



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

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SECNAV INSTRUCTION 5351.1 CHANGE TRANSMITTAL 1

From: Secretary of the Navy

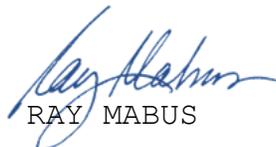
Subj: PROFESSIONAL NAVAL CHAPLAINCY

Encl: (1) Revised Enclosure (1)

1. Purpose. To transmit revised enclosure (1) which provides an update in the membership of the Chief of Chaplains' Professional Naval Chaplaincy Executive Board (PNCEB). This change aligns Marine Corps PNCEB member commands with their Navy counterpart members. Marine Corps Installations Command (MCICOM) was established, and the Marine Corps Combat Development Command chaplain billet was moved, subsequent to the publication of this instruction. MCICOM is the current U.S. Marine Corps corresponding representative to Commander, Naval Installations Command.

2. Action. Remove enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.

3. Records Management. Records created as a result of this change transmittal, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.


RAY MABUS

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SECNAVINST 5351.1
ASN (M&RA)
21 April 2011

SECNAV INSTRUCTION 5351.1

From: Secretary of the Navy

Subj: PROFESSIONAL NAVAL CHAPLAINCY

Ref: (a) SECNAVINST 1730.7D
(b) MCO 1730.6D
(c) OPNAVINST 1730.1D
(d) SECNAVINST 5354.2
(e) OPNAVINST 1120.9
(f) COCINST 1110.1H
(g) DoD Instruction 1304.28 of 11 Jun 2004
(h) 10 U.S.C.
(i) BUPERSINST 1610.10B
(j) NAVPERS 18068-68B
(k) OPNAVINST 5380.1A

Encl: (1) Definitions
(2) Professional Standards for PNC
(3) PNC Professional Expectations
(4) The Chaplain Corps' Guiding Principles

1. Purpose. This instruction establishes both the requirements and the principles for policy associated with Professional Naval Chaplaincy (PNC) as defined in reference (a) and enclosure (1), and as further described by enclosures (2) through (4).

2. Scope. Per references (a) through (c), this instruction applies to the PNC community comprised of Navy chaplains, religious program specialists (RPs), and all civilian employees, contractors, and volunteers engaged in any facet of religious ministry within the Department of the Navy (DON).

3. Definitions. Enclosure (1) contains the definitions of terms used in this instruction.

4. PNC and the Chief of Navy Chaplains (COC). Per reference (a), the COC is the primary spokesperson on PNC.

a. As community leader, the COC has directive authority over the PNC community when speaking to issues related to PNC. The COC formulates policy necessary for the delivery of Chaplain Corps (CHC) capabilities, and through that policy guides the development of the necessary skills required to deliver those capabilities.

b. The COC shall establish and publish a charter for a PNC Executive Board (PNCEB) with membership defined by enclosure (1) to assist the COC in exercising both the COC's advisory function as director of religious ministry and the PNC leadership function as CHC community leader per reference (a).

(1) To assist the COC in exercising the advisory function as director of religious ministry, domain leaders, as defined by enclosure (1), will advise the COC on matters related to the delivery of religious ministry both in their respective domains and throughout the DON and the United States Coast Guard (USCG) so the COC may be better equipped to advise senior leadership throughout the Department of Defense (DoD) and DON. In addition, the COC may render such advice to the domain leaders as necessary based on the COC's interaction with DoD and DON leadership.

(2) To assist the COC in exercising community leadership, the COC will receive PNC related input from the PNCEB and provide direction to its members in order to lead the CHC community, foster esprit de corps, and promote PNC among chaplains, RPs, and other parties participating in PNC.

c. PNC is the foundation upon which the COC provides community-specific input to the Chief of Naval Personnel (CHNAVPERS) for submission to the Secretary of the Navy (SECNAV) for potential inclusion in promotion selection board precepts. It is also the foundation of COC input to screening boards that identify candidates for possible assignment to milestone billets.

5. PNC and the CHC. The CHC is a religiously impartial governmental organization with no inherent theology of its own. It exists to empower individual chaplains and RPs to effectively and efficiently deliver the CHC's four core capabilities as identified in reference (a): caring for all Service members,

facilitating the religious requirements of personnel of all faiths, providing religious organization (RO)-specific ministries, and advising the command. It accomplishes this by providing the following input to the indicated efforts:

a. Recruitment. At the direction of CHNAVPERS, the CHC will support Commander, Navy Recruiting Command efforts in recruiting religious ministry professionals (RMPs) for chaplaincy from a wide variety of sources in furtherance of maintaining a diverse corps made up of the best and most fully qualified chaplains. Consideration is given to religious diversity, particularly where an RMP's RO is not currently represented in the CHC, but is represented by Service members in the DON.

b. Accessions. The priority for the CHC is to access the most fully qualified RMPs. The CHC complies with overall DON diversity policy per reference (d).

c. Chaplain Appointment and Retention Eligibility (CARE) Board. In addition to the endorsement provided by the RMP or chaplain's RO, references (a), (e), and (f) indicate that the COC also provides necessary recommendations to the CHNAVPERS with respect to the RMP or chaplain's service as a Navy chaplain. The mechanism by which these recommendations are developed is the CARE Advisory Group, governed by reference (f), which functions as an administrative board per guidance from the CHNAVPERS and is hereafter referred to as the "CARE Board." The CARE Board reviews professional qualifications and forwards a recommendation regarding an RMP or chaplain's service to the COC who approves or disapproves the recommendation and then forwards it to CHNAVPERS for final determination.

d. Training. Per reference (a), the CHC has the authorization and the requirement to teach PNC. While this is a requirement exclusive to the CHC, it is an intrinsically cooperative effort involving coordination with both the ROs and the educational resources of the Naval Service including Naval Education and Training Command (NETC).

e. Leadership Development. Leadership development is essential for professional growth and for the effective and efficient delivery of the CHC's core capabilities. Chaplains

and RPs are responsible for caring for and developing the leadership qualities of those they supervise and for mentoring the next generation of leaders.

6. PNC and Navy Chaplains

a. Navy Chaplain Competencies. PNC requires Navy chaplains to employ two distinct but overlapping competencies.

(1) RMP Competencies

(a) Per reference (g), ROs listed by the DoD provide RMPs to the Navy understanding, per reference (a), that Navy chaplains are never required to compromise the standards of their RO but are required, per reference (g), to function in a pluralistic environment. Under reference (a) and section 6031 of reference (h), a Navy chaplain is endorsed by the chaplain's RO to provide religious ministry according to the manner and forms of the chaplain's RO. Per reference (a), the Navy chaplain is also required to support the free exercise of religion by all Service members, their families, and other authorized persons.

(b) Per reference (a), Navy chaplains are noncombatants who deliver the CHC's four core capabilities.

(c) In addition to competency in delivering the CHC's four core capabilities, chaplains and RPs possess a wealth of expertise in other subjects. The CHC captures this expertise by means of communities of interest (COIs). In COIs, subject matter experts can develop, share and employ their expertise. From COIs, the CHC and the larger Naval Service can draw advice on specific issues.

(2) Navy Officer Competencies. The Navy expects its chaplains to be competent staff corps officers who understand the systems and structures of the Naval Service.

b. PNC and Assessment of Navy Chaplains

(1) An RO certifies an individual chaplain's skill as an RMP as frequently as it determines to do so or when asked to do so by the DON, and communicates that certification by means of an ecclesiastical endorsement.

(2) Commanding officers assess the performance of individual chaplains as Navy officers by means of the performance evaluation system, per reference (i).

(3) The CHC will assess the individual chaplain's skills relative to PNC by means of screening boards to identify candidates for possible assignment to milestone billets and by means of subspecialty codes for COI affiliation.

7. PNC and Navy RPs

a. The RP's Role. The RP community is an important component of PNC. RPs focus on delivering the CHC's four core capabilities from a programmatic and procedural perspective. They assist in the management and execution of the command religious program (CRP), which accommodates the diverse religious ministry requirements of all Service members, their families, and other authorized persons.

b. The RP's Relationship to Support Personnel. RPs are the primary assistants in the management of other agents, such as lay leaders, volunteers, civilian religious ministry professionals (CRMP) and CRP employees.

c. RP Competencies

(1) Rating Competencies. Per reference (j), RPs exercise the following rating competencies:

(a) Ministry Support and Accommodation. RPs are specially trained to accommodate the religious needs and rights of Naval Service personnel and their families, which includes, but is not limited to, scheduling, coordinating, budgeting, and contracting. As combatants, RPs provide force protection expertise for religious ministry teams in expeditionary environments.

(b) Pastoral Care Support. RPs support the delivery of care through pastoral triage, referrals, professional military counseling, and explaining the types of ministry available.

(c) Advisement. RPs assist in advising leadership on moral and ethical decision-making, cultural awareness, conflict resolution, and cross-cultural communications.

(d) Administration, Finance, and Accounting. RPs balance RO-specific religious requirements, managing 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.

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

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

(3) Senior RP Competencies. RPs in the most senior pay grades 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.

d. PNC and Assessment of Navy RPs

(1) Commanding officers assess individual RPs as Sailors by means of the performance evaluation system, per reference (i).

(2) The RP community will assess individual RP's PNC skills by means of screening boards in order to identify potential candidates for key billets.

8. PNC and Other Parties

a. CRMPs. CRMPs are not chaplains, but they do come under the auspices of PNC. CRMPs are ordinarily authorized only to provide RO-specific religious ministry as part of a team led by the command chaplain who is answerable to the commanding officer.

b. Civilian CRP Support Personnel. Civilian CRP support personnel include clerical staff, musicians, educators, and others engaged to help execute the CRP or the mission and work of the CHC. Civilian CRP support personnel are part of a team led by the command chaplain who is answerable to the commanding officer.

c. Volunteers. Volunteers are indispensable to the CRP. Whether as formal lay-leaders or as chapel volunteers, those who donate their time and energy to the CRP are a crucial part of PNC's effort to accommodate religious needs. Chaplains and RPs have a responsibility to manage the labor of volunteers consistent with reference (k).

9. Action

a. The Chief of Naval Operations shall ensure compliance throughout the Navy with the policies set forth in this instruction and shall initiate action with the Commandant of the Coast Guard and the Administrator of the Maritime Administration to ensure compliance with this instruction when Navy chaplains provide or supervise religious ministry in those agencies.

b. The Commandant of the United States Marine Corps shall ensure compliance throughout the Marine Corps with the policies set forth in this instruction.

c. The COC shall ensure all chaplains and RPs as well as all civilian employees, contractors, and volunteers engaged in any facet of religious ministry within the DON or USCG are trained in and held accountable to the principles and requirements established by this instruction.

SECNAVINST 5351.1
21 April 2011

10. Records Management. Records created as a result of this instruction, regardless of media or format, shall be managed per SECNAV Manual 5210.1 of November 2007.



JUAN M. GARCIA III
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution:

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DEFINITIONS

1. Professional Naval Chaplaincy (PNC). PNC, as defined in reference (a), is the field of endeavor in which Navy chaplains deliver to the Naval Service and authorized recipients religious ministry characterized by cooperation, tolerance, mutual respect, and respect for diversity. It is further characterized by an understanding of both the pluralistic nature of the environment and the processes and structures of the organizations and institutions served. PNC includes the full range of responsibilities inherent in positions of leadership and authority in the Navy, as well as the standards and codes of behavior established for chaplains by the DON and those found in civilian religious professional life. Implicit in PNC is the expectation that chaplains will not compromise the standards of their RO.

2. Domain Leaders. Because chaplains and RPs serve the Navy, the USMC, and the USCG, the CHC has adopted the word "domain" to refer to the large organizational subdivisions in which chaplains and RPs serve. The senior leader in each subdivision is referred to as the domain leader. These domain leaders include the: United States Fleet Forces Command (USFLTFORCOM) chaplain; United States Pacific Fleet (USPACFLT) chaplain; Commander, Navy Installations Command (CNIC) chaplain; United States Marine Corps Forces Command (MARFORCOM) chaplain; United States Marine Corps Forces Pacific (MARFORPAC) chaplain; United States Marine Corps Installations Command (MCICOM) chaplain; Navy Reserve Force (NAVRESFOR) chaplain; United States Marine Corps Forces Reserve (MARFORRES) chaplain; chaplain of the USCG; and Navy Medicine chaplain.

3. PNC Executive Board (PNCEB). The PNCEB assists the COC in exercising both the COC's advisory function as director of religious ministry and the PNC leadership function as CHC community leader under reference (a). Its membership, which may be expanded by the COC based on future requirements, consists of the COC, deputy COC, deputy COC for reserve matters, USFLTFORCOM chaplain, USPACFLT chaplain, NAVRESFOR chaplain, CNIC chaplain, deputy chaplain of the Marine Corps, MARFORCOM chaplain, MARFORPAC chaplain, MARFORRES chaplain, MCICOM chaplain, chaplain of the USCG, Navy Medicine chaplain, commanding officer of the Naval Chaplaincy School and Center, CHC distribution and placement chaplain (PERS 4414), COC's command master chief or

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senior enlisted leader, COC's executive assistant and the COC's division directors. Other parties may be invited to attend whenever their input is required by the agenda.

PROFESSIONAL STANDARDS FOR PNC

The professional standards for PNC are based on the definition of PNC and establish the minimum requirement for professional conduct by chaplains, RPs, and all other parties engaged in any facet of religious ministry within the DON.

1. Cooperation. All persons operating under the auspices of PNC will work together cooperatively. Chaplains and RPs especially will work with other chaplains, RPs, helping professionals, and command representatives to meet the faith and non-faith-group needs of all Service members, their families, and other authorized persons.

2. Tolerance. The DON and USCG are equally accommodating of all religions and expressive of none in particular. It is the policy of the CHC to be equally tolerant of every Service member, family member, and other authorized persons irrespective of that individual's religious beliefs or unbelief.

3. Mutual Respect. All persons operating under the auspices of PNC will recognize the practitioners of other faiths as equals under the law. It is the policy of the CHC to train each of its chaplains and RPs to respectfully accommodate all Service members, their families, and other authorized persons.

4. Respect for Diversity. Participants in PNC are entrusted with the duty of creating a climate where every individual's contribution is valued, and with fostering an environment that respects the individual's worth as a human being per the DON diversity policy at reference (d).

5. Understanding of the Pluralistic Nature of the Environment. Members of the DoD community represent a plurality of backgrounds and beliefs. PNC recognizes and values the pluralism inherent in the DoD community and seeks to accommodate the religious beliefs of all to the fullest possible extent. Because the chaplain's direct provision of religious ministry is according to the manner and form of the chaplain's RO, chaplains are free to participate or not participate in divine services and or RO-specific ministries with persons from other ROs. When praying in public and outside of divine services, Navy chaplains are free to pray according to policy set forth in reference (a).

While it may be permissible for persons to share their religious faith, outside divine or religious services, persons under the cognizance of PNC shall ask permission of those with whom they wish to share their faith and respect the wishes of those they ask. Respecting the religious values of others, persons under the cognizance of PNC shall not proselytize those who request not to be proselytized as such action raises legal concerns and is counterproductive to service in a pluralistic environment. Failure to respect such a request may result in disciplinary action.

6. Understanding the Processes and Structures of the Organizations and Institutions Served. All persons operating under the cognizance of PNC function within a military institution separate from the religious institutions of the ROs whose members are represented in the military services. PNC seeks to accommodate the religious requirements of those members within the limits of military readiness, unit cohesion, health, safety, discipline, and mission accomplishment. Chaplains and RPs ensure this accommodation while simultaneously delivering quality care and expert advisement. Chaplains and RPs must have a thorough knowledge of command structures and institutional systems, policies, and processes. Chaplains must balance the requirements of the Naval Service, the CHC, and the ROs that endorse them.

7. Responsibilities Inherent in Positions of Leadership and Authority in the Navy. Chaplains and RPs are responsible for executing the commander's CRP and any other appropriate tasks duly assigned by competent authority. They direct and hold others accountable in the effective and efficient execution of the CRP and other related tasks. They develop the leadership qualities of those they supervise, and mentor the next generation of leaders. They are accountable for their performance as leaders.

8. The Standards and Codes of Behavior Established by the DON. All persons serving under the auspices of PNC abide by DON regulations and expectations governing professional and personal conduct. Such conduct includes, but is not limited to: adhering to physical readiness requirements; abiding by policies governing fraternization, non-combatancy and confidentiality; maintaining professional boundaries; abiding by DON policies

regarding alcohol use and substance abuse; and ensuring responsible financial management. The CHC fosters a climate of compliance through training, mentoring, and supervision.

9. The Standards and Codes of Behavior Found in Civilian Religious Professional Life. The CHC encourages individual chaplains to grow in their respective faiths. It does this by supporting them in attending RO conferences, by promoting continuing education, by encouraging the development of professional skills and by encouraging communication between the chaplain and the chaplain's RO.

PNC PROFESSIONAL EXPECTATIONS

PNC professional expectations are based on values that foster professional accountability and inform others what they can expect from chaplains and RPs. While many of these expectations apply to both chaplains and RPs, some are particular only to chaplains or RPs.

1. Religious Ministry. Chaplains will provide religious ministry according to the manner and form of their RO and will always clearly identify their RO when participating in divine services or when providing religious ministry that is specific to their RO. RPs will support the provision of religious ministry to all authorized personnel.
2. Ethical Behavior. Chaplains and RPs will cultivate habits conducive to personal, emotional, spiritual, and relational well-being. They will adhere to the code of conduct, Navy core values, the Sailor's Creed, the Navy Ethos, the professional standards for PNC, and for chaplains, the CHC's Guiding Principles. They will conduct themselves on and off duty in a way that reflects positively on their position and community. They will maintain a professional workplace and professional relationships, using their rank, position, and authority for the good of others and not for personal gain. They will maintain professional boundaries.
3. Community Participation. Chaplains and RPs will fully participate in the CHC and RP community, abide by the expectations of CHC leadership, and support the work of the CHC and RP rating.
4. Navy Professional Development. Chaplains and RPs will seek opportunities for Navy officer or enlisted professional development. They will seek occasion to develop chaplain or RP competencies. They will mentor others and seek mentors for themselves.
5. Religious Ministry Professional (RMP) Development. Chaplains will seek opportunities for professional development as RMPs, maintain responsible association with the RO that endorses them, and abide by the professional standards and expectations set by their RO.

6. Non-Combatancy. Chaplains are non-combatants. They will not bear arms or seek weapons training in connection with their military duties nor will they seek weapons or warfare qualifications. They will not serve or give the appearance of serving as an intelligence operative and will abstain from hostile acts.

7. Bearing Arms. RPs will bear arms in connection with their military duties when appropriate and will seek official weapons training and qualifications, including warfare qualifications when available.

8. Respect. When sharing their own religious convictions, chaplains and RPs will fully honor and support the right of others to maintain and to determine their own religious convictions. Chaplains and RPs will not attempt to convert other individuals to their own faith without explicit permission from those individuals.

9. Confidentiality. Chaplains and RPs will adhere to the Navy's policy on confidentiality and will not betray the trust that is placed in them.

10. Collaborative Care. Chaplains and RPs will use the full range of their abilities and authority to care for those they serve, collaborating appropriately with the chain of command and other care-related service providers to ensure maximum delivery of care. They will not exceed their competence when providing care but will make appropriate referrals as required. Chaplains will make every reasonable effort to arrange for the provision of care by another chaplain, RMP, or care-related service provider when the tenets of their RO preclude them from providing direct care to an individual.

THE CHAPLAIN CORPS' GUIDING PRINCIPLES

The CHC's Guiding Principles identify the distinguishing character, culture, and beliefs of the CHC. These principles communicate the values that hold the CHC together as an institution and serve as a point of reference for chaplains throughout their careers.

Navy Chaplains - Called To Serve

We are religious leaders and naval officers.
We are faithful to our calling as chaplains and strive
to grow in our faith.

We have taken an oath to support and defend the
Constitution of the United States, and will faithfully
discharge our duties.

We respect the dignity of those we serve.
We seek to understand cultural and religious values
that differ from our own.
We believe the right to exercise our faith is best
protected when we protect the rights of all to worship
or not worship as they choose.

We work together to meet religious needs.
We are called to serve our people, the Naval Service
and each other.

We hold sacred the trust placed in us.

We Are Navy Chaplains