



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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COCINST 5420.1
N097
10 Sep 2019

CHIEF OF CHAPLAINS INSTRUCTION 5420.1

From: Chief of Chaplains

Subj: METRICS GOVERNANCE BOARD

Ref: (a) SECNAVINST 1730.7E
(b) Department of the Navy Strategic Plan for Religious Ministry
(c) SECNAVINST 1730.9 series

Encl: (1) Metrics Governance Board Appointment Letter Template
(2) Command Religious Program Analytics Tool Operations Officer Wire Diagram

1. Purpose. To establish the Chief of Chaplains' Metrics Governance Board (MGB). The development of Chaplain Corps (CHC) metrics, and the collection of reliable Command Religious Program (CRP) data necessary to support the metrics, requires the Chief of Chaplains to set aims as well as publish and maintain standards for data collection. Additionally, the development of precise and informative CHC metrics requires a significant degree of institutional, business, and scientific understanding; therefore, gathering subject matter experts in a group to provide advice to the Chief of Chaplains and the Professional Naval Chaplaincy Executive Board (PNCEB) is prudent.

2. Applicability. The provisions of this instruction apply to the Professional Naval Chaplaincy (PNC) system, as defined in reference (a).

3. Definitions

a. CRP data collection - the data collected via standardized or ad hoc methods regarding the activities within CRPs.

b. CHC metrics - Chief of Chaplains-approved metrics that convey information regarding the PNC community.

c. Command Religious Program Analytics Tool (CRP-AT) – the primary method of collecting and analyzing data in PNC.

4. Policy

a. The MGB will:

(1) Provide the Chief of Chaplains and the PNCEB, as defined in reference (a), with recommendations regarding the business rules for use of the CRP-AT.

(2) Advise on governance of the CRP-AT, and monitor and advise regarding the collection of CRP data.

(3) Plan the development of CHC analytics.

b. In accordance with references (a) and (b), Religious Ministry Teams, and individual chaplains, will participate in CRP data collection and prepare reports, under the restrictions of reference (c), and provide the data and analysis that will allow design of more effective CRPs.

c. The MGB will consist of such members as the Chief of Chaplains chooses based on their knowledge of the CRP-AT. The MGB will be chaired by the CRP-AT Operations Officer.

5. Roles and Responsibilities

a. Chief of Chaplains

(1) Set purpose and standards for CHC data collection and use.

(2) Update this instruction as needed.

(3) Make decisions regarding the standards for CRP data collection and the supervision of all Religious Ministry Teams (RMT) use of CRP data collection tools.

(4) Appoint the members of the MGB.

b. Director, Operations and Training (OPNAV N0973)

(1) Advise the Chief of Chaplains on CRP-AT matters.

(2) Interact with the PNCEB to develop and communicate the strategic vision for CRP-AT.

(3) Liaise with Commander, Navy Installations Command (CNIC) Force Chaplain and CRP-AT Operations Officer.

c. MGB will meet at least quarterly to provide advice to the Chief of Chaplains concerning:

(1) CRP data collection standards and the development of CHC analytics.

(2) The functionality of the CRP-AT.

(3) The effectiveness of the business rules for CRP-AT use.

(4) User feedback.

(5) Recommended changes, analysis that has been conducted, and staffing products sufficient to provide the best possible advice to the Chief of Chaplains.

d. CNIC Force Chaplain

(1) Supervise the CRP-AT Operations Officer.

(2) Report to the Chief of Chaplains (N0973) regarding CRP-AT matters.

(3) Serve as liaison between the Chief of Chaplains and CNIC on CRP-AT matters.

e. CRP-AT Operations Officer. This is a senior supervisory billet within CNIC. The responsible officer will have a wealth of experience in metrics, data analytics, and expert proficiency in the CRP-AT. The CRP-AT Operations Officer will provide operational oversight of the CRP-AT. In accordance with enclosure (2), the CRP-AT Operations Officer will report directly to the CNIC Force Chaplain. The CRT-AT Operations Officer has additional duty to the Chief of Chaplains for the following functions:

(1) Function as chair of the MGB.

(2) Represent the Chief of Chaplains to contractors.

(3) Serve as liaison for the Chief of Chaplains regarding contracting issues, funding, and annual sustainment fees.

(4) Coordinate development of Solution Requests with the MGB and the Chief of Chaplains (N0973).

(5) Organize and submit Solution Requests for enhancements and expansions of the CRP-AT.

(6) Consult with the Chief of Chaplains (N0973) regarding all contacts with contractors.

(7) Communicate Chief of Chaplains decisions regarding CRP-AT to contractors, commanders, and other stakeholders.

(8) Provide an executive summary of MGB deliberations to the Chief of Chaplains and CNIC Force Chaplain within ten business days of meetings.

(9) Report CRP-AT activities to the Chief of Chaplains.

(10) Liaison between the MGB and the Chief of Chaplains.

(11) Demonstrate and brief the capabilities of the CRP-AT to interested parties as directed by the Chief of Chaplains. Travel and training expenses related to the CRP-AT will be funded by N097 or the requesting command.

(12) Teach the CRP-AT to the PNC courses at Naval Chaplaincy School and Center and other entities as directed by the Chief of Chaplains. Travel and training expenses will be funded by the Naval Chaplaincy School and Center.

(13) Answer general user questions in coordination with the contractor.

(14) Maintain an updated “how to” online page to keep users aware of changes.

(15) Receive requests for changes to CRP data collection tools and recommendations for CHC metrics development from users.

f. PNCEB. The PNCEB will provide input as to the strategic vision for the CRP-AT and metrics and analytics in general. It will advise the Chief of Chaplains based on the needs of commanders, the users’ experience with the CRP-AT, and input from the MGB.

6. Training. The members of the MGB will complete a course of self-instruction prescribed by the Chief of Chaplains upon appointment to the board.

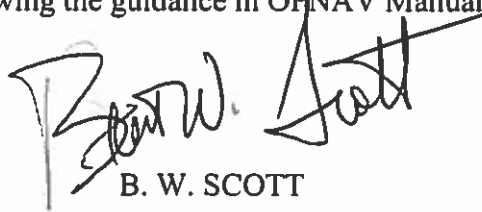
7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction [notice, change transmittal] or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, The Chief of Chaplains, will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of instruction. This instruction will be in effect for 10 years,

unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Metrics Governance Board Appointment Letter Template

From: Chief of Chaplains

To:

Subj: METRICS GOVERNANCE BOARD MEMBER APPOINTMENT

Ref: (a) SECNAVINST 1730.7E

(b) Department of the Navy Strategic Plan for Religious Ministry

(c) SECNAVINST 1730.9 series

(d) CHIEF OF CHAPLAINS INSTRUCTION 5420.1

1. References (a) through (c) place an emphasis on the collection of data. Reference (d) establishes the Metrics Governance Board (MGB). The purpose of the MGB is to provide advice to the Chief of Chaplains on governance of the Command Religious Program Analytics Tool (CRP-AT), the collection of command religious program (CRP) data, and the development of Chaplain Corps (CHC) metrics.

2. Based on your qualifications, experience with the CRP-AT, and professionalism, you have been selected to serve as a member of the MGB for a period not to exceed three years from the date of this memorandum.

3. Your willingness to serve in this capacity will significantly enhance the development of chaplaincy competencies, Professional Naval Chaplaincy skills, and the leveraging of Chaplain Corps and RP community expertise for the benefit of the Naval Services. Your support and that of your Commander in this effort are greatly appreciated.

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Command Religious Program Analytics Tool Operations Officer Wire Diagram

