



DEPARTMENT OF THE NAVY
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MARINE CORPS ORDER 1730.8

From: Commandant of the Marine Corps
To: Distribution List

Subj: UNITED STATES MARINE CORPS ORGANIZATION AND UTILIZATION
OF NAVY RESERVE RELIGIOUS MINISTRY SUPPORT UNITS

Ref: (a) MCO 1730.6E
(b) DOD Instruction 1215.06 W/CH 1, "Uniform Reserve,
Training, and Retirement Categories for the Reserve
Components," May 19, 2015
(c) MCO 1000.12
(d) MCO 1001.62A
(e) MCO 5311.6
(f) RESPERSMAN M-1001.5
(g) DOD Instruction 1235.10 W/CH 1, "Activation,
Mobilization, and Demobilization of the Ready
Reserve," September 21, 2011
(h) OPNAVINST 1001.20C
(i) SECNAV M-5210.1
(j) 5 U.S.C. 552a
(k) SECNAV M-5211.5E

Encl: (1) Navy Reserve (NR) Religious Ministry Support (RELSUP)
Units Aligned to U.S. Marine Corps (USMC) Active
Component (AC) Commands
(2) Navy Operational Support Center (NOSC) Administrative
Support
(3) Responsibilities of NR USMC RELSUP Personnel

1. Situation. To establish policy regarding USMC organization
and utilization of NR USMC RELSUP units.

2. Cancellation. MCBUL 1730.

3. Mission. NR USMC RELSUP units are established to support AC
commands to meet religious ministry mission requirements per
references (a) through (d) and increase operational readiness,

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responsiveness, and skill proficiency of NR USMC RELSUP personnel.

4. Execution

a. Commander's Intent. NR USMC RELSUP units aligned to AC USMC commands and staffs deliver trained and qualified NR Chaplains and Religious Program Specialists (RP) to support the delivery of religious ministry in the USMC during warfighting, contingency, and stability operations.

b. Concept of Operations

(1) Composition, Management, and Administration

(a) NR USMC RELSUP units consist of chaplain and RP billets, with a chaplain serving as the officer in charge (OIC). NR USMC RELSUP billets will not be assigned to commissioned Selective Marine Corps Reserve force structure units.

(b) Deputy Commandant, Combat Development and Integration, per reference (e), is the Advocate for all Religious Ministry in the Marine Corps.

(c) Commander, Marine Forces Reserve (COMMARFORRES), per reference (c), is the executive agent and executes peacetime management within the USMC of NR personnel who support USMC units and activities.

(d) Navy Reserve Activities (NRA), per reference (f), provide support to all NR personnel assigned to a NR USMC RELSUP unit for routine administrative requirements that are beyond the scope of responsibility of the AC command to which the unit provides support.

(2) Funding

(a) COMNAVRESFOR is the funding source for NR USMC RELSUP units. The NRA manages funding for Inactive Duty Training (IDT), Annual Training (AT), and Exceptional Annual Training (E-AT).

(b) The COMMARFORRES Force Chaplain functions as the religious ministry Operational Support Office (OSO) and manages funding provided by Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) via the Bureau of Navy Medicine pillar for

Additional Duty Training (ADT), Additional Training Periods (ATP), and Inactive Duty Training Travel (IDTT).

(3) Training

(a) NR USMC RELSUP units are training units designed to ensure assigned personnel achieve and maintain required mobilization readiness standards while adhering to NR administrative requirements.

(b) NR USMC RELSUP units and personnel acquire and maintain proficiencies to provide the AC command with an expeditiously accessible augmentation resource of religious ministry personnel to meet requirements across the full range of military operations.

(c) The primary purpose of IDT, AT, ADT, ATP, IDTT and Reserve Management Period (RMP), is to provide individual and/or unit readiness training, per reference (b). Providing contributory support to operational requirements, when it also provides individual or unit readiness training, may occur as a consequence of performing IDT, AT, ADT, ATP and IDTT in consultation with the supported command. All personnel assigned to NR USMC RELSUP units are expected to voluntarily participate in the flexible drilling option in order to provide the best support to the supported command mission per reference (f).

(4) Action

(a) COMMARFORRES

1. Monitor and assess manning of NR USMC RELSUP personnel.

a. Establish systems, track procedures, and ensure proper coordination with COMNAVRESFOR and NR systems which source NR USMC RELSUP personnel.

b. Conduct a review of NR USMC RELSUP structure every three years to support the full spectrum of Marine Corps operations.

c. Review mobilization requirements identified by AC USMC commands requesting United States Navy (USN) RC personnel and make recommendation in consultation with RELSUP OIC.

d. Screen potential NR USMC RELSUP personnel identified by COMNAVRESFOR to ensure assignments are commensurate with grade and training.

2. Monitor and assess training and readiness of NR USMC RELSUP personnel.

a. Conduct required initial training and coordinate all other requisite training of NR USMC RELSUP personnel based on proficiencies identified by supported commands.

b. Establish standard operating procedures to achieve identified proficiencies.

3. Program and budget for ADT, ATP, IDTT, RMP, and extended AT funding of NR USMC RELSUP units in coordination with COMNAVRESFOR.

(b) Supported Commands

1. Designate the command's AC senior supervisory chaplain to coordinate employment of NR USMC RELSUP with COMMARFORRES and the unit NR USMC RELSUP OIC.

2. In coordination with COMMARFORRES OSO via the COMMARFORRES Force Chaplain and, per reference (e), both the designated Advocate and the designated Proponent for religious ministry in the Marine Corps, submit requests to add, delete, or modify existing NR USMC RELSUP manpower structure to Total Force Structure Division.

3. Submit requests for activation and mobilization for RELSUP at a minimum of 210 days in advance of report date, in accordance with references (g) and (h), including fiscal year Active Duty Operational Support (ADOS), in accordance with references (b) and (d), and Active Duty for Special Work (ADSW), in accordance with reference (h).

4. Coordinate with COMMARFORRES regarding routine NR USMC RELSUP administrative matters including, Fitness Report (FITREP) and Counseling Records, Evaluation Report and Counseling Records, award recommendations, and other required administrative matters.

5. Administration and Logistics

a. Forward recommendations or questions concerning the contents of this Order to the Chaplain of the Marine Corps via the appropriate chain of command for resolution.

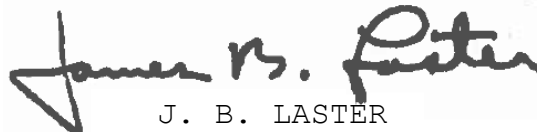
b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (i) to ensure proper maintenance, use, accessibility, and preservation regardless of format or medium.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (j)) and implemented per reference (k).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



J. B. LASTER
Director, Marine Corps Staff

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NR RELSUP Units Aligned to USMC AC Commands

SUPPORTED COMMAND	SUPPORTED LOCATION	NR USMC RELSUP UNIT	NOSC LOCATION
HQMC (with MCCRC/WWR)	Washington, DC	NR RELSUP HQMC	NOSC Washington, DC
MARFORCOM	Norfolk, VA	NR RELSUP MFC	NOSC Raleigh, NC
MARFORPAC	Camp Smith, HI	NR RELSUP MFP	NOSC Los Angeles, CA
MARFORRES	New Orleans, LA	NR RELSUP MFR	NOSC New Orleans, LA
I MEF	Camp Pendleton, CA	NR RELSUP I MEF	NOSC Los Angeles, CA
II MEF	Camp Lejeune, NC	NR RELSUP II MEF	NOSC Raleigh, NC
III MEF	Okinawa, Japan	NR RELSUP III MEF	NOSC Denver, CO
MCCDC/TECOM	Quantico, VA	NR RELSUP MCCDC	NOSC Ft. Dix, NJ
MCICOM (East/West/PAC)	Washington, DC	NR RELSUP MCICOM	NOSC Chicago, IL

Navy Operational Support Center (NOSC) Administrative Support

1. Provide administrative support to all NR USMC RELSUP personnel assigned.
2. Coordinate orders for RELSUP billet assignments.
3. Coordinate and issue orders for AT, ADT, and IDTT via Navy Reserve Order Writing System (NROWS). Process respective travel claims in accordance with member requests and approval of unit OICs.
4. Maintain service records, medical and dental records, Medical Readiness Reporting System data, physical readiness assessments, and security clearances.
5. Execute mobilization process in collaboration with COMNAVRESFOR, COMMARFORRES, and RELSUP unit OIC.
6. Provide authorized IT hardware and support to RELSUP unit OIC for administrative requirements.

Responsibilities of NR USMC RELSUP Personnel

1. NR USMC RELSUP Unit OIC shall:
 - a. Attend NR Unit Management training at the earliest possible date upon selection as unit OIC.
 - b. Collaborate with COMNAVRESFOR, COMMARFORRES, and the NOSC to ensure all rosters and lists are accurate and up to date including the Reserve Unit Assignment Document.
 - c. Provide input to COMMARFORRES to ensure accuracy of all unit billet descriptions, personnel assigned, and projected rotation dates (PRD).
 - d. Notify COMMARFORRES six (6) months prior to PRD of current billet holders, or upon immediate vacancy, for collaboration with COMNAVRESFOR in advertising in NR Junior and Senior Officer Billet Screening and Assignment (APPLY) and Career Management System-Interactive Detailing (CMS-ID) for RP billets.
 - e. Consult with COMMARFORRES on all cross assignments in or out of the unit for collaboration with COMNAVRESFOR.
 - f. Develop and publish Unit AT Plans for NR USMC RELSUP personnel in conjunction with the supported command and submit to COMMARFORRES for validation and coordination with COMNAVRESFOR, as appropriate.
 - g. Prepare and submit an annual budget, via Operational Support Plan, for anticipated AT, E-AT, ADT, ATP, IDTT and RMP for all unit personnel based on the AT plan, as directed by COMNAVRESFORCOM via the NOSC.
 - h. Facilitate and approve in a timely manner appropriate IDT, ATP and RMP for all unit personnel, relevant to the mission assigned, and provide other training support as necessary or required.
 - i. Facilitate and approve in a timely manner, via NROWS, appropriate AT, ADT, IDTT and RMP for all unit personnel, relevant to the mission assigned, and provide other training support as necessary or required.

j. Ensure submission of required enlisted evaluations and officer FITREPs per reference (c). COMMARFORRES Force Chaplain may recommend dismissal of OIC for failure to comply in meeting responsibilities and fulfilling duties.

k. Submit involuntary transfer request to COMNAVRESFOR to the Voluntary Training Unit for any assigned unit member who fails to maintain billet proficiency or otherwise performs unsatisfactorily per applicable Navy policy and regulation.

l. Submit reports as required by COMNAVRESFOR, COMMARFORRES, the supported command, and the NOSC for program administration, management, and execution. Information on personnel capabilities and mission-readiness shall be reported to the respective supported command.

m. Manage NR USMC RELSUP personnel assigned to the unit:

(1) Assign appropriate collateral duties including, but not limited to, Assistant OIC, Admin Officer, Training Officer, and Leading Petty Officer to enhance unit efficiency.

(2) Ensure uniforms are issued to enlisted personnel by the USMC supported command in accordance with MCO 1020.34/Chap 8 and MCBUL 10120.

(3) Determine the security clearance requirement for each billet and ensure clearances are current and appropriate for respective assignments.

(4) Ensure unit personnel medical readiness, including annual physical health assessment and dental readiness is current and maintained in accordance with Navy policy.

(5) Ensure unit member's Government Travel Charge Card accounts are established and administered appropriately.

(6) Provide Reserve career retention and development support to enlisted personnel.

(7) Ensure all unit personnel comply with all statutory and Department of Defense information submission requirements, such as Civilian Employment Information and contact information in accordance to applicable PII policy.

(8) Monitor and facilitate all promotion, reenlistment, and retirement actions for unit members. Utilize Senior RP to ensure enlisted advancement exams are executed in a timely manner.

(9) Ensure settlement of assigned personnel claims for reimbursement of expenditures on official business.

(10) Contact Marine Corps Liaison Officers to enhance training opportunities and plans in consultation with the supported command.

(11) Develop unit emergency response communication plan and test quarterly.

(12) Facilitate Casualty Assistance Call Officer/Funeral Honors support per Navy Policy and drills are properly recorded.

(13) Authorize and monitor unit members approved to exercise sub-assignment option and document drills via form 1570/22.

(14) Assign in writing unit Command Fitness Leader, Berthing Coordinator, and the Drug and Alcohol Program Advisor representative.

(15) Upon mobilization assist members with required documentation to include: AC Master Military Pay account; complete medical, dental and legal screening; enroll for active duty status in Defense Enrollment Eligibility Reporting System and acquire active duty ID Cards; as applicable, to include dependent ID cards.

2. NR USMC RELSUP Personnel shall:

a. Upon assignment, provide in a timely manner all required information associated with unit orientation to the unit OIC.

b. Maintain in good standing all Navy System(s) account accesses to include Secret security clearance (per SECNAVINST 5510.30B), Defense Travel System, Government Travel Charge Card, Navy Family Accountability and Assessment System, and a ".mil" email account for receiving official correspondence.

c. Complete all Navy and USMC Readiness Standard requirements to include:

(1) Maintaining medical, dental, and physical readiness standards including military bearing.

(2) Annual Navy General Military Training.

d. Complete all USMC training requirements identified for Navy personnel serving with USMC. RPs shall acquire 2401 Navy Enlisted Classification code by attending Marine Corps Expeditionary Combat Skills Training (MCECST) within one (1) year of assignment to a NR USMC RELSUP billet. Chaplains and RPs are strongly encouraged to acquire the appropriate Fleet Marine Force qualification insignia under COMMARFORRES management.

e. Perform IDT and AT periods to meet participation requirements as directed in Navy policy and in coordination with the unit OIC.

(1) Members will perform duty at their designated site per orders, unless training is better facilitated elsewhere and approved by the NR USMC RELSUP unit OIC in consultation with the Force Chaplain of the supported command.

(2) Members will normally perform forty-eight (48) four (4) hour IDT periods, in accordance with the AT plan, at the assigned drill site to include training activities with the unit to which assigned as directed by the OIC and Plan of the Month. In cases where the member is not within reasonable commuting distance, IDT may also include flex drills with another unit as approved by the OIC or as cross-assigned member per Navy policy. IDT may be performed at the supported command as approved by the OIC.

(3) Members will perform a minimum of twelve (12) days of AT exclusive of travel, per fiscal year (FY) at the supported command. AT will not exceed twenty-nine (29) days, inclusive of travel, in a FY. AT will normally be performed in one consecutive period. Upon approval of the OIC, COMNAVRESFOR may authorize split AT, subject to current Navy policy as funding allows.

f. Submit requests for AT, ADT and IDTT via NROWS at least thirty (30) days prior to start of duty date unless mission requirements dictate otherwise.

g. Coordinate with the supported command before executing routine on site duty (IDT, AT, ADT and IDTT) at least sixty (60) days prior unless emergent mission requirement dictates otherwise.

h. Submit availability or requests for Active Duty (ADOS/ADSW) in accordance with applicable policy.

i. Report for duty as directed in activation orders in support of a mobilization and/or contingency missions.

j. Enlisted members shall utilize CMS-ID to request unit transfer, new billet assignment and or negotiate for new orders. Request window is three (3) months prior to PRD.

k. Officer members shall utilize the Navy Junior or Senior APPLY System (as applicable) to request unit transfer. When necessary, OIC billets may be filled on an interim basis via COMNAVRESFOR policy in cooperation with the COMMARFORRES Force Chaplain until a permanent assignment can be facilitated via the Senior APPLY System.

3. General

a. Billet opportunities and availability are maintained through Junior and Senior APPLY for officers and the CMS-ID for enlisted personnel.

b. Personnel will not serve more than two (2) consecutive assignments to any RELSUP billet.

c. OIC assignments may be made in grades one above or one below the billet grade on the designated Billet Identification Code.