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

SECNAVINST 1730.7D
N097
August 8, 2008

SECNAV INSTRUCTION 1730.7D

From: Secretary of the Navy

Subj: RELIGIOUS MINISTRY WITHIN THE DEPARTMENT OF THE NAVY

Ref: (a) Title 10, United States Code
(b) U.S. Navy Regulations, 1990
(c) DoD Instruction 5120.08 of 20 Aug 07
(d) DoD Instruction 1304.28 of 11 Jun 04
(e) SECNAVINST 1730.9
(f) DoD Directive 1304.19 of 11 Jun 04

Encl: (1) Definitions

1. Purpose. As advocates of spiritual, moral, and ethical maturity and resiliency, Navy Chaplains are essential to the Department of the Navy's (DON's) effort to assist Service members, their families, and other authorized personnel in coping with military life. This instruction implements policy and procedures for religious ministry in the DON. This instruction has been administratively revised and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1730.7B. SECNAVINST 1730.7C was rescinded by direction of the Secretary of the Navy in ALNAV 081/06.

3. Scope. This instruction applies throughout the DON, including the Coast Guard when operating as a Service in the Navy under Title 14, U.S. Code, Section 3.

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

5. Organization and Roles

a. The Chief of Chaplains of the Navy (N097) is appointed in accordance with Section 5142 of reference (a) and serves in the grade of rear admiral (upper half) as principal advisor, community leader, and advocate on matters concerning religious accommodation and the delivery of religious ministry per Article

1009 of reference (b). As Director of Religious Ministry for the DON, the Chief of Chaplains:

(1) Advises the Secretary of the Navy on all matters pertaining to religion within the Naval Services, in particular religious rights, the free exercise of religion and protection from establishment of religion. Serves as primary spokesperson on Professional Naval Chaplaincy (PNC). The Chief of Chaplains shall provide regular and frequent advice on:

(a) Religious, spiritual, ethical, and moral implications of all DON policies and actions.

(b) Religious Organization (RO) policies and positions affecting the DON.

(c) All matters pertaining to the organization and utilization of the Chaplain Corps (CHC) as a staff corps of the Navy.

(d) All matters pertaining to the organization and utilization of Religious Program Specialists (RPs).

(e) Formulation and oversight of policy pertaining to religious program personnel (to include Contract Religious Ministry Professionals (CRMPs)), facilities, funds, and the implementation of religious ministry plans and programs.

(2) Advises the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC) and the Commandant of the Coast Guard (CCG) on all matters pertaining to religion within the Navy, United States Marine Corps (USMC), and United States Coast Guard (USCG).

(3) Serves as community leader for the CHC and RPs, and otherwise assists the CNO, CMC, and CCG. To facilitate community leadership, all echelon 2 chaplains and RPs shall be assigned additional duty on the CNO Chief of Chaplains of the Navy (N097) staff. As community leader, the Chief of Chaplains:

(a) Directs religious ministry within the Navy, USMC, USCG, and other authorized governmental agencies receiving religious ministry from Navy assets.

(b) Takes primary responsibility for DON strategic planning with regard to religious ministry.

(c) Establishes and/or approves policy for religious ministry, Command Religious Programs (CRPs), the Chaplains Religious Enrichment Development Operation (CREDO), the Religious Offering Fund (ROF) system, and any other policies or programs which utilize Religious Ministry Team (RMT) personnel.

(d) Provides technical advice for the acquisition, operation, contracting, and maintenance of religious ministry support facilities, collateral equipment, and other logistical support both ashore and afloat.

(e) Formulates and/or approves policy applying Section 1789 of reference (a) to support the families of Service members.

(f) Reports to and is supported by the Chief of Naval Personnel with respect to all duties pertaining to the procurement, distribution, and support of CHC officers and RPs.

(g) Formulates and interprets policy on religious ministry pertaining to standards of conduct and performance of religious ministry, to include recommendations for disciplinary action when appropriate.

(h) Is responsible for the professional development, education, and training of CHC officers and RPs.

(i) Establishes policy regarding CHC insignias.

(4) Serves on the Armed Forces Chaplains Board (AFCB) per reference (c). As a member of the AFCB, the Chief of Chaplains represents the Secretary of the Navy to:

(a) The Department of Defense (DoD).

(b) The Chiefs of Chaplains/Chaplain Services of other DoD components.

(c) The endorsing agents of the nation's ROs.

b. The Deputy Chief of Chaplains is an officer selected by a board to the billet, from officers of the CHC, who serves in the grade of rear admiral (lower half) and performs such duties as are prescribed by the Chief of Chaplains and by Navy policy. The Deputy Chief of Chaplains:

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

(2) Serves as Chaplain of the Marine Corps, advising the CMC on religious ministry matters in reference to support, personnel, plans, programs, policy, and facilities within the USMC.

(3) In accordance with reference (c), serves as a member of the AFCB.

c. The Deputy Chief of Chaplains for Reserve Matters is an officer selected by a board to the billet, from reserve officers of the CHC, who 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 Navy policy. The Deputy Chief of Chaplains for Reserve Matters:

(1) Serves as principal assistant to the Chief of Chaplains for reserve matters.

(2) Advises the Chief of Chaplains and the Commander Navy Reserve Forces on religious ministry matters in reference to administration, supervision, training, and mobilization of chaplains and RPs in the Reserve Component.

d. Command Master Chief/Senior Enlisted Leader of the RP rating:

(1) Serves as principle enlisted advisor to the Chief of Chaplains and Deputy Chief of Chaplains.

(2) Advises on all matters pertaining to the RP rating.

e. Chaplains

(1) Chaplains are qualified Religious Ministry Professionals (RMPs) endorsed by a DoD-listed RO and commissioned as Naval officers in the CHC.

(2) Per reference (d), as a condition of appointment, every RMP must be willing to function in the diverse and pluralistic environment of the military, with tolerance for diverse religious traditions and respect for the rights of individuals to determine their own religious convictions. Chaplains must be willing to support the free exercise of religion by all Service members, their families, and other authorized persons. Chaplains are trained and expected to cooperate with other chaplains and RMPs and work within the specialized environment of the military while not compromising the tenets of their own religious traditions.

(3) To meet the requirements of religious accommodation, morale and welfare, and to facilitate the understanding of the complexities of religion with regard to its personnel and mission, the DON has designated four core CHC capabilities: care, facilitate, provide, and advise. Chaplains care for all Service members, including those who claim no religious faith, facilitate the religious requirements of personnel of all faiths, provide faith-specific ministries, and advise the command.

(a) Care. Chaplains are uniquely qualified to deliver specific institutional care, counseling, and coaching, which attend to personal and relational needs outside of a faith group-specific context. This includes relational counseling by chaplains which is motivated by their proximity and immediate presence, distinguished by confidentiality (per reference (e)), and imbued with professional wisdom and genuine respect for human beings. Such counseling is most effective when based on strong relationships developed in the context of shared life in the same unit. Some examples of care include deck plate ministry, counseling, coaching on military life, pre- and post deployment training for Service members and their families, crisis prevention and response, the CREDO program, memorial observances, and combat casualty ministry. Chaplains also strengthen community life by delivering training and education to Service members and other authorized personnel.

(b) Facilitate. Chaplains manage and execute CRPs that accommodate diverse religious ministry requirements. Accommodation of individual and collective religious ministry requirements includes, but is not limited to: scheduling, budgeting, contracting and coordinating to include the management of volunteers and lay leaders.

(c) Provide. Based upon their professional credentials, ecclesiastically endorsed and commissioned chaplains meet faith group-specific needs, including worship services, sacraments, rites, ordinances religious and/or pastoral counsel, scripture study, and religious education.

(d) Advise. Chaplains strengthen the chain of command and assist in the development of leadership by providing advice to leaders at all levels. Chaplains serve as principal advisors to commanders for all matters regarding the CRP within the command, to include matters of morale, morals, ethics, spiritual well-being, and emerging religious requirements. Under reference (f), chaplains serve as an advisor to commanders on the impact of religion on military operations, within the boundaries of their non-combatant status.

(4) Chaplains are non-combatants. It is DON policy that chaplains are not authorized to obtain weapons qualifications, warfare qualifications, or bear arms; however, they are authorized to wear warfare or weapons qualification insignia obtained during prior service as a combatant. Chaplains are eligible to qualify for and to wear the insignia of qualification designations such as Fleet Marine Force, Basic Parachutist, and Navy/Marine Parachutist.

f. Religious Program Specialists. RPs are integral to the delivery of religious ministry in the DON. They, along with their chaplains, comprise the RMT responsible for the daily delivery of religious ministry. As part of an RMT, RPs work in direct support of DON chaplains. RMTs support, manage and execute the CRP. RP functional areas include: ministry support and accommodation, pastoral care support, command advisement, expeditionary ministry support, finance and accounting, and shipboard library administration. The functional areas are aligned to meet the command's religious ministry requirements to accommodate religion, support morale and welfare, and understand

the complexities of religion with regard to personnel and mission.

(1) RPs are trained to accommodate religious ministry requirements by facilitating the free exercise of religion and supporting the provision of religious ministry. RPs support the delivery of care through pastoral triage, referrals, professional military counseling, charting, and explaining the types of ministry available. RPs play an integral role in advising leadership on the impact of the CRP. RPs in expeditionary environments are combatants who provide force protection expertise for RMTs.

(2) Every RP must be willing to function in the diverse and 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 persons.

6. Responsibilities of Commanders

a. Commanders shall provide a CRP which accommodates the religious needs, preferences, and rights of the members of their commands, eligible family members and other authorized personnel. The CRP is supported with appropriated funding at a level consistent with other personnel programs within DON, sufficient to execute the commander's mission and intent.

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

c. Attendance at divine services shall be voluntary. Personnel present in an official support capacity are not considered attendees.

d. Consistent with DON policy on religious accommodation and the protections mandated by reference (a), commanders shall determine whether religious elements as defined in enclosure (1) shall be included in command functions.

e. Commanders shall not compel chaplains to act in a way that is inconsistent with the tenets of their faith. When invited to deliver religious elements at command functions, if

the chaplain chooses not to participate, he or she may do so without adverse consequences.

f. When in a combat area, commanders shall only assign, detail, or permit chaplains, as non-combatants under the Geneva Convention, to perform such duties as are related to religious ministry under Article 1063 of reference (b) and as defined in enclosure (1).

g. Commanders shall not assign chaplains collateral duties that violate the religious practices of the chaplain's RO or that require services in a capacity in which the chaplain may later be called upon to reveal privileged, confidential, or sensitive information. Reference (e) defines the responsibilities with regard to chaplain confidentiality.

h. Commanders shall not assign chaplains duties to act as director, solicitor, or treasurer of funds, other than administrator of a ROF; act as an investigating officer; or stand watches other than that of duty chaplain.

7. Action

a. The CNO shall exercise oversight to ensure compliance with this instruction and shall implement the policies in this instruction throughout the Navy. The CNO shall initiate action with the CCG and the administrator of the Maritime administration to implement this policy when Navy chaplains provide religious ministry to those agencies.

b. The CMC shall issue orders to implement this instruction throughout the Marine Corps.

8. Records Management Records created by this instruction, regardless of media, shall be managed in accordance with SECNAV Manual 5210.1.

DONALD C. WINTER

Distribution:
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DEFINITIONS

1. Command Function. Any event that takes place under the authority or responsibility of the commander.

2. Command Religious Program (CRP). The comprehensive program of religious ministry that is planned, programmed, budgeted, and implemented to meet identified religious ministry requirements of a command.

3. Contract Religious Ministry Professional (CRMP). A civilian RMP endorsed by a specific DoD-listed RO and contracted on a non-personal services basis using competitive procedures. CRMPs provide religious ministries for members of the military, their dependents, and other authorized persons of the CRMP's RO. Commands shall assign a contracting officer's technical representative to monitor CRMP performance.

4. Divine Services. A term of art used in Section 6031 of reference (a) and Article 0817 of reference (b) to refer to public worship conducted afloat, in the field, or on military bases and installations by a military chaplain pursuant to the chaplain's official duties.

a. Under reference (a), commanders "shall cause divine services to be performed," and a chaplain may conduct divine services "according to the manner and forms" of his or her RO.

b. Divine services are command functions which take place according to the manner and forms of ROs.

c. Attendance at divine services shall be voluntary, with the exception of personnel present in an official support capacity.

5. Ecclesiastical Endorsing Agent. An individual authorized by an RO to provide or withdraw ecclesiastical endorsements on its behalf. Each RO is limited to a single ecclesiastical endorsing agent. Policy regarding endorsing agent visits to commands is provided in reference (d).

6. Professional Naval Chaplaincy (PNC). The field of endeavor in which Navy chaplains deliver to the Sea Services 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.

7. Public Worship. A term of art used in Section 6031 of reference (a) that consists of divine services and religious services.

8. Religious Accommodation. The reasonable and good faith effort to support religious requirements within the boundaries of good order and discipline.

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

10. Religious Ministry. Professional duties performed by Navy chaplains and designated personnel, to include facilitating and/or providing for religious needs, caring for all, and advising the command.

11. Religious Ministry Professional (RMP). An individual endorsed by a DoD-listed RO, per reference (d), to represent the RO and to conduct its religious observances or ceremonies in the institutional settings of the Naval Services. Each RMP is a fully qualified member of the clergy for those ROs that have a tradition of professional clergy or the equivalent.

12. Religious Ministry Team (RMT). A basic RMT consists of one chaplain and one RP. Other team members could include lay leaders, CRP volunteers, contract RMPs, chaplain office federal employees, and other CRP contracted professionals.

13. Religious Offering Fund (ROF). Monetary collections offered by religious service participants in the context of worship. The system by which such funds are managed.

14. Religious Organization (RO). Under reference (d), an entity that is organized and functions primarily to perform religious ministries to a non-military constituency and that has met the religious purposes test of Section 501 (c)(3) of Title 26, U.S. Code [2000], and holds current status as a Section 501(c)(3) Schedule "A" organization. ROs possess ecclesiastical authority to endorse and withdraw endorsement for RMPs serving under their authority.

15. Religious Program Specialists (RPs). RPs support chaplains in planning, programming, administering, and coordinating the CRP. RPs are combatants who provide force protection and physical security for chaplains in operational environments.

16. Religious Rights. Those rights articulated in the First Amendment of the U.S. Constitution and applicable court precedent, including the right to free exercise of religion and the protection from establishment of religion.

17. Religious Services. Worship events, other than divine services as defined above, conducted as part of the CRP and in the manner and forms of ROs and led by lay leaders, CRMPs, or other authorized non-uniformed personnel. Participation in religious services shall be voluntary, with the exception of personnel present in a support capacity.

CLEARANCE OF PROPOSED ISSUANCE

CLASSIFICATION THIS SHEET ONLY	CLASSIFICATION OF ATTACHED	ORIGINATING OFFICE
UNCLASS	UNCLASS	N097
DATE SUBMITTED: 11JUN08	DATE RECEIVED: 04JUN08	DATE REQUIRED:

	INITIAL	DATE		INITIAL	DATE
DIRECTIVES	MBB	11JUN08	EEO		
SSIC			PA/FOIA		
REPORTS			ORGANIZATION		
LOCAL FORMS					
DD FORMS					
DISPOSAL					

DIRECTIVE NUMBER AND SUBJECT

SECNAVINST 1730.7D, RELIGIOUS MINISTRY WITHIN THE DEPARTMENT OF THE NAVY

REFERENCES (a) SECNAVINST 5210.11D (b) SECNAVINST 5215.1C (c) SECNAVINST 5216.5D (d)SECNAVINST 5214.2B (e) SECNAVINST 5213.10D

ITEMS MARKED BELOW INDICATE ERRORS IN THE PROPOSED ADMINISTRATIVE ISSUANCE

- [ ] 1. Standard Subject Identification Code (SSIC) incorrect or unsuitable. Suggest using *(Ref (a))*
- [ ] 2. Include originating code in upper right-hand corner of page 1, basic instruction. *(Ref (b), page 10)*
- [ ] 3. Add "FROM" line Add "TO" line. Delete "TO" line. *(Ref (b), page 12)*
- [ ] 4. When referencing DOD issuances, include the date.
- [ ] 5. Use latest suffix letter when citing instructions. Do not use "series." *(Ref (b), page 13)*
- [ ] 6. If reference(s) or any cited issuance(s) have not been distributed to all addressees of the proposed issuance, add the abbreviation "NOTAL" enclosed in parens at the end of the reference line. *(Ref (b), page 12)*
- [ ] 7. Type subject line in all "CAPITAL" letters.
- [ ] 8. Title and underline major paragraphs. *(Ref (b), page 14)*. Paragraph format is incorrect *(Ref (c), page 2-14)*. Incorrect citation of paragraphs. *(Ref (c), page 2-14)*
- [ ] 9. Remove punctuation after headings when not followed by text.
- [ ] 10. Type identification data on left side of even numbered pages--right side of odd numbered pages. *(Ref (b), page 20)*
- [ ] 11. Allow extra line space after top headers to allow for date stamping.
- [ ] 12. Make purpose paragraph a synopsis of the instruction's contents. *(Ref (b), page 15)*
- [ ] 13. Distribution on unclassified change transmittals should read "Same as basic" *(Ref (b), page 18)*
- [ ] 14. Distribution format incorrect/missing. *(Ref (b), page 17)*
- [ ] 15. Misspellings/typographical errors exist, please reproof.
- [ ] 16. Route to CNO mailroom to ensure currency of distribution list.
- [ ] 17. Excessive or imprecise distribution. Distribution is based on "need to act" (action). "Copy to" is based on "need to hold" (for reference/information purposes). *(Ref (b), pages 14, 15, 16)*
- [ ] 18. Include stocking information. *(Ref (b), page 18)*
- [ ] 19. Label enclosures. *(Ref (b), page 16)*
- [ ] 20. All references and enclosures must be cited in the basic instruction. *(Ref (c), page 1-5)*
- [ ] 21. Use sex-neutral language. *(Ref (c), page 9-2)* Use clear language. *(Ref (c), Chapter 1)*
- [ ] 22. Make the basic directive one or two pages summarizing the policy, procedure or system which it addresses. All amplifying material must follow in one or more enclosures.
- [ ] 23. Classified directives must be reviewed by.
- [ ] 24. Requires MARCORPS clearance. Forward to ARDE. *(Ref (b), page 16)*
- [ ] 25. Send references, enclosures, and superseded issuance(s) with the proposed issuance. *(Ref (b))*
- [ ] 26. All changes must now be incorporated in page changes. If changed page has a face or reverse, use printed pages from the basic directive for the reprinted pages of the change transmittal. *(Ref (b), page 10)*
- [ ] 27. Changes too extensive. Issue a revision.
- [ ] 28. Pen changes not allowed. Page replacements required. *(Ref (b), page 2)*
- [ ] 29. Printers require full one-inch margin.
- [ ] 30. Use marginal notations to indicate where substantive changes have been made. *(Ref (b), page 15)*
- [ ] 31. All notices must have cancellation dates which cannot exceed one year. *(Ref (b), page 9)*
- [ ] 32. Serialize OPNAV notices and classified directives. *(Ref (b), page 10)*
- [ ] 33. Complete OPNAV 5214/10 (attached) for each reporting requirement. *(Ref (d), encl (1))*
- [ ] 34. Include FLTCINC comments when tasking the fleet to respond to the reporting requirement. *(Ref (d), encl (1))*
- [ ] 35. Three year cancellation date has not been included in the reports paragraph. *(Ref (d), encl (1))*
- [ ] 36. Insufficient time to prepare report.
- [ ] 37. RCS assigned.
- [ ] 38. Title last paragraph of the basic instruction "Report(s)," "Form(s)," or "Report(s) and Form(s)."
  - [ ] a. For each report include the report control symbol, report title, location of the report in the directive, and the expiration of the report or the exemption authority.
  - [ ] b. For each form include the form number, title, stock number (if applicable) and stocking information. *(Ref (b), page 14)*
- [ ] 39. All forms must have a form number. Complete one copy of OPNAV 5213/19 (attached) for each form. *(Ref (e), page 6)*
- [ ] 40. Filled-in samples of forms must have the word "sample" overlayed or printed on them. *(Ref (b), page 14)*
- [ ] 41. The statement "to be reproduced locally" cannot be used for forms stocking. Contact OPNAV Forms Manager for correct stocking information.
- [ ] 42. See additional comments on page 2.

THIS ISSUANCE IS

- [ ] APPROVED
- [x] APPROVED SUBJECT TO MARK-UP / COMMENTS
- [ ] DISAPPROVED *(When corrections are made, return for approval.)*
- [ ] A MARKED UP COPY IS ATTACHED

COMMENTS

ENSURE ALL CHANGES/COMMENTS ARE INCORPORATED PRIOR TO SIGNATURE. ENSURE SIGNED ORIGINAL IS SCANNED IN .PDF, TEXT SEARCHABLE TO POST TO DONI, AND ORIGINAL HARD COPY IS FORWARDED.

SIGNATURE AND TITLE	DATE
MARY BETH BOWEN (signed) NAVY DIRECTIVES MANAGER	11 JUNE 08

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Prior to returning this instruction to SECNAV/OPNAV Directives for printing do the following:

1. Date stamp all pages directly under instruction or notice number.
2. On all classified instructions use classification tape at the center top and bottom of each page.