



DEPARTMENT OF THE NAVY

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SECNAV INSTRUCTION 1730.7E

From: Secretary of the Navy

Subj: RELIGIOUS MINISTRY WITHIN THE DEPARTMENT OF THE NAVY

Ref: See enclosure (1)

Encl: (1) References
(2) Definitions and Directives for Professional Naval
Chaplaincy
(3) Acronyms

1. Purpose. This instruction establishes policy and procedures for Religious Ministry (RM) in the Department of the Navy (DON), the role of chaplains as advisors to commands and individuals, and the requirements and principles associated with Professional Naval Chaplaincy (PNC) in accordance with references (a) through (e) in enclosure (1).

2. Cancellation. SECNAVINST 1730.7D and SECNAVINST 5351.1.

3. Applicability. This instruction applies to the Office of the Secretary of the Navy (SECNAV); the Chief of Naval Operations (CNO); the Commandant of the Marine Corps (CMC); U.S. Navy and U.S. Marine Corps installations, commands, activities, and field offices; and DON chaplains assigned to the U.S. Coast Guard and U.S. Merchant Marine Academy.

4. Policy

a. PNC is the system by which RM is delivered by the Chaplain Corps (CHC). PNC focuses on the capabilities and capacities of the CHC while RM focuses on matching the competencies of chaplains to the specific needs of authorized users, as defined in enclosure (2).

b. PNC separates its two governing authorities, those of the DON and of the Religious Organizations (ROs). This ensures Chaplain Corps (CHC) officers are professionally qualified and endorsed to perform all offices, functions, sacraments,

ordinances, and ceremonies required for their RO and ensures their ability to function within the DON's pluralistic environment that supports the free exercise of religion by Service members, their family members, and other persons authorized to be served by PNC. PNC is militarily necessary.

c. In an interagency, joint or combined environment where a Navy chaplain is serving under the command of an officer from another service or that of another nation, the chaplain will deliver RM as defined in this instruction.

d. PNC minimizes the burden on the Services and Service members. Because ROs agree to allow their chaplains to facilitate, care for, and advise Service members belonging to other ROs, PNC eliminates the need for every command to have a chaplain from every RO represented among its members.

e. A chaplain's RO, represented by the Ecclesiastical Endorsing Agent (EEA), is the final arbiter of what is and is not considered "manner and form" in any question regarding faith group-specific ministry. A chaplain is authorized to interact only with his or her RO's EEA, not with the EEA of other ROs.

f. PNC allows ROs to meet the religious needs and obligations of their people at the very moments and in the very places where the nation demands the most of its Service members and is least able to serve them.

g. Enclosure (2) contains additional policy, to include definitions, organization and roles, Religious Ministry Team (RMT) tasks, PNC standards, and actions.

5. Responsibilities

a. The SECNAV, supported by the Chief of Chaplains, issues policy regarding PNC, RM, religious accommodation, and qualifications for the appointment of Navy chaplains.

b. The CNO, CMC, and Commandant of the Coast of Guard coordinate with the Chief of Chaplains in issuing policy on the functioning of RMTs within their respective services.

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c. The Chief of Chaplains coordinates with the Chief of Naval Personnel (CNP) in issuing policy regarding manning, training, and equipping of the CHC and RP rating.

d. Commanders will:

(1) Support the free exercise of religion. The Chief of Chaplains standardizes policies and procedures to allow the ROs to meet that requirement. Chaplains accomplish the tasks that fulfill the commander's requirement;

(2) Have a Command Religious Program (CRP), as defined in enclosure (2), which accommodates the religious needs, preferences, and rights of the command members, eligible family members, and other authorized users. The CRP is supported with appropriated funding consistent with other personnel programs within the DON;

(3) Provide the RMT with dedicated work spaces that are readily accessible to personnel and adequate to meet the reference (e) requirement for private access to a chaplain;

(4) Grant the chaplain direct access pursuant to reference (b). Ensure the senior ranking chaplain in any command will be positioned organizationally as a direct report to the Executive Officer, or the Chief of Staff where such a position exists;

(5) Ensure that attendance at public worship is voluntary with the exception of RMT personnel present in an official support capacity;

(6) Decide which, if any, "religious elements" to include in command functions other than "divine services" or "religious services" as defined in enclosure (2);

(7) When mission requirements permit, allow chaplains time to participate in CHC Communities of Interest (COIs) and CHC working groups, as members of a professional community;

(8) When mission requirements permit, identify and train RMTs as first responders in all emergency response plans;

(9) Collect data and submit CRP reports as required while complying with reference (c), to include use of the CRP-Analytics Tool (CRP-AT);

(10) Assign only appropriate collateral duties for chaplains and RPs as directed in this instruction and in accordance with reference (c);

(11) As necessary, seek advice from unit and supervisory chaplains regarding the standards in this instruction and PNC community expectations;

(12) Direct contracting officers to inform senior supervisory chaplains of any contracts in support of CRP;

(13) Commanders will not allow or require chaplains to:

(a) Serve as director, solicitor, or treasurer of funds (other than as administrators of Religious Offering Funds);

(b) Serve as investigating officer, or stand watches other than duty chaplain (other than the commander of the Naval Chaplaincy School and Center (NCSC));

(c) Perform any duties in a combat area other than those related to RM under Article 1063 of reference (b);

(d) Empanel a chaplain as a member of a court-martial except in cases of extreme necessity, to avoid seriously impeding the delivery of RM;

(e) Violate the standards and practices of their ROs or compromise the ability to maintain confidential communications;

e. Commanders are encouraged to:

(1) Support chaplains and Religious Program (RP) Specialists in maintaining the qualifications required to perform their duties. Periodic, RO-required training programs for chaplains are official duties, and Commanders may fund attendance with appropriated funds; and

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(2) Inform the cognizant senior supervisory chaplain of all instances in which RMT personnel fail to adhere to this instruction.

6. Internal Controls. In accordance with reference (d), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations; reliability of financial reporting; and compliance with applicable laws and regulations. Additionally, as part of the annual Manager's Internal Control Program report, the Chief of Chaplains will provide the Assistant Secretary of the Navy for Manpower and Reserve Affairs with copies of the sections of their reports that are relevant to RM in the DON. The reports will include summary descriptions of internal controls used, their sufficiency, and any identified weaknesses or deficiencies.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be maintained and dispositions according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

8. Reports. The requirement contained in paragraph 5d(9), paragraph 6, enclosure (2), paragraphs 2g(5), 2g(6), 2h(4), 2h(5) and 2l(4) are exempt from information collection control, per Part IV, paragraph 7n of reference (p).



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REFERENCES

- (a) DoD Directive 1304.19 of 11 June 2004
- (b) U.S. Navy Regulations, 1990
- (c) SECNAVINST 1730.10 (series)
- (d) SECNAVINST 5200.35 (series)
- (e) SECNAVINST 1730.9 (series)
- (f) 10 U.S.C.
- (g) DoD Instruction 5120.08 of 20 August 2007(series)
- (h) SECNAVINST 1730.8 (series)
- (i) SECNAVINST 7010.6 (series)
- (j) NTTP 1-05.2
- (k) DoDM 5500.07-R, Joint Ethics Regulation, of 30 August 1993
- (l) NAVPERS 18068F (JAN 2010)
- (m) NTTP 1-05.1
- (n) DoD Instruction 1327.06 of 16 June 2009(series)
- (o) NAVPERS 15607D
- (p) SECNAV M-5214.1

DEFINITIONS AND DIRECTIVES FOR PROFESSIONAL NAVAL CHAPLAINCY

1. Definitions

a. Advise. All chaplains are expected to bring the wisdom of their experiences in both their RO and the DON to bear on the questions and difficulties of living a life of military service consistent with the DON's core values. Chaplains advise Service members and their family members on the integration of their faith and vocations, and they advise commanders on the administration and execution of the CRP, as well as matters pertaining to the morale and well-being of Service members and their families. They may also be called upon to advise the command on the role of religion in the lives of those among whom the command is operating. A full explanation of advise can be found in reference (c).

b. Authorized Users. Those eligible to receive services from RMTs, to include military personnel and their dependents, civilian personnel working for the command, retirees, and others in possession of a military identification card; the term may extend to others at the discretion of the commander.

c. Care. Refers to an authorized action of chaplains and an RMT competency.

(1) All chaplains are authorized by their ROs, and required by the DON, to address issues of spirit, conscience, or well-being that may not be defined by a specific RO. Reference (e) helps equip the CHC to meet these needs by protecting confidential communications to chaplains.

(2) RMTs care by listening, empathizing, valuing, strengthening, teaching, and coaching individuals and groups, and conveying wisdom about life generally and military life in particular. The well-being of the individual receiving service will always receive the highest priority. Care tasks include but are not limited to: deck plate visitation, coaching on military life, crisis prevention and response, memorial observances, and training and education. When delivering care, RMTs will demonstrate a dedication to the dignity of all humans and honor for the dead. If a chaplain is unable to support a specific request due to the teachings of his or her RO, the RMT

must offer referral to another chaplain or professional. Such referrals are accomplished respectfully and professionally.

d. Command Religious Program (CRP). A commander's method of supporting the free exercise of religion in the context of military service.

e. Community of Interest (COI). A COI is a group of chaplains and RPs designated by the Chief of Chaplains to work together to produce materials useful to PNC based on their subject matter expertise. The Chief of Chaplains establishes COIs, appoints COI participants, and coordinates COI activities. The Chief of Chaplains cultivates subject matter expertise that is useful to PNC through advanced education programs and applies that expertise to the activities of the CHC and the DON through COIs.

f. Divine Services. A term of art used in Section 6031 of reference (f) and Article 0817 of reference (b) to refer to public worship conducted afloat, in the field, or on military bases and installations by a chaplain pursuant to the chaplain's official duties and are command functions which take place according to the manner and form of the officiating chaplain's RO.

g. Ecclesiastical Endorsing Agent (EEA). An individual authorized by an RO to provide or withdraw ecclesiastical endorsements on its behalf. Policy regarding ecclesiastical endorsing agent visits to commands is found in reference (g).

h. Facilitate. The RMT competency to deliver some combination of the following actions when a chaplain is not able to offer faith group-specific support.

(1) Connect the person seeking service with a chaplain who is able to provide, as defined in paragraph 1.c.j below;

(2) Equip the person with the tools and material to meet his or her own needs;

(3) Coordinate appointment of faith group-specific religious lay leaders; or

(4) Offer information on how to draw from local, civilian, or other resources.

i. Professional Naval Chaplaincy (PNC). The system by which RM is delivered throughout the DON. PNC separates its two governing authorities, those of the DON and of the ROs. This ensures CHC officers are professionally qualified and endorsed to perform all RM required for their particular RO and ensures their ability to function within the DON's pluralistic environment in a manner that supports the free exercise of religion by Service members, their family members, and other persons authorized to be served by PNC. PNC is militarily necessary. Only CHC officers, assisted by Religious Program (RP) Specialists, are able to deliver RM without impeding the mission of the command or infringing on the good order and discipline necessary to military service.

j. Provide. To deliver faith group-specific content, as determined by the chaplain's RO, to adherents of that faith group and others who desire it. Faith group-specific content includes, but is not limited to, public worship, sacraments, rites, ordinances, scripture study, religious education, faith group-specific counseling, the collection and distribution of gifts given or received as an act of faith or worship, and other religious activities.

k. Public Worship. An umbrella term which includes divine services as mentioned in reference (b) and religious services as defined in this instruction, to include services led by chaplains, civilian clergy, and lay leaders.

l. Religious Elements. Prayers, invocations, benedictions, reflections, meditations, or other religious or faith-based features of public worship traditionally or customarily incorporated in command functions other than divine or religious services.

m. Religious Ministry (RM). Professional duties performed by Navy chaplains and designated personnel to include facilitating or providing in support of religious freedom, caring for all, and advising individuals, the commander, and the chain of command. RM describes the art of combining the four core competencies of the Chaplain Corps to meet the needs of authorized users. Those four competencies, further described in

this enclosure, are Provide, Facilitate, Care, and Advise. Each of these four competencies is indispensable to the commander's ability to ensure the free exercise of religion.

n. Religious Ministry Team (RMT). Chaplains, Religious Program Specialists, volunteers, and those hired to work within or support the CRP.

o. Religious Organization (RO). ROs are defined in reference (g). ROs possess ecclesiastical authority to authorize endorsers to endorse or withdraw endorsement for religious providers serving under their auspices. Each RO is the authoritative religious voice only for its own members.

p. Religious Program (RP) Specialist. RPs directly support their chaplains and manage, support, and execute the CRP. RPs are combatants and will bear arms in connection with their military duties. RPs provide force protection for the RMT without exercising authority or command over the chaplains they support and protect.

q. Religious Services. Worship events, other than divine services as defined above, conducted as part of the CRP, in the manner and form of the officiant's RO, and led by religious lay leaders, contractors, or volunteers.

2. Organization and Roles

a. The Chaplain Corps is organized at the level of the DON and serves the U.S. Navy, U.S. Marine Corps, U.S. Coast Guard, and U.S. Merchant Marine Academy. The SECNAV authorizes PNC. The Chief of Chaplains sets forth the qualifications, standards, and expectations of PNC and the delivery of RM. The CHC is religiously impartial. Each chaplain serves on behalf of a specific RO. Chaplains care for all and provide faith group-specific ministry to those who desire it. They also render a wide variety of advice and facilitate the religious needs of those for whom they cannot provide.

b. The Chief of Chaplains is appointed in accordance with Section 5142 of reference (f). He or she serves in the grade of rear admiral (upper half) as the Director of Religious Ministry and proponent for PNC within and throughout the DON and wherever Navy chaplains are assigned per Article 1009 of reference (b).

The Chief of Chaplains will ensure all RMT personnel are counseled on, understand, and comply with the standards established in this instruction. In addition, the Chief of Chaplains:

(1) Advises the DON regarding: RM; PNC; religious accommodation and exceptions to policy for religious practices in accordance with reference (h); CHC insignia; the inclusion of religious elements in command events; military and civilian CRP personnel; the use of facilities, funds, programs, and plans involving RM or PNC; Section 1789 of reference (f) to support the families of authorized users; all matters pertaining to the commissioning, decommissioning, and maintenance of consecrated spaces, items and graves; and the acquisition, operation, contracting, and maintenance of RM support facilities, collateral equipment, and other logistical support both ashore and afloat.

(2) Sets standards for PNC and the delivery of RM and assesses the knowledge, skills, abilities, experience, and behaviors of those engaged in the delivery of RM and the administration of PNC.

(a) Establishes and maintains the Professional Naval Chaplaincy Executive Board (PNCEB) to support continuous improvement of PNC and the delivery of RM.

(b) Directs CHC training including the operation of the NCSC, professional development training, regional training, and professional development in both PNC and the delivery of RM.

(c) Certifies Navy chaplains for service in the Chaplain Corps pursuant to Department of the Navy implementing guidance.

(3) Issues Chief of Chaplains instructions on behalf of the SECNAV regarding RM and PNC.

(4) Has authority and responsibility for DON strategic planning for PNC and RM.

(5) Serves as the DON's representative to the ROs.

(6) Serves on the Armed Forces Chaplains Board (AFCB) in accordance with reference (g). As a member of the AFCB, the Chief of Chaplains represents the SECNAV to the Department of Defense (DoD), the Chiefs of Chaplains of other DoD components, and the nation's ROs.

(7) Coordinates with the CNP on the optimal force structure for the delivery of RM and all issues related to the procurement, distribution, and support of chaplains and RPs, including CHC accessions plans, CHC boards and precepts, and CHC recruiting.

(8) Coordinates with budget submission offices to position chaplains and RPs to effectively support combat and other operations, to include enabling the sub-detailing of chaplains and RPs assigned within commands.

(9) As requested, reviews and advises on applications for conscientious objection and exceptions to policy for accommodation of religious practices in accordance with reference (h).

c. The Deputy Chief of Chaplains is an officer of the CHC who is selected by a board for the billet. He or she serves in the grade of rear admiral (lower half) and performs such duties as prescribed by the Chief of Chaplains and by DON policy. The Deputy Chief of Chaplains:

(1) Serves as principal assistant to the Chief of Chaplains and as Deputy Director of Religious Ministry for the DON.

(2) In accordance with reference (g), serves as a member of the AFCB.

(3) Serves as executive agent to the Marine Corps on behalf of the Chief of Chaplains. Advises the Chief of Chaplains and the Commandant of the Marine Corps on RM matters in connection with administering, supervising, training, and placing chaplains and RPs with the Marine Corps.

d. The Deputy Chief of Chaplains for Reserve Matters is a CHC Reserve officer who is selected by a board for the billet. He or she serves in the grade of rear admiral (lower half) in

the Reserve Component, and performs such duties as prescribed by the Chief of Chaplains and DON policy. The Deputy Chief of Chaplains for Reserve Matters:

(1) Serves as assistant to the Chief of Chaplains regarding Reserve matters.

(2) Advises the Chief of Chaplains and the Chief of Navy Reserve Forces on RM matters in connection with administering, supervising, training, and mobilizing chaplains and RPs who serve in the Reserve Component.

e. The Chaplain of the Coast Guard is an officer who serves in the grade of captain and is detailed to the staff of the Commandant of the Coast Guard. The Chaplain of the Coast Guard performs such duties as prescribed by the Chief of Chaplains and DON policy. The Chaplain of the Coast Guard:

(1) Serves as assistant to the Chief of Chaplains for Coast Guard matters.

(2) Advises the Chief of Chaplains and the Commandant of the Coast Guard on RM matters in connection with administering, supervising, training, and placing chaplains in the Coast Guard.

f. Senior Enlisted Leader (SEL) of the RP rating serves as principal enlisted advisor to the Chief of Chaplains and the Deputy Chief of Chaplains and advises on all matters pertaining to the RP rating. The SEL attends the Senior Enlisted Academy and coordinates with the senior RP Reserve Master Chief.

g. Senior Supervisory Chaplains serve in (or are selected to) the rank of captain and assigned or attached to a fleet, bureau, force, type, region, or equivalent commander. In addition to the responsibilities of chaplains and supervisory chaplains listed below, senior supervisory chaplains:

(1) Advise commanders on the standards for PNC and the delivery of RM including the requirements for manpower, manning, equipping, training, reporting, mentoring, certification, and inspection.

(2) Assist subordinate RMTs in meeting RM requirements and standards through supervision, coaching, assist visits, and other appropriate means to ensure efficiency and effectiveness.

(3) Plan and coordinate with other senior supervisory chaplains for the delivery of RM, RMT duty, and periodic area-wide RMT training.

(4) Plan to meet the identified RM requirements of all subordinate commands and units, including those without permanently assigned RMTs; document the plan to meet these RM requirements; and regularly inform commanders regarding execution of the CRP, to include assessment of the RMTs responsible for their CRPs.

(5) Receive reports from RMTs of subordinate units as required to supervise the delivery of RM.

(6) Submit required reports to higher echelon chaplains. For example, a type commander chaplain will submit reports to a numbered fleet commander and his or her chaplain.

(7) Monitor the execution of contracts in support of CRP.

h. Supervisory Chaplains. The senior chaplain assigned to a command with more than one chaplain or responsible for supervising RMTs assigned to subordinate commands. In addition to the responsibilities of a chaplain listed below, supervisory chaplains:

(1) Manage RMT personnel to ensure the most effective and efficient delivery of RM.

(2) Supervise and assist RMT personnel in developing professional knowledge, skills, abilities, experience, and behaviors. Train RMTs in accordance with RM policy, doctrine, and mission-specific requirements.

(3) Assist commanders of subordinate units to establish and maintain CRPs in accordance with this instruction.

(4) Advise subordinate commanders on fitness, evaluation, and other performance reports for RMT personnel.

(5) Submit reports to their commanders, higher echelon commanders, and senior supervisory chaplains as required.

i. Chaplains

(1) Chaplains are qualified civilian religious providers who have been endorsed by a DoD-listed EEA representing an RO and commissioned as Naval officers in the CHC.

(2) As a condition of appointment, every qualified civilian religious provider applicant must be able to provide divine services and faith group-specific support that cannot be provided by the government through programs other than command religious programs. Further, every applicant must be willing to function in the military's pluralistic environment, respecting the rights of individuals to determine their own religious convictions. Applicants must be willing to support the free exercise of religion by all Service members, their families, and other authorized users. Chaplains are trained and expected to cooperate with other chaplains and work within the specialized environment of the military, while not compromising the tenets of their ROs.

(3) The DON has four core CHC competencies: care, facilitate, provide, and advise. Chaplains care for all, facilitate through CRPs to meet religious requirements within the bounds of good order and discipline, provide faith group-specific ministry, and advise commands based on insights gained in ministry.

(4) Chaplains are responsible to:

(a) Assess command RM requirements, develop the CRP to meet identified RM requirements, and manage all RM in the command as directed by the commander.

(b) Advise the commander on CRP matters, to include manpower, personnel, professional development, and facility requirements.

(c) Develop and maintain competencies to effectively deliver RM: provide faith group-specific ministry consistent

with manner and form of the chaplain's RO, facilitate to meet the religious needs of those of other ROs, care for all, and advise those served.

(d) Prepare and execute budgets of appropriated funds to support the CRP. Manage the Religious Offering Fund in accordance with reference (i).

(e) Supervise RMT personnel. Support their professional development. Consult with higher echelon RPs or senior enlisted personnel in the development, evaluation, and mentoring of enlisted RMT personnel.

(f) Advise on religious elements in command functions such as changes of command, retirements, promotions, and memorial ceremonies or services, providing or facilitating as appropriate.

(g) Plan, coordinate, and deliver RM across command lines, as authorized by commanders. Examples of cooperative ministry include assisting other commands with faith group-specific ministry, standing RMT duty as described in reference (j), and delivering ministry following mass casualty events.

(h) Deliver RM in combined, joint, and multinational exercises and operations when directed by the commander and in accordance with reference (j).

(i) Comply with restrictions regarding outside employment and honoraria contained in reference (k).

(j) Represent his or her RO when leading and advertising worship services.

(5) Only Navy chaplains can supervise a CRP.

(6) A chaplain may be addressed as "chaplain," by rank, or by the title appropriate to his or her ROs. Chaplains will not be addressed by academic titles or include civilian credentials in his or her official signature blocks.

(7) Chaplains are required to comply with CHC data collection protocols. Where available, they will use the CRP-AT.

j. Religious Program (RP) Specialists.

(1) RPs advise leaders on the role and functions of the CRP.

(2) Every RP must be willing to function in the pluralistic environment of the military, with tolerance for diverse religious traditions and respect for the rights of individuals to determine their own religious convictions. RPs must be willing to support the religious rights of all authorized users.

(3) Duty and watch standing for RPs are the same as other command members of the same paygrade. The first priority for RPs is assisting in the delivery of RM. Scheduling conflicts regarding duty and watch standing should be resolved in favor of the needs of the CRP.

(4) RP Occupational Standards. In accordance with reference (1), RPs are required to accomplish the following:

(a) Combatants. RPs are combatants and will bear arms in connection with their military duties. RPs provide force protection for the RMT without exercising authority or command over the chaplains they support and protect. RPs assigned to eligible Marine Corps commands are required to earn the Fleet Marine Force qualification.

(b) Ministry Support and Accommodation. RPs are trained to accommodate the religious needs and rights of Naval Service personnel and their families.

(c) Pastoral Care Support. RPs support the delivery of care through pastoral triage, referrals, charting, data collection and transmission, and explaining the types of ministry available.

(d) Expeditionary Ministry Support. RPs support ministry in combat to include RMT security and pastoral triage.

(e) Administration, Finance, and Accounting. RPs manage facilities, personnel, volunteers, and resources. They plan, coordinate, train, implement, and maintain both non-appropriated and appropriated funds. They identify, procure,

and maintain facilities and equipment needed to support the CRP. RPs manage real property repair and maintenance, equipment acquisition, and supplies. RPs prepare, plan, program, analyze, and execute budgets. They also research and write statements of work for civilian contracts in support of the CRP.

(f) Library. RPs manage and execute the full range of activities associated with multi-media resource centers, including, but not limited to, scheduling, filing, ordering, organizing, staffing, and operation.

(g) The DON expects RPs to perform effectively using the systems and structures of the Naval Service, both in their rating as RP and in the variety of general military tasks outside any rating required to accomplish the mission.

(h) RPs are required to comply with CHC data collection protocols. Where available, they will use the CRP-AT.

(i) RP Chief Petty Officers are expected to train and mentor chaplains in the areas of administration, management, leadership, and Naval heritage in order to help them succeed as division officers and members of the command staff.

(j) RPs will not be addressed by academic titles or include civilian credentials in official signature blocks.

k. Chaplain Assistants. When an RP is not available, the command may appoint another enlisted person to serve as a chaplain assistant. The chaplain assistant is responsible and accountable for all RP functions in paragraph 2j.

1. RMT Personnel

(1) When permanently assigned to a flag or general officer staff, the senior ranking chaplain is special staff officer to the commander under the chief of staff. At all other commands, the permanently assigned senior ranking chaplain is assigned as a special staff officer to the commander under the executive officer.

(2) When a command has a chaplain temporarily attached, the chaplain serves as a special assistant to the commander.

(3) RPs are placed under the chaplain in the command's organizational structure. In circumstances warranting RP placement elsewhere, commanders should consult with the senior supervisory chaplain and most senior ranking RP.

m. Religious Lay Leaders

(1) May be appointed by commanders for specific periods to meet specific religious needs when other sources of support are not available, usually in operational settings, training commands, and isolated locations. They may only provide a specific religious service as identified by the RO authorizing them to do so.

(2) They must be monitored by chaplains in order to ensure good order and discipline in the delivery of the specified religious services. See reference (m) for a complete and authoritative description.

n. Contractors

(1) Under the supervision of chaplains, the CRP may include the services of contractors.

(2) Civilian worship providers may be contracted using approved competitive procedures to meet religious requirements that are beyond the capabilities or capacity of the chaplains in the CRP. They will be used only to augment that CRP's ability to provide faith group-specific ministry within the command. They must be authorized to serve by the RO they represent.

(3) Contractors cannot supervise or oversee CRPs and may only deliver services that are specific, contracted, or otherwise stipulated religious services. Contractors will not advise the command nor facilitate for the needs of people identified with other ROs. Additionally, they may not offer any services associated with the CHC's competency of care.

(4) Civilian worship providers will not use the title of "chaplain" and will report to and be supervised by the command chaplain. When retired military chaplains are used in this capacity, they will function as civilians and will not be addressed as "chaplain."

o. Support Personnel

(1) Support personnel are civilian employees and contractors approved by the commander to support the CRP, or are uniformed Service members, other than chaplains, RPs, and Chaplain Assistants, assigned to the RMT.

(2) Support personnel are not authorized to function as chaplains.

(3) Uniformed support personnel may serve as lay leaders in accordance with this instruction.

(4) Support personnel will comply with reference (m).

p. Volunteers are Service members and civilians approved by the commander to support the CRP on a voluntary basis. Volunteers will comply with reference (m). The delivery of lay ministry must be on behalf of a specific RO and only to those who identify with that RO. Volunteers will report to and be supervised by the command chaplain. Reserve chaplains must be in a duty status in order to participate in a CRP and will not function as volunteers.

3. Religious Ministry Team (RMT) tasks are aligned to the CHC's core competencies: provide, facilitate, care, and advise.

a. Provide. Tasks associated with this competency include, but are not limited to:

(1) Public worship;

(2) Rites, sacraments, ordinances, funerals, memorial services, and other religious events;

(3) Religious education and training;

(4) Religious or spiritual direction;

(5) Religious retreats, faith-based life skills classes, relationship enhancement and marriage training, and fellowship programs; and

(6) Prayers offered by chaplains at command events outside of faith group-specific worship services. These prayers will always be offered consistent with the chaplain's RO. Chaplains advise the commander on the inclusion of religious elements. They are included at the commander's discretion. Chaplains are always free to decline to pray at such events without any adverse consequence from the command or commander.

b. Facilitate. Tasks associated with this competency include, but are not limited to:

(1) Identify religious requirements by conducting a religious needs assessment;

(2) Analyze the results of the assessment and offer the commander necessary information needed to design the CRP;

(3) Publish information about RM opportunities offered in the command, in other commands, and in the local civilian community. The information will identify the RO of the presiding religious provider or lay leader and will be published consistent with local directives regarding the dissemination of information;

(4) Organize, manage, and supervise the lay leader program and administration of volunteers;

(5) Assist personnel in their religious practices and observances;

(6) Assist personnel in identifying and articulating their religious needs;

(7) Identify resources to meet religious needs;

(8) Assist personnel in availing themselves of opportunities for religious expression; and

(9) When authorized, make opportunities available for religious offerings in accordance with reference (i).

c. Care. Tasks associated with this competency include, but are not limited to:

(1) Advise, counsel, encourage, and comfort, authorized users. Cultivate collaborative relationships with other helping agencies and make appropriate referrals for those who cannot be directly assisted by the RMT or who need more specialized care. Conduct follow-up to verify continuity of care for those referred;

(2) Visit workspaces, hospitals, confinement facilities, residences, and other locations;

(3) Deliver training on subjects such as spiritual fitness, marriage and relationship enhancement, moral and ethical concerns, core values, character development, and life skills;

(4) Deliver and support training on matters impacting command personnel including, but not limited to: adjustment to military life, combat and operational stress, deployment related issues, and prevention and response efforts related to suicide, sexual assault, substance abuse, and domestic violence;

(5) Use Chaplain Religious Enrichment Development Operation (CREDO) retreats. Commanders are authorized to fund chaplain-led retreats for Service members and their immediate family members pursuant to reference (f). When mission requirements permit, commanders may provide administrative absence in accordance with reference (n), to Service members participating in CREDO events;

(6) Promote community service programs and similar outreach programs; and

(7) Support Casualty Assistance Calls Officers in carrying out their official duties in accordance with reference (o).

d. Advise. This competency includes extensive and varied advisement to personnel throughout the chain of command and their families. Chaplains respect the dignity of those served, are integrated into the command, and protect the confidentiality, as defined in reference (e), of those they counsel. A thorough and systematic discussion of advisement can

be found in reference (c). This reference should be read in its entirety. In support of advisement, RMTs will use the CRP-AT. Advice may pertain to:

(1) Religion, spirituality, spiritual fitness, religious accommodation, and the resolution of religious, moral and ethical decision making;

(2) Command climate;

(3) Punishment, discipline, and the potential for rehabilitation;

(4) Interaction with civilian religious leaders, religion and culture, community relations, and community service projects;

(5) Humanitarian and civic assistance, disaster response, defense support of civil authorities, and mass casualty events; and

(6) Conscientious objection applications or reassignment or separation for humanitarian and hardship reasons.

4. PNC Standards. In pursuit of excellence in ministry, and recognizing the unique trust placed in chaplains by those to whom they minister, chaplains and RPs will behave in a professional manner to the standards set in this instruction. The professional standards for PNC represent the minimum requirements for professional conduct by chaplains, RPs, and all other parties engaged in any facet of RM within the DON, U.S. Coast Guard, or U.S. Merchant Marine Academy. Implicit within PNC is the charge to be familiar with DON policies, comply with them, and to lead, supervise, and mentor others in them. Each chaplain and RP represents the CHC, the Navy, and the nation.

a. Code of Practice. PNC professional expectations inform others what they can expect from RMTs. While many of these expectations apply to both chaplains and RPs, some are particular only to chaplains or RPs.

(1) As Naval officers, chaplains represent the United States sea services, the Chaplain Corps, and the nation. As religious providers, chaplains represent their ROs.

(2) Chaplains will clearly distinguish between statements made or actions taken as a private individual, on behalf of an RO, or on behalf of the command. They will avoid or correct any conflict of interest or the appearance of conflict of interest.

(3) Chaplains will maintain their professional qualifications and relationships with their ROs to the standards required by the RO, to include continuing education and attendance at professional development events.

(4) Chaplains will notify the chain of command, a senior supervisory chaplain, and endorsing agent if, for any reason, they are not free to perform prescribed duties and ministerial functions, in good conscience.

(5) RMT personnel will execute CRPs to the standards established in the references and this instruction. Any further personal accreditations, certifications, licenses, or other authorities and standards associated thereto may only be applied if there is no conflict with DON policy.

(6) Barring operational commitments, RMTs will participate in professional development training workshops and courses, area-wide and other professional training, and are strongly encouraged to participate in hails and farewells, retirements, promotion ceremonies, and other community building activities.

(7) Occasionally, RMTs can support non-federal entities that assist Marines, Sailors, Coastguardsmen, U.S. Merchant Marine Academy Midshipmen, and their families by offering RM expertise and advice. Before providing support to any non-federal entity, RMTs must obtain approval from the appropriate commander in accordance with the guidelines found in subsection 3-211 of reference (k).

(8) RMTs will coordinate and communicate with other commands when services have been provided to personnel within those commands, within the boundaries of confidential communication as established in reference (e). All RMTs will work in a spirit of cooperation, dedication to service, and professionalism.

(9) Chaplains and RPs will prioritize the delivery of RM above all other duties.

(10) Chaplains will offer faith group-specific RM consistent with the manner and form of their ROs and will always clearly identify their ROs prior to, or when participating in divine services, or when providing RM that is specific to their ROs. RPs will support the delivery of RM to all authorized personnel.

(11) RPs are integral to the delivery of RM. Their role is distinct from that of the chaplains they support. RPs are prohibited from functioning as chaplains. They cannot serve as religious lay leaders or otherwise lead religious services.

(12) Chaplains and RPs will adhere to the DON's policy on confidentiality and privileged communications, reference (e). Chaplains and RPs will explain DON policy on confidential communications to all those seeking advice or counsel before the first counseling session. Privilege is always presumed to exist unless explicitly waived by the authorized user.

(13) Chaplains and RPs will use the full range of their abilities and authorities to care for those they serve, collaborating appropriately with chains of command and other service providers to ensure the effective and efficient delivery of care. Chaplains will seek advice and counsel of other professionals when it is in the best interest of the person served.

(14) Chaplains are non-combatants. They cannot bear arms or seek weapons training in connection with their military duties nor will they seek weapons or warfare qualifications. They cannot serve or give the appearance of serving as intelligence operatives and will abstain from hostile acts. Chaplains are not authorized to qualify for or wear the belts associated with the Marine Corps Martial Arts Program. A Chaplain is authorized to wear insignia that indicates weapon or warfare qualification, if the chaplain earned the insignia during prior military service before joining the chaplaincy. Chaplains may qualify for and wear the insignia designating qualification as Fleet Marine Force Qualified Officer, Basic Parachutist, and Navy or Marine Parachutist.

(15) The CHC insignia worn by chaplains indicates the religion of the RO, not the specific denomination. When an RO first provides a candidate for chaplaincy to the Navy, it will select from the existing insignia or petition for the creation of a new one, in accordance with policy set by the CNP. The decision to coordinate the creation of a new insignia will rest with the CNP. The selection of an existing insignia will be the RO's choice.

b. Standards for Individual Counseling. The following establishes minimum standards for the delivery of such support within the boundaries of good order and discipline.

(1) At all times, chaplains and RPs will be attentive to the vulnerability of those who come for help, and will honor physical, emotional, and religious boundaries, establishing a safe counseling environment.

(2) RMT personnel will respect the confidential communications of those served in accordance with reference (e). Chaplains and RPs will explain DON policy on confidential communications to all those seeking advice or counsel normally prior to commencement of a counseling session.

(3) Chaplains are authorized to advise and counsel only under their authority as chaplains, per references (a) and (c), even if they possess other credentials, certifications, or licenses. Other credentials, certifications, licenses, or other authorities may inform a chaplain's delivery of RM, but the standard for accountability is established in this instruction. If a chaplain determines that a conflict exists between the chaplain's credentials, certifications, licenses or other authorities and the delivery of ministry under this instruction and references, the chaplain will consult with the senior supervisory chaplain and will comply with this instruction and references.

(4) In accordance with reference (c), chaplains will make appropriate referrals for those whose needs are not within the professional competencies of the chaplain, for those who cannot be directly assisted, or those who need specialized support. In the event that a referral or collaborative effort is needed, the counselee must agree to waive confidentiality for the purposes that the counselee identifies. The need for

referral or collaboration, in and of itself, does not necessarily require that confidentiality be waived. When counseling is scheduled in advance, a written release should be used. Use the Waiver of Confidential Communications template provided in reference (e).

(5) When referring someone to other helping agencies, RMTs will attempt to make personal contact and introduction, accomplishing the highest quality coordination of assistance possible. RMTs will follow up with all involved people and helping agencies, as appropriate, in order to ensure the best possible support. RMTs will attempt to accompany those in need to the help they require.

(6) RMT duty represents the CHC's effort to deliver RM to all authorized users, world-wide, and at any time. Chaplains provide RMT duty. All chaplains will be trained in the standard for proper watch-standing in reference (1) as well as in practices particular to the area. Senior ranking chaplains will be trained to supervise RMT duty and will ensure watch-standers are trained to the standards in reference (1). When mission requirements permit, all chaplains, regardless of billet or grade, are expected to participate in RMT duty. Nevertheless, commanders have the absolute authority to require that chaplains assigned or attached to their commands stand appropriate duty that does not jeopardize the chaplain's noncombatant status, confidentiality, conscience, or the manner and form of the chaplain's RO.

(7) All RMT personnel will be annually instructed in and comply with the standards established in this instruction.

ACRONYMS

1. AFCB. Armed Forces Chaplains Board
2. ASN(M&RA). Assistant Secretary of the Navy (Manpower and Reserve Affairs)
3. CHC. Chaplain Corps
4. CMC. Commandant of the Marine Corps
5. CNO. Chief of Naval Operations
6. CNP. Chief of Naval Personnel
7. COI. Communities of Interest
8. CRP. Command Religious Program
9. CRP-AT. Command Religious Program - Analytics Tool
10. EEA. Ecclesiastical Endorsing Agent
11. NCSC. Naval Chaplaincy School and Center
12. NAVPERS. Navy Personnel Command
13. NTTP. Navy Tactics, Techniques, and Procedures
14. PNC. Professional Naval Chaplaincy
15. PNCEB. Professional Naval Chaplaincy Executive Board
16. RM. Religious Ministry
17. RMT. Religious Ministry Team
18. RO. Religious Organization
19. RP. Religious Program Specialist