

MARINE CORPS ORDER 1510.102

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR CHAPLAINS
ASSIGNED TO THE MARINE CORPS

Ref: (a) MCO 1553.1B
(b) MCO 1553.2
(c) MCO 1553.3

Encl: (1) Components of an ITS
(2) ITS Management
(3) Index of Tasks by Training Location, Level of
Training, Sustainment, and Grade to Standard
(4) Common ITS Listing
(5) Training Support
(6) Individual Training Standards for Chaplains assigned
to the Marine Corps

1. Purpose. To publish the ITS System for Chaplains assigned to the Marine Corps.

2. Background

a. The references establish the system used to publish all training standards, provide policy, and assign responsibilities for applying the Systems Approach to Training (SAT).

b. ITS's provide a common base of training for an MOS. They provide the basis for the SAT of all individual training. ITS's are to be used by institutional and unit commanders to determine proficiency, to establish training plans and courses of instruction, and to maintain a progressive and systematic method to monitor training impacts on Individual Career Development Plans.

c. ITS's are derived from Mission Performance Standards which come from combat requirements of the Fleet Marine Forces. Changes to doctrine, force structure, and the introduction of new weapons and equipment will require revision of this Order on a regular basis.

3. Information

a. ITS's are to be used by institutional and unit commanders to design, develop, conduct, and evaluate their individual training. Institutional commanders will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks and performance steps set forth herein. Task lists reported on Course Descriptive Data (CDD) submissions will consist of task titles contained in this Order. Unit commanders will use the tasks contained in this Order as the basis of individual training in their long-range, short-range, and near-term training plans.

b. The ITS system for Chaplains assigned to the Marine Corps contains the following:

(1) Enclosure (1) contains the components of an ITS.

(2) Enclosure (2) sets forth the ITS management, as it relates to use and maintenance.

(3) Enclosure (3) is an index of tasks by training location, level of training, sustainment, and grade to standard.

(4) Enclosure (4) is not applicable to this Marine Corps Order for Chaplains.

(5) Enclosure (5) lists training support in four categories:

(a) Appendix A, Training Devices, Simulators, and Training Aids.

(b) Appendix B, Training Equipment.

(c) Appendix C, Ammunition, Explosives, and Pyrotechnics.

(d) Appendix D, Training Materials.

(6) Enclosure (6) lists ITS's for Chaplains assigned to the Marine Corps.

4. Action

a. Commanding General, Marine Corps Combat Development Command (MCCDC)

(1) Ensure that all units and institutions are using this Order to train personnel to the standards required of their grade and MOS.

(2) Ensure that the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with FMF Commanders, MOS/OccFld sponsors and with subject matter experts.

(4) Ensure coordination occurs with the Commander, Marine Corps Systems Command (MARCORSYSCOM).

b. Commanding Generals of the Marine Forces Atlantic/Pacific and Supporting Establishment Commands; and Commanders of Separate Organizations not commanded by a General Officer

(1) Use this Order to implement the SAT process for training Chaplains assigned to the Marine Corps.

(2) Establish managed on-the-job training (MOJT) programs to train using the tasks to form the basis of initial, sustainment, or refresher training proficiencies in units both for assigned Chaplains and command training plans.

5. Submission of Recommendations and Requirements. Recommendations concerning the contents of this Order are encouraged. Submit recommendations for change to Commanding General, MCCDC (C461) via the appropriate chain of command.

6. Mobilization. All ITS's in this Order will remain in effect during mobilization.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

B. B. KNUTSON, JR.
By direction

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COMPONENTS OF AN ITS

1. General. ITS's contain six components; task, condition(s), standard, performance steps, reference(s), and administrative instructions.

2. Alphanumeric System. Each ITS is identified by the MOS followed by a series of numbers which identify the Duty Area, and Task.

a. The MOS is identified by four Arabic numbers. The four numbers are the ones assigned to the MOS in the MCO P1200.7 (MOS Manual); however, in this instance the identifier will be MCTS, as there is no MOS listed in the MOS Manual for Chaplains. For the Chaplains MOS, the numeric designators would be MCTS.X.X.

b. Duty areas are identified by ascending Arabic numerals and are numbered consecutively. The designator for the first duty area under MCTS would be MCTS.1.X.

c. Tasks within a duty area are numbered consecutively. The first task under the first duty area of MCTS is numbered MCTS.1.1. The second task under the third duty area MCTS is numbered MCTS.3.2, and so forth.

3. ITS Components

a. Task. The task describes what a Marine has to do. It is a clearly stated, performance oriented action requiring a learned skill. Knowledge or enrichment topics which are required for the performance of a specific task are included in the Administrative Instructions. This type of information may very well comprise a separate class with its own TLO/ELO, but is not a separate task.

b. Condition(s). The conditions set forth the real world or wartime circumstances in which the tasks are to be performed. This element of an ITS underscores "realism" in training. When resources or safety requirements limit the conditions, this should be stated. It is important to understand that the conditions set forth in this Order are the minimum, and may be adjusted when applicable.

c. Standard. A standard is inviolate. It is not guidance, but a very carefully worded statement which sets the proficiency level expected when the task is performed. The standard should summarize the performance steps.

d. Performance Steps. There must be at least two performance steps for each task. Performance steps specify actions required to fulfill the proficiency established by the standard.

e. Reference(s). Reference(s) are doctrinal publications which provide the authority vested in the performance steps and references. References should be publications which are readily available.

f. Administrative Instructions. Administrative Instructions provide the trainer/instructor with special circumstances relating to the ITS such as safety, real world limitations, and knowledge or enrichment topics which may be a prerequisite to successful accomplishment of the ITS.

ITS MANAGEMENT

1. ITS Use

a. ITS's are the basis for all individual training in units and formal schools. Since ITS's are written for every MOS they specify every proficiency Marines are required to achieve as individuals in support of their unit combat missions.

b. ITS's provide measures of performance that must be used by unit commanders to both diagnose individual deficiencies and to evaluate training. Deficiencies should be recorded and scheduled on future training plans. ITS's which are mastered should be recorded in individual training records and scheduled for sustainment/refresher training in the future.

c. Institution commanders are responsible for providing instruction based on ITS's. These selected ITS's appear as tasks on item number 24 of the Course Descriptive Data. Using the SAT process, institutional commanders formulate programs of instruction (POI) which fulfill the requirements of the operating forces.

d. Unit and institution commanders must work in tandem so that individuals continue to receive instruction until mandated proficiencies are achieved. Individual training cannot and should not cease upon graduation from a formal school. Schools do not have the resources (people, time, money) to teach every ITS required for MOS proficiency. Unit commanders must recognize this and continue individual training. When Marines do achieve proficiencies, unit commanders must systematically record these proficiencies and establish periodic sustainment training according to the frequency set forth in enclosure (3).

2. ITS Maintenance

a. ITS's exist because of the threat. Changes which occur must be reflected in ITS's as a team effort of the formal schools, the operating forces, and staff agencies at Headquarters, U.S. Marine Corps and at the Marine Corps Combat Development Command. Changes in the threat, new weapons/equipment and doctrine will require new or updated training proficiencies.

b. ITS's are validated when they are used by institution and unit commanders. Changes can be initiated by units, institutions, or higher headquarters. In order to ensure quality training, ITS's must be updated continuously. Input will be systematically collected, staffed, and incorporated into ITS's at least annually.

ENCLOSURE (2)

c. ITS users should be critical of the ITS's as a whole as they support or fail to support a particular MOS.

d. Specific components of an ITS should also be examined for realism and pertinence.

e. ITS Management is dynamic. User maintenance is the key to refining proficiencies which best serve unit missions.]

INDEX OF TASKS BY TRAINING LOCATION, LEVEL OF TRAINING,
SUSTAINMENT, AND GRADE TO STANDARD

1. This enclosure identifies WHERE ITS's are taught, Training Location; the Level of Training regarding proficiency, "P" for preliminary, not to standard, and "S" for trained to standard; and the lowest grade required to demonstrate proficiency in each ITS.
2. The Training Location is either Formal School (FS) or MOJT.
3. Sustainment training is always the responsibility of the unit commander. The number in the MOJT column represents the number of months between evaluation or retraining to maintain the proficiency required by the standard.

TASK NUMBER	TASK	FS	MOJT SUST	Grade
MOS MCTS, MARINE CHAPLAIN				
MCTS.1.1	DEVELOP A COMMAND RELIGIOUS PROGRAM (CRP) FOR A COMBAT ENVIRONMENT	S	12	LTJG
MCTS.1.2	DEVELOP A RELIGIOUS SUPPORT PLAN	S	12	LTJG
MCTS.1.3	FACILITATE LOGISTIC SUPPORT FOR THE COMMAND RELIGIOUS PROGRAM (CRP) IN COMBAT ENVIRONMENT	S	12	LTJG
MCTS.1.4	PROVIDE MINISTRY IN A COMBAT ENVIRONMENT	S	12	LTJG
MCTS.1.5	PROVIDE MINISTRY IN MILITARY OPERATIONS OTHER THAN WAR (MOOTW)	S	12	LTJG
MCTS.1.6	PROVIDE INTERVENTION MINISTRY IN HUMANITARIAN OPERATIONS	S	12	LTJG
MCTS.1.7	PROVIDE MINISTRY DURING NON-COMBATANT EVACUATION OPERATIONS (NEO)	S	12	LTJG
MCTS.1.8	PROVIDE MINISTRY TO ENEMY PRISONERS OF WAR (EPW) CIVILIAN DETAINEES (CDS) AND DETAINED PERSONNEL	S	12	LTJG

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TASK NUMBER	TASK	FS	MOJTSUST	Grade
MCTS.1.9	COORDINATE FAITH GROUP SPECIFIC COVERAGE IN AREA OF OPERATIONS	S	12	LCDR
MCTS.1.10	ESTABLISH LIAISON WITH CHAPLAIN'S SECTIONS IN THE AREA OF OPERATIONS	S	12	LTJG
MCTS.1.11	BRIEF THE COMMANDER ON RELIGIOUS PRACTICES AND TRADITIONS IN A GIVEN AREA OF OPERATIONS	S	12	LTJG
MCTS.1.12	CONDUCT FIELD WORSHIP	S	12	LTJG
MCTS.1.13	CONDUCT A MILITARY CEREMONY FOR TEMPORARY INTERMENT	S	12	LTJG
MCTS.2.1	PROVIDE PASTORAL CARE IN A MASS CASUALTY SITUATION	S	12	LTJG
MCTS.2.2	PROVIDE PASTORAL CARE TO A MARINE/SAILOR WITH COMBAT STRESS	S	12	LTJG
MCTS.2.3	PROVIDE PASTORAL COUNSELING IN COMBAT AND MILITARY OPERATIONS OTHER THAN WAR	S	12	LTJG
MCTS.3.1	PROVIDE TOTAL QUALITY LIFE TRAINING	P	S/6	LTJG
MCTS.3.2	DEVELOP A LAY LEADER PROGRAM	P	S/6	LTJG
MCTS.4.1	DEVELOP THE UNIT COMMAND RELIGIOUS PROGRAM BUDGET (CRPB)	P	S/6	LTJG
MCTS.4.2	INTEGRATE COMPUTERS IN MINISTRY	P	S/12	LTJG
MCTS.4.3	OBTAIN RESERVE CHAPLAIN/RP PERSONNEL	S	12	LCDR
MCTS.5.1	MAKE AN ORGANIZATIONAL PRESENTATION	P	S/12	LTJG
MCTS.5.2	PRESENT A BRIEF TO THE UNIT COMMANDER	P	S/12	LTJG
MCTS.5.3	PROPERLY WEAR THE MARINE CORPS UNIFORM	S	12	LTJG

ENCLOSURE (3)

TASK NUMBER	TASK	FS	MOJT SUST	Grade _____
MCTS.6.1	UTILIZE THE MARINE CORPS LOGISTIC SYSTEM IN SUPPORT OF THE CRP	P	S/6	LTJG
MCTS.6.2	COORDINATE LOGISTICS FOR CHAPLAIN SECTIONS	P	S/6	LCDR
MCTS.6.3	UTILIZE AVAILABLE ADP ASSETS	P	S/6	LCDR

COMMON ITS LISTING

1. General. This enclosure provides a cross reference of ITS's common to more than one MOS within OccFld Chaplains. It is designed to assist the trainer in consolidating training for common tasks. Essential subjects ITS's are not listed since all Marines, regardless of MOS or grade, must be able to achieve the standard for those tasks.

2. Format. The enclosure lists the Task Title for each common task within the Occfld. Common Task Numbers follow each Task Title.

TASK NUMBER EXAMPLE: MCTS.1.1

- o MCTS refers to the applicable Chaplains.
- o .1 refers to the Duty Area within the MOS; in this case, "MINISTRY AND MINISTRY SUPPORT SERVICES".
- o .1 refers to the Task; in this case, "DEVELOP A COMMAND RELIGIOUS PROGRAM (CRP) FOR A COMBAT ENVIRONMENT".

TASK TITLE

COMMON TASK NUMBERS

TRAINING SUPPORT

1. This enclosure identifies training support in four categories for each MOS or the OccFld as a whole. Some of the support items are identified by tasks, groups of tasks, or for the entire task list as follows:

Appendix A: Training Devices, Simulators, and Training Aids

Appendix B: Training Equipment

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: Training Materials

2. If support identified in any appendix does not apply, the appendix will be included stating: "DOES NOT APPLY TO THIS MOS/OCCFLD".

TRAINING DEVICES, SIMULATORS, AND TRAINING AIDS

MCTS.1.1

- o Chalk Board/White Board With Markers

MCTS.1.2

- o Chalk Board/White Board With Markers

MCTS.1.4

- o Chalk Board/White Board With Markers

MCTS.1.5

- o Chalk Board/White Board With Markers

MCTS.1.9

- o Chalk Board/White Board With Markers

MCTS.1.12

- o Chalk Board/White Board With Markers

MCTS.1.13

- o Chalk Board/White Board With Markers

MCTS.3.1

- o Chalk Board/White Board With Markers

MCTS.3.2

- o Chalk Board/White Board With Markers

MCTS.5.1

- o Chalk Board/White Board With Markers

MCTS.5.2

- o Chalk Board/White Board With Markers

TRAINING EQUIPMENT

MCTS.1.4

o INDIVIDUAL EQUIPMENT

Chaplains Combat Assault Kit

Compass

Map

Protractor

Helmet w/cover

Web Belt

Suspenders

Canteens (2) w/covers

Alice Pack w/frame

First Aid Pouch

Vest, Armored Protective

Entrenching Tool w/cover

Poncho

Poncho Liner

Waterproof Bag

Shelter Half w/pegs & poles

Sleeping Bag

o GROUP EQUIPMENT

Computers, Laptop

Chaplains Combat Supply Chest (CCSC) per FM 3-61

Radio Set, AN/PRC 77

Tent, GP Medium

MCTS.1.5

o SEE MCTS.1.4

MCTS.1.6

o SEE MCTS.1.4

MCTS.1.7

o SEE MCTS.1.4

MCTS.1.8

o SEE MCTS.1.4

MCTS.1.10

o SEE MCTS.1.4

MCTS.1.12

o SEE MCTS.1.4

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MCTS.1.13

- SEE MCTS.1.4

MCTS.2.1

- SEE MCTS.1.4

MCTS.2.2

- SEE MCTS.1.4

MCTS.2.3

- SEE MCTS.1.4

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

The following tasks require ammunition, explosives and pyrotechnics appropriate to simulate combat conditions.

It is intended that training for tasks involving simulated combat conditions be coordinated as shared training whenever possible.

MCTS.1.4

MCTS.1.5

MCTS.1.6

MCTS.1.7

MCTS.1.8

MCTS.1.10

MCTS.1.12

MCTS.2.1

MCTS.2.2

MCTS.2.3

TRAINING MATERIALS

AUTHORIZED MANPOWER DOCUMENT (AMD)	MCTS.4.3		
BUPERSMAN 5810150	MCTS.3.2		
FMFM 3-1, STAFF FUNCTIONING	MCTS.1.2	MCTS.5.1	MCTS.5.2
FMFM 3-5, MILITARY POLICE IN COMBAT	MCTS.1.8		
FMFM 3-6, RELIGIOUS MINISTRIES IN THE FLEET MACHINE FORCE	MCTS.1.1 MCTS.3.1	MCTS.1.3 MCTS.3.2	MCTS.2.3
FMFM 3-61, MINISTRY IN COMBAT	MCTS.1.12 MCTS.1.10 MCTS.1.3 MCTS.1.6 MCTS.2.1 MCTS.3.1	MCTS.1.9 MCTS.1.11 MCTS.1.4 MCTS.1.7 MCTS.2.2	MCTS.1.1 MCTS.1.2 MCTS.1.5 MCTS.1.8 MCTS.2.3
FMFM 3-62, LAY LEADER, UNITED STATES MARINE CORPS	MCTS.3.2		
FMFM 4-52, EMERGENCY FIRST-AID FOR MARINES	MCTS.2.1		
FMFM 4-55, COMBAT STRESS	MCTS.2.3		
FMFM 4-55, COMBAT STRESS CONTROL	MCTS.2.1		
FMFM 4-8, HANDLING OF DECEASED PERSONNEL IN THEATERS OF OPERATIONS	MCTS.2.1		
FMFM 7-34, CIVIL AFFAIRS	MCTS.1.5		
FMFM 7-36, NON-COMBATANT EVACUATION OPERATIONS	MCTS.1.7		
GENEVA CONVENTION OF 1947	MCTS.1.8	MCTS.6.1	MCTS.6.2

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MARCORMAN	MCTS.1.12	MCTS.1.13
MARINE CORPS MOBILIZATION PLAN	MCTS.4.3	
MCO 1730.6, COMMAND RELIGIOUS PROGRAMS IN THE MARINE CORPS	MCTS.1.12	
MCO 1730.6C, COMMAND RELIGIOUS PROGRAMS IN THE MARINE CORPS	MCTS.1.1	MCTS.3.2
MCO 4400.154, RELIGIOUS MINISTRIES SUPPLIES AND EQUIPMENT	MCTS.1.12	MCTS.1.3
MCO 4400.154, RELIGIOUS MINISTRY SUPPLIES AND EQUIPMENT	MCTS.6.1	MCTS.6.2
MCO 7000.1, PROGRAM OBJECTIVE MEMORANDUM FORMAT	MCTS.4.1	
MCO P1020.34E, MARINE CORPS UNIFORM REGULATIONS	MCTS.5.3	
MCO P4400.150C, CONSUMER LEVEL SUPPLY MANUAL	MCTS.6.1	MCTS.6.2
MCO P5230 SERIES, INFORMATION RESOURCE MANUALS (IRM)	MCTS.4.2	MCTS.6.3
NAVEDTRA 287-01-45-82, RELIGIOUS PROGRAM SPECIALIST 3 AND 2	MCTS.1.12	
NAVPERS 5555	MCTS.1.13	
SECNAVINST 1730.7_, RELIGIOUS MINISTRIES WITHIN THE DEPARTMENT OF THE NAVY	MCTS.3.2	
SECNAVINST 1730.7_, RELIGIOUS SERVICE IN THE DEPARTMENT OF THE NAVY	MCTS.1.9	
SECNAVINST 1730.7_, RELIGIOUS SERVICES IN THE DEPARTMENT OF THE NAVY	MCTS.1.12	MCTS.1.13

Appendix D to
ENCLOSURE (5)

SECNAVINST 1730.7_, RELIGIOUS SERVICES IN
DEPARTMENT OF THE NAVY

MCTS.1.1

MCTS.2.3

SECNAVINST 1730.8, ACCOMMODATION OF RELIGIOUS
PRACTICES

MCTS.1.12

MCTS.3.2

INDIVIDUAL TRAINING STANDARDS FOR CHAPLAINS ASSIGNED TO THE
MARINE CORPS

MOS MCTS, MARINE CHAPLAIN

DUTY AREA 1 -	MINISTRY AND MINISTRY SUPPORT SERVICES	
TASK MCTS.1.1 DEVELOP A COMMAND RELIGIOUS PROGRAM (CRP) FOR A COMBAT ENVIRONMENT	6-A-1
TASK MCTS.1.2 DEVELOP A RELIGIOUS SUPPORT PLAN	6-A-2
TASK MCTS.1.3 FACILITATE LOGISTIC SUPPORT FOR THE COMMAND RELIGIOUS PROGRAM (CRP) IN COMBAT ENVIRONMENT	6-A-4
TASK MCTS.1.4 PROVIDE MINISTRY IN A COMBAT ENVIRONMENT	6-A-5
TASK MCTS.1.5 PROVIDE MINISTRY IN MILITARY OPERATIONS OTHER THAN WAR (MOOTW)	6-A-6
TASK MCTS.1.6 PROVIDE INTERVENTION MINISTRY IN HUMANITARIAN OPERATIONS	6-A-7
TASK MCTS.1.7 PROVIDE MINISTRY DURING NON-COMBATANT EVACUATION OPERATIONS (NEO)	6-A-7
TASK MCTS.1.8 PROVIDE MINISTRY TO ENEMY PRISONERS OF WAR (EPW) CIVILIAN DETAINEES (CDS) AND DETAINED PERSONNEL	6-A-9
TASK MCTS.1.9 COORDINATE FAITH GROUP SPECIFIC COVERAGE IN AREA OF OPERATIONS	6-A-10
TASK MCTS.1.10 ESTABLISH LIAISON WITH CHAPLAIN'S SECTIONS IN THE AREA OF OPERATIONS	6-A-12
TASK MCTS.1.11 BRIEF THE COMMANDER ON RELIGIOUS PRACTICES AND TRADITIONS IN A GIVEN AREA OF OPERATIONS	6-A-13
TASK MCTS.1.12 CONDUCT FIELD WORSHIP	6-A-14
TASK MCTS.1.13 CONDUCT A MILITARY CEREMONY FOR TEMPORARY INTERMENT	6-A-15
DUTY AREA 2 -	PASTORAL CARE	
TASK MCTS.2.1 PROVIDE PASTORAL CARE IN A MASS CASUALTY SITUATION	6-A-16

ENCLOSURE (6)

TASK MCTS.2.2	6-A-17
	PROVIDE PASTORAL CARE TO A MARINE/SAILOR WITH COMBAT STRESS	
TASK MCTS.2.3	6-A-19
	PROVIDE PASTORAL COUNSELING IN COMBAT AND MILITARY OPERATIONS OTHER THAN WAR	
DUTY AREA 3 -	INSTRUCTIONAL SERVICES	
TASK MCTS.3.1	6-A-21
	PROVIDE TOTAL QUALITY LIFE TRAINING	
TASK MCTS.3.2	6-A-22
	DEVELOP A LAY LEADER PROGRAM	
DUTY AREA 4 -	ADMINISTRATIVE SERVICES	
TASK MCTS.4.1	6-A-24
	DEVELOP THE UNIT COMMAND RELIGIOUS PROGRAM BUDGET (CRPB)	
TASK MCTS.4.2	6-A-25
	INTEGRATE COMPUTERS IN MINISTRY	
TASK MCTS.4.3	6-A-26
	OBTAIN RESERVE CHAPLAIN/RP PERSONNEL	
DUTY AREA 5 -	STAFF FUNCTIONING	
TASK MCTS.5.1	6-A-27
	MAKE AN ORGANIZATIONAL PRESENTATION	
TASK MCTS.5.2	6-A-28
	PRESENT A BRIEF TO THE UNIT COMMANDER	
TASK MCTS.5.3	6-A-28
	PROPERLY WEAR THE MARINE CORPS UNIFORM	
DUTY AREA 6 -	LOGISTICS	
TASK MCTS.6.1	6-A-29
	UTILIZE THE MARINE CORPS LOGISTIC SYSTEM IN SUPPORT OF THE CRP	
TASK MCTS.6.2	6-A-30
	COORDINATE LOGISTICS FOR CHAPLAIN SECTIONS	
TASK MCTS.6.3	6-A-31
	UTILIZE AVAILABLE ADP ASSETS	

MOS MCTS, MARINE CHAPLAIN

DUTY AREA 1 - MINISTRY AND MINISTRY SUPPORT SERVICES

TASK: MCTS.1.1 DEVELOP A COMMAND RELIGIOUS PROGRAM (CRP) FOR A COMBAT ENVIRONMENT

CONDITION(S): Given the references, commander's intent, a unit scheduled for an exercise/operational deployment, and after operational planning conferences.

STANDARD: Develop the unit CRP to meet the religious, moral, and social needs of the assigned Marines/Sailors and their families. This includes assessing the religious needs of the unit, reviewing command and chaplaincy goals, reviewing previous CRPs and budget inputs, determining which programs should be continued or initiated, preparing planning guides, preparing the written plan, and obtaining the commander's approval.

PERFORMANCE STEPS:

1. Conduct a unit needs assessment.
2. Review commander's guidance.
3. Determine availability of funding.
4. Examine after action reports and Marine Corps Lesson Learned (MCLL) of previous like operations.
5. Determine programs to continue, discontinue, or initiate.
6. Write the CRP as required by SECNAVINST 1730.7_.
7. Obtain commander's written approval of the CRP.
8. Submit a copy of the CRP to the supervisory chaplain.

REFERENCE(S):

1. SECNAVINST 1730.7_, Religious Services in Department of the Navy
2. MCO 1730.6C, Command Religious Programs in the Marine Corps
3. FMFM 3-6, Religious Ministries in the Fleet Marine Force

Appendix A to
ENCLOSURE (6)

4. FMFM 3-61, Ministry in Combat

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.1.2 DEVELOP A RELIGIOUS SUPPORT PLAN

CONDITION(S): Given FMFM 3-61 and a unit scheduled for an exercise/operational deployment, after operational planning conferences, you are tasked to develop a religious support plan that will become an annex to the OPLAN. An RP/chaplain assistant(s) is available to help you.

STANDARD: Prepare a religious support plan in the prescribed format in accordance with FM 3-61 and adhering to commander's intent, within the time limits established by the command. This includes incorporating the commander's guidance, including the location of all chaplain sections for each phase of the operation, designating communication channels, identifying support requirements, coordinating with higher and lower echelons, planning for logistics support and resupply, developing a casualty replacement plan, providing an estimate of and advice on the impact of indigenous religions in the area of operations, and providing recommendations to the commander and staff on the moral and ethical aspects of the operation.

PERFORMANCE STEPS:

1. Attend unit operation planning meetings.
2. Identify the religious, moral and ethical needs of the unit.
3. Coordinate with appropriate staff sections and higher and lower echelons.
4. Identify planned phases of the operation, the best location at each phase for the chaplain section, communications, logistics, and personnel replacement support plan requirements, and indigenous religions in the area of operations.
5. Note any moral or ethical issues which may surface from the rules of engagement or from the known characteristics of past enemy operations, treatment of civilians or handling of enemy prisoners of war/civilian internees.

6. Write the religious support plan in accordance with the commander's guidance and as outlined in FMFM 3-61 and FMFM 3-1, including the following:
 - a. Information from coordination with your staff and with higher and lower echelons, including supervisory chaplains and RP/chaplain assistants.
 - b. Location of chaplain(s) section for each phase of the operation.
 - c. Identification of which personnel will provide religious support in the assembly areas, at the aid station or hospital, and at the objective.
 - d. Identification of which personnel will perform or provide religious services, including faith group specific services. Chaplains, Lay Leaders or other qualified personnel may assist as required.
 - e. Identification of lines/modes of communication.
 - f. Possible requirements for general religious support, resupply and chaplain section replacements.
 - g. Logistics support and resupply, allied services and local purchase channels.
 - h. Identification of a chaplain and RP/chaplain assistant casualty replacement plan and coordinate with the S-1 and higher headquarters.
 - i. The impact of indigenous religions on the area of operations coordinated with the appropriate staff sections.
7. Submit the draft plan to the unit staff for coordination and comment.
8. Include the plan as an Annex to the Operation Plan and submit it to the commander for approval.

REFERENCE(S) :

1. FMFM 3-61, Ministry in Combat
2. FMFM 3-1, Staff Functioning

ADMINISTRATIVE INSTRUCTIONS:

1. The Religious Support Plan is a sensitive document, since it contains information relating to the unit Operation Plan. Copies must be maintained in a secure manner.

TASK: MCTS.1.3 FACILITATE LOGISTIC SUPPORT FOR THE COMMAND RELIGIOUS PROGRAM (CRP) IN COMBAT ENVIRONMENT

CONDITION(S): Given an RP/Chaplain's Assistant, the references and a religious support plan as an annex to the operation order, ensure logistic support of the CRP when assigned to a unit employed in sustained combat operations. This includes providing for the needs of all faith groups.

STANDARD: IAW the references, facilitate logistic support for the command religious program by proper utilization of the Marine Corps supply system in a combat environment.

PERFORMANCE STEPS:

1. Integrate doctrinally/operationally prescribed Marine Corps supply system.
2. Develop supply estimates early in the planning phases of operations.
3. Determine the level of religious supply stocks (RSS) for a particular operation.
4. Utilize the Marine Corps supply system.
5. Properly utilize requisition documents.
6. Utilize the unit supply officer as the input point for facilitating resupply.

REFERENCE(S):

1. FMFM 3-61, Ministry in Combat
2. FMFM 3-6, Religious Ministries in the Fleet Marine Force
3. MCO 4400.154, Religious Ministries Supplies and Equipment

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.1.4 PROVIDE MINISTRY IN A COMBAT ENVIRONMENT

CONDITION(S): Assigned to a combat unit operating in a sustained combat environment, given an RP/chaplain assistant and access to a supervisory chaplain in the area of operations, provide ministry to the unit moving in offensive action and in the defensive mode.

STANDARD: Utilizing the principles of WORK SAFE, provide and deliver ministry in a combat environment in a systemically sound and effective manner in accordance with FMFM 3-61.

PERFORMANCE STEPS:

1. Perform assault landings and ingress procedures.
2. Develop ministry plan (MINPLAN).
3. Identify a ministry base of operations.
4. Identify ministry possibilities (pressure points).
5. Determine coordination and liaison points.
6. Perform unit readiness inspections for ministry in combat.
7. Rig combat field gear.
8. Execute sound movement.
9. Provide prioritized objective ministry.
10. Implement responsive and persistent communication.
11. Utilize field communication.
12. Prepare a ministry report (MINREP)
13. Perform appraisal of ministry tasks.
14. Perform land navigation.
15. Obtain transportation.
16. Utilize helo transport.
17. Execute forward thrust ministry.
18. Perform appropriate and attainable ministry tasks.

19. Perform continual evaluation of religious resources.
20. Utilize basic survival techniques.
21. Practice field sanitation and hygiene.
22. Participate in augment section duty team.

REFERENCE(S):

1. FMFM 3-61, Ministry in Combat

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.1.5 PROVIDE MINISTRY IN MILITARY OPERATIONS OTHER THAN WAR (MOOTW)

CONDITION(S): Given references, chaplain assistant/RP and a vehicle, in coordination with civil affairs personnel, provide ministry to a unit engaged in military operation other than war (MOOTW). The operation is in support of a new but very unstable, democratic government wherein the majority religious faith group is non-Christian.

STANDARD: With references and in coordination with civil affairs personnel, provide ministry to a unit involved in MOOTW, ensuring sensitivity to faith groups of the country.

PERFORMANCE STEPS:

1. Determine special role of the chaplain section in MOOTW.
2. Provide cross-cultural indoctrination in areas especially related to religious issues.
3. Provide civil affairs project support.
4. Ensure adequate transportation available to provide chaplain coverage to dispersed units.

REFERENCE(S):

1. FMFM 7-34, Civil Affairs
2. FMFM 3-61, Ministry in Combat

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.1.6 PROVIDE INTERVENTION MINISTRY IN HUMANITARIAN OPERATIONS

CONDITION(S): Given references, chaplain assistant/RP and a vehicle, provide immediate intervention ministry to a unit engaged in humanitarian operations.

STANDARD: Provide immediate intervention ministry to a unit involved in humanitarian operations focusing on provision of coping skills to lessen the effect of post traumatic stress as a result of trauma.

PERFORMANCE STEPS:

1. Be prepared and trained to be a part of a Critical Incident Response team.
2. Teach coping skills to lessen effect of post traumatic stress.
3. Debrief commander as to particular problems.
4. Assist personnel in identifying and ventilating feelings.
5. Focus on positive.

REFERENCE(S):

1. FMFM 3-61, Ministry in Combat

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.1.7 PROVIDE MINISTRY DURING NON-COMBATANT EVACUATION OPERATIONS (NEO)

CONDITION(S): Given references, chaplain assistant/RP, access to the ship's chaplain and a vehicle, while assigned to a combat unit deployed on naval shipping, the unit has been tasked to evacuate non-combatant personnel from a foreign country.

STANDARD: Utilizing FMFM 7-36 and FMFM 3-6, develop a plan for and provide ministry during the NEO.

PERFORMANCE STEPS:

1. With input from intelligence and operation sections, determine the type of NEO to be performed.
 - a. Permissive (non-combat operation): coordinate with ship's chaplain for ministry plan.
 - b. Non-permissive (combat operation): Develop ministry plan.
2. Develop ministry plan for non-permissive NEO to include but not limited to:
 - a. Coordination of transportation to and from ship and in the area of operations.
 - b. Plan for ministry to injured Marines and evacuees in the area of operations.
 - c. Plan to provide evacuation assistance as required.
 - d. Plan to provide ministry to personnel remaining in the area of operations.
 - e. Plan for post operations ministry.
3. Write ministry plan in proper format.
4. Submit plan to unit commander and supervisory chaplain.
5. Develop and submit an after action report.

REFERENCE(S):

1. FMFM 3-61, Ministry in Combat
2. FMFM 7-36, Non-Combatant Evacuation Operations

ADMINISTRATIVE INSTRUCTIONS: (NONE)

**TASK: MCTS.1.8 PROVIDE MINISTRY TO ENEMY PRISONERS OF WAR (EPW)
CIVILIAN DETAINEES (CDS) AND DETAINED PERSONNEL**

CONDITION(S): Given references and a chaplain assistant/RP, while assigned to a unit in combat, provide ministry to assist EPWs, CDs and other detained personnel while under control of the Marine Corps, prior to transitioning to a holding area or collection point.

STANDARD: Provide responsive ministry to assist EPWs, CDs and other detained personnel in accordance with the reference.

PERFORMANCE STEPS:

1. Make provision for religious supplies in planning for ministry to EPWs, CDs, and detained personnel.
2. Determine specific religious needs of personnel in the area of operations.
3. If available, use detained clergy to minister to EPWs and detained personnel.
4. Advise the commander concerning humanitarian treatment of EPWs and civilian detainees.
5. Coordinate with commander to make provision for meeting the religious needs of EPWs and detainees including a worship facility/area.
6. Develop ministry plan for non-permissive NEO to include but not limited to:
 - a. Coordination of transportation to and from ship and in the area of operations.
 - b. Plan for ministry to injured Marines and evacuees in the area of operations.
 - c. Plan to provide evacuation assistance as required.
 - d. Plan to provide ministry to personnel remaining in the area of operations.

REFERENCE(S):

1. FMFM 3-61, Ministry in Combat
2. FMFM 3-5, Military Police in Combat
3. Geneva Convention of 1947

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.1.9 COORDINATE FAITH GROUP SPECIFIC COVERAGE IN AREA OF OPERATIONS

CONDITION(S): Given an RP/Chaplain's assistant, access to admin, the unit OPLAN, communication assets and liaison with other chaplain sections, in a training or combat environment, the Commander directs coordination of a plan to perform or provide for faith group specific coverage in the unit area of operations (AO). The plan must include religious support to various religious faith groups represented in the AO. The unit chaplain section cannot perform all the ministrations required by the numerous faith groups. Locations for worship services are established.

STANDARD: Coordinate faith group specific coverage in your AO so that religious support is provided to all faith groups represented and is available during pre-battle, battle, and post-battle operations. This includes identifying religious support requirements within the AO establishing liaison with chaplain sections of adjacent units, coordinating use and resupply of religious resources, arranging religious support that is in accordance with the unit's religious support plan and does not interfere with the unit's mission, safeguarding security, and obtaining the approval of supervisory and/or regimental chaplain.

PERFORMANCE STEPS:

1. Identify all qualified resources to be used in the command religious program in the area of operations.
2. Identify faith group specific religious support needs within the AO.
3. Distinguish those needs the chaplain section can meet from those it cannot.
4. Identify types of support that may be needed.
5. Identify required items such as prayer books, hymnals, Sacramental and religious supplies.
6. Establish liaison with higher and adjacent chaplain sections.
7. Arrange to share religious resources with other units, coordinating within technical and command channels.

8. Provide for transportation, billeting, and other logistics requirements for visiting chaplain sections.
9. Coordinate with appropriate staff sections when personnel outside your unit will be entering your AO.
10. Coordinate worship services with appropriate staff sections.
11. Ensure that necessary religious supplies are available for the services, and arrange for resupply of religious items.
12. Ensure that scheduling of faith group specific coverage in the AO does not conflict with the unit mission.
13. Ensure that chaplain sections coming into AO understand your unit's OPLAN and do not violate or compromise the units mission.
14. Ensure provision of religious support during all phases of conflict.
15. Include provisions for travel security for all travel arrangements, including passage of lines, passwords and countersigns.
16. Keep access rosters current.
17. Observe proper security measures to preclude compromise of classified information.
18. Obtain the approval of supervisory chaplain on the faith group specific AO coverage plan.

REFERENCE(S):

1. FMFM 3-61, Ministry in combat
2. SECNAVINST 1730.7_, Religious Service in the Department of the Navy

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.1.10 ESTABLISH LIAISON WITH CHAPLAIN'S SECTIONS IN THE AREA OF OPERATIONS

CONDITION(S): In a combat or training environment, given operation orders, and communications assets, establish liaison with other chaplain sections for general religious support.

STANDARD: Establish liaison, via communication net or in person, with higher and adjacent chaplain sections in the area of operations within 48 hours of arrival or within time frame established by the commander.

PERFORMANCE STEPS:

1. Determine which units are in your area of operations from the operation order (OPORD), or from contact with the operations section.
2. Determine the location of each unit.
3. Determine the mission requirements of each unit from the OPORD and coordination with the operations section.
4. Discuss responsibility for religious coverage and support with the supervisory chaplain.
5. Contact the other chaplain sections directly, through their unit admin, or through their supervisory chaplain.
6. Discuss actual or potential problems and solutions in providing for religious support.
7. Follow-up with periodic meetings and/or radio or telephone contact.
8. Ensure all communications are in accordance with appropriate security measures.

REFERENCE(S):

1. FMFM 3-61, Ministry in Combat

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.1.11 BRIEF THE COMMANDER ON RELIGIOUS PRACTICES AND TRADITIONS IN A GIVEN AREA OF OPERATIONS

CONDITION(S): Utilizing appropriate references and information sources, in a combat or training environment, provide, in briefing format, information on religious practices and traditions in the assigned area of operations which may impact on the command's mission.

STANDARD: Identify religious practices and traditions in the unit's area of operations and provide the commander with sufficient information so that appropriate decisions on command policies can be made. This includes determining the religion(s) of the host country, researching its religious practices and traditions, coordinating with intelligence and preparing a briefing for the commander.

PERFORMANCE STEPS:

1. Determine the religion(s) of the host country from guides, tourist guides, and similar materials available from the library, education center, intelligence, or U.S. embassy.
2. Research the religious practices and traditions within the religions of the host country. Read accounts of the religion, speak to local religious and community leaders, chaplains in the armed forces of the host country, and special staff sections.
3. Prepare an information brief for the command including:
 - a. Description of primary religious groups and organizations.
 - b. Principal religious beliefs, practices and traditions.
 - c. How the religious beliefs may impact on the mission.
 - d. Names and locations of religious sites or shrines.
 - e. List of the religious structures to be avoided.
4. Promote positive relationships with religious leaders of the host country and harmonious interactions with members of their religious groups.

REFERENCE(S):

1. FMFM 3-61, Ministry in Combat

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.1.12 CONDUCT FIELD WORSHIP

CONDITION(S): Given a chaplain's kit, religious supplies, and RP/Chaplain's assistant, in a field or combat environment, schedule a worship service within given time constraints, based on unit need, maintaining unit security, and noise and light discipline.

STANDARD: Conduct a small-group worship in a field or combat environment tailored to external conditions, and the needs and size of the congregation, within given time constraints and using available resources. The group's worship needs are assessed, an appropriate format is developed, unit security arrangements are made and the field site is prepared as required.

PERFORMANCE STEPS:

1. Utilizing the RP/Chaplain's assistant, assess the worship needs of the group and available resources.
2. Coordinate with the unit commander and operations section.
3. Publicize the worship service throughout the unit.
4. Develop a worship format based on the size and assessed needs of the group.
5. Ensure the field situation is prepared for the worship service as required.
6. Ensure security is provided as necessary.
7. Greet the worshipers.
8. Lead the worship.

REFERENCE(S):

1. SECNAVINST 1730.7_, Religious Services in the Department of the Navy
2. SECNAVINST 1730.8, Accommodation of Religious Practices
3. MARCORMAN

4. MCO 1730.6, Command Religious Programs in the Marine Corps
5. MCO 4400.154, Religious Ministries Supplies and Equipment
6. FMFM 3-61, Ministry in Combat
7. NAVEDTRA 287-01-45-82, Religious Program Specialist 3 and 2

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.1.13 CONDUCT A MILITARY CEREMONY FOR TEMPORARY INTERMENT

CONDITION(S): Assigned to a unit engaged in combat, due to casualties encountered by the unit, the area commander determines temporary internment is required. Given a RP/Chaplain's assistant, direct access to the commander and unit admin, conduct a military ceremony for temporary internment.

STANDARD: Plan and conduct a military funeral to ensure a dignified burial in accordance with the faith of the deceased, the Marine Corps and local procedures. This includes but is not limited to comforting the family of the deceased, coordinating administrative, religious and logistics support, leading or facilitating the service and initiating follow-up action.

PERFORMANCE STEPS:

1. Refer to NAVPERS 5555 for guidance on conducting military funerals.
2. Provide comfort to the family of the deceased, by letter.
3. Coordinate administrative, religious and logistic support with the RP/Chaplain assistant.
4. Prepare the ceremony.
5. Brief the commander and other officiants on the funeral arrangements.
6. Ensure the ceremony site is prepared.
7. Lead the service.

8. Where possible, visit the family and/or unit of the deceased.

REFERENCE(S) :

1. SECNAVINST 1730.7_, Religious Services in the Department of the Navy
2. NAVPERS 5555
3. MARCORMAN

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 2 - PASTORAL CARE

TASK: MCTS.2.1 PROVIDE PASTORAL CARE IN A MASS CASUALTY SITUATION

CONDITION(S): Given an RP/chaplain's assistant and a vehicle, in a combat or exercise environment, you are on the scene of a mass casualty situation involving personnel from your unit. Medical personnel are on the scene, including doctor(s), corpsmen, and other military people. Casualties include dead, and critically injured, many are conscious and in desperate need.

STANDARD: Provide a professional, compassionate pastoral response to injured, with the goal of granting a sense of spiritual peace, while systematically integrating ministry efforts with those of medical personnel.

PERFORMANCE STEPS:

1. Prior to any field ministry efforts, prepare several short pastoral interventions, tailored for your use in trauma conditions. Some examples are:
 - a. Lord's Prayer.
 - b. Psalm 23.
 - c. Specially written prayer.
 - d. Appropriate Sacramental responses.

2. Coordinate ministry efforts with medical personnel.
3. Identify and respond to the most needy persons.

REFERENCE(S) :

1. FMFM 3-61, Ministry in Combat
2. FMFM 4-8, Handling of Deceased Personnel in Theaters of Operations
3. FMFM 4-52, Emergency First-Aid for Marines
4. FMFM 4-55, Combat Stress Control

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.2.2 PROVIDE PASTORAL CARE TO A MARINE/SAILOR WITH COMBAT STRESS

CONDITION(S): In a combat environment, unit personnel are afflicted with combat stress. Given access to appropriate resource material, personnel necessary to perform or provide pastoral care, an assigned RP/chaplain assistant and access to qualified medical personnel, provide appropriate pastoral care.

STANDARD: Per FMFM 3-61, identify personnel with combat stress and determine their religious support needs. Perform or provide combat stress military ministry during all phases of combat operations as necessary. Maintain a spiritual focus by offering spiritual nurture and care. This includes being with them, establishing rapport through conversation, assessing religious support needs, performing or providing prayers, rites, sacraments or ordinances, reading from scripture, encouraging them to express personal feelings, providing feedback, and conducting follow-up as necessary.

PERFORMANCE STEPS:

1. Prior to combat operations, chaplains will be familiar with the following:
 - a. Psychological defenses.
 - b. Per FMFM 3-61, Treatment concept Brevity, Immediacy, Centrality, Expectancy, Proximity and Simplicity (BICEPS).

- c. Five spiritual crises which contribute to combat stress.
 - d. Symptoms of combat stress.
 - e. Role of the chaplain dealing with combat stress.
2. Identify individuals experiencing combat stress who are most in need of pastoral support.
 - a. Determine whether the symptoms are mild, moderate, or severe, using the medical classification for identification of combat stress personnel.
 - b. Proceed to a casualty collection point if you are not in an area where individuals experiencing combat stress have been identified as casualties.
 - c. Determine the religious support needs of the identified casualties.
 - d. Consult with medical personnel, including members of combat stress platoon, if they are available.
 - e. Maintain a spiritual or religious focus.
 - f. Consider the faith group preference of each person.
3. Provide combat stress ministry during and after combat operations, as necessary.
 - a. Help casualties to objectively see their experience in retrospect in a compassionate and pastoral manner.
 - b. Assist stress symptom individuals by identifying unhealthy reactions and affirming experience from the eyes of a second part.
 - c. Ensure the required support is provided, if you cannot perform religious support for an individual because of faith group constraints, or matters of conscience.
 - d. Focus on reinforcing hope and a sense of personal worth in the Marine/Sailor.
 - e. Assure casualty that God is present and accessible even in combat.
 - f. Provide pastoral care that offers spiritual nurture and care to the combat stressed Marine/Sailor.

- g. Encourage the Marine/Sailor to express personal feelings, and provide them with feedback.
- h. Continue to assess the Marine/Sailor's needs, and follow-up as necessary.

REFERENCE(S):

- 1. FMFM 3-61, Ministry in Combat

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.2.3 PROVIDE PASTORAL COUNSELING IN COMBAT AND MILITARY OPERATIONS OTHER THAN WAR

CONDITION(S): In a combat environment or military operation other than war, a Marine/Sailor is emotionally, spiritually or physically troubled/traumatized and needs counseling.

STANDARD: Individual chaplains bring with them a sense of religious faith and various degrees of counseling skills. Provide genuine pastoral compassion and uplifting hope for the troops under his care. This includes, proactive visibility, initiating conversation, encouraging expression of feelings, active listening, feedback, prayer, scripture and follow-up.

PERFORMANCE STEPS:

- 1. The chaplain develops a close and supportive relationship with members of the unit.
- 2. Identify specific counseling needs.
- 3. Demonstrates working knowledge of the following:
 - a. Psychological disorders.
 - b. BICEPS.
 - c. Five spiritual crises which contribute to combat stress.
 - d. Chaplain's primary religious/spiritual roles.
- 4. Utilize the following techniques of pastoral care:

- a. Demonstrate proactive visibility.
 - b. Initiate conversation.
 - c. Encourage of expression of feelings.
 - d. Listen actively.
 - e. Provide feedback.
 - f. Prayer and rites appropriate to chaplain's faith group.
 - g. Read Scripture.
 - h. Follow-up.
5. Determine need to remove personnel from situation.
 6. Track individuals counseled to ensure follow-up/referral if required.

REFERENCE(S) :

1. SECNAVINST 1730.7_, Religious Services in Department of the Navy
2. FMFM 3-6, Religious Ministries in the Fleet Marine Force
3. FMFM 3-61, Ministry in Combat
4. FMFM 4-55, Combat Stress

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 3 - INSTRUCTIONAL SERVICES

TASK: MCTS.3.1 PROVIDE TOTAL QUALITY LIFE TRAINING

CONDITION(S): Given an RP/Chaplain's Assistant and due to the need for Marines/Sailors to be mission focused, chaplains are tasked to provide total quality life training.

STANDARD: Provide training in accordance with the references and the Commander's intent.

PERFORMANCE STEPS:

1. Identify mission inhibiting areas.
2. Assess chaplain's skills to address needs.
3. Identify training opportunities to enhance skills in identified needs.
4. Request funding for necessary training opportunities.
5. Contract with subject matter experts to provide training using standard USMC purchasing and contracting procedure.
6. Establish chaplain quota for training.
7. Assign a project officer.
8. Conduct training.
9. Develop evaluation tool and forward results to the commander.
10. Write after action report.

REFERENCE(S):

1. FMFM 3-61, Ministry in Combat
2. FMFM 3-6, Religious Ministries in the Fleet Marine Force

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.3.2 DEVELOP A LAY LEADER PROGRAM

CONDITION(S): In a combat/training environment, given a specific need, develop a lay leader program utilizing service members to assist chaplains in conducting needed programs. Faith group lay leaders are required to assist when there are no chaplains available to provide the various programs. Access to prospective lay leaders, SECNAVINST 1730.8, BUPERSMAN 5810150, MCO 1730.6, FMFM 3-62, and the supervisory chaplain is available to assist.

STANDARD: Supervise lay leaders, ensuring they perform religious support activities they have agreed to perform. This includes interviewing and choosing individuals who are qualified, liaison with the Ecclesiastical authority which they represent, ensuring the function under established supervisory channels and controls, providing any necessary training, observing them at work, evaluating their performance and the effectiveness of their efforts, and providing feedback.

PERFORMANCE STEPS:

1. Personally interview prospective lay leaders.
2. Choose lay leaders who are qualified and exemplify religious values and will:
 - a. Meet the qualifications listed in MCO 1730.6 and FMFM 3-63, 1001.
 - b. Be personally committed to the faith group they are assisting.
 - c. Be positively motivated to serve.
 - d. Possess high moral character, a good reputation, sound judgment, and a mature sense of values per MCO 1730.6.
 - e. Be sensitive to Congregational needs.
3. Forward applications for Ecclesiastical approval where required.
4. Per FMFM 3-6, Commanding officer must appoint lay leaders in writing.
5. Provide any orientation and training needed.
6. Ensure lay leaders function under your administrative supervision and under the technical supervision of the nearest chaplain of the same faith group.

7. Establish controls to ensure the lay leaders provide the services needed.
 - a. Inform the lay leaders of the military requirements.
 - b. Ensure the Marine/Sailor understands that performance of lay leader responsibilities must not interfere with assigned military duties.
8. Observe and assess the effectiveness of the lay leader at work if possible.

REFERENCE(S) :

1. SECNAVINST 1730.7_, Religious Ministries Within the Department of the Navy
2. SECNAVINST 1730.8, Accommodation of Religious Practices
3. BUPERSMAN 5810150
4. MCO 1730.6C, Command Religious Programs in the Marine Corps
5. FMFM 3-6, Religious Ministries in the Fleet Marine Force
6. FMFM 3-62, Lay Leader, United States Marine Corps

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 4 - ADMINISTRATIVE SERVICES

TASK: MCTS.4.1 DEVELOP THE UNIT COMMAND RELIGIOUS PROGRAM BUDGET (CRPB)

CONDITION(S): Develop a budget for the command religious program to meet the needs of a unit under all contingencies. Access to previous chaplain section input to the CRPP and the unit operating budget, after action reviews, administrative support, command and chaplain goals and objectives and an RP/chaplain are available.

STANDARD: Fully utilizing the RP/chaplain assistant, develop the unit CRP plan to meet the religious, moral, and social needs of the assigned Marine/Sailors and their families. This includes assessing the religious needs of the unit, reviewing command and chaplaincy goals, reviewing previous CRPPs and budget inputs, determining which programs should be continued, discontinued or initiated, preparing planning guides, preparing the written plan, and obtaining the commander's approval.

PERFORMANCE STEPS:

1. Assess the religious needs of the unit using personal observation, interviews, questionnaires, and comments of others.
2. Review the Commandant's Planned Ministry Objectives for the new fiscal year, as well as command chaplain's goals, and commander's guidance.
3. Review the unit CRP budget and after action reports from the previous fiscal year.
4. Solicit/review the chaplain section input.
5. Determine programs to continue, discontinue or initiate.
6. Prepare planning guides that include all resource funding elements.
7. Identify justification, activities being supported, milestones, and funds and man hours required.
8. Utilizing a zero based budget process, write the CRPB.
9. Obtain the commander's written approval of the CRPP.
10. Submit a copy of the CRPP to supervisory chaplain.
11. Submit the budget request in prescribed Marine Corps format per the reference.

REFERENCE(S):

1. MCO 7000.1, Program Objective Memorandum Format

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.4.2 INTEGRATE COMPUTERS IN MINISTRY

CONDITION(S): Provided an office equipped with automated data processing capability, utilize the equipment to augment ministry capability.

STANDARD: Develop an ADP implementation plan to utilize equipment software in order to provide quality ministry to units in a more professional and cost effective manner.

PERFORMANCE STEPS:

1. Evaluate ADP equipment
2. Develop ADP plan in order to purchase necessary equipment as funds are available.
3. Survey ADP training opportunities for RPs and CAs.
4. Develop training plan to include, but not limited to:
 - a. Religious material development.
 - b. Bulletin preparation.
 - c. Song sheet preparation.
 - d. Record-keeping.
 - e. D-Base management.
5. Purchase needed software.
6. Utilize for sermon preparation.
7. Utilize for unit publications.

REFERENCE(S):

1. MCO P5230 Series, Information Resource Manuals (IRM)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.4.3 OBTAIN RESERVE CHAPLAIN/RP PERSONNEL

CONDITION(S): In training or combat, given notice of an upcoming operation or exercise requiring mobilization of reserve personnel, with adequate RP/CA support personnel, adequate administrative equipment, the Marine Corps Mobilization Plan, up to date war time T/O listing plus the Authorized Manpower Document (AMD) and Vol II.

STANDARD: Soundly utilize and rapidly secure the mobilization of reserve chaplains/RPs per the Marine Corps Mobilization Plan, Vol II to provide augmentation personnel for operational/exercise needs.

PERFORMANCE STEPS:

1. Prior to receipt of any orders:
 - a. Identify Marine Expeditionary Force - Religious (MEFREL) and other Volunteer Training Unit (VTU) assets.
 - b. Maintain communication with reserve personnel.
 - c. Plan for and maintain Table of Equipment (T/E) and consumable requirements to support MEFREL chaplains.
 - d. Include MEFREL/VTU personnel in on-going training exercises and programs.
2. Upon receipt of orders:
 - a. Request reserve personnel following receipt of warning order.
 - b. Identify the number of chaplain and RP billets to be filled.
 - c. Specify billets to be filled with reserve personnel.
 - d. Forward a request for number of personnel and billets to be filled to HQMC (REL), with information to Force Chaplain.
3. After identification of reserve personnel:
 - a. Obtain names and addresses of reserves being assigned from HQMC.
 - b. Communicate pertinent information to assignees.
 - c. Request travel plans.

- d. Inform commands receiving augmentees of names and date of assignments to units.

REFERENCE(S) :

1. Marine Corps Mobilization Plan
2. Authorized Manpower Document (AMD)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 5 - STAFF FUNCTIONING

TASK: MCTS.5.1 MAKE AN ORGANIZATIONAL PRESENTATION

CONDITION(S): Given an RP, a multimedia specialist and access to the command chaplain.

STANDARD: Deliver a presentation to unit chaplains utilizing varying briefing techniques in accordance with FMFM 3-1.

PERFORMANCE STEPS:

1. Determine which briefing formats are appropriate.
2. Obtain approval of command chaplain.
3. Determine any assistance required.
4. Properly request assistance.
5. Prepare the presentation.
6. Deliver the presentation.

REFERENCE(S) :

1. FMFM 3-1, Staff Functioning

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.5.2 PRESENT A BRIEF TO THE UNIT COMMANDER

CONDITION(S): Given an RP/CP, appropriate administrative support, access to the training/operation plan and applicable religious ministry plans.

STANDARD: Present a briefing paper to the unit commander addressing religious services during operational exercises.

PERFORMANCE STEPS:

1. Determine the briefing paper format to be used.
(Consider Action Brief, Talking Paper, Point Paper and Position Paper)
2. Obtain operational schedule.
3. Establish religious service schedule.
4. Compile information for paper.
5. Compose paper.
6. Submit paper to unit commander.

REFERENCE(S): FMFM 3-1, Staff Functioning

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.5.3 PROPERLY WEAR THE MARINE CORPS UNIFORM

CONDITION(S): Assigned in support of a Marine unit and given an scheduled event.

STANDARD: Select and properly wear the appropriate Marine uniform in accordance with MCO P1020.34E

PERFORMANCE STEPS:

1. Select the appropriate uniform, for a given event.
2. Demonstrate proper fit of the uniform.
3. Correctly place insignia on uniform per chapter 8 of the reference

4. Demonstrate proper wear of uniform.

REFERENCE(S) :

1. MCO P1020.34E, Marine Corps Uniform Regulations

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 6 - LOGISTICS

TASK: MCTS.6.1 UTILIZE THE MARINE CORPS LOGISTIC SYSTEM IN SUPPORT OF THE CRP

CONDITION(S): Prior to and during operations in a combat environment, given an RP/Chaplain's Assistant, when tasked with acquiring a full range of logistical support for the CRP.

STANDARD: Plan for and acquire a full range of logistical support including, but not limited to, equipment, transportation, maintenance, fiscal and subsistence utilizing proper procedures.

PERFORMANCE STEPS:

1. Identify religious logistics needs.
2. Obtain support through appropriate unit reps.
3. Obtain 782 and other required personal gear.
4. Arrange for transportation support.
5. For planning purposes, identify religious needs to the supervisory chaplain as soon as possible.
6. Ensure materials are properly prepared for embarkation.
7. Obtain required fiscal support.
8. Conduct logistic training for subordinates.
9. Ensure adequate authorization/requisition documents are available.
10. Submit requisitions through unit supply channels.

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11. Insure non-combatant markings are applied to the chaplain's vehicle per Geneva Convention of 1947.
12. Maintain combat supply chest (CSC) established by local T/E.
13. Make proper use of CSSE block religious supply stock.

REFERENCE(S):

1. Geneva Convention of 1947
2. MCO P4400.150C, Consumer Level Supply Manual
3. MCO 4400.154, Religious Ministry Supplies and Equipment

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.6.2 COORDINATE LOGISTICS FOR CHAPLAIN SECTIONS

CONDITION(S): Prior to and during operations in a combat environment, and in accordance with the references.

STANDARD: Plan for, coordinate and acquire a full range of logistics support for chaplains' sections to support the operation/exercise CRP.

PERFORMANCE STEPS:

1. Input total of all chaplains' needs to CSSE to prepare operational deployment block.
2. Update any CRP logistical deficiencies 90 days prior to deployment in accordance with MCO 4400.154.
3. Provide input to periodic Table of Organization (T/O) reviews.
4. Provide input to periodic Table of Equipment (T/E) reviews.
5. Submit Special Allowance letters, as required, to Commanders.

6. Insure that non-combatant markings are applied to chaplains' vehicles in accordance with the Geneva Convention of 1947.
7. Maintain the combat supply chest (CSC) established by local T/E.
8. Supervise proper use of the CSSE block religious supply stock.
9. Coordinate supply needs.

REFERENCE(S) :

1. Geneva Convention of 1947
2. MCO P4400.150C, Consumer Level Supply Manual
3. MCO 4400.154, Religious Ministry Supplies and Equipment

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: MCTS.6.3 UTILIZE AVAILABLE ADP ASSETS

CONDITION(S): Provided Chaplain's sections equipped with automated data processing capability, efficiently utilize the equipment to augment ministry capability.

STANDARD: Utilize ADP equipment in accordance with the reference to assist chaplains in providing quality ministry to units in a professional and cost effective manner.

PERFORMANCE STEPS:

1. Evaluate ADP equipment.
2. Develop prioritized ADP training plan.
3. Request ISMO to assist in both software and software development needs.
4. Request software development by ISMO programming sections.
5. Purchase needed software.

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6. Purchase ADP resource library.
7. Re-evaluate annually.
8. Update hardware/software as needed.
9. Survey ADP training opportunities.
10. Develop ADP plan in order to purchase necessary equipment as funds are available.
11. Place ADP in budget submission.

REFERENCE(S) :

1. MCO P5230 Series, Information Resource Manuals (IRM)

ADMINISTRATIVE INSTRUCTIONS: (NONE)
