain will coordinate reserve support for 2d MAW ensuring reserve personnel support and training is provided in support of deployable commands.

i. Group Commanders will ensure their Group Chaplains develop Standing Operating Procedures, and RMSPs. RMSPs will ensure adequate ministry coverage for all personnel and will be budgeted for in garrison and when deployed accordingly.

j. Group Commanders will ensure appropriate funding for the CRP to facilitate ministry access for the accommodation of all authorized personnel.

6. Command and Signal

a. Command. This Order is applicable to all units within 2d MAW.

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

  
R. W. REGAN  
Chief of Staff

DISTRIBUTION: A

Copy to: CMC (REL)  
MARFORCOM (REL)  
CG, II MEF (REL)

WFO 1730 6L  
 NOV 05 2012

**Authorized Standard MAGTF Chaplain  
 Combat Supply Chest Requirements**

<u>Item</u>	<u>Unit of Issue</u>	<u>Amount</u>
Wine, sacramental	1/5	3
Wine, kosher	1/5	1
Grape juice; i.e., dehydrated	powder package	64 ounces
Altar bread (small)	carton (300)	3
Altar bread (large)	carton (50)	1
Hymnal	each	1
Bible, New American Catholic (4 by 6 inches)	each	30
Bible, King James Version (4 by 6 inches)	each	30
Bible, New International Version (4 by 6 inches)	each	30
Book of Mormon (pocket size)	each	5
Jewish Scriptures (pocket size)	each	5
The Holy Qur'an (pocket size)	each	5
Catholic Sunday	each	5
Jewish Prayer Book (pocket size)	each	5
Yarmulke	each	5
Rosaries	each	100
Cruciform/medals	each	100
Cross, Protestant	each	100
Candles, votive	each	6
Field Devotional Guide Book	each	200
Memorial Bulletins	ream	2

## WING RMT'S READINESS BI-MONTHLY REPORT

DATE:

### I. COMMAND INFO:

Name of Command:

Population: Active Duty

Retired/Civilian

UIC:

Family Member

CRP Budget

### II. PERSONNEL INFO:

#### A. CHAPLAINS/RPs INFO:

RANK/RATE:

NAME:

PRD:

FAITH GROUP (*Chaplain*):

CONTACT WITH DETAILER: Yes/No

(if yes, provide detailing issues-  
i.e. orders issued/penciled in)

DEPLOYABLE: Yes/No

(use comment section to explain)

QUALIFICATIONS:

- NBC: Yes/No (if no, use comments section to give date scheduled)
- FMF (RP): Yes/No (if no, use comments section to update on progress)
- T/O WEAPONS (RP): Yes/No (if no, use comments section to give date scheduled)
- HMMWV (RP): Yes/No (if no, use comments section to give date scheduled)

#### B. COMMAND CHAPLAIN:

- Attach copies of orders for reporting/detaching Chaplains/RPs
- Attach copy of recall roster (last Thursday of each month only)
- Names of personnel nominated for: (1) awards (2) honors (3) programs (4) other

### III. LAY LEADER INFO:

#### A. NAME AND FAITH GROUP OF EACH TRAINED LAY LEADER (comment section for more space)

- 1.
- 2.
- 3.
- 4.

#### B. NAMES OF LAY LEADERS RECRUITED, BUT NOT TRAINED (comment section for more space)

- 1.
- 2.
- 3.
- 4.

IV. RMT MINISTRY STAT (PLEASE PROVIDE NUMBER CONDUCTED):

Worship Services: \_\_\_\_\_ Total attendance at all Services: \_\_\_\_\_  
 Worship Services assisted: \_\_\_\_\_ Special Services/Ceremonies: \_\_\_\_\_  
 # of Pastoral Calls: \_\_\_\_\_ # Hours/Week Admin: \_\_\_\_\_  
 # of Lay Services Conducted: \_\_\_\_\_ Attendance at Lay Services: \_\_\_\_\_  
 # Lay Readers Appointed: \_\_\_\_\_ Names of Lay Services: \_\_\_\_\_  
 # Rel.Ed. Classes Conducted: \_\_\_\_\_ Attendance at Rel.Ed. Classes: \_\_\_\_\_  
 # of Trainings You conducted: \_\_\_\_\_ Attendance at Training Sessions: \_\_\_\_\_  
 # of Trainings you attended: \_\_\_\_\_ Workspaces you visited: Number \_\_\_\_\_ Hours \_\_\_\_\_

Titles of Training Attended (Chap & RP)  
(Include RP In-rate Training)

Titles of Training Conducted (Chap & RP)

V. PASTORAL COUNSELING:

Religious: \_\_\_\_\_ Relationship/Marriage: \_\_\_\_\_ Mentoring: \_\_\_\_\_ Suicide: \_\_\_\_\_  
 Financial: \_\_\_\_\_ Physical/Mental Abuse: \_\_\_\_\_ Grief: \_\_\_\_\_ Harassment: \_\_\_\_\_  
 Depression: \_\_\_\_\_ Substance Abuse: \_\_\_\_\_ EO: \_\_\_\_\_ Crisis: \_\_\_\_\_  
 Pre-Marriage: \_\_\_\_\_ Discipline: \_\_\_\_\_ Referrals: \_\_\_\_\_ Administrative: \_\_\_\_\_  
 Stress: \_\_\_\_\_ Personal Adjustment: \_\_\_\_\_ Others: \_\_\_\_\_  
 Average hours spent counseling per week: \_\_\_\_\_

VI. STATION/COMMUNITY INVOLVEMENT: (Chapel, community, ministerial association, etc.)

Identify support provided: duty, special services including joint sponsored events.

VII. RESULTS FROM FEEDBACK SURVEYS OF TRAINING CONDUCTED:

- A. Provide a one liner from surveys such as: Best Class Ever Had
- B. Provide Statistical Data

VIII. SIGNIFICANT ACCOMPLISHMENT BY THE RMT:

IX. CHANGES/UPDATES RSMP (WingO 1730):

X. 30-60-90 DAY PICTURE:

- A. TRAINING (Include RP Trng):
- B. TAD/LEAVE (See Activities):
- C. PARTNERSHIP/NEW INITIATIVES/PROGRESS:
- D. DEPLOYMENT/EXERCISES:

XI. ADDITIONAL COMMENTS/SUGGESTIONS/CONCERNS: