



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1730.1D
N097
06 May 2003

OPNAV INSTRUCTION 1730.1D

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees
not having Navy personnel attached)

Subj: RELIGIOUS MINISTRY IN THE NAVY

Ref: (a) SECNAVINST 1730.7B
(b) DoD Directive 1304.19 of 18 Sep 93
(c) NAVPERS 18068F
(d) U.S. Navy Regulations, 1990
(e) Title 10, United States Code
(f) MILPERSMAN
(g) SECNAVINST 7010.6A
(h) SECNAVINST 1730.8A
(i) DoD Instruction 1325.7 of 17 Jul 01 (NOTAL)
(j) SECNAVINST 1640.9B
(k) JOINT PUBLICATION 1-05
(l) SECNAVINST 1730.3G
(m) Manual for Courts-Martial, United States 1984,
Military Rule of Evidence 503
(n) SECNAVINST 4651.8L
(o) DoD 5500.7-R of Aug 93 (NOTAL)
(p) OPNAVINST 4001.1D

Encl: (1) Religious Ministry Report Format

1. Purpose. To implement reference (a) by providing for the free exercise of religion for all naval service members, their families, and all other authorized personnel; establish policy and assign responsibility for providing religious ministry within the Navy. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1730.1C.

3. Applicability. This instruction applies to all members of the Navy.

4. Definitions

a. Religious Ministry. Religious Ministry is the entire spectrum of professional duties performed by Navy chaplains and

Religious Program Specialists to provide for or facilitate the free exercise of religion and accommodates the religious practices of military personnel, their families, and other authorized personnel.

b. Religious Ministry Team (RMT). A RMT consists of at least one chaplain and one Religious Program Specialist. Other members may include additional chaplains and Religious Program Specialists, lay leaders, civilian clergy, contract personnel, civilian staff, and other assigned military personnel.

c. Command Religious Program (CRP). A CRP is the command's total collection of religious ministry and activities planned and executed within a command by the RMT under the professional supervision of a cognizant chaplain. The CRP requires the annual approval and logistical support of the commander/commanding officer, whose authorization ensures that religious ministry tasks are adequately budgeted and implemented.

d. Chaplain. A Navy chaplain is a commissioned officer who is endorsed as a religious ministry professional by an organization that has completed all administrative requirements of the Department of Defense for certifying chaplains for military service. A chaplain provides for the free exercise of religion for all military members of the Department of the Navy (DON), their families, and other authorized personnel in accordance with reference (b), and serves in a noncombatant capacity as outlined in governmentally-approved international conventions.

e. Religious Program Specialist (RP). An RP is a member of the Navy enlisted rating defined in Chapter IV of reference (c), who supports chaplains in providing religious ministry and implementing CRPs as described in this instruction. RPs are combatants.

f. Lay Leader. A lay leader is an authorized, trained, and command-appointed individual who facilitates, within the framework of the CRP, the free exercise of religion by providing a service consistent with his or her lay status.

g. Divine Services. Divine Service is a traditional term used in Article 0817 of reference (d) to refer to public worship and faith-based services conducted afloat, in the field, or on military bases and installations by a military chaplain.

h. Religious Offering Fund (ROF). A ROF is a non-appropriated fund established by the commanding officer to provide a means by which voluntary contributions, as acts of religious devotion, are accounted for, safeguarded and disbursed.

i. Area Religious Ministry Coordination Team (ARMCT). The ARMCT is an administrative structure designed to ensure the delivery of religious ministry across command boundaries in a geographic area in which religious ministry requirements exceed the capability of any RMT.

j. Cooperative Ministry. Cooperative Ministry is a coordinated effort among RMTs to assist commanders in meeting the broad range of religious ministry requirements and needs within geographic areas and across command boundaries.

k. Chief of Chaplains. The President appoints the Chief of Chaplains to perform such duties as directed by the Secretary of the Navy and Federal statute in accordance with sections 5031 and 5142 of reference (e). The Chief of Chaplains is the Director of Religious Ministry for the Department of the Navy, and the principal advisor to the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard on religious ministry requirements and matters concerning both Chaplain Corps officers and Religious Program Specialists. As head of the Chaplain Corps, the Chief of Chaplains is the spokesperson to the military and to civilian religious communities regarding professional ministry matters.

l. Deputy Chief of Chaplains. The Deputy Chief of Chaplains is Deputy Director of Religious Ministry in the Department of the Navy and Chaplain of the Marine Corps in accordance with reference (a).

m. Deputy Chief of Chaplains for Reserve Matters. The Deputy Chief of Chaplains for Reserve Matters advises and assists the Chief of Chaplains and the Chaplain of the Marine Corps in directing, administering, and leading the reserve components of the chaplain and Religious Program Specialist communities. This includes primary responsibility in advising on administration, supervision, training, and mobilization of chaplains and Religious Program Specialists in the Naval Reserve.

n. Senior Enlisted Advisor (SEA). The Senior Enlisted Advisor is the principal advisor to the Chief of Chaplains on all matters pertaining to the RP rating.

5. Policy

a. General Requirements:

(1) Commanders/commanding officers, hereafter referred

to as commanders, shall provide for the free exercise of religion by implementing the policy and procedures set forth in this instruction.

(2) Religious ministry manpower requirements shall be directed by the Chief of Naval Operations (N097).

(3) The RMT shall consist of at least one chaplain and one RP.

(4) Commanders shall ensure the chaplain's direct access to the commander as provided in Article 1151 of reference (d). Commanders shall:

(a) Assign the command chaplain as a principal staff officer directly under the chief of staff or chief staff officer, or as a department head directly under the executive officer, and shall maintain the chaplain's direct access to the commander.

(b) Assign the chaplain as a director or principal staff officer to the commander in naval medical centers and as a director, department head or principal staff officer to the commander in naval hospitals.

(5) The chaplain shall serve as the principal advisor to the commander on all matters related to religious ministry and shall advise on ethical and moral matters and issues pertaining to the command.

(6) The CRP shall be funded and managed as an integral and essential element in command planning, programming, and budgeting activities.

(7) In accordance with Article 1063 of reference (d), chaplains are noncombatants, shall not bear arms, and shall not participate in combatant activities that compromise noncombatant status.

(8) RPs, as combatants, will provide physical security for chaplains as situations require. Specific duties will include but not be limited to: rigging and unrigging for Divine Services and other CRP events; recruiting, training, and supervising CRP volunteers; publicizing CRP programs and events; organizing, coordinating, and supporting religious education programs; serving as a bookkeeper and custodian of an ROF; providing library multi-media resource center services onboard ships; managing CRP program elements and logistical support; assisting in determining religious ministry facility requirements afloat and ashore. Additional duties assigned to RPs shall not prevent RPs from supporting CRP activities.

(9) In accordance with Article 1010 of reference (d), chaplains shall be designated and addressed in official communications by title of his or her grade and name. In oral official communications, officers of the Chaplain Corps may be addressed as "Chaplain." In other forms of communication, chaplains may be addressed by common religious titles or forms of address normally and traditionally used within particular faith groups or religious organization (e.g., Father, Imam, Pastor, Rabbi, Reverend).

b. Religious Ministry Tasks. Each command or unit shall have an assigned or appointed RMT to provide the religious ministry tasks described herein. For commands and units which do not have a chaplain and RP permanently attached, a host command or the Immediate Superior In Command (ISIC) shall appoint in writing an RMT to provide religious ministry in accordance with these tasks. All tasks performed will be subject to the approval of the respective commander and in accordance with all applicable instructions. Religious ministry tasks are:

(1) Command Advisory Task. Assess the command and advise the commander and other members of the command on:

(a) Religious ministry issues related to religious expression and religious ministry requirements to include personal and family spiritual readiness, religious discrimination, and cooperative ministry (internal to the command).

(b) Core values, moral, ethical and related issues.

(c) Improvements to quality of service to include issues related to quality of life, quality of work life, human values, unit enhancement, retention, personnel, and family issues.

(d) Command, personnel, and family morale issues.

(e) Cultural and religious issues (both internal and external to the command) related to unit operations.

(2) Religious Ministry and Accommodation Task:

(a) Assess, identify, and research command religious ministry requirements.

(b) Plan, schedule, prepare, conduct, and monitor worship services to include weekly, special, seasonal, and appointed occasions.

(c) Develop programs to facilitate individual and group religious expression and accommodation.

(d) Participate in cooperative ministry with all RMTs to provide for the religious needs of all authorized personnel in a defined geographical area.

(e) Plan, schedule, prepare, and conduct other religious ministry, to include funerals, memorial services, burials, sacramental acts, ordinances, rites, dedications, ceremonies, weddings, rituals, and other spiritual acts.

(f) Develop, plan, train, coordinate and implement the Lay Leader program in accordance with Section 1730-010 of reference (f).

(g) Plan, coordinate, train, implement and maintain the ROF where authorized by reference (g).

(h) Plan and provide support to chapel fellowship programs.

(i) Identify, assess, and liaise with civilian religious and community organizations to enhance religious life within the military community by identifying a broad range of religious opportunities.

(j) Provide religious ministry to prisoners of war (POWs) and other authorized personnel.

(3) Outreach Task:

(a) Develop, plan, and coordinate programs to facilitate participation in religious ministries.

(b) Provide and promote personal and spiritual growth programs to include retreats.

(c) Identify and coordinate opportunities within the civilian community for the expression of religious and humanitarian charity by members of the military.

(d) Prepare and publish outreach-oriented religious communications for the benefit of military members.

(e) Participate in cooperative ministry with all RMTs to provide outreach in a defined geographical area.

(4) Pastoral Care Task:

- (a) Provide pastoral care and counseling.
- (b) Provide pastoral visitation to workspaces, hospitals, confinement facilities and residences.
- (c) Provide pastoral crisis intervention.
- (d) Provide proactive crisis prevention to individuals, families, and small groups.
- (e) Provide spiritual direction, enhancement and mentoring.
- (f) Provide pastoral support for official ceremonies.
- (g) Advise, evaluate, document, and make recommendations for conscientious objection applications, or reassignment/separation for humanitarian and hardship reasons in accordance with reference (f).
- (h) Participate in cooperative ministry with all RMTs to provide pastoral care for all authorized personnel in a defined geographical area.
- (i) Provide pastoral care to POWs and other authorized personnel.

(5) Training and Education Task:

- (a) Provide appropriate command-wide education and training opportunities from a religious perspective on ethics, cross-cultural issues, relational and life skills, personal and spiritual well-being, crisis and suicide prevention, domestic violence, values training, character development, and other moral issues.
- (b) Provide religious, group-oriented education and training, and scripture studies.

(6) Supervisory and Management Task:

- (a) Identify, coordinate, and monitor Naval Reserve requirements.
- (b) Prepare, plan, program, and execute budgets.
- (c) Provide supervision and monitor performance of all assigned personnel and volunteers.

(d) Plan and provide for the professional development of all RMT personnel.

(e) Provide administrative support.

(f) Establish contract specifications and monitor performance in coordination with Navy contracting officers for provision of religious support as needed.

(g) Plan the use, maintenance, and enhancement of religious ministry equipment and facilities.

c. Area Religious Ministry Coordination Team (ARMCT). Regional Commanders may establish, support, and enable ARMCTS in geographic areas and across command boundaries to enhance the use of resources to more effectively meet religious needs. Regional Chaplains shall coordinate ARMCTS where established. ARMCTS shall include all RMTs assigned to U.S. Navy commands in the geographic area. The ARMCT shall:

(1) Promote cooperative ministry by developing strategies and programs in order to assist commanders in identifying religious ministry requirements and resources in a geographic area.

(2) Encourage resource sharing to meet the religious ministry needs of Sailors, family members and all other authorized personnel.

(3) Respect faith group distinctions when assessing, developing and recommending plans to meet identified needs.

d. Religious Accommodation. The conduct of Divine Services and the accommodation of religious practices shall be in accordance with Article 0817 of reference (d); Section 1731-020 of reference (f); and references (h), (i), and (j).

e. Religious Ministry Requirements. Commanders shall:

(1) Provide the Command Religious Program and use all proper means to develop and strengthen the spiritual well-being and operational readiness of command personnel by providing for the religious ministry requirements of service members, their families, and other authorized personnel.

(2) Ensure that the RMT is provided logistical support for implementing the CRP in accordance with Article 0820 of reference (d).

(3) Supplement religious ministry resources during joint, combined, and or multinational exercises or operations, in accordance with reference (k). The policies and restrictions of this instruction will remain in effect.

(4) Authorize resource sharing between RMTs as necessary to include participating in a Regional ARMCT where established.

(5) Employ civilian clergy and appoint lay leaders to meet religious ministry requirements for particular faith groups when those needs cannot be provided by available Chaplain Corps officers or other military chaplains in accordance with reference (l) and Section 1730-010 of reference (f).

(6) Ensure the protection of privileged and confidential communications as provided for in reference (m).

(7) Establish and maintain all ROFs in accordance with reference (g).

(8) Ensure chaplains, RPs, and religious lay leaders maintain the professional credentials, certifications, training, and military qualifications required to perform their religious ministry-related military duties.

(9) Ensure RMT personnel attend professional training (e.g., leadership courses, professional ministry seminars, Chief of Chaplains' annual Professional Development Training Courses and Workshops) to fulfill military requirements and maintain professional and ministerial credentials as authorized in reference (n). Appropriated funds are authorized to support such training.

(10) Ensure that RMTs participate in area-wide training.

(11) Assign chaplains to perform duties related to religious ministry in accordance with Article 1063 of reference (d). Chaplains shall not be assigned duties that violate noncombatant status or the religious practices of the chaplain's religious organization, undermine privileged communication, as defined in reference (m), or involve the management of funds other than the ROF. Chaplains shall not be assigned to serve as a member of a court-martial or on a Family Advocacy Program Case Review Committee; coordinate or advocate in the Sexual Assault Victim Intervention program; act as treasurer, director, or solicitor of non-ROF funds; stand watches other than those of Duty Chaplain; or participate in any activity directly prohibited by approved international conventions defining the status of non-combatant.

(12) Ensure that chaplains comply with restrictions regarding outside employment and honoraria contained in reference (o). Chaplains shall obtain advice from the cognizant staff judge advocate and receive permission of the commander prior to engaging in any outside employment and accepting honoraria or gifts including gifts of travel in accordance with references (o) and (p).

(13) Issue implementing instructions regarding the storage and custody of sacramental wine in accordance with Article 1162 of reference (d).

(14) Provide and maintain equipment, furnishings and facilities essential to religious ministries.

6. Organizational Structure and Responsibilities. The basic organizational structure and appropriate duties for the following offices are:

a. Chief of Chaplains. In accordance with reference (a), the Chief of Chaplains, as the Director of Religious Ministry for the Department of the Navy, shall:

(1) Advise the Secretary of the Navy, the Chief of Naval Operations, the Commandant of the Marine Corps and the Commandant of the Coast Guard on all matters pertaining to the free exercise of religion.

(2) Direct Chaplain Corps officers, RPs, and auxiliary and contract clergy in accordance with reference (1), in accordance with Section 1730-010 of reference (f), and all other designated persons in the conduct of religious ministry within the Department of the Navy.

(3) Serve as the program manager for Religious Ministry within the Navy and advise the Chief of Naval Operations on all religious ministry requirements.

(4) Serve as program sponsor for the professional development, education and training of Chaplain Corps officers and RPs.

(5) With respect to all duties pertaining to the procurement, distribution and support of personnel of the Chaplain Corps, report to and be supported by the Chief of Naval Personnel in accordance with Section 5142 of reference (e), and shall coordinate personnel issues with Navy Recruiting Command and Commander, Naval Reserve.

b. Deputy Chief of Chaplains. As Deputy Director for Religious Ministry in the Department of the Navy and Chaplain of the Marine Corps, in accordance with reference (a), the Deputy Chief of Chaplains shall:

(1) Serve as the principal assistant to the Chief of Chaplains.

(2) As the Chaplain of the Marine Corps, supervise religious ministry in the Marine Corps.

(3) When delegated by the Chief of Chaplains, fulfill requirements as principal spiritual, moral and ethical advisor to the Commandant of the Marine Corps.

c. Deputy Chief of Chaplains for Reserve Matters. The Deputy Chief of Chaplains for Reserve Matters advises and assists the Chief of Chaplains and the Chaplain of the Marine Corps in all areas related to Naval Reserve chaplains and Religious Program Specialists. The Deputy Chief of Chaplains for Reserve Matters serves in an additional duty capacity as the Force Religious Programs Officer for the Commander, Naval Reserve Force and as the Director of Religious Ministries for the Commander, Marine Forces Reserve.

d. Senior Enlisted Advisor (SEA). The SEA, as the primary enlisted advisor to the Chief of Chaplains, advises on all matters pertaining to the manning, utilization, training, professional development, welfare and morale of the RP community.

e. Senior Supervisory Chaplain. A Senior Supervisory Chaplain is the senior chaplain assigned to a fleet, force, type, bureau, or equivalent commander and shall:

(1) Advise the commander on all matters relating to religious ministry. Advise the commander on manpower, personnel, professional development and religious facility requirements in the area of responsibility.

(2) Direct the commander's Command Religious Program.

(3) Establish the support and coordination for the delivery of religious ministry, coordinating with the appropriate Regional Chaplain for specific geographic areas.

(4) Sponsor and arrange for periodic RMT training opportunities. Advise the commander on essential task skills and capabilities and plan for education and training as appropriate.

f. Regional Chaplain. A Regional Chaplain is the senior chaplain assigned to a Navy Regional Commander or equivalent, and shall:

(1) Advise the regional commander on all matters relating to religious ministry within the region and advise the appropriate senior supervisory chaplain on manpower, personnel, professional development and religious facility requirements.

(2) Direct the Regional Commander's CRP.

(3) Encourage resource sharing between RMT's within the region's geographic area, and coordinate the delivery of religious ministry support within that area. Coordinate ARMCTs where established by the Regional commander.

(4) Sponsor and arrange for periodic area-wide RMT training opportunities.

g. Supervisory Chaplain. A Supervisory Chaplain serves as senior chaplain and department head/principal staff officer/special assistant at a staff or unit level and shall:

(1) Advise the commander on all aspects of the Command Religious Program and advise the appropriate Senior Supervisory Chaplain/Regional Chaplain on manpower, personnel, professional development, and religious facility requirements.

(2) Provide Religious Ministry Tasks in accordance with this instruction.

(3) Direct and administer the CRP.

(4) As needed, coordinate resource sharing with other RMTs through the Senior Supervisory Chaplain/Regional Chaplain.

h. Chaplain. All Chaplains at the unit level shall:

(1) Advise the commander on religious matters within the command and advise the appropriate Supervisory Chaplain on manpower, personnel, professional development, and religious facility requirements.

(2) Administer the CRP.

(3) Provide Religious Ministry Tasks in accordance with this instruction.

(4) As needed, coordinate resource sharing with other RMTs through the Supervisory Chaplain.

7. Action. Commanders shall submit periodic religious ministry reports via the chain of command to Chief of Naval Operations (N097) in accordance with enclosure (1). N097 shall issue guidance regarding reporting procedures and requirements.

8. Report. The reporting requirement contained in enclosure (1) is symbol OPNAV 1730-1 per SECNAVINST 5214.2B.

V. E. CLARK
Admiral, U.S. Navy

Distribution:
SNDL Parts 1 and 2

Religious Ministry Report Format

Instructions: N097 will issue guidance regarding report periodicity and specific religious ministry function requirements. List only one religious ministry milestone per task.

Reporting Period_____

Command/Unit (include address):_____

Command Chaplain:_____

Senior Religious Program Specialist:_____

Days deployed:_____

Days on exercises:_____

A. CRP Activities:

1. **Command Advisory Task:**

2. **Religious Ministry and Accommodation Task:**

3. **Outreach Task:**

4. **Pastoral Care Task:**

5. **Training and Education Task:**

6. Supervisory and Management Task:

B. Religious Offering Fund (if applicable, include Administrator/Custodian names and total amount of disbursements to benevolence, and any ROF discrepancies noted during audits, with corrective action):

Signature of Commander/Commanding Officer

Date