UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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StaO 1730.2D
3BE
20 MAR 2001

STATION ORDER 1730.2D

From: Commanding Officer
To: Distribution List

Subj: COMMAND RELIGIOUS PROGRAM

Ref: (a) MCO 1730.6A
(b) SECNAVINST 1730.6B
(c) OPNAVINST 1730.1C
(d) MARCORMAN, para. 2816
(e) StaO 1730.1F
(f) MCO P7100.8K

1. Purpose. To publish policies and procedures for the operation and administration of the Command Religious Program at Marine Corps Air Station (MCAS) Yuma, Arizona per references (a) through (f).

2. Cancellation. StaO 1730.2C.

3. Background. References (b) and (d) establish Marine Corps policy for the free exercise of religion for members of Marine Corps Air Station Yuma, their family members and other authorized persons. Establishment and support of the Command Religious Program is the responsibility of the Commanding Officer, and within tenant units, the unit commander.

4. General Information. The Command Religious Program will provide, per reference (a), opportunities for participants to express and develop their religious faith through programs and activities to include, but are not limited to:

a. Divine Service, sacramental and pastoral acts, religious education, and other appropriate religious activities that provide for or facilitate the free exercise of religion for all persons.

b. Visitation of the sick and persons confined to brigs or correctional facilities.

c. Training of Lay Readers and other volunteers to serve in specific roles within the Command Religious Program.

d. Planning for the Command Religious Program will be carried out using Planning Ministry Objectives as required in reference (a).

5. Duties and Responsibilities

a. The Commanding Officer's responsibilities for Command Religious Programs are carried out by:

(1) Chaplains assigned and directed in their activities per references (a) and (b).

(2) Religious Program Specialists and Marine Enlisted personal assigned per references (a) and (b).

b. The Command Chaplain. The Senior Chaplain at MCAS Yuma is the Command Chaplain, and in that capacity is responsible for the provision and facilitation of religion for all authorized persons, the administration and supervision of the Command Religious Program, and those other tasks including but not limited to:

(1) Advise the Commanding Officer on matters pertaining to the religious, moral, and general welfare of all persons assigned to the Air Station and their dependents.

(2) Administer the Command Religious Program.

(3) In cooperation with the Senior Area Wing Chaplain, develop and administer an adequate religious program for all station and tenant personnel and their family members per reference (a).

(4) Provide indoctrinal, professional supervision and training for area chaplains.

(5) Provide liaison with the Navy/Marine Corps Relief Society, American Red Cross, civilian ecclesiastical officials and community agencies.

(6) Assign Chaplains, Religious Program Specialists, and clerk assistants to duty watches as necessary.

(7) Ensure that the Chaplains comply with requirements for all reports as stated in current directives.

(8) Coordinate per reference (a), the Air Station and Area Wing Chaplains' activities in the event of a major disaster, terrorist threat, or an airplane crash requiring the response of all the area chaplains.

(9) Ensure proper promulgation of information concerning chapel activities.

(10) Advise the Commanding Officer, as requested, concerning Fitness Reports for assigned Chaplains. Prepare and sign enlisted evaluations for Navy personnel. Prepare evaluations on Marine personnel for the H&HS Commanding Officer's signature.

(11) Provide Chaplain representation to the Crisis Management Team and Disaster Management Team per reference (a).

c. Religious Program Specialists and Chapel Personnel. Religious Program Specialists and Chapel Personnel shall carry out duties assigned by the Command Chaplain. Religious Program Specialists shall be assigned to the Chaplain's office per reference (a). Personnel being considered for this assignment shall be interviewed by the Command Chaplain and approved before the assignment. Grade structure for the Chaplains' Assistants shall be per the Air Station Table Of Organization.

(1) Assist in management of religious programs and facilities.

(2) Maintain records of chapel funds, appropriated funds, and property accounts in support of the religious programs.

(3) Maintain ecclesiastical document and equipment.

(4) Perform administrative and clerical duties.

(5) Stand duty only for events associated with the Command Religious Program. Extensive duty requirements include assigned evening hours each week, Saturdays, and a minimum of five hours each Sunday. Enlisted personnel assigned to the chapel, therefore will be exempt from extra duties such as: Mess Duty, Duty Chaser, Barracks Duty, Working Parties, Parade/Ceremony Details, and other duties usually assigned to station personnel. This, however, does not exempt them from other military training duties such as PRT.

(6) Perform the specific duties as assigned by the Command Chaplain, and support the Command Religious Program.

d. Duty Chaplain. Duty Chaplains will be assigned from the Station and tenant commands, and shall carry out their duties as per all current directives. The Command Chaplain will provide a roster of the Duty Chaplain for distribution to all interested offices and personnel.

6. Training. Training for assigned Chaplains and chapel personnel will be coordinated and supervised by the Command Chaplain. Attendance by chaplains at annual conferences or assemblies sponsored by their specific religious endorsing bodies is a requirement for remaining on active duty. Command funding is required per reference (f). Professional Development Training Courses and other official training programs sponsored by the Department of the Navy, and announced by official notice or instruction, are essential to the performance of Chaplains. Funded orders for these official training events are required per reference (f).

7. Lay Readers. Lay Readers are appointed by the Commanding Officer upon recommendation by the Command Chaplain, to provide specific religious leadership in circumstances that cannot be met by assigned Chaplains. Lay Readers are appointed as per reference (c).

8. Collateral Duties. Collateral duties for chaplains may be assigned as per reference (b).

9. Financial Responsibilities

a. Appropriated Funds. Funding for the Command Religious Program will be provided from appropriated funds per reference (a). This funding shall include, though not be limited to, musical and logistical support for Divine Worship, religious education, professional development for chaplains and Religious Program Specialists, and administrative support. The Command Chaplain shall have access to the budget decision process of the supporting Fund Administrator so that the needs of the Command Religious Program may be addressed properly during the prioritizing of funding needs. The Command Chaplain also shall be aware of and use proper MCAS Yuma budgetary procedures to develop a cogent spending plan, maximizing the use of available resources.

b. Non-appropriated Funds. There shall be an Air Station Combined Religious Offering Fund consisting of offerings and contributions made to the Roman Catholic and Protestant programs.

The Command Chaplain shall be appointed the fund administrator with the Leading Petty Officer appointed the fund custodian. The Religious Offering Fund shall be maintained and coordinated as per reference (a).

10. Summary Of Revision. This revision contains significant changes and requires review in its entirety.

MARK E. CONDRA

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