



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

COCINST 1730.3
N097
NOV 19 2014

CHIEF OF CHAPLAINS INSTRUCTION 1730.3

From: Chief of Chaplains

Subj: MANAGEMENT OF ALCOHOL IN COMMAND RELIGIOUS PROGRAMS

Ref: (a) SECNAVINST 1730.7D
(b) OPNAVINST 1730.1E
(c) MCO 1730.6E

1. Purpose. This instruction establishes procedures necessary to ensure the proper supervision, storage, accountability, management, and auditing of alcohol within command religious programs (CRP).

2. Applicability. This instruction is applicable to CRPs within the Department of the Navy (DON) including the Coast Guard when operating as a Service in the Navy under Title 14, U.S. Code, Section 3.

3. Background. Commanders and commanding officers, hereinafter referred to as commanders, establish CRPs to meet the religious needs of those under their command, per references (a) through (c). Many religious organizations use alcohol as part of their required religious practices. The Chief of Chaplains is responsible to establish DON policy for CRPs, per reference (a).

4. Policy. The use of alcohol in religious services is appropriate in CRPs. Because alcohol is a controlled item in DON commands, uniform custodial procedures in compliance with this policy shall be used to ensure its proper management across the DON. In foreign countries, whose local laws and customs may restrict the use of alcohol, specific permissions may be required for its use in support of the CRP.

5. Responsibilities.

a. Supervision. As the only personnel authorized to supervise a CRP, per references (b) and (c), chaplains are responsible for the security, accountability, and proper management of alcohol within the CRP.

b. Religious program specialists (RP) are the primary enlisted assistants for managing and executing the CRP, per references (b) and (c), and are, therefore, responsible to assist the chaplain with these duties.

c. Storage. When not personally controlled by a designated member of the religious ministry team (RMT), as defined in references (b) and (c), alcohol shall:

(1) Be stored in a securely locked container (e.g., mount out box, locker, cabinet, or refrigerator). The compartment should be approved by the command's security officer.

(2) The key or combination to the container shall be maintained by a custodian, whom the commander has appointed in writing to serve as the custodian of alcohol within the CRP.

(a) If a key type padlock is used to secure the compartment, it will not be from a group or set of padlocks that would allow a master key to open it.

(b) If a combination type lock is used to secure the compartment, the combination will be changed each time a new custodian is appointed.

(3) The storage container must be cleaned and decontaminated monthly, as well as whenever spills occur, or when the container requires moving or service.

d. Accountability. Only members of the RMT, who have been appointed in writing by the commander, are authorized to have unsupervised access to the alcohol storage compartment. An alcohol usage log shall be maintained and made available for inspections and audits. A physical inventory of the alcohol and an audit of the alcohol usage log shall be conducted at least quarterly; and each time a new custodian is appointed. The alcohol usage log, as a minimum, shall include:

(1) A separate accounting line for each faith group using alcohol in its religious services.

(2) A log entry for each unit of alcohol upon receipt, to include the name of the person who makes the entry.

(3) The date and time of each draw of alcohol from the storage compartment to include the purpose of the draw.

e. Management. The amount of alcohol kept on board shall be managed to ensure the stock levels are sufficient but not excessive. In general, the stock levels should not exceed a 90-day supply for shore commands or the length of a deployment for operational commands.

(1) Units of alcohol shall remain sealed and in their original container within the storage compartment until ready for use to avoid spoilage, breakage, theft, or misuse.

(2) Disposal of excess or spoiled alcohol shall be done in such a manner as to ensure that the alcohol cannot be consumed. For alcohol that has been consecrated by a representative of a religious organization (RO), the alcohol shall be disposed of as prescribed by the tenets of that RO. The manner for disposal shall be approved by the command chaplain and the command's security officer.

(3) The transfer of alcohol between commands shall include an inventory of items before transfer and upon receipt. A letter of transfer shall accompany each transaction and a copy of the letter shall be retained by each command.

(4) Upon the discovery of theft or suspected theft, the command's security officer shall be notified immediately.

f. Audits. Commands that use alcohol within the CRP shall establish a CRP alcohol audit board and shall conduct audits of the alcohol inventory and alcohol usage ledger quarterly, upon appointment of a new custodian, detachment of the command chaplain, and when otherwise directed by the commander.

(1) The CRP alcohol audit board shall consist of two members of the command, appointed in writing by the commander. Chaplains, RPs, and other RMT personnel, as defined in references (b) and (c), shall not serve on a CRP alcohol audit board.

(2) The alcohol audit board shall comply with this instruction and report to the commander, via the command chaplain, the results of all audits and recommend corrective action for all discrepancies. The command chaplain shall provide a plan to address any identified discrepancies in the command chaplain's endorsement of the audit report.

6. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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