



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCICOMO 1730.1  
CHAP

DEC 23 2013

MARINE CORPS INSTALLATIONS COMMAND ORDER 1730.1

From: Commander

To: Distribution List

Subj: MCICOM INSTALLATIONS RELIGIOUS MINISTRY GARRISON PROPERTY

Ref: (a) MCO 1730.6E

Encl: (1) Religious Ministry Garrison Property List

1. Situation. Reference (a) outlines the Commander's responsibilities for establishing and executing a Command Religious Program. Regional Installation Commands will assist Marine Corps Installations with permanent chapels.

2. Mission. To publish policy, responsibilities, and procedures in order to implement and sustain the Religious Ministry (RM) items as outlined in enclosure (1).

3. Execution

a. Commander's Intent. To date, there has not been an established inventory of RM property. The intent of this Order is provide guidance and to avoid gaps and/or duplication in the acquisition of Marine Corps RM property.

b. Concept of Operations

(1) Compliance at the local level requires judgment and flexibility due to fiscal constraints. It is expected that the Commander will be advised by the Command Chaplain on what is required. The total list of items in enclosure (1) would apply to a large Installation (location of a Marine Expeditionary Force (MEF)) and not to a small one (such as a Marine Corps Air Station (MCAS)), except by exception. This list may be modified at the Commander's discretion.

(2) The items in enclosure (1) may be received as a gift to the Chapel or Command Religious Program (CRP) with the Commander's approval. However, these items will not at any time be purchased via the CRP's Religious Offering Fund.

c. Tasks

(1) Regional Chaplains

(a) Upon receipt of this Order, advise subordinate Installation Chaplains in regard to implementation and applicability of this Order.

(b) Coordinate with Garrison Property Managers and Installation Chaplains to facilitate the transfer of excess RM items from one installation to another to avoid waste and unneeded purchases.

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(2) Installation Command Chaplains

(a) Upon receipt of this Order, assume responsibilities to advise the Commander in regard to implementation and applicability of the items in enclosure (1).

(b) Budget for the acquisition of items that are needed from appropriated funds vice Religious Offering Funds (ROF).

4. Administration and Logistics. MCICOM HQ Command Chaplain will publish updates to enclosure (1) as required.

5. Command and Signal

a. Command. This Order is applicable to all organizations within MCICOM and to the TECOM commanded installations.

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



J. G. AYALA

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## Religious Ministry Garrison Property

### Catholic

- Chalice, Ciborium, Paten
- Cope, processional, white with humeral veil
- Altar cloths and linens in accordance with Liturgical Calendar colors: Red, Green, Purple, White
- Altar Candlesticks
- Processional Cross
- Cruet set
- Book of the gospels
- Sacristy Reservation Safe (Tabernacle)
- Sacristy oil set
- Sick call set
- Missalette/ music issue
- Hymnals
- Congregational Catholic Missals
- Paschal Candle and Stand
- Mary and Joseph Statues-portable
- Wood Altar
- Wood Frame Credence Table
- Confessional with Kneeler & Screen-portable
- Vestments for Priest

### Eastern Orthodox

- Eastern Orthodox Vestment sets (3 colors: Gold, Blue, and Purple)
- Eastern Orthodox Chalice Set (7 Pieces: 1 Chalice, 1 Raised Paten, 1 Star, 1 Spoon, 1 Spear, 1 Zeon, 1 Blessing Cross).
- Eastern Orthodox Covers and Cloths (4 Pieces in each of the 3 Colors above: 1 Chalice Cover, 1 Paten Cover, 1 Veil, and 1 Altar cloth).
- Eastern Orthodox Mini-Tabernacle for Use on Altar.
- 1 Liturgical Censer and 1 Tongs.
- 1 Gilded Gospel Book for Altar.
- 2 Analogia or Icon Stands (usually wooden) for use in front of the altar.
- 2 Icons: (1 of Christ and 1 of Mother of God with Christ Child)

### Jewish

- 25 Prayer books for Jewish Personnel in the Armed Forces
- 25 Jewish bibles (Tanackh)
- 50 Yarmulkas
- 25 Prayer books for the Jewish high Holy Days
- Ark and Torah Scroll (Torah on loan from Jewish Welfare Board)
- Eternal Light

## Religious Ministry Garrison Property

### Islam

- 10 Korans
- 10 Prayer Mats

### General Sanctuary Items

- Bibles (Protestant, Catholic) three per pew.
- Hymnal (Protestant, Catholic) three per pew.
- Chair, Pew
- Projector, Portable
- Projection Screen, Portable, 100W, 88H
- Projection Screen, Mounted, Electric, 150"
- Non-NMCI Laptop Computer
- Piano, Grand
- Piano, Upright
- Flag, Christian
- Flag, Roman Catholic/Papal
- Flag, United States
- Flag Stand
- Flag Pole, Wooden
- Cross, Wooden, Rugged, 70W, 75H
- Projector, 5000 Lumens
- Organ
- Guitars
- Drums
- Jimbay
- Cajon
- Tank, Holy Water
- Sacred Bible
- Offering Plate
- Offering Basket

### General Office

- Chair, Office, Cushioned, Swivel, Variable Height
- Chair, Stool
- Chair, Child Size
- Couch
- File Cabinet, 15W, 28L, 98H
- Book Shelf
- Laptop Computer, PC, DVD, Windows 7, intel Core i5
- Typewriter
- Desk, w Drawers, Wooden 36W, 72L, 29H
- Desk, Wooden, 24W, 42L, 30H

## Religious Ministry Garrison Property

- Paper Cutter

### Janitorial

- Mop
- Mop Bucket
- Vacuum
- Rake
- Saw
- Spade
- Tool Box, Metal
- Ladder, 12 Ft, Folding

### Décor

- Table Cloths

### Nursery

- Cradle
- Changing Station
- Rocking Chair
- Safety Door Gate
- Monitor

### Storage

- Wall Locker
- Storage Bins
- Folding Chair Cart
- Table Cart

### Sound & Electric Equipment

- Speaker Stand
- Speaker, Monitor
- Speaker, Main
- TV, Plasma, 72 inch
- Drum Shield
- Drum Set, Acoustic
- Drum Set, Electric
- Microphone Stand
- Music Stand
- Guitar Stand
- Guitar

## Religious Ministry Garrison Property

- Bass Guitar
- Wireless Microphones
- Speaker Stands
- Amplifiers

### Kitchen

- Mixer (Kitchen Aid)
- Food Processor (Kitchen Aid)
- Meat Slicer, Commercial
- Espresso Maker
- Toaster Oven
- Refrigerator
- Freezer
- Ice Machine
- Coffee Grinder
- Warming Trays with Sterno
- Cooler, Igloo, 35qt
- Trash Can, Commercial
- Trash Can, Metal, 36in, Oval
- Table, Cafeteria, Folding, 16 Seats

### Lobby

- Display Case, Glass
- Table, End
- Table, Coffee

### Classrooms

- Table, Round, Folding, 71W, 30H
- Folding Chairs
- Shredder
- Industrial Copier, DAPS Contract
- Fan, Electric
- Trash Can, Metal, Oval, 16in
- Trash Can, Rectangular, 14in
- White Board with Easel
- Dehumidifiers

Religious Ministry Garrison Property