

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, D.C. 20350

OPNAVINST 1730.1 CH-5
Op-01H
21 May 1980

OPNAV INSTRUCTION 1730.1
CHANGE TRANSMITTAL 5

To: All Ships and Stations
Subj: Chaplains Manual
Ref: (a) DoD Directive 1304.19 of 9 Jan 1980
(NOTAL)
Encl: (1) Revised pages 1-2 and 8-5 and reprinted
pages 1-1 and 8-6

1. Purpose. To implement the provisions of reference
(a) within the Department of the Navy.

2. Discussion. Reference (a), "Nomination of Chap-
lains for the Armed Forces," establishes criteria to

determine a religious group's eligibility to provide
chaplains to the Military Services and the minimum
educational and ecclesiastical endorsement require-
ments for the appointment of chaplains.

3. Action. Remove pages 1-1, 1-2, 8-5 and 8-6 of
the basic instruction and insert enclosure (1).

4. Cancellation. When the required action has been
taken and the change entered in the record of
changes.

ROSS H. TROWER
By direction

Distribution:
SNDL Parts 1 and 2
MARCORPS Code CK

Chief of Naval Operations
Op-09B15C
Wash., DC 20350 (200 copies)

Stocked:
CO, NAVPUBFORMCEN
5801 Tabor Ave.
Phila., PA 19120 (500 copies)

CHAPTER 1

The Chaplain Corps

SECTION 1100

General

1101. Chaplaincy Established

1. The second article of *Navy Regulations* adopted by the Continental Congress 28 November 1775 made provision for divine services afloat:

The commanders of the ships of the thirteen United Colonies, are to take care that divine service be performed twice a day on board, and a sermon preached on Sundays, unless bad weather or other extraordinary accidents prevent.

Although chaplains are not mentioned in this article, the reference to a sermon implies that Congress intended that there should be an ordained clergyman on board. The first chaplain known to have served in the Continental Navy was the Rev. Edwards Brooks, a Congregational minister. In the spring of

1777 Brooks reported aboard the *Hancock*. He was captured by the British in May 1777 and was reported exchanged for a captured British chaplain.

2. The article adopted by the Continental Congress, with a few changes, became article II of the Articles for the Government of the Navy enacted by the Congress of the United States, and is included now in the United States Code: 10 U.S.C. 6031(b).

1102. Mission of the Chaplain Corps

The Chaplain Corps is comprised of representatives of religious bodies of the United States. Its purpose is to provide professional guidance to the Department of the Navy and to promote the spiritual, religious, moral, corporate, and personal well-being of members of that establishment, their dependents, and other authorized persons by

try, as indicated by official records, will be selected to fill those openings that exist.

4. *Active duty extension request.*—(See BUPERS Manual 1030100 and 1030150.)

8303. Regular Navy

1. *Applications for the Regular Navy Augmentation Program.*—Reserve chaplains on extended active duty beyond the 3-year initial obligation may apply for appointment in the regular Navy when eligible. Applications are to be submitted to the Chief of Naval Personnel (code 3142), via official channels.

2. *Policies.*—a. Applicants for augmentation must comply with the requirements of BUPERS Manual 1020120 and the current BUPERSINST 1120.12.

(A) b. It is the responsibility of the applicant to obtain ecclesiastical endorsement for appointment in the regular Navy, in accordance with DoD Directive 1304.19. Such endorsement will be mailed directly to the Chief of Chaplains by the endorsing Church or religious body.

c. Applications are considered by an Augmentation Board, which is convened quarterly in the Bureau of Naval Personnel.

d. A chaplain not selected for regular Navy on the first application may reapply at 1-year intervals, as long as eligibility persists. Year group and denominational quota limitations may vary from year to year and longer service may result in an enhanced performance record. Many chaplains have been selected on the second or later application.

8304. Reservists on Extended Active Duty

1. A significant number of reserve chaplains on extended active duty may find that denominational balance, rank, age, year group, and other factors prevent appointment in the regular Navy. A career as a reserve chaplain on active duty may be pos-

sible, based on the performance of the individual chaplain and the needs of the service. However, a "career reservist" must be willing to accept certain risks.

a. Reserve chaplains on active duty are subject to involuntary release if they twice fail of selection for promotion to lieutenant commander, commander, or captain. Under such circumstances they are released to inactive duty on 30 June of the fiscal year in which they fail of selection for the second time. However, if the reserve chaplains have completed 18 years of active duty by 30 June of the fiscal year in which they are scheduled for release, they will normally be allowed to finish 20 years of active duty and qualify for retirement.

b. A significant reduction in the overall strength of the active duty Chaplain Corps probably would necessitate involuntary release of some reserve chaplains. Reductions generally will be made through normal attrition, limitation of procurement, and limitation of selections for continuation beyond the initial obligated service.

c. Under current provisions, a reserve chaplain with 5 or more years of continuous active duty, if involuntarily released from active duty is eligible for readjustment pay based on 2 months base pay for each year of service, not to exceed \$15,000.

d. A reserve chaplain involuntarily released from active duty after the initial 3-year obligated service agreement is eligible to continue in the Naval Reserve program for inactive duty chaplains and can qualify for retirement at age 60 with the necessary 20 satisfactory Federal years, including active and inactive duty, provided ecclesiastical endorsement is maintained.

2. Reserve chaplains on active duty are eligible to apply for active duty agreements, definite extensions (for a specified period of time), or indefinite extensions.

a. The active duty agreement (ADA) is a contract for a specified number of years on active duty. The maximum contract is

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, D.C. 20350

OPNAVINST 1730.1 CH-2
Op-01H
24 February 1977

OPNAV INSTRUCTION 1730.1
CHANGE TRANSMITTAL 2

From: Chief of Naval Operations
To: All Ships and Stations

Subj: Chaplains Manual

Encl: (1) Professional Workshops New Annex (C),
Chaplain Corps FY78 and FY79

1. Discussion. The professional administration of the Chaplain Corps is the responsibility of the Chief of Chaplains. To carry out this responsibility, the Chief of Chaplains has arranged for a series of workshops in Fiscal Year 1978 and Fiscal Year 1979 with active duty chaplains who are assigned to specific billets. The objective of these workshops is to provide the Chief of Chaplains with an opportunity to evaluate

and facilitate the effectiveness of ministry throughout the Chaplain Corps.

2. Action

a. Insert enclosure (1) into basic instruction.

b. On page iii of Table of Contents, add "APPENDIX C - CHAPLAIN CORPS FY78 AND FY79 PROFESSIONAL WORKSHOPS" after APPENDIX B.

b. On page x of the Chaplains Manual, add "APPENDIX C - CHAPLAIN CORPS FY78 AND FY79 PROFESSIONAL WORKSHOPS" after APPENDIX B.

JOHN J. O'CONNOR
By direction

Distribution:
SNDL Parts 1 and 2
MARCORPS Code CK

Stocked:
CO, NAVPUBFORMCEN
5801 Tabor Ave.
Phila., PA 19120

CHAPLAIN CORPS FY78 AND FY79
PROFESSIONAL WORKSHOPS

1. Workshop information. Three (3) types of workshops will be conducted as follows:

a. Evaluation and Tasking Workshops will be held in Orlando, Florida, 17-21 October 1977; Washington, D.C., 3-7 April 1978; Norfolk, Virginia, 16-20 October 1978; and Washington, D.C., 23-27 April 1979. Attendees will be Chief of Chaplains; The Chaplain U. S. Marine Corps; Fleet Chaplain, U. S. Atlantic Fleet; Fleet Chaplain, U. S. Pacific Fleet; Fleet Chaplain, CINCUSNAVEUR; Staff Chaplain, CNET; Director, Naval Reserve Chaplains Program; Staff Chaplain, COMNAVSECGRU; Senior Chaplain, NATNAVMEDECEN; Senior Chaplain, U. S. Coast Guard Base, Governors Island; Director, Chaplains School, NETC, Newport, Rhode Island; and Officer-in-Charge, Fleet Religious Support Activity, Norfolk, Virginia.

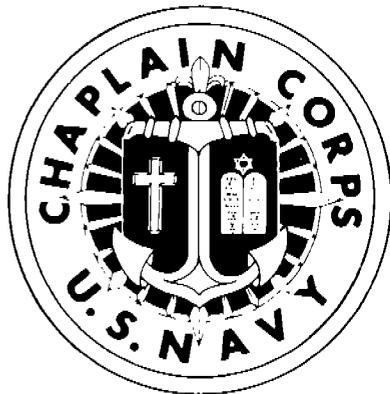
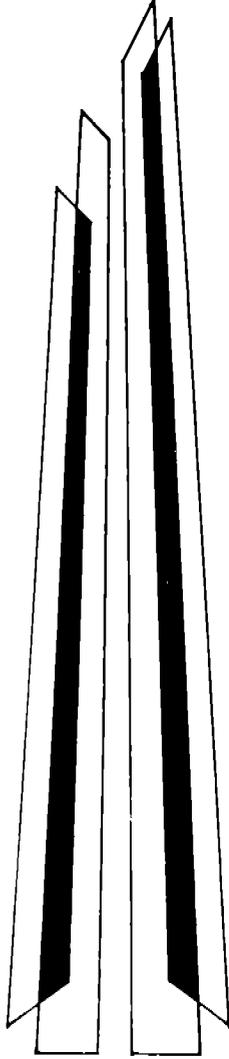
b. Black Chaplains Workshop will be held in accordance with the Navy Affirmative Action Plan (OPNAV 01-P3) at Interdenominational Theological Center, Atlanta, Georgia, 15-17 May 1978. Attendees will be selected by the Chief of Chaplains.

c. Ministry to Minorities Workshop will be held in New Orleans, Louisiana, 19-22 March 1979. Attendees will be selected by the Chief of Chaplains.

2. Funding. The Chief of Chaplains will provide funding for these workshops.

3. Action. Commands with chaplains assigned who are selected to participate in these workshops are requested to make the chaplains available to participate.

CHAPLAINS MANUAL



DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, D.C. 20350

OPNAVINST 1730.1 CH-5
Op-01H
21 May 1980

OPNAV INSTRUCTION 1730.1
CHANGE TRANSMITTAL 5

To: All Ships and Stations
Subj: Chaplains Manual
Ref: (a) DoD Directive 1304.19 of 9 Jan 1980
(NOTAL)
Encl: (1) Revised pages 1-2 and 8-5 and reprinted
pages 1-1 and 8-6

1. **Purpose.** To implement the provisions of reference
(a) within the Department of the Navy.

2. **Discussion.** Reference (a), "Nomination of Chap-
lains for the Armed Forces," establishes criteria to

determine a religious group's eligibility to provide
chaplains to the Military Services and the minimum
educational and ecclesiastical endorsement require-
ments for the appointment of chaplains.

3. **Action.** Remove pages 1-1, 1-2, 8-5 and 8-6 of
the basic instruction and insert enclosure (1).

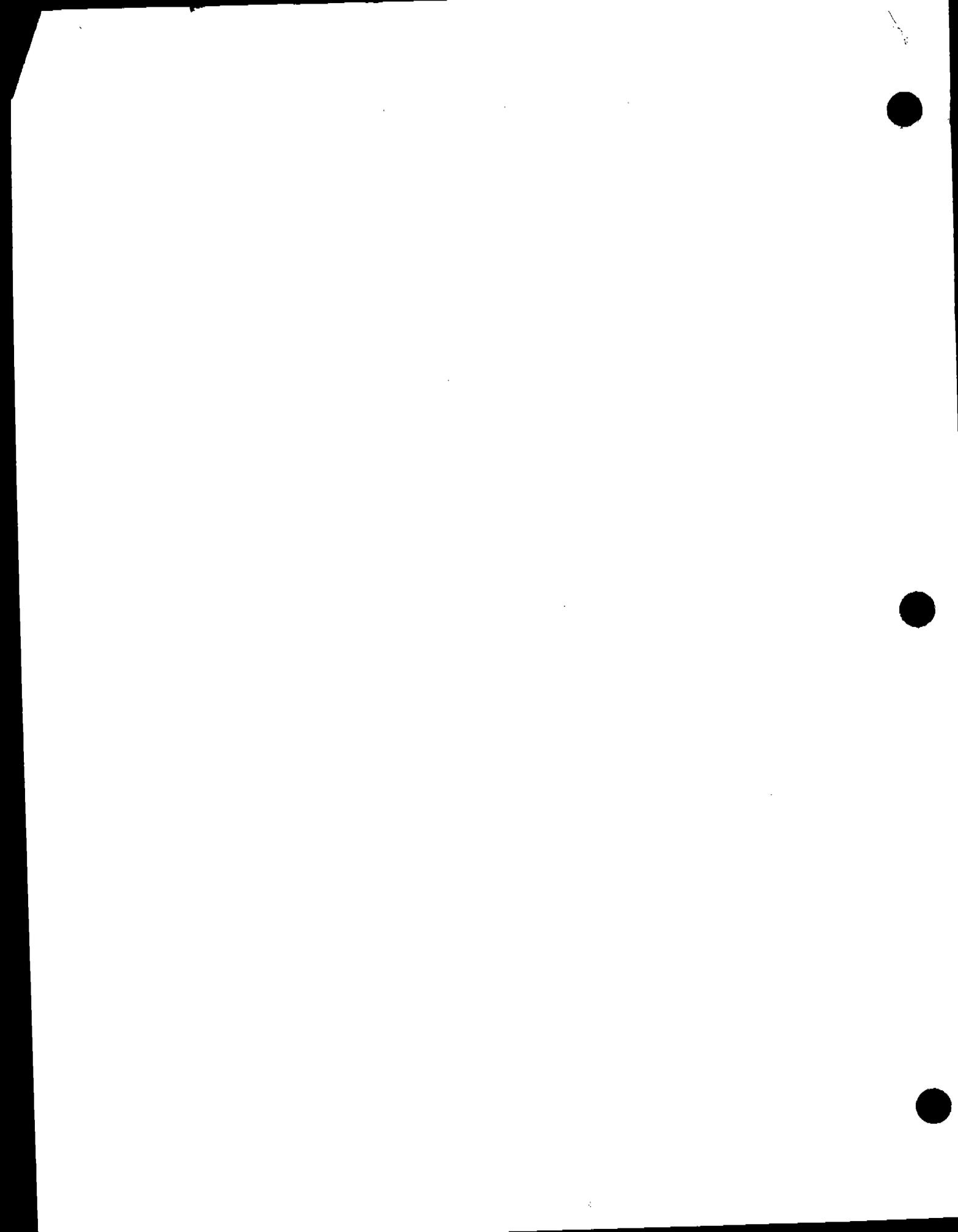
4. **Cancellation.** When the required action has been
taken and the change entered in the record of
changes.

ROSS H. TROWER
By direction

Distribution:
SNDL Parts 1 and 2
MARCORPS Code CK

Chief of Naval Operations
Op-09B15C
Wash., DC 20350 (200 copies)

Stocked:
CO, NAVPUBFORMCEN
5801 Tabor Ave.
Phila., PA 19120 (500 copies)



CHAPTER 1

The Chaplain Corps

SECTION 1100

General

1101. Chaplaincy Established

1. The second article of *Navy Regulations* adopted by the Continental Congress 28 November 1775 made provision for divine services afloat:

The commanders of the ships of the thirteen United Colonies, are to take care that divine service be performed twice a day on board, and a sermon preached on Sundays, unless bad weather or other extraordinary accidents prevent.

Although chaplains are not mentioned in this article, the reference to a sermon implies that Congress intended that there should be an ordained clergyman on board. The first chaplain known to have served in the Continental Navy was the Rev. Edwards Brooks, a Congregational minister. In the spring of

1777 Brooks reported aboard the *Hancock*. He was captured by the British in May 1777 and was reported exchanged for a captured British chaplain.

2. The article adopted by the Continental Congress, with a few changes, became article II of the Articles for the Government of the Navy enacted by the Congress of the United States, and is included now in the United States Code: 10 U.S.C. 6031(b).

1102. Mission of the Chaplain Corps

The Chaplain Corps is comprised of representatives of religious bodies of the United States. Its purpose is to provide professional guidance to the Department of the Navy and to promote the spiritual, religious, moral, corporate, and personal well-being of members of that establishment, their dependents, and other authorized persons by

providing the ministries appropriate to their rights and needs.

1103. Anniversary of the Chaplain Corps

In 1954, the Secretary of the Navy directed that 28 November of each year be

observed throughout the naval establishment as the anniversary of the Navy Chaplain Corps. The Secretary also directed that commanding officers of ships and stations provide for such ceremonies and activities as may be appropriate and feasible to mark the observance.

SECTION 1200

Chaplains in the Navy

1201. The Unique Role of the Chaplain

Duties performed by the chaplain in support of the command religious program are official in nature. The professional aspects of the chaplaincy are not separated from but are in support of a chaplain's official duties and responsibilities. However, the professional role of a chaplain as a representative of a religious body and as a naval officer requires an identification of professional and official duties and responsibilities.

1202. The Chaplain as a Professional Representative of His Church

1. The term "professional" as used in this manual refers to those aspects of the chaplain's role which are determined not by the Navy, Marine Corps, or Coast Guard, but by the chaplain's identity as a member of the clergy whose profession is the ministry of religion.

2. The Navy does not generate religious ministry. It receives ministries from the churches and religious bodies of America in accordance with the religiously pluralistic pattern of American society, as provided for by DoD Directive 1304.19. The United States Code provides that:

An officer of the Chaplain Corps may conduct public worship according to the manner and forms of the church of which he is a member. 10 U.S.C. 6031(a).

The term "church" as used in this manual is used to include denominations and religious bodies of all faiths.

3. Since all liturgical, sacramental, and pastoral acts are performed on the basis of ecclesiastical rather than naval credentials, it follows that the ultimate responsibility for the substantive nature of chaplains religious ministry rests with their churches.

4. The maintenance of ecclesiastical credentials (i.e., status as an ordained member of the clergy and a valid ecclesiastical endorsement) is the official responsibility of each chaplain, in accordance with DoD Directive 1304.19. (A)

5. The religious context of the Navy, like that of American society at large, is one of religious pluralism, in which independent churches and religious bodies coexist in mutual respect. Because of the impracticality of providing clergy of every faith or denomination in every ship or station, the Navy and the churches of America have evolved jointly a pattern of cooperative ministry. The principle of cooperative ministry places on every chaplain the obligation to:

a. Make provision for meeting the religious needs of those in the command who are adherents of other churches.

b. Cooperate with other chaplains and commands in meeting the religious needs of members of the chaplain's own faith group.

try, as indicated by official records, will be selected to fill those openings that exist.

4. *Active duty extension request.*—(See BUPERS Manual 1030100 and 1030150.)

8303. Regular Navy

1. *Applications for the Regular Navy Augmentation Program.*—Reserve chaplains on extended active duty beyond the 3-year initial obligation may apply for appointment in the regular Navy when eligible. Applications are to be submitted to the Chief of Naval Personnel (code 3142), via official channels.

2. *Policies.*—a. Applicants for augmentation must comply with the requirements of BUPERS Manual 1020120 and the current BUPERSINST 1120.12.

b. It is the responsibility of the applicant to obtain ecclesiastical endorsement for appointment in the regular Navy, in accordance with DoD Directive 1304.19. Such endorsement will be mailed directly to the Chief of Chaplains by the endorsing Church or religious body.

(A)

c. Applications are considered by an Augmentation Board, which is convened quarterly in the Bureau of Naval Personnel.

d. A chaplain not selected for regular Navy on the first application may reapply at 1-year intervals, as long as eligibility persists. Year group and denominational quota limitations may vary from year to year and longer service may result in an enhanced performance record. Many chaplains have been selected on the second or later application.

8304. Reservists on Extended Active Duty

1. A significant number of reserve chaplains on extended active duty may find that denominational balance, rank, age, year group, and other factors prevent appointment in the regular Navy. A career as a reserve chaplain on active duty may be pos-

sible, based on the performance of the individual chaplain and the needs of the service. However, a "career reservist" must be willing to accept certain risks.

a. Reserve chaplains on active duty are subject to involuntary release if they twice fail of selection for promotion to lieutenant commander, commander, or captain. Under such circumstances they are released to inactive duty on 30 June of the fiscal year in which they fail of selection for the second time. However, if the reserve chaplains have completed 18 years of active duty by 30 June of the fiscal year in which they are scheduled for release, they will normally be allowed to finish 20 years of active duty and qualify for retirement.

b. A significant reduction in the overall strength of the active duty Chaplain Corps probably would necessitate involuntary release of some reserve chaplains. Reductions generally will be made through normal attrition, limitation of procurement, and limitation of selections for continuation beyond the initial obligated service.

c. Under current provisions, a reserve chaplain with 5 or more years of continuous active duty, if involuntarily released from active duty is eligible for readjustment pay based on 2 months base pay for each year of service, not to exceed \$15,000.

d. A reserve chaplain involuntarily released from active duty after the initial 3-year obligated service agreement is eligible to continue in the Naval Reserve program for inactive duty chaplains and can qualify for retirement at age 60 with the necessary 20 satisfactory Federal years, including active and inactive duty, provided ecclesiastical endorsement is maintained.

2. Reserve chaplains on active duty are eligible to apply for active duty agreements, definite extensions (for a specified period of time), or indefinite extensions.

a. The active duty agreement (ADA) is a contract for a specified number of years on active duty. The maximum contract is

for 5 years. If reserve chaplains are released from active duty involuntarily prior to the expiration of an ADA, they are entitled to 1 month's pay times the number of years (or fraction thereof) of the unexecuted ADA. This is in addition to any readjustment pay to which they are otherwise entitled. See BUPERS Manual 3830110 and 1030100 series.

b. A definite extension can be granted for a maximum of 5 years. However, it may be terminated at any time by the Navy. Normally, 4 months' notification will be given to the individual chaplain if a sudden reduction in strength or other emergency should arise. This 4 months' notification may be shortened, depending on the needs of the service and the individual case. See BUPERS Manual 3830110 series.

c. An indefinite extension can be terminated at any time by the Navy.

8305. Releases, Resignations, and Retirements

1. *General.*—Chaplains are expected to fulfill statutory or contractual obligations they have undertaken voluntarily. However, since effective ministry in the Navy requires a continuing desire to serve in this environment, chaplains desiring release from active duty will be granted their requests if the option exists. Chaplains who are eligible legally to do so and who wish to request release prior to the expiration of a definite extension or ADA, to resign from the regular Navy, or to retire, may submit the appropriate requests in the expectation that the Chief of Chaplains will recommend approval, when possible.

2. Four months' notice for release from active duty, and 6 months' notice for resig-

nation or retirement is required normally for the orderly detailing of a relief and the processing of papers. Longer notice should be given when possible.

3. The following directives govern releases, resignations, and retirements:

a. Release from Definite or Indefinite Extension: BUPERS Manual Article 1030150.

b. Release from ADA: BUPERS Manual Article 1030300.

c. Resignation of an officer: BUPERS Manual Article 3830340, SECNAVINST 1920.3E of 5 September 1969, SECNAVINST 1920.6 of 14 July 1971, and SECNAVINST 1920.3F of 14 March 1973.

d. Voluntary retirement: BUPERS Article 3860280, U.S.C. 10, chapter 571, sections 6322, 6323, 6328.

e. Statutory retirement: BUPERS Articles 3860100 and 3830110, U.S.C. 10, chapter 573, section 6390.

f. Disability retirement: BUPERS Article 3860360, 3860400, 2610250, 3860340, U.S.C. 10, chapter 61.

4. Because the provisions regarding retirement reflect a wide range of laws and special circumstances, direct contact with the retirement section of the Bureau of Naval Personnel is advisable when there are questions to be answered.

5. The Chief of Chaplains makes every effort to assign chaplains to a pre-retirement tour of duty in the area of their choice, when possible. However, this can be done only if the decision to retire is definite, and if ample notice is given prior to a regular rotation date, allowing for a full normal tour in the desired area. The above is applicable only when fiscal and personnel constraints permit.

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, D.C. 20350

OPNAVINST 1730.1 CH-2
Op-01H
24 February 1977

OPNAV INSTRUCTION 1730.1
CHANGE TRANSMITTAL 2

From: Chief of Naval Operations
To: All Ships and Stations

Subj: Chaplains Manual

Encl: (1) Professional Workshops New Annex (C),
Chaplain Corps FY78 and FY79

1. Discussion. The professional administration of the Chaplain Corps is the responsibility of the Chief of Chaplains. To carry out this responsibility, the Chief of Chaplains has arranged for a series of workshops in Fiscal Year 1978 and Fiscal Year 1979 with active duty chaplains who are assigned to specific billets. The objective of these workshops is to provide the Chief of Chaplains with an opportunity to evaluate

and facilitate the effectiveness of ministry throughout the Chaplain Corps.

2. Action

- a. Insert enclosure (1) into basic instruction.
- b. On page iii of Table of Contents, add "APPENDIX C - CHAPLAIN CORPS FY78 AND FY79 PROFESSIONAL WORKSHOPS" after APPENDIX B.
- b. On page x of the Chaplains Manual, add "APPENDIX C - CHAPLAIN CORPS FY78 AND FY79 PROFESSIONAL WORKSHOPS" after APPENDIX B.

JOHN J. O'CONNOR
By direction

Distribution:
SNDL Parts 1 and 2
MARCORPS Code CK

Stocked:
CO, NAVPUBFORMCEN
5801 Tabor Ave.
Phila., PA 19120

[Faint, illegible text covering the majority of the page, possibly bleed-through from the reverse side.]

150
151
152

153
154

155
156

157
158

159
160

CHAPLAIN CORPS FY78 AND FY79
PROFESSIONAL WORKSHOPS

1. Workshop information. Three (3) types of workshops will be conducted as follows:

a. Evaluation and Tasking Workshops will be held in Orlando, Florida, 17-21 October 1977; Washington, D.C., 3-7 April 1978; Norfolk, Virginia, 16-20 October 1978; and Washington, D.C., 23-27 April 1979. Attendees will be Chief of Chaplains; The Chaplain U. S. Marine Corps; Fleet Chaplain, U. S. Atlantic Fleet; Fleet Chaplain, U. S. Pacific Fleet; Fleet Chaplain, CINCUSNAVEUR; Staff Chaplain, CNET; Director, Naval Reserve Chaplains Program; Staff Chaplain, COMNAVSECGRU; Senior Chaplain, NATNAVMEDCEN; Senior Chaplain, U. S. Coast Guard Base, Governors Island; Director, Chaplains School, NETC, Newport, Rhode Island; and Officer-in-Charge, Fleet Religious Support Activity, Norfolk, Virginia.

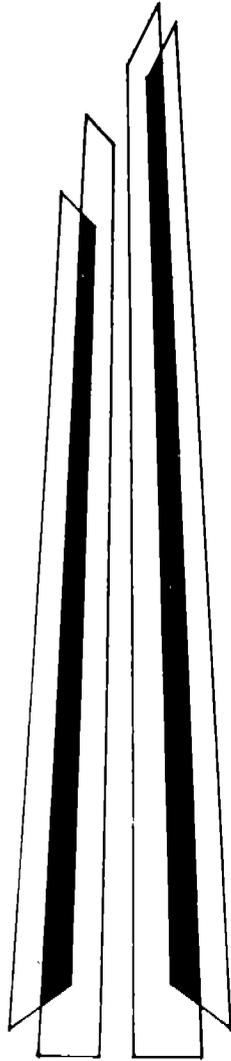
b. Black Chaplains Workshop will be held in accordance with the Navy Affirmative Action Plan (OPNAV 01-P3) at Interdenominational Theological Center, Atlanta, Georgia, 15-17 May 1978. Attendees will be selected by the Chief of Chaplains.

c. Ministry to Minorities Workshop will be held in New Orleans, Louisiana, 19-22 March 1979. Attendees will be selected by the Chief of Chaplains.

2. Funding. The Chief of Chaplains will provide funding for these workshops.

3. Action. Commands with chaplains assigned who are selected to participate in these workshops are requested to make the chaplains available to participate.

CHAPLAINS MANUAL







LOCATOR CROSS-REFERENCE SHEET

Subj: Chaplains Manual

Sec: _____

(Recipient enter information as to where this instruction is maintained)

TABLE OF CONTENTS

CHAPTER 1—THE CHAPLAIN CORPS

SECTION 1100.—GENERAL

- 1101. Chaplaincy Established
- 1102. Mission of the Chaplain Corps
- 1103. Anniversary of the Chaplain Corps

SECTION 1200.—CHAPLAINS IN THE NAVY

- 1201. The Unique Role of the Chaplain
- 1202. The Chaplain as a Professional Representative of His Church
- 1203. The Chaplain as a Naval Officer
- 1204. Bearing of Arms
- 1205. Form of Address
- 1206. Ecclesiastical Public Relations Activities

SECTION 1300.—COMMAND SPONSORSHIP OF RELIGIOUS PROGRAM

- 1301. Command Prerogatives and Responsibilities
- 1302. Chaplain's Place in the Unit Organization
- 1303. Right To Communicate With the Commanding Officer
- 1304. Professional Communication

CHAPTER 2—ADMINISTRATIVE

SECTION 2100.—CHIEF OF CHAPLAINS

- 2101. Place in the Organization
- 2102. The Chaplains Division

SECTION 2200.—INTERSERVICE COOPERATION

- 2201. Armed Forces Chaplains Board
- 2202. Assignment With Other Armed Forces
- 2203. Cooperative Ministry

SECTION 2300.—OFFICIAL, SOCIAL, AND CLERICAL AMENITIES

- 2301. Calls—Official and Social
- 2302. Chaplain Corps Social Amenities
- 2303. Ecclesiastical Amenities
- 2304. Official Visits to a Command
- 2305. Visits to the Office of the Chief of Chaplains

SECTION 2400.—BILLETS AND PERSONNEL ADMINISTRATION

- 2401. Organization for Personnel Administration
- 2402. Manpower Allocation and Requirements Plan (MARP)
- 2403. Manpower Authorizations

2404. Staffing Criteria

2405. Manpower Sponsors

2406. Billet Changes

2407. Assignment of Chaplains to Billets

2408. Responsibility for Monitoring Chaplain Allowances

2409. Procedures Related to Long Range Planning

2410. Procedures Related to Billet Change Request

SECTION 2500.—CORRESPONDENCE

2501. Official Correspondence

2502. Pastoral Correspondence

2503. Professional Correspondence

2504. Reports

SECTION 2600.—FILING SYSTEM: STANDARD SUBJECT IDENTIFICATION CODES FOR THE NAVY CHAPLAIN CORPS

2601. General

CHAPTER 3—PROFESSIONAL RELATIONSHIPS, COMMUNICATION, AND SUPERVISION

SECTION 3100.—RELATIONSHIPS WITHIN THE CHAPLAIN CORPS

3101. General

3102. Relationship of the Chief of Chaplains to the Corps

3103. Supervisory Relationships

SECTION 3200.—THE PROFESSIONAL COMMUNICATION SYSTEM WITHIN THE CHAPLAIN CORPS

3201. Written and Telephone Communication Between the Chief of Chaplains and the Corps at Large

3202. Communication Between the Chief of Chaplains and Supervisory Chaplains

3203. Special Procedures To Facilitate Communication and Encourage Collegiality

SECTION 3300.—PROFESSIONAL COORDINATION WITHIN THE CHAPLAINS CORPS: SUPERVISORY CHAPLAINS

3301. Types of Chaplain Corps Supervision

3302. Senior Chaplains

- 3303. Functions of Senior Chaplains
- 3304. Staff Chaplains
- 3305. Functions of Staff Chaplains
- 3306. Circuit Riding Chaplains Distinguished From Staff Chaplains
- 3307. Inspections and Visitations
- 3308. Coordination of Ministry
- 3309. Functions of Chaplain Coordinators
- 3310. Cooperative Watch Lists
- 3311. Counseling and Advisory Functions

CHAPTER 4—PROGRAM PLANNING AND SUPPORT

SECTION 4100.—PROGRAM PLANNING

- 4101. The Planning—Programming Process
- 4102. Logistic Support
- 4103. Budgeting

SECTION 4200.—SUPPORT PERSONNEL

- 4201. General
- 4202. Methods of Payment

SECTION 4300.—MATERIAL

- 4301. Navy and Marine Corps Supply System
- 4302. Sources of Supply
- 4303. Chaplains Program Support Guide
- 4304. How To Order Standard Stock Items
- 4305. Forms: COG 1I Stock Items
- 4306. Publications: COG 0I
- 4307. Authorized Material for Marine Corps Units
- 4308. General Information and Guidelines
- 4309. Organs
- 4310. Property Responsibility.

SECTION 4400.—CHAPELS

- 4401. Authorization and Construction
- 4402. Criteria for Chapels and Religious Facilities
- 4403. Shipboard Chapels

CHAPTER 5—MINISTRY SUPPORT

SECTION 5100.—DIVINE SERVICES AND CHAPEL MINISTRY

- 5101. Divine Services
- 5102. Divine Services in Ship and Field
- 5103. Use of Chapels

SECTION 5200.—TEAM MINISTRY

- 5201. General
- 5202. Senior Chaplain
- 5203. Functional Diversity in Team Ministry
- 5204. Joint Participation of Chaplains in Divine Services

- 5205. Sacraments and Ordinances

SECTION 5300.—CHAPEL FUNDS

- 5301. Purpose of Chapel Funds
- 5302. Administration of Chapel Funds
- 5303. Custodians
- 5304. Accounting Procedures
- 5305. Report Forms
- 5306. Budget
- 5307. Chief of Chaplains Fund

SECTION 5400.—CHAPEL COUNCILS

- 5401. General
- 5402. Organization
- 5403. Membership
- 5404. Duties and Responsibilities
- 5405. Governing of Chapel Council Operations
- 5406. Sample Form for Establishing Chapel Council

SECTION 5500.—CHAPLAIN'S CLERK

- 5501. Chaplain's Clerk Billets
- 5502. YN-2525 Classification Code
- 5503. Assignment of Chaplain's Clerks
- 5504. Enlisted Chaplains Assistants in the Marine Corps

SECTION 5600.—SUPPORT FROM INACTIVE DUTY NAVAL RESERVE CHAPLAINS

- 5601. Mission
- 5602. Active Duty Chaplain Relationships With the Inactive Duty Chaplains
- 5603. General Information for all Reserve Chaplains

SECTION 5700.—AUXILIARY CHAPLAINS

- 5701. Employment of Auxiliary Chaplains

CHAPTER 6—SPECIALIZED ASPECTS OF MINISTRY

SECTION 6100.—EDUCATIONAL MINISTRY

- 6101. Background
- 6102. Religious Education Programs
- 6103. Adult Religious Education
- 6104. Religious Instruction, Classes/Individual
- 6105. Bible Study and Discussion Groups
- 6106. Correspondence Courses
- 6107. Religious Education for Children
- 6108. Unified Protestant Religious Education Curriculum
- 6109. Catholic Religious Education Program
- 6110. Unified Jewish Religious Education Curriculum
- 6111. Procurement of Religious Literature and Materials
- 6112. Leadership Training for Dependents Religious Education
- 6113. Program Resources for Lay Organizations
- 6114. Directors of Religious Education
- 6115. Moral Development Programs

SECTION 6200.—AUDIO-VISUAL SUPPORT

- 6201. Chaplain Film System
- 6202. Reviews and Descriptive Information
- 6203. Army and Air Force Chaplain Film Libraries

SECTION 6300.—COUNSELING MINISTRY

- 6301. Background
- 6302. Privileged Communication and Confidentiality
- 6303. Group Counseling

- 6304. Referrals
- 6305. Resources and Consultants
- 6306. Area Counseling Training Groups
- 6307. Navy Relief Society
- 6308. American Red Cross

SECTION 6400.—COLLATERAL DUTIES

- 6401. General
- 6402. Appropriate and Inappropriate Collateral Duties
- 6403. Procedure in Case of Inappropriate Collateral Duty Assignments
- 6404. Prohibited Collateral Duties

SECTION 6500.—COMMUNITY SERVICE AND PUBLIC AFFAIRS

- 6501. Relation of Religious Ministry to Community Life
- 6502. Mission Activities
- 6503. Community Service Activities
- 6504. Relationship With Civilian Churches
- 6505. Charitable and Service Projects in Overseas Areas
- 6506. Public Affairs

CHAPTER 7—RITES, CEREMONIES, AND SPECIAL DUTIES

SECTION 7100.—MARRIAGES AND MILITARY WEDDINGS

- 7101. Ecclesiastical Regulations Governing Marriage
- 7102. Civil Laws Regarding Marriage
- 7103. Marriage While on Foreign Duty
- 7104. Premarital Educational Programs
- 7105. Military Weddings

SECTION 7200.—DUTIES IN CONNECTION WITH THE SICK, WOUNDED, AND DYING

- 7201. General
- 7202. Battle Station
- 7203. Crisis Ministry to Those of Other Faiths
- 7204. Ministry to Hospitalized Personnel
- 7205. Calls on Patients in Naval Hospitals
- 7206. Hospital Watch Lists and Cooperative Ministry

SECTION 7300.—DEATHS AND RESULTING DUTIES

- 7301. Death Notifications
- 7302. Letters of Condolence From Chaplains
- 7303. The Casualty Assistance Calls Program
- 7304. Families of POW's and MIA's

SECTION 7400.—FUNERALS AND BURIALS AT SEA

- 7401. Military Funerals
- 7402. Deaths at Sea
- 7403. Burials at Sea

SECTION 7500.—MEMORIAL SERVICES

- 7501. Types of Memorial Services
- 7502. Procedures

SECTION 7600.—MILITARY OR CIVIC CEREMONIES

- 7601. Military Ceremonies
- 7602. Civic Ceremonies

CHAPTER 8—PROFESSIONAL DEVELOPMENT OF CHAPLAINS

SECTION 8100.—GENERAL

- 8101. The Chaplain as a Professional
- 8102. Professional Developmental Needs and Requirements
- 8103. Command Responsibility for Professional Development
- 8104. Responsibility of Senior Chaplain
- 8105. Responsibility of Individual Chaplain

SECTION 8200.—ASSIGNMENT TO DUTY

- 8201. The Detailing Process
- 8202. Basic Assignment Pattern
- 8203. Expression of Preferences and Needs
- 8204. Communication With Detailer

SECTION 8300.—TENURE STATUS

- 8301. Numerical Requirements for Chaplains
- 8302. Initial 3-Year Obligation
- 8303. Regular Navy
- 8304. Reservists on Extended Active Duty
- 8305. Releases, Resignations, and Retirements

SECTION 8400.—CHAPLAIN SUBSPECIALTIES

- 8401. General
- 8402. Definitions
- 8403. Chaplain Corps Utilization of Subspeciallyties
- 8404. Chaplain Corps Subspeciallyty Definitions

SECTION 8500.—NAVY SPONSORED CONTINUING EDUCATION OPPORTUNITIES

- 8501. Navy Chaplain Continuing Education Program
- 8502. Locally Sponsored Programs
- 8503. Off-Duty Programs

CHAPTER 9—PROFESSIONAL GUIDELINES

APPENDIX A—FILING SYSTEM

APPENDIX B—REPORTS AND FORMS

APPENDIX C—"CHAPLAIN CORPS FY78 AND
FY79 PROFESSIONAL WORKSHOPS"



4

4





DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO
OPNAVINST 1730.1
Op-01H
3 October 1973

OPNAV INSTRUCTION 1730.1

From: Chief of Naval Operations
To: All Ships and Stations

Subj: Chaplains Manual

1. Purpose. To provide policy, professional guidelines, and directives which facilitate religious ministries to personnel of the Department of the Navy.
2. Cancellation. NAVPERS 15664-B of 27 February 1968.
3. Applicability. This manual is applicable to U. S. Navy chaplains and all persons in the Department of the Navy responsible for the facilitation and support of the religious program.
4. Administration and Maintenance. Periodic changes will be recorded in the Record of Changes provided in the front of this manual. Recommendations for changes or improvements, together with supporting data, should be submitted to the Chief of Naval Operations (Op-01H).
5. Reports and Forms. The reports and forms prescribed by this instruction are identified in Appendix B.

FRANCIS L. GARRETT
Chief of Chaplains

Distribution:
SNDL, Parts 1 and 2
MARCORPS Code CK

Stocked:
CO, NAVPUBFORMCEN
5801 Tabor Ave.
Phila., PA 19120



CHAPLAINS
MANUAL



10



CHAPTER 1—THE CHAPLAIN CORPS

SECTION 1100.—GENERAL

- 1101. Chaplaincy Established
- 1102. Mission of the Chaplain Corps
- 1103. Anniversary of the Chaplain Corps

SECTION 1200.—CHAPLAINS IN THE NAVY

- 1201. The Unique Role of the Chaplain
- 1202. The Chaplain as a Professional Representative of His Church
- 1203. The Chaplain as a Naval Officer
- 1204. Bearing of Arms
- 1205. Form of Address
- 1206. Ecclesiastical Public Relations Activities

SECTION 1300.—COMMAND SPONSORSHIP OF RELIGIOUS PROGRAM

- 1301. Command Prerogatives and Responsibilities
- 1302. Chaplain's Place in the Unit Organization
- 1303. Right To Communicate With the Commanding Officer
- 1304. Professional Communication

CHAPTER 2—ADMINISTRATIVE

SECTION 2100.—CHIEF OF CHAPLAINS

- 2101. Place in the Organization
- 2102. The Chaplains Division

SECTION 2200.—INTERSERVICE COOPERATION

- 2201. Armed Forces Chaplains Board
- 2202. Assignment With Other Armed Forces
- 2203. Cooperative Ministry

SECTION 2300.—OFFICIAL, SOCIAL, AND CLERICAL AMENITIES

- 2301. Calls—Official and Social
- 2302. Chaplain Corps Social Amenities
- 2303. Ecclesiastical Amenities
- 2304. Official Visits to a Command
- 2305. Visits to the Office of the Chief of Chaplains

SECTION 2400.—BILLETS AND PERSONNEL ADMINISTRATION

- 2401. Organization for Personnel Administration
- 2402. Manpower Allocation and Requirements Plan (MARP)
- 2403. Manpower Authorizations
- 2404. Staffing Criteria
- 2405. Manpower Sponsors
- 2406. Billet Changes
- 2407. Assignment of Chaplains to Billets
- 2408. Responsibility for Monitoring Chaplain Allowances
- 2409. Procedures Related to Long Range Planning
- 2410. Procedures Related to Billet Change Request

SECTION 2500.—CORRESPONDENCE

- 2501. Official Correspondence
- 2502. Pastoral Correspondence
- 2503. Professional Correspondence
- 2504. Reports

**SECTION 2600.—FILING SYSTEM: STANDARD SUBJECT
IDENTIFICATION CODES FOR THE
NAVY CHAPLAIN CORPS**

- 2601. General

**CHAPTER 3—PROFESSIONAL RELATIONSHIPS,
COMMUNICATION, AND
SUPERVISION****SECTION 3100.—RELATIONSHIPS WITHIN THE CHAPLAIN CORPS**

- 3101. General
- 3102. Relationship of the Chief of Chaplains to the Corps
- 3103. Supervisory Relationships

**SECTION 3200.—THE PROFESSIONAL COMMUNICATION SYSTEM
WITHIN THE CHAPLAIN CORPS**

- 3201. Written and Telephone Communication Between the Chief of Chaplains and the Corps at Large
- 3202. Communication Between the Chief of Chaplains and Supervisory Chaplains
- 3203. Special Procedures To Facilitate Communication and Encourage Collegiality

**SECTION 3300.—PROFESSIONAL COORDINATION WITHIN THE
CHAPLAINS CORPS: SUPERVISORY
CHAPLAINS**

- 3301. Types of Chaplain Corps Supervision**
- 3302. Senior Chaplains**
- 3303. Functions of Senior Chaplains**
- 3304. Staff Chaplains**
- 3305. Functions of Staff Chaplains**
- 3306. Circuit Riding Chaplains Distinguished From Staff Chaplains**
- 3307. Inspections and Visitations**
- 3308. Coordination of Ministry**
- 3309. Functions of Chaplain Coordinators**
- 3310. Cooperative Watch Lists**
- 3311. Counseling and Advisory Functions**

CHAPTER 4—PROGRAM PLANNING AND SUPPORT

SECTION 4100.—PROGRAM PLANNING

- 4101. The Planning—Programming Process**
- 4102. Logistic Support**
- 4103. Budgeting**

SECTION 4200.—SUPPORT PERSONNEL

- 4201. General**
- 4202. Methods of Payment**

SECTION 4300.—MATERIAL

- 4301. Navy and Marine Corps Supply System**
- 4302. Sources of Supply**
- 4303. Chaplains Program Support Guide**
- 4304. How To Order Standard Stock Items**
- 4305. Forms: COG II Stock Items**
- 4306. Publications: COG 01**
- 4307. Authorized Material for Marine Corps Units**
- 4308. General Information and Guidelines**
- 4309. Organs**
- 4310. Property Responsibility.**

SECTION 4400.—CHAPELS

- 4401. Authorization and Construction**
- 4402. Criteria for Chapels and Religious Facilities**
- 4403. Shipboard Chapels**

CHAPTER 5—MINISTRY SUPPORT**SECTION 5100.—DIVINE SERVICES AND CHAPEL MINISTRY**

- 5101. Divine Services
- 5102. Divine Services in Ship and Field
- 5103. Use of Chapels

SECTION 5200.—TEAM MINISTRY

- 5201. General
- 5202. Senior Chaplain
- 5203. Functional Diversity in Team Ministry
- 5204. Joint Participation of Chaplains in Divine Services
- 5205. Sacraments and Ordinances

SECTION 5300.—CHAPEL FUNDS

- 5301. Purpose of Chapel Funds
- 5302. Administration of Chapel Funds
- 5303. Custodians
- 5304. Accounting Procedures
- 5305. Report Forms
- 5306. Budget
- 5307. Chief of Chaplains Fund

SECTION 5400.—CHAPEL COUNCILS

- 5401. General
- 5402. Organization
- 5403. Membership
- 5404. Duties and Responsibilities
- 5405. Governing of Chapel Council Operations
- 5406. Sample Form for Establishing Chapel Council

SECTION 5500.—CHAPLAIN'S CLERK

- 5501. Chaplain's Clerk Billets
- 5502. YN-2525 Classification Code
- 5503. Assignment of Chaplain's Clerks
- 5504. Enlisted Chaplains Assistants in the Marine Corps

**SECTION 5600.—SUPPORT FROM INACTIVE DUTY NAVAL
RESERVE CHAPLAINS**

- 5601. Mission
- 5602. Active Duty Chaplain Relationships With the Inactive Duty Chaplains
- 5603. General Information for all Reserve Chaplains

SECTION 5700.—AUXILIARY CHAPLAINS

- 5701. Employment of Auxiliary Chaplains

CHAPTER 6—SPECIALIZED ASPECTS OF MINISTRY

SECTION 6100.—EDUCATIONAL MINISTRY

- 6101. Background
- 6102. Religious Education Programs
- 6103. Adult Religious Education
- 6104. Religious Instruction, Classes/Individual
- 6105. Bible Study and Discussion Groups
- 6106. Correspondence Courses
- 6107. Religious Education for Children
- 6108. Unified Protestant Religious Education Curriculum
- 6109. Catholic Religious Education Program
- 6110. Unified Jewish Religious Education Curriculum
- 6111. Procurement of Religious Literature and Materials
- 6112. Leadership Training for Dependents Religious Education
- 6113. Program Resources for Lay Organizations
- 6114. Directors of Religious Education
- 6115. Moral Development Programs

SECTION 6200.—AUDIO-VISUAL SUPPORT

- 6201. Chaplain Film System
- 6202. Reviews and Descriptive Information
- 6203. Army and Air Force Chaplain Film Libraries

SECTION 6300.—COUNSELING MINISTRY

- 6301. Background
- 6302. Privileged Communication and Confidentiality
- 6303. Group Counseling
- 6304. Referrals
- 6305. Resources and Consultants
- 6306. Area Counseling Training Groups
- 6307. Navy Relief Society
- 6308. American Red Cross

SECTION 6400.—COLLATERAL DUTIES

- 6401. General
- 6402. Appropriate and Inappropriate Collateral Duties
- 6403. Procedure in Case of Inappropriate Collateral Duty Assignments
- 6404. Prohibited Collateral Duties

SECTION 6500.—COMMUNITY SERVICE AND PUBLIC AFFAIRS

- 6501. Relation of Religious Ministry to Community Life
- 6502. Mission Activities
- 6503. Community Service Activities
- 6504. Relationship With Civilian Churches
- 6505. Charitable and Service Projects in Overseas Areas
- 6506. Public Affairs

**CHAPTER 7—RITES, CEREMONIES, AND
SPECIAL DUTIES****SECTION 7100.—MARRIAGES AND MILITARY WEDDINGS**

- 7101. Ecclesiastical Regulations Governing Marriage
- 7102. Civil Laws Regarding Marriage
- 7103. Marriage While on Foreign Duty
- 7104. Premarital Educational Programs
- 7105. Military Weddings

**SECTION 7200.—DUTIES IN CONNECTION WITH THE SICK,
WOUNDED, AND DYING**

- 7201. General
- 7202. Battle Station
- 7203. Crisis Ministry to Those of Other Faiths
- 7204. Ministry to Hospitalized Personnel
- 7205. Calls on Patients in Naval Hospitals
- 7206. Hospital Watch Lists and Cooperative Ministry

SECTION 7300.—DEATHS AND RESULTING DUTIES

- 7301. Death Notifications
- 7302. Letters of Condolence From Chaplains
- 7303. The Casualty Assistance Calls Program
- 7304. Families of POW's and MIA's

SECTION 7400.—FUNERALS AND BURIALS AT SEA

- 7401. Military Funerals
- 7402. Deaths at Sea
- 7403. Burials at Sea

SECTION 7500.—MEMORIAL SERVICES

- 7501. Types of Memorial Services
- 7502. Procedures

SECTION 7600.—MILITARY OR CIVIC CEREMONIES

- 7601. Military Ceremonies
- 7602. Civic Ceremonies

**CHAPTER 8—PROFESSIONAL DEVELOPMENT
OF CHAPLAINS**

SECTION 8100.—GENERAL

- 8101. The Chaplain as a Professional
- 8102. Professional Developmental Needs and Requirements
- 8103. Command Responsibility for Professional Development
- 8104. Responsibility of Senior Chaplain
- 8105. Responsibility of Individual Chaplain

SECTION 8200.—ASSIGNMENT TO DUTY

- 8201. The Detailing Process
- 8202. Basic Assignment Pattern
- 8203. Expression of Preferences and Needs
- 8204. Communication With Detailer

SECTION 8300.—TENURE STATUS

- 8301. Numerical Requirements for Chaplains
- 8302. Initial 3-Year Obligation
- 8303. Regular Navy
- 8304. Reservists on Extended Active Duty
- 8305. Releases, Resignations, and Retirements

SECTION 8400.—CHAPLAIN SUBSPECIALTIES

- 8401. General
- 8402. Definitions
- 8403. Chaplain Corps Utilization of Subspeciallyties
- 8404. Chaplain Corps Subspeciallyty Definitions

**SECTION 8500.—NAVY SPONSORED CONTINUING EDUCATION
OPPORTUNITIES**

- 8501. Navy Chaplain Continuing Education Program
- 8502. Locally Sponsored Programs
- 8503. Off-Duty Programs

CHAPTER 9—PROFESSIONAL GUIDELINES

APPENDIX A—FILING SYSTEM

APPENDIX B—REPORTS AND FORMS

APPENDIX C—CHAPLAIN CORPS FY78 AND
FY79 PROFESSIONAL WORKSHOPS

CHAPTER 1

The Chaplain Corps

SECTION 1100

General

1101. Chaplaincy Established

1. The second article of *Navy Regulations* adopted by the Continental Congress 28 November 1775 made provision for divine services afloat:

The commanders of the ships of the thirteen United Colonies, are to take care that divine service be performed twice a day on board, and a sermon preached on Sundays, unless bad weather or other extraordinary accidents prevent.

Although chaplains are not mentioned in this article, the reference to a sermon implies that Congress intended that there should be an ordained clergyman on board. The first chaplain known to have served in the Continental Navy was the Rev. Edwards Brooks, a Congregational minister. In the spring of

1777 Brooks reported aboard the *Hancock*. He was captured by the British in May 1777 and was reported exchanged for a captured British chaplain.

2. The article adopted by the Continental Congress, with a few changes, became article II of the Articles for the Government of the Navy enacted by the Congress of the United States, and is included now in the United States Code: 10 U.S.C. 6031(b).

1102. Mission of the Chaplain Corps

The Chaplain Corps is comprised of representatives of religious bodies of the United States. Its purpose is to provide professional guidance to the Department of the Navy and to promote the spiritual, religious, moral, corporate, and personal well-being of members of that establishment, their dependents, and other authorized persons by

providing the ministries appropriate to their rights and needs.

1103. Anniversary of the Chaplain Corps

In 1954, the Secretary of the Navy directed that 28 November of each year be

observed throughout the naval establishment as the anniversary of the Navy Chaplain Corps. The Secretary also directed that commanding officers of ships and stations provide for such ceremonies and activities as may be appropriate and feasible to mark the observance.

SECTION 1200

Chaplains in the Navy

1201. The Unique Role of the Chaplain

Duties performed by the chaplain in support of the command religious program are official in nature. The professional aspects of the chaplaincy are not separated from but are in support of a chaplain's official duties and responsibilities. However, the professional role of a chaplain as a representative of a religious body and as a naval officer requires an identification of professional and official duties and responsibilities.

1202. The Chaplain as a Professional Representative of His Church

1. The term "professional" as used in this manual refers to those aspects of the chaplain's role which are determined not by the Navy, Marine Corps, or Coast Guard, but by the chaplain's identity as a member of the clergy whose profession is the ministry of religion.

2. The Navy does not generate religious ministry. It receives ministries from the churches and religious bodies of America in accordance with the religiously pluralistic pattern of American society. The United States Code provides that:

An officer of the Chaplain Corps may conduct public worship according to the manner and forms of the church of which he is a member. 10 U.S.C. 6031(a).

The term "church" as used in this manual is used to include denominations and religious bodies of all faiths.

3. Since all liturgical, sacramental, and pastoral acts are performed on the basis of ecclesiastical rather than naval credentials, it follows that the ultimate responsibility for the substantive nature of chaplains religious ministry rests with their churches.

4. The maintenance of ecclesiastical credentials (i.e., status as an ordained member of the clergy and a valid ecclesiastical endorsement) is the official responsibility of each chaplain.

5. The religious context of the Navy, like that of American society at large, is one of religious pluralism, in which independent churches and religious bodies coexist in mutual respect. Because of the impracticality of providing clergy of every faith or denomination in every ship or station, the Navy and the churches of America have evolved jointly a pattern of cooperative ministry. The principle of cooperative ministry places on every chaplain the obligation to:

a. Make provision for meeting the religious needs of those in the command who are adherents of other churches.

b. Cooperate with other chaplains and commands in meeting the religious needs of members of the chaplain's own faith group.

1203. The Chaplain as a Naval Officer

1. The chaplains' relationship to their churches, as the source of ecclesiastical credentials, does not exist in isolation from an equally binding relationship to the Navy. In accepting a Naval commission a member of the clergy acknowledges military command, accepts the principle of command responsibility for the spiritual and moral welfare of naval personnel, and is subject to military regulations and directives and the Uniform Code of Military Justice. In return, the Navy grants the chaplain the right of conducting ministry not as an outsider visiting a naval activity, but as a member of the Navy community, involved in its whole life and responding to its total needs.

2. In the act of endorsing their clergy for Navy commissions, the churches of America accept the placing of their ordained representatives under military command, subjection of those so endorsed to military regulations and directives, to the principle of command responsibility for the spiritual and moral welfare of naval personnel, and the necessity of cooperative ministry. In return the churches receive the right of extending their ministries to Navy, Marine Corps, and Coast Guard personnel.

3. While the chaplain's ecclesiastical credentials derive solely from the chaplain's church and the substantive nature of this ministry is determined by that church, the conditions for this ministry are determined by the naval service. As a naval officer the chaplain is obligated to:

a. Provide ministry within the framework of the religious program sponsored by the commanding officer.

b. Adapt this ministry to the conditions of the naval service.

c. Conduct this ministry in coordination with the ministries of other chaplains, according to the pattern of cooperative ministry evolved by the churches and the Navy.

d. Design this ministry to meet the religious needs of the personnel of the command, their dependents, and other authorized persons.

1204. Bearing of Arms

1. Chaplains are forbidden to carry weapons.

2. This restriction arises from the provisions of the Geneva Conventions of 1949 which accord a special protective and non-combatant status to chaplains. Pursuant to the Geneva Conventions, chaplains are exempt from being treated and retained as prisoners of war, and they are permitted to carry out their religious duties after falling into enemy hands. In order to be entitled to this immunity, chaplains must at all times, both in time of war and in time of peace, be engaged exclusively in religious duties; and they must always abstain from all hostile acts. For chaplains to bear arms would be incompatible with their religious functions and spiritual duties. An individual chaplain who violates this noncombatant status by carrying a weapon endangers the noncombatant status of other chaplains, offering the enemy an excuse to treat all chaplains as combatants. (See Article 0845, *U.S. Navy Regulations*)

1205. Form of Address

1. Chaplains are addressed in oral or written communications in accordance with Article 0810 of *Navy Regulations*, except that by long custom a chaplain's ecclesiastical identity takes priority over the officer identity in all but formal official situations. Chaplains of all ranks are addressed and introduced properly by the term "chaplain."

2. Terms of address which are common within particular faith groups or denominations such as "Father," "Pastor," or "Rabbi" may be used appropriately in relationships within that faith group. However, the use

of the term "chaplain" is common to all faith groups and expresses the identity of the clergy within the military community.

1206. Ecclesiastical Public Activities

1. The Chief of Chaplains is responsible for maintaining relationships with churches and religious bodies of the nation. Chaplains should be alert to advise that office of any actual or potential situation which might affect these relationships and to forward pictures, articles, and news reports which would be of interest to the religious press and would interpret the chaplain's ministry to the religious bodies of America.

2. Navy chaplains are invited frequently to speak or preach before civilian groups or congregations. The acceptance of such invitations is often in the best interest of the Navy from the standpoint of public and ecclesiastical relations. When a chaplain speaks or preaches before a civilian group as an official representative of the Navy or the command, the chaplain is in a duty status; travel and other expenses will be funded by the Navy. It is important for the chaplains to speak at national-level conventions or to

participate in denominational policymaking activities when opportunities are presented. If travel is involved, TAD or authorization orders at no expense to the government may be issued. Ordinarily, the civilian group or denomination will assume responsibility for other incurred expenses.

3. Chaplains may at times speak, preach, provide pastoral services, or serve on denominational-related committees or task groups in an off-duty status. Great care should be taken that off-duty activities will not impinge upon or interfere with regular duties; but when this condition is met, off-duty activities are to be encouraged. The acceptance of an honorarium when the chaplain preaches or performs a pastoral service in an off-duty status is permitted.

4. The services of chaplains on active duty are available to the military community without charge to military personnel. An honorarium or stipend for baptisms, funerals, or marriages in Armed Forces Chapels should be refused tactfully. If offense would be given by such refusal the chaplain will make clear, in an appropriate manner, that the offering is not being accepted for personal use.

SECTION 1300

Command Sponsorship of Religious Program

1301. Command Prerogatives and Responsibilities

1. Responsibility for the welfare of personnel, and specifically for the preservation of the moral and spiritual well-being of personnel, is basic to naval command (*Navy Regulations*, Article 0727.a). The sponsor-

ship of the religious program is a command prerogative growing out of this responsibility, and the chaplain's total ministry takes place within this context. The authority and credentials of the chaplain's church do not give the chaplain an inherent right to perform acts of religious ministry in the Navy apart from a command-sponsored religious program.

2. Support of the religious program, including funding and logistic support, is an integral part of the command's total operation of the ship or installation. Guidelines for planning and budgeting procedures are provided in Chapter 4.

1302. Chaplain's Place in the Unit Organization

1. The chaplain is assigned to duty directly under the executive officer or, as appropriate, the chief of staff. As an advisor to the commanding officer on moral and religious matters, the chaplain is one of the key officers in promoting the moral, spiritual, and religious welfare of personnel. It is not appropriate to assign the chaplain within the personnel or administrative departments.

2. When more than one chaplain is attached to a command the senior chaplain is responsible, under the executive officer or chief of staff, for the religious program. The senior chaplain supervises and coordinates the team ministry of all chaplains of the command. Since this supervisory responsibility is administrative rather than ecclesiastical, the assignment of a senior chaplain is not made on the basis of denomination. Regardless of the number of denominations or faiths represented, there is only one senior chaplain in the command.

1303. Right to Communicate With the Commanding Officer

1. The provisions of Article 1107 of *Navy Regulations* concerning the right to communicate with the commanding officer should be understood and observed by all chaplains.

2. Chaplains assigned to duty under a

senior chaplain will note that, while the right of any person to communicate with the commanding officer at a proper time and place may not be denied or restricted, a chaplain who desires to exercise this right shall keep the senior chaplain and executive officer informed of this intention.

3. Because of the chaplain's key role as an advisor to the commanding officer on moral and religious matters, which are integral to the commanding officer's basic responsibility for the welfare of personnel, ready access to the commanding officer is particularly important in the performance of the duties of the senior chaplain. Therefore it is incumbent upon the senior chaplain to keep the executive officer/chief of staff fully and completely informed at all times.

1304. Professional Communication

Occasions arise when a unit chaplain wishes to consult directly with a supervisory chaplain, or with the Chief of Chaplains, or a member of the Chief of Chaplains' staff, regarding professional concerns. Such communication is appropriate and is to be encouraged.

When the professional matter has military or command implications and/or is not clearly distinguished from such implications, the chaplain will keep the commanding officer informed.



CHAPTER 2

Administrative

SECTION 2100

Chief of Chaplains

2101. Place in the Organization

1. Respect and custom established the unofficial title "Chief of Chaplains" prior to its official establishment by the Act of Congress of 22 December 1944. Since March 1945, the Chaplain Corps of the Navy has been headed officially by a Chief of Chaplains with the rank of Rear Admiral. During the early years the Secretary of the Navy assumed direct responsibility for the selection, appointment, and distribution of all officers, including chaplains. In 1917, an officer of the Chaplain Corps was designated Head of the Chaplains Division in the Bureau of Navigation (later Bureau of Naval Personnel).

2. The Chief of Chaplains is selected from

among the Rear Admirals of the Chaplain Corps on active duty and is detailed to office by the Chief of Naval Personnel.

a. The Chief of Chaplains advises the Chief of Naval Personnel on policy relative to religious activities in the Navy, functioning also as an advisor to the Secretary of the Navy, the Chief of Naval Operations, and the Commandant of the Marine Corps on ecclesiastical matters.

b. The Chief of Chaplains is responsible for the professional administration of the Chaplain Corps.

c. The Chief of Chaplains maintains liaison with the churches and religious bodies of America, interpreting church policy and positions to the Navy and Navy policy and needs to the churches.

2102. The Chaplains Division

1. Chaplains assigned to duty in the Bureau of Naval Personnel to assist the

Chief of Chaplains in fulfillment of these functions and the responsibilities associated therewith are members of the Chaplains Division of the Bureau of Naval Personnel. They are supervised by the Deputy Chief of Chaplains/Director of the Chaplains Division.

2. Functions and tasks of the Chaplains Division include the following:

a. Liaison with the churches and religious bodies of the United States:

(1) Establishment of denominational quotas for procurement and augmentation of chaplains.

(2) Presentation to churches of procurement needs for chaplaincy appointments.

(3) Liaison with churches in connection with endorsement and appointment of chaplains.

(4) Implementation of lay ministry programs and services in the Navy, as authorized by the various churches.

b. Recommendations to the Chief of Chaplains regarding billets and the procurement and assignment of chaplains to duty in billets throughout the Navy, Marine Corps, and Coast Guard, in light of:

(1) The approved quantitative and qualitative manpower requirements.

(2) The principles and requirements of cooperative ministry.

(3) Denominational quotas and distribution so as to extend the ministries of

chaplains from as broad a range of churches and religious groups as possible.

c. Professional development of chaplains and liaison with ecclesiastical authorities in matters relating thereto, including:

(1) Federally sponsored continuing educational programs for chaplains.

(2) Liaison for church sponsored continuing education programs for chaplains.

(3) Career planning, counseling, and guidance.

(4) Pastoral care of chaplains.

d. Professional support of chaplain ministries, including:

(1) Development and recommendation of plans and policies in connection with religious ministries.

(2) Development of pilot religious programs and relevant models of ministry.

(3) Provision of appropriate professional and program resources.

(4) Monitoring of requirements for specialized supplies, equipment, and facilities, and providing professional advice to chaplains regarding the planning and programming of their requirements.

(5) Formulation of policies and standards relating to chaplain's assistants.

(6) Formulation of policies and standards relating to auxiliary chaplains.

(7) Dissemination of professional information, guidance, and technical advice for chaplains.

SECTION 2200

Interservice

Cooperation

2201. Armed Forces Chaplains Board

1. The Chiefs of Chaplains and their deputies comprise the Armed Forces Chap-

lains Board. The chairmanship rotates among the Chiefs of Chaplains of the three services, as does the assignment of the executive secretary, the board's only full-time staff member, a chaplain.

2. The Armed Forces Chaplains Board advises the Secretary of Defense, through the assistant for manpower and reserve affairs, on religious and ecclesiastical matters and coordinates activities and policies within the chaplaincies of the three services.

2202. Assignment With Other Armed Forces

Navy chaplains are required to accustom themselves to ministry under a variety of operational and administrative conditions inasmuch as they are assigned routinely to the Marine Corps, the Coast Guard, and the Merchant Marine Academy. Some chaplains serve on combined staffs, and others in naval activities which are tenant commands on Army or Air Force bases.

2203. Cooperative Ministry

1. When Navy chaplains are assigned in the vicinity of personnel or chaplains of the Army or Air Force, the principle of cooperative ministry will be extended.

2. Ministry resources provided for Navy chaplains will be made available to personnel and chaplains of the other services on as inclusive a basis as possible. Navy chaplains should not hesitate to explore the availability of such resources from any nearby Army or Air Force base or unit.

SECTION 2300

Official, Social, and Clerical Amenities

2301. Calls—Official and Social

1. Official (office) calls should be made on the executive officer and the commanding officer by newly reported chaplains. Senior chaplains, chaplains heading special staff sections, and all chaplains in the grade of commander and above should call on the senior officers of other departments and staff sections within a few days after reporting for duty. All chaplains should call on fleet or district chaplains and their own force chaplains if in the immediate area.

2. Social (quarters) calls should be made in accordance with local custom. The aide, administrative officer, or executive officer should be consulted as to the preferences of the individual commander or commanding officer.

2302. Chaplain Corps Social Amenities

Social gatherings and amenities within the Chaplain Corps community reflect the preferences and desires of the chaplains for social fellowship rather than formalized re-

quirements. Informal calls in the homes and quarters of senior and staff chaplains are encouraged.

2303. Ecclesiastical Amenities

1. The religious needs of many naval personnel and their families are met by civilian churches in the vicinity of stations or home ports. Cooperative relationships between chaplains and these churches are essential.

2. Chaplains should call on their own denominational officials in the area, on officials of other demoninations, and on pastors or rabbis of local churches or synagogues, as appropriate.

3. The participation of chaplains in local ministeriums, clergy organizations, or Councils of Churches is encouraged.

2304. Official Visits to a Command

1. When a chaplain or a member of the civilian clergy has been invited to perform religious duties abroad a ship or station, the host chaplain will ensure that the visitor is met and escorted properly.

2. Chaplains visiting a command in the performance of official duty shall report to the commanding officer and, when appropriate, to other commanders in the area.

They shall make their presence known to the senior chaplain of the command visited and, as appropriate, to any staff chaplain concerned.

3. Authority to travel in a duty status at no expense to the Government places chaplains in an official status no matter where they may be or what they may be doing in the execution of their orders. Chaplains issued orders of this character are expected, upon arrival at ultimate destination or prior thereto, to inform the appropriate senior and/or staff chaplain of their presence. Furthermore, if they intend to perform any public function or professional service within the geographic limits of another command, the commandant or area commander should be informed of the details in ad-

vance. This may be done by correspondence or in person.

2305. Visits to the Office of the Chief of Chaplains

The Chief of Chaplains welcomes and encourages calls from chaplains of the Corps who may have occasion to be in the Washington area. Visits to the office of the Chief of Chaplains also provide an excellent opportunity for personal consultation regarding chaplains' career concerns in such areas as assignments, career status, and continuing education. Telephone consultation with various staff members in their areas of technical competence is welcomed when the needed information or advice is not available locally.

SECTION 2400

Billets and Personnel Administration

2401. Organization for Personnel Administration

1. Aspects of personnel administration which affect chaplains must be seen in the context of the Navy's overall organization for personnel administration.

2. The administration of the Department of the Navy is governed by the policies, principles, and the organizational structures prescribed by General Order No. 19 and SECNAVINST 5400.13. Specific responsibilities for administration are assigned to the Secretary of the Navy and to the proper naval and civilian executive and professional assistants. The Chief of Naval Operations exercises overall authority in matters essential to naval military administration and is responsible for such matters as personnel requirements. The Commandant of the

Marine Corps exercises similar authority and responsibility over the U.S. Marine Corps. The administration of naval military personnel is directed by the Bureau of Naval Personnel, which performs such Navy-wide personnel functions as assignment, promotions, and separations. The Chief of Naval Material and the heads of other components of the Navy Department are responsible for the administration of personnel within their respective commands and perform personnel functions required by their support requirements. In the Operating Forces, personnel administration is a function of command, from the major fleet commands to the individual ship commanders.

3. Navy civilian personnel administration is also a responsibility of command, exercised under the codified regulations issued by the Office of Civilian Manpower Management, which acts for the Under Secretary of the Navy in matters of civilian personnel policy. Under the standards and guidelines set by the Civil Service Commission, the Office of Civilian Manpower Management develops the Navy's civilian

personnel programs and provides staff assistance to civilian personnel offices of individual commands through regional offices of Civilian Manpower Management.

4. The aspects of Navy personnel administration having to do with the assignment and separation of chaplains will be discussed along with other career and professional development concerns in chapter 8. Those aspects having to do with chaplain billets and billet changes are summarized here.

2402. Manpower Allocation and Requirements Plan (MARP)

The Manpower Allocations/Requirements Plan (MARP) is a plan which records and controls the Navy's quantitative and qualitative military manpower allocations and requirements for each activity of the naval establishment, both in peacetime and during mobilization. This plan is divided into two sections—the "P-MARP" (peacetime plan) and the "M-MARP" (mobilization) for control and reporting. The requirements for chaplains are included in this plan, which specifies the number of chaplains that may be on active duty in the fiscal years under consideration. Military manpower information with regard to allocations and requirements is included in the P-MARP for each existing or planned peacetime activity of the naval establishment.

2403. Manpower Authorizations

1. The manpower authorization (OPNAV 1000-2/NAVPERS 5760) promulgated by the Chief of Naval Operations lists and describes the individual billets authorized for each Naval and Marine Corps activity. It is the authority used by personnel distributors and detailers for assigning naval personnel. The manpower authorization is the basic document for current and future peacetime naval manpower planning in the areas of recruiting, training, promotion, and

personnel distribution. It is also the basic document for naval manpower planning for mobilization which is the basis for Naval Reserve recall, recruiting, training, and promotion.

2404. Staffing Criteria

The manpower authorization for each naval activity (including the chaplains' allowance) is established originally by the Chief of Naval Operations on the basis of staffing criteria, which prescribe the number of each category of personnel required for varying types of activities of varying sizes. Staffing criteria are found in the "Staffing Criteria Manual," OPNAV 5310.5, in Ship Manning Documents, and in the "Marine Corps Personnel Requirements Manual" (MCOP 5320.5A). The Chief of Chaplains gives advice as to chaplain billet requirements included in these staffing criteria.

2405. Manpower Sponsors

1. A manpower sponsor is a bureau, functional command, or office responsible to the Deputy Chief of Naval Operations (Manpower) for manpower matters relating to naval activities under the sponsor's cognizance. The manpower sponsor for a naval hospital, for instance, is the Chief of the Bureau of Medicine and Surgery. A change in the manpower requirements in any particular activity is the responsibility of the manpower sponsor.

2. There are no ships or shore activities, the primary mission of which is concerned with matters under chaplain cognizance. For this reason the Chief of Chaplains is not a manpower sponsor. This means that the Chief of Chaplains does not control chaplain billets. The number of chaplain billets in a naval hospital, for instance, is under the control, not of the Chief of Chaplains, but of the manpower sponsor, the Chief of the Bureau of Medicine and Surgery.

2406. Billet Changes

1. Billet changes ordinarily come about as a result of "program" changes. This means, in effect, that a planned change in the mission or operations of an activity involving changes in manpower requirements goes into the Navy's manpower planning for the fiscal year in which the program change will take effect. Such a change is effected usually through the submission by the manpower sponsor of a Program Objectives Memorandum (POM), justifying the change and listing all the money, material, and manpower requirements involved. The approval of such a change, its inclusion in the budget and in the manpower planning, usually takes several years.

2. Requests for billet changes which are not part of a larger program change (a request for an additional chaplain billet because of an increased workload would come in this category) are handled in a different way. Such requests are initiated by commands and submitted to the Chief of Naval Operations via manpower sponsors. When the change involves chaplain billets, the request is sent to the Chief of Chaplains for comment and recommendation before OPNAV action is taken. However, since the total manpower level of the Navy for the fiscal year concerned has long since been determined on the basis of force level and approved program and established by Congress, total Navy strength cannot be increased. This means that an increase in one place must be balanced by a decrease somewhere else. A request for an increase in 41xx, billets which is not part of a long-range program change, then, can be approved only if a "source" is identified. This identification of source can come at any level:

a. The command may offer to give up another billet of some kind in order to obtain an additional chaplain billet.

b. The manpower sponsor may identify

a source from another command under that sponsor.

c. The Chief of Chaplains may identify a chaplain billet elsewhere which could be deleted in compensation. However, since the Chief of Chaplains is not a manpower sponsor, the billet elsewhere would be under the control of another manpower sponsor. This is not, therefore, a likely alternative.

3. Unless a source is identified in one or another of these ways, it is not likely that a change will be approved. However, the submission of the request establishes the existence of the requirement and makes the establishment of the billet more likely in the future should a source become available. Unit chaplains, therefore, should not hesitate to initiate requests in the absence of an assured source.

4. One chaplain to 800 naval personnel (one hundred twenty-five thousandths of 1 percent of the authorized strength of the active list of the Navy) is the ratio established by Congress for the Navy's chaplain manning level (10 U.S.C. 5404(b)). The ratio cannot be applied mechanically in determining chaplain requirements for any particular ship or station. Other factors, such as operating conditions, isolation, number of dependents served, overall distribution of chaplains, etc., are all relevant considerations. It should be noted also that the total number of chaplains actually authorized by the Navy for any fiscal year has never been adequate to make an overall ratio of 1 to 800 possible. However, this congressionally established ratio does provide a general guideline.

2407. Assignment of Chaplains to Billets

1. The number of chaplains on active duty in the Navy in a particular year (known as the Chaplain Corps "end strength," since strength is established as of the end of the fiscal year) is determined by the total number of 41xx billets authorized,

plus a small allowance to cover those chaplains who are in transit or hospitalized at any given time. Chaplains are therefore detailed only to fill established billets.

2. Requests to the Chief of Chaplains for the assignment of additional chaplains beyond the number of authorized billets cannot be approved ordinarily since such an assignment could be made only at the expense of another command, where a billet would have to be left unfilled.

3. Flexibility in rotation schedules, input of new procurement, and other personnel variables occasionally may permit the temporary assignment of an excess chaplain. Such an occurrence should not be regarded as a solution to personnel problems, and the senior chaplain should not "build program" around the presence of an excess chaplain. Action should be pressed to obtain the required additional billets since the excess assignment inevitably will be temporary.

2408. Responsibility for Monitoring Chaplain Allowances

1. Monitoring the adequacy of the chaplain allowance in view of the workload and the needs of the command for ministry and advising the commanding officer of needed changes is the continuing responsibility of the senior chaplain.

2. Monitoring the adequacy and distribution of chaplain allowances throughout a force or major command is the responsibility of the staff chaplain.

2409. Procedures Related to Long-Range Planning

1. It is the responsibility of chaplains to keep abreast of long-range plans for the command and initiate action to bring appropriate chaplain changes into the plan for manpower changes. Examples would be a planned change of the command's mission which was expected to bring a substantial increase in the number of military personnel

or the planned building of a large number of housing units which was expected to bring a substantial increase in dependent population served.

2. The first step would be thorough staff work, including investigation of all planning contingencies and all relevant references; determination as to whether or not provision has been made already for the needed additional chaplains; reference to the appropriate staffing criteria to determine the standards for chaplains' ministry under the expected conditions; and full justification of the requirement.

3. A request to the manpower sponsor for the inclusion of the 41xx billet increase in the appropriate POM for the appropriate fiscal year should be submitted. Adequate staff work on the part of the chaplain would include (after appropriate consultation within the command) the preparation of the correspondence for the signature of the commanding officer or commander.

4. Follow up steps would include continued monitoring of plans to ensure that chaplain billet requirements are changed if plans are changed, and that all necessary action is taken.

5. Because of the responsibilities of the Chief of Chaplains in connection with the entire 41xx community (the filling of billets and the coordination of ministry) that office should be kept informed, through the appropriate supervisory chaplain, at every stage of the process.

2410. Procedures Related to Billet Change Requests

1. When a need arises for an immediate change in the chaplain allowance of the activity, either because of inadequate planning in the past or because of rapid or unexpected changes in conditions, it is the chaplain's responsibility so to advise the command and to initiate the necessary staff action. If the requirement is for an increase,

a request should be submitted to CNO via the manpower sponsor (cf. OPNAVINST 1000.16).

2. As suggested in paragraph 2409.2, the first step is thorough preparatory staff work. Particular attention should be given to unusual circumstances or conditions which make the increase necessary. The requirement must be documented and justified fully.

3. The appropriate staff chaplain should be consulted, both for advice as to procedures and for integration of the proposed billet change into the larger picture of denominational concerns and coordination of ministry. The Chief of Chaplains should also be kept informed at every stage.

4. The possibility of a billet source, either within the command or from the manpower sponsor, should be explored thoroughly. After consultation within the command and, if appropriate, with the staff of the manpower sponsor, the chaplain should assist in the preparation of the official request for

the commanding officer's signature in accordance with current directives.

5. Follow up steps would include continued monitoring of the request. In the event that a source is not identified and the billet increase is not approved, the requirement should be kept before the command and the manpower sponsor for future reconsideration if and when a source becomes available.

6. Similarly, a unit chaplain should be alert to identify and report an excess of chaplain billets or to request an increase. In such an event the appropriate staff chaplain should be consulted so that the excess can be examined in the larger context of coordination of ministry and denominational requirements.

7. In connection with Marine commands, it is imperative that the numbers called for in Marine Corps Tables of Organization not be confused with the Navy Manpower Authorization. The two may differ both as to the number of chaplains involved and in their rank structure.

SECTION 2500

Correspondence

2501. Official Correspondence

1. Since the religious program is a command responsibility, all correspondence relating to it and involving the Navy in an official way is official correspondence. It is to be prepared for the signature of the commanding officer (or designated representative), in official form, and addressed to Navy commanders via command channels (example: an official letter from the commanding officer is addressed "To: Chief of Naval Personnel (Pers 9)" rather than "To: Chief of Chaplains"). Official correspondence addressed to persons outside the Department

of Defense follows business form, but is prepared for the commanding officer's signature. Every chaplain should have access to and utilize the Naval Correspondence Manual (SECNAVINST 5216.5B) in the preparation of all official correspondence.

2. *"By direction" correspondence.*— Many commanding officers delegate to chaplains the authority to sign "by direction" routine official correspondence relating to the religious program. Such correspondence emanates officially from the commanding officer, not the chaplain, and should be so prepared. A chaplain's signature "by direction" would never be followed by the rank or office, since the chaplain is signing for the commanding officer.

3. A chaplain may never presume authorization to sign by direction. Such au-

thorization is given always in writing. If "by direction" authorization is needed and is not provided already, the chaplain, after consultation, should prepare the authorizing letter for the commanding officer's signature.

4. The only forms of official correspondence which are signed in their own right by chaplains are internal memoranda, addressed to other persons within the activity, and personal official letters. The latter are letters from the chaplain by name, relating to personal official matters such as records, assignments, continuing education, etc., and they are sent via the chaplain's commanding officer.

2502. Pastoral Correspondence

1. Pastoral correspondence relates to the chaplain's pastoral relationship with personnel of the command, dependents, or civilians. It may be regarded as a written extension of the kind of oral communication that takes place between minister, priest, or rabbi and parishioner. Such correspondence is addressed frequently to naval personnel, families, civilian clergy, church officials, and community social agencies. Business form is used and signed with the chaplain's own name. Since the chaplain's pastoral role rather than officer role is involved, the signature may be followed appropriately by the identification, "Chaplain, U.S. Navy," rather than the more official rank and corps designation, if desired.

2. Pastoral correspondence inherently is private in nature. Care should be taken in chaplain's office procedures to safeguard this privacy.

2503. Professional Correspondence

1. Professional correspondence is correspondence between chaplains relating to professional matters within the corps. Business form is used. Official matters relating to the command are not handled through professional correspondence.

2. When professional correspondence is addressed to the Chief of Chaplains, the appropriate staff chaplain should be kept informed if the matter discussed falls within the latter's area of cognizance. This may be done by a copy of the letter.

2504. Reports

1. An annual statistical report as of the close of each fiscal year (30 June) is submitted by each chaplain via the commanding officer to the Chief of Chaplains, Active Duty Navy Chaplain's Annual Report, NAVPERS 1730/8, report symbol BUPERS 1730-8. This is an individual report of the activities of each chaplain rather than a consolidated report of command religious activities. It should be prepared in time to leave the command not later than 10 July. The purpose of this reporting is the provision of data required by the Chief of Chaplains in interpreting religious ministry to Navy and ecclesiastical officials.

2. Senior chaplains of ships, units, or commands shall submit the Active Duty Navy Senior Chaplains' Annual Report, NAVPERS 1730/9, report symbol BUPERS 1730-9, in addition to the report required by paragraph 1. A chaplain or a duly appointed auxiliary chaplain assigned independent duty to a ship, unit, station, or command is considered a senior chaplain for reporting purposes.

3. Inactive duty Naval Reserve chaplains will submit the Inactive Duty Naval Reserve Chaplains Annual Report, report symbol BUPERS 1730-1, utilizing form NAVPERS 1730/4, on 30 June of each fiscal year.

4. Staff chaplains may require of chaplains in the force or major command such reports as are needed in the performance of their duties. In all cases, the principles of good reporting procedures should be followed:

a. No report or data therein should be

required for which there is not a specific identifiable need.

b. The chaplain submitting the report should be aware of the need for and the use made of the data.

5. Most churches and religious bodies require each of their chaplains to submit regular reports of their activities in the Navy.

The timely and appropriate submission of such reports to the chaplain's church is as much a part of the official duty of a chaplain as reports within the Navy.

6. All information on reporting requirements for active and inactive duty Navy chaplains and for auxiliary chaplains is contained in BUPERS Instruction 1730.8.

SECTION 2600

Filing System: Standard Subject Identification Codes for the Navy Chaplain Corps

2601. General

1. The Chaplain Corps filing system is an adaptation and supplementation of Department of the Navy "Standard Subject Identification Codes" (SECNAVINST 5210.11A) and "Department of the Navy Standard File Maintenance Procedures" (SECNAVINST 5211.3A).

2. The system retains the essentials of the uniform subject classification structure for pertinent Navy and Marine Corps documents, while also meeting the specialized needs of the Chaplain Corps, with the addition of easily recognized supplementary listings in a second column.

3. This system adapts readily for those in large and small commands and for those chaplains whose work is largely administrative. While many items will not be needed, others not specifically listed will be desired according to local demand. Folders should

not be prepared in advance of need. They can first be arranged in broad categories, with no time or effort to be lost as they are expanded. Subjects can be subdivided easily by name, number, location, date, etc., and filed through adding a number.

1739 Other Faiths, Provision For
1739/1 Jewish Personnel
1739/2 Christian Scientists
1739/3 Latter Day Saints

or alphabetizing:

1739 Other Faiths, Provision For
/Christian Scientists
/Jewish Personnel
/Latter Day Saints

Any additions, however, should be preceded by a slant in order to keep them delineated from the Navy standard codes. Further explanation of such adaptation is found in "Department of the Navy Standard File Maintenance Procedures" (SECNAVINST 5211.3A).

4. This system is neither a substitute for the primary sources nor a revision of them. It is rather a practical means of bringing together the parts of both sources that will most likely be needed by the chaplain, plus providing a supplement for the specialized needs of the Chaplain Corps, and arranging all in one compendium.

5. The filing system may be found as appendix A to the manual.

CHAPTER 3

Professional Relationships, Communication, and Supervision

SECTION 3100

Relationships Within the Chaplain Corps

3101. General

1. Relationships within the Chaplain Corps are professional in nature and should be characterized by a spirit of collegiality. The term "collegiality" as used in this manual refers to the cooperative relationship, in pursuit of common goals, of professional coworkers who regard each other with mutual respect. There is no "command" relationship within the professional province of the Chaplain Corps; nor does the existence of the professional relationship in any way affect or impinge upon the command relationship which does exist between every

chaplain and the commanding officer and other military superiors.

2. The relationship of seniors to juniors within the professional channels of the Chaplain Corps has to do with facilitating the ministries for which unit chaplains are responsible to their own commanding officers and to their churches.

3. The professional relationship among all chaplains within the corps, regardless of relative seniority, is one of mutual support. The Navy's pattern of cooperative ministry in the context of religious pluralism is one in which no single chaplain can individually provide a total ministry to the command; the chaplain is dependent always upon the cooperation of other chaplains.

3102. Relationship of the Chief of Chaplains to the Corps

1. There is no "professional chain of command" within the Chaplain Corps. The

professional relationship of the Chief of Chaplains to the individual chaplains of the corps is a direct one which does not require going through intermediate professional channels. Even under conditions of wartime expansion, the Chaplain Corps of the Navy is small enough to be regarded as a professional "family," and its style of relationship follows this model.

2. In those professional matters having to do with ministries, the Chief of Chaplains deals directly with senior chaplains responsible for unit religious programs. In professional matters having to do with the individual chaplain's career concerns, the Chief of Chaplains deals directly with the individual chaplain. Staff or coordinator chaplains are not to be regarded as "middlemen" between the Chief of Chaplains and unit chaplains. They are "representatives of the Chief of Chaplains in the field" in the supportive and facilitative sense but not in an authoritative or "chain of command" sense.

3103. Supervisory Relationships

1. *Use of the term "Supervisory Chaplain"*.—The term "supervisory chaplain" refers to all those chaplains whose duties include the professional supervision of other chaplains; it is a generic term rather than a technical term used to identify specific billets.

2. *Supervision as facilitation of ministry*.—The purpose of Chaplain Corps supervision is facilitation of ministries. The authority relationship, when appropriate, will be exercised through command channels rather than professional channels. Chaplain Corps supervisors, as facilitators of ministry, seek to provide the services, support, and coordination which make ministry effective. Chaplain Corps supervision ought never to be directive or authoritative in character, except in the case of the senior chaplain of an activity, who is the military senior of that

department in the unit chain of command and thus has a military relationship in addition to professional relationships. Although the commander of a staff chaplain and the commanding officer of a unit chaplain may relate to each other in terms of command authority, this is not the case between the two chaplains. In professional supervision, the appropriate model is that of professional collegiality rather than military command.

3. *Supervision and religious pluralism*.—All Chaplain Corps supervision, including that of the activity senior chaplain in relationship to other chaplains of the command, takes place in a context of religious pluralism, as described in chapter 1. Chaplain Corps supervision never presumes to exercise control over those liturgical, sacramental, prophetic, and ecclesiastical aspects of ministry for which every ordained member of the clergy is responsible directly to the endorsing church or religious body. In fact, it is a major responsibility of every supervisory chaplain to ensure that such control is *not* attempted.

4. *Supervision and management*.—The support aspect of Chaplain Corps supervision, particularly as it relates to fiscal, material, organizational, and personnel support, is related closely to the concept of management. Management within the naval service is a function of command, and all chaplains have management responsibilities as staff assistants to their own commanders and commanding officers. Senior chaplains have management responsibilities within their own departments as representatives of the commanding officer. In professional relationships within the Chaplain Corps, however, responsibilities are seldom managerial in nature. It is preferable, therefore, not to use the term management as synonymous with supervision in the Chaplain Corps. The concept of facilitation of ministries, which is appropriate to all types and all aspects of Chaplain Corps supervision, is the preferred approach.

5. *Chaplain Corps supervision and the military chain of command.*—a. Certain types of Chaplain Corps professional supervision, as described in section 3300, are exercised within command channels. However, the principle of cooperative ministry, with its requirement for denominational distribution and cross-coverage, frequently transcends command lines. The relatively small number of chaplains distributed throughout the Navy, Marine Corps, and Coast Guard, together with the mobility of operating units, means that on many occasions a chaplain may have more ready access to a supervisory chaplain in another chain of command rather than one's own. The professional facilitation of ministry by supervisory chaplains is provided therefore on the most convenient and workable basis when strict following of command lines for such facilitation is not practical. Commanders and commanding officers should be aware

of the cooperative ministry principle, and thus will expect their chaplains to be involved in such working interrelationships. It is incumbent, however, on chaplains to:

(1) Make sure that their own activities outside their command and the activities of other chaplains within their command, are entirely in the professional area, with no violation of military command prerogatives.

(2) Keep their own commanding officer or commander fully informed of such activities.

(3) Be aware that their primary professional responsibility is always within their own commands.

b. The important distinction between those types of professional supervision that are exercised within command channels and those that coordinate across command lines, and the functions unique to each type, are dealt with in section 3300.

SECTION 3200

The Professional Communication System Within the Chaplain Corps

3201. Written and Telephone Communication Between the Chief of Chaplains and the Corps at Large

1. Written professional communication to and from the Chief of Chaplains within the Chaplain Corps follows the model of relationship described in Paragraph 3102. The Chief of Chaplains disseminates written information of general interest by mailings addressed directly to each staff chaplain and

to all unit chaplains. Such communications include:

a. Periodic lists of chaplains orders.

b. An informal series of personal communications from the Chief of Chaplains to the corps, accompanied by occasional compendia of "Items of Interest."

c. A formal series of professional guidelines, issued for retention at the back of this manual for periods of time as specified.

2. Staff chaplains are not expected to duplicate and forward information received from the Chief of Chaplains. They will disseminate, as required, items relating to the facilitation of ministry in their own areas of cognizance.

3. The Chief of Chaplains (or members of the Chaplains Division *ex officio*) will communicate directly with individual chaplains of the corps by letter or telephone and they, in return, on professional career con-

cerns, as required. Copies of correspondence will be sent to staff or coordinator chaplains if the professional matter discussed relates directly to their areas of cognizance. Copies will not be sent to activity senior chaplains; it is expected that individual chaplains will inform their own senior chaplains of such communication when appropriate.

3202. Communication Between the Chief of Chaplains and Supervisory Chaplains

1. Supervisory chaplains are expected to be the major source of professional communication from the field to the Chief of Chaplains. They are in a position to identify trends and common professional problems, to spot potential difficulties, to make evaluations, and to transmit common concerns in a way which could not be expected of individual unit chaplains. The professional administration of the Chaplain Corps follows a model of collegiality. The Chief of Chaplains depends on supervisory chaplains, as senior, experienced, and strategically placed professionals, for continuing advice and guidance regarding the ministries of the corps. When in doubt as to whether a particular matter should be communicated to the Chief of Chaplains, the supervisory chaplain should err on the side of too much rather than too little communication.

2. Since all items of general interest are communicated from the Chief of Chaplains directly to the corps at large, communications to supervisory chaplains usually have to do with their own participation in the professional administration of the corps following the model of collegiality.

3203. Special Procedures to Facilitate Communication and Encourage Collegiality

1. *Chief of Chaplains conferences.*—a. In odd numbered fiscal years the Chief of Chaplains convenes a conference, usually of

1-week duration, to which are invited representatives of the entire corps. The specific theme or design of the conference varies; but the general purpose is to facilitate two-way communication between the Chief of Chaplains and the corps at large, to encourage a spirit of collegiality within the corps, and to provide a forum for the discussion of issues of corps-wide interest.

b. Chief of Chaplains conference attendees are expected to engage in a special corporate communication function with their peers and all chaplains with whom they are in contact. The listening and reporting, both before and after the conference, are central to the purpose of the conference itself. Data brought to and decisions reached by these biennial conferences provide a major source of input into the Chief of Chaplains' planning process.

2. *PACEMAKER conferences.*—a. In even-numbered fiscal years, area chaplain coordinators are expected to convene conferences (known as PACEMAKER conferences) of all chaplains in their respective areas. (See Article 3309.) The general purpose is the same as that of the Chief of Chaplains conferences, with the aim of involving the entire corps in a process of communication, collegiality, and discussion of issues of importance to the ministry of chaplains.

b. Although action to initiate each series will originate with the Chief of Chaplains in the appropriate fiscal year, the basic responsibility rests with each chaplain coordinator to plan, program, and convene the conference. The responsibility for this biennial series is delegated to chaplain coordinators rather than staff chaplains in the chain of command since the area approach is the only practical one for involving all chaplains. The same basic method of encouraging communication, collegiality, and discussion is available also to staff chaplains who may desire at other times to make use of it within command channels.

c. The Chief of Chaplains may propose agenda items for each PACEMAKER series, but each conference is to be open for the discussion of whatever issues are regarded by the chaplains of each area as important to their ministries.

d. Following each PACEMAKER

conference, the chaplain coordinator will prepare a report (BUPERS report symbol 5050-3) to the Chief of Chaplains on the conference results. A consolidated report of all conferences in the series will be prepared by the Chief of Chaplains for use in planning and for dissemination to the corps.

SECTION 3300

Professional Coordination Within the Chaplain Corps: Supervisory Chaplains

3301. Types of Chaplain Corps Supervision

1. In addition to that of the Chief of Chaplains, there are three major types of professional supervisory responsibilities in the Chaplain Corps:

a. *Senior Chaplains* facilitate ministries in a single activity by directly supporting, coordinating, and answering to the commanding officer for the performance of duty of all chaplains assigned to the activity.

b. *Staff Chaplains* facilitate unit ministries through a fleet, force, or major command, by advising the commander, monitoring plans and developments within the overall command, and providing support through chain of command channels.

c. *Chaplain Coordinators* facilitate ministries in a particular geographical area or *ad hoc* grouping of chaplains by providing resources and channels for cooperative ministry across command lines.

3302. Senior Chaplains

Like all supervisory chaplains, senior chaplains operate with two types of relationships. Like supervisory chaplains, they operate professionally as a facilitator of ministry. In addition, they have official functions as department heads (or the equivalent), responsible to the commanding officer through the executive officer or chief of staff for the performance of duty of all assigned chaplains. A senior chaplain must distinguish carefully between the two kinds of relationships. While authority expressed in the issuing of orders is possible inherently in the military context, such a mode of relating is advisable only in the formal rather than the interpersonal sense. The mission of the department is religious ministry, and the military dimension is seldom separable completely from the professional area in which authoritarianism is inappropriate. Since theirs is the only form of Chaplain Corps professional supervision in which authoritarianism can be cloaked with the legitimacy of the chain of command, senior chaplains must exercise their role with great sensitivity.

3303. Functions of Senior Chaplains

1. Advise the commanding officer on all matters related to religion and the religious program.

2. Plan, program, and budget for the command's total religious program.

3. Make provision for the religious needs of all personnel of the command, utilizing,

in addition to the assigned chaplains, the services of chaplains from other commands, civilian clergy, and lay leadership, as necessary.

4. Function as a military department head (or the equivalent) in the chain of command, responsible to the executive officer or chief of staff for the performance of duty of all assigned personnel.

5. Coordinate the ministries of all assigned chaplains with due regard to religious pluralism and functional diversity in professional qualifications (see section 5200).

6. Facilitate the continued training and professional growth for all assigned chaplains.

7. Advise the force or other staff chaplain regarding billets and other support requirements regarding which action at the force level may be required.

8. Advise the Chief of Chaplains on all professional matters requiring attention at that level which relate to the command religious program, keeping the force or other staff chaplain informed, as appropriate.

3304. Staff Chaplains

1. The primary responsibility of staff chaplains is that of staff advisor to their commanders, and this is their chief mode of ministry facilitation. Staff chaplains are not responsible officially to their commander for the performance of duty of other chaplains. They have no direct military relationship with the chaplains whose ministries they seek to facilitate.

2. Staff chaplains include the following:

a. *Fleet chaplains.*—Fleet chaplains are assigned to the staffs of the Commander in Chief, Atlantic Fleet, and the Commander in Chief, Pacific Fleet. Thus they are the senior chaplain supervisors in the operating forces. The chaplain assigned to the staff of the Commander in Chief, U.S. Naval Forces, Europe, also holds the title "Fleet Chaplain." Facilitation, in this case, will be

with the unit chaplains in the European command.

b. *The Chaplain, U.S. Marine Corps.*—"The Chaplain, U.S. Marine Corps," is assigned to the staff of the Commandant of the Marine Corps, with additional duty on the staff of the Chief of Chaplains, for Marine Corps liaison. Operational control of the Fleet Marine Forces is through the respective fleet commanders. Administrative control of the Marine Corps, however, is exercised by the Commandant of the Marine Corps. "The Chaplain, U.S. Marine Corps," thus has facilitative responsibilities in connection with all chaplains serving with Marine units.

c. *Force chaplains.*—Force chaplains are assigned either full time or on an additional duty basis to the staffs of type commanders in each fleet (cruiser-destroyer force, naval air force, amphibious force, service force, fleet Marine force, submarine force). Their relationships in the facilitation of ministry are with the unit chaplains assigned to the units of the force.

d. *Major staff chaplains.*—Chaplains assigned to the staffs of certain major commanders (construction regiments, training commands, Marine division and aircraft wings, etc.) have facilitative relationships with chaplains assigned to units of the commands. Their functions are analagous to those of force chaplains.

e. *District chaplains.*—District chaplains serve as staff advisors to naval district commandants. Their facilitative relationships are primarily with the naval reserve chaplains in the naval districts. Naval district commandants are assigned certain area coordination responsibilities by the Chief of Naval Operations for shore activities in accordance with General Order 19.

3305. Functions of Staff Chaplains

Staff chaplains are supervisors in the support sense, only. Unlike senior chaplains, they have no direct military relationship

with the chaplains whose ministries they seek to facilitate, and authoritarian modes of relating are never appropriate. Their primary responsibility is that of staff advisor to their commander, and this is their chief form of ministry facilitation. Their functions include the following:

1. Advise the commander on all matters relating to religion and the religious program within the fleet, force, or command.

2. Facilitate the ministry of chaplains via command channels (i.e., with organizational support through fleet, force, or command directives, coordination of command fiscal and material support, etc.).

3. Monitor chaplain billets and billet requirements in all units of the fleet, force, or command, advising and assisting unit chaplains and commanding officers on the initiation of manpower authorization change requests and facilitating such requests at the force level.

4. Monitor in the same fashion billets and billet requirements for enlisted chaplains' assistants.

5. Stay abreast of all planned and programmed changes in the force's mission or operations, being alert to advise the commander of implications for chaplain's ministry, manpower, and budget.

6. Maintain information pertinent to resources relevant to the unique needs of unit chaplains in the force or command (e.g., information regarding contacts, clergy, charitable institutions in foreign areas for chaplains of deploying ships).

7. Facilitate development of relevant ministry models which meet needs unique to the force or command and which can be shared with all unit chaplains (e.g., circuit-riding ministries in destroyer or amphibious force; lay leader training models, etc.).

8. Conduct inspections of unit chaplain programs (see Article 3307).

9. Conduct conferences of unit chaplains, as required.

10. Provide orientation and continued

training for all chaplains in the force or command.

11. Advise the Chief of Chaplains of all professional matters relating to the force or command that require attention at that level.

3306. Circuit-Riding Chaplains Distinguished from Staff Chaplains

Certain chaplains are assigned to afloat staffs in order to provide a broader base for a circuit-riding ministry than would be possible if assigned to a single unit. Although they perform certain staff advisory functions, they are not "staff chaplains" in the supervisory sense.

3307. Inspections and Visitations

1. Staff chaplains (or other chaplains when designated) participate, as directed by their commanders, in the naval command inspection program, governed by OPNAV Instruction 5040.7. The Chaplain, U.S. Marine Corps, is usually a member of the party of the Inspector General, U.S. Marine Corps. In such instances, chaplains are part of the command inspection team with responsibility for the chaplain portion of the inspection.

2. In addition, the ministry facilitation responsibilities of all staff chaplains as well as the Chief of Chaplains and members of the Chaplains Division, require them to visit as frequently as possible commands having chaplains assigned.

3. In either case, the purpose of the inspection or visitation, insofar as the unit chaplain and the visiting chaplains are concerned, is to assist the unit chaplain in the basic mission of ministry. The visiting chaplain seeks, from the professional perspective, to assist the unit chaplain in examining the overall religious program looking toward a goal of more effective ministry. An inspecting chaplain may be required, in connection with an official command inspection, to

assign a grade which designates a program as "satisfactory" or "unsatisfactory," but the helping relationship should be paramount.

4. Although procedures of inspecting commanders may vary, current Navy wide policy does not encourage the use of questionnaires and forms in inspections and visitations. Such inspection instruments, unless carefully used, may have the undesirable effect of promoting a kind of standardization of ministry which is quite inappropriate in the context of religious pluralism. A more appropriate procedure in chaplain visitation is a joint examination of the particular program's responses to the unique religious needs and conditions in the unit.

3308. Coordination of Ministry

1. *Coordination needs.*—Within the Navy and Marine Corps pattern of cooperative ministry every chaplain is dependent on the assistance of other chaplains to provide a full religious program for the command. Informal coordination, as chaplains assist each other and avoid duplication of efforts, is a continuing requirement at every level. In addition, there are many situations in which more formal kinds of coordination across command lines are required. These include:

a. *Ad hoc* coordination of divine services and other specific aspects of ministry, such as hospital watch lists, duty chaplain watch lists, etc.

b. Long-range coordination of planning and program to maximize available chaplain resources in meeting needs on a continuing basis.

c. Coordination of professional concerns relating to the Chaplain Corps itself.

2. *Ad hoc coordination of divine services, etc.*—The naval service has well established principles for effecting coordination between different commands in operating situations, and chaplain coordination in such situations is determined by these procedures. Standard senior officer present and senior officer pres-

ent afloat procedures determine which naval commander has responsibility for the administration of matters which collectively affect more than one command (*Navy Regulations*, Articles 0903 and 0931). In such situations, the chaplain serving on the staff of senior officer present or senior officer present afloat is responsible to the commander for coordination of divine services and religious functions. Note that it is always the seniority of the command rather than the relative seniority of the individual chaplains involved which is determinative.

3. *Long-range coordination of planning and program.*—a. When several units with chaplains assigned are located permanently in the same area, overlapping responsibilities and interests generally are present. (Examples: A Marine Corps base with chaplains assigned both to base and FMF units, or a Navy operating port with home ported fleet units and one or more shore activities.) Senior officer present provisions fix responsibility in these as in all other situations involving more than one command. Program coordination on a continuing basis can be facilitated by the formation of a coordination council, established with the concurrence of the commands concerned, and made up of chaplain representatives from each major command. Such a coordination council should follow a model of professional collegiality in which coordination is negotiated mutually rather than imposed.

b. *Functions of these councils are to.*—

(1) Examine the ministry needs and chaplain resources from an overall integrated perspective rather than a piecemeal, single-command perspective;

(2) Avoid duplication of efforts and ministries;

(3) Mobilize talents and abilities of the total military chaplain and lay community, and coordinate with the civilian community.

(4) Provide better service to each command than could be offered without intercommand cooperation.

4. *Coordination of Chaplain Corps professional concerns.*—a. In selected areas, a chaplain coordinator for professional concerns within the Chaplain Corps may be designated by the Chief of Chaplains with concurrence of the appropriate command. This designation by the Chief of Chaplains will not conflict with the normal command coordination functions of the Navy, Marine Corps, and Coast Guard organizations. In ordinary circumstances, the designated chaplain coordinator is the chaplain assigned to the staff of the senior officer present. In those few instances in which there may be a question as to the relationship between normal command coordination functions and professional coordination within the Chaplain Corps, the Chief of Chaplains designation provides clarification with regard to the latter. If a question should ever arise as to conflict between command coordination procedures and Chaplain Corps coordination procedures, the former would always govern.

b. A list of designated chaplain coordinators is published in the Chief of Chaplains professional guidelines, for retention in the back of this manual.

c. Obviously, all senior or staff chaplains have certain coordination responsibilities within their own command lines. The term "chaplain coordinator" is used in this manual and in Chaplain Corps practice to refer to coordination of professional concerns across command lines and to the specific functions listed below. It is useful to maintain the distinction between the two types of coordination. The chaplain coordinator is always *one* of the senior or staff chaplains in a given area or *ad hoc* grouping of chaplains, and the chaplain coordinator duties are in addition to the regular senior or staff duties.

d. The area coordination functions performed by the district chaplain for the district commandant are not identical with the chaplain coordinator functions, and district

chaplains are not designated always as chaplain coordinators for the professional functions described in Article 3309.

3309. Functions of Chaplain Coordinators

The following are the functions of chaplain coordinators:

1. Maintain an inventory of social agencies, social services available, and similar civilian and ministry resources in the area; and disseminate this information to chaplains.

2. Provide liaison with area resources and facilities in general.

3. Assist unit chaplains in locating needed expertise and consultant services, maintaining an inventory of chaplains with P-coded qualifications, and with other educational, or experience qualifications in specialized fields, who are located in the area and who can provide "in-house" consultant services.

4. Coordinate area continuing education programs and opportunities.

5. Plan, program, and conduct area PACEMAKER conferences in alternate fiscal years (see paragraph 3203.2) and such other area conferences as may be needed.

6. Encourage opportunities for social activities for chaplains and their families, with particular attention to Chaplain Corps support for the spouses and families of deployed and retired chaplains who may reside in the area.

7. Advise the Chief of Chaplains on all professional matters requiring attention at that level which may relate to the particular area or grouping of chaplains.

3310. Cooperative Watch Lists

1. The coordination of cooperative watch lists will ordinarily be the function of the area chaplain coordinator unless otherwise designated by the senior officer present. Such watch lists may be of two types:

a. Where the naval hospital in the area has a relatively small number of chaplains,

it is appropriate for all chaplains assigned in the area to participate in a hospital watch list for emergency calls (usually death or the placing of a patient on the critical list) after normal working hours.

b. A general area watch list, which may or may not be combined with a hospital watch list, is appropriate to provide at all times a readily available chaplain for after-hours counseling and emergencies of a general nature. Whenever the number of commands and chaplains in the area is sufficiently large to justify it, an onboard watch should be maintained after working hours in a centrally located chaplain's office.

2. Cooperative watch lists benefit personnel of all commands by making a chaplain available to all hands 24 hours a day. While

the prerogative of commanding officers to sustain a command watch list to which a duty chaplain may be assigned is absolute, experience has shown that in areas occupied by several commands, the cooperative watch list provides the best service to personnel. Chaplain coordinators should interpret these benefits to unit commanders.

3311. Counseling and Advisory Functions

Inherent in the facilitation of ministry, which is the purpose of all Chaplain Corps supervision, is the responsibility for advising and counseling chaplains on professional matters. This responsibility is shared by all senior, staff, and coordinator chaplains as well as the Chief of Chaplains and the members of the Chaplains Division.

CHAPTER 4

Program Planning and Support

SECTION 4100

Program Planning

4101. The Planning— Programing Process

1. Planning and programing are of utmost importance to every chaplain. Chaplains may describe their ministry in terms of priestly, prophetic, or pastoral functions; but the realization of these intangible dimensions of ministry in the concrete situation of the naval or Marine Corps activity is dependent on a very tangible process of planning and programing. The process begins with the identification of specific needs for religious ministry and the development of a program which best will meet those needs. This planned program must be realistic, since all planning/programing is translated ultimately into dollar figures, and the budget for the religious program is in com-

petition with other programs in seeking additional funds already programed. Commands and units of the Navy and Marine Corps will utilize local operation and maintenance funds for the support of the religious program of each command (SECNAV-INST 1730.5). The principle of administration of these funds is judicious and effective use. Funds are often limited, and adequate dollars to satisfy all requirements usually are not available. Consequently, the program may have to be pruned, priorities reestablished, and projects eliminated. This means that detailed attention must be given to the determination of need, the selection of goals which will meet that need adequately, and the establishment and reestablishment of priorities to bring the anticipated religious program into alignment with available resources.

2. The religious program operates within the framework of the:

Navy Program System.—This is a planning, programing, budgeting system (PPBS).

Planning.—The conscious process of selecting and developing the best course of action in order to accomplish an objective.

Programing.—The process of translating program support requirements into manpower and material resource requirements.

Budgeting.—The process of translating approved resource requirements, both manpower and material, into time-phased financial requirements.

3. Adequate planning requires the inclusion of the religious program in the development of the command's budget. The chaplains involvement requires:

a. Knowledge of the command's calendar for submission to the budget cycle;

b. A thorough understanding of the command's function and its program in light of requirements for efficient operation;

c. The timely anticipation of changes in current and future population or mission, as well as changes in liturgical, religious education, and fellowship needs;

d. An appropriately professional personal relationship of the chaplain to the comptroller and the commanding officer. When submitting the budget, the chaplain must make sure that requirements are identified in detail, in order of priority, and that costs are estimated. Timely, wise, and realistic planning will eliminate myriad and complex problems at a later date for the assigned chaplains and their successors.

4102. Logistic Support

1. Responsibility for the religious program rests with each command. In accordance with Navy Regulations, Article 0727 (a) and SECNAVINST 1730.5, this responsibility includes the assurance that divine services will be held and the provision of logistic support for religious programs and for the chaplains assigned to that com-

mand. Funding for the support of the religious program is derived from local operation and maintenance funds.

2. Official logistical support is interpreted to include but is not limited to:

a. Contracting for musical services such as organists, choir directors, directors of religious education, and resource persons;

b. Purchasing religious literature or other literature pertinent to the religious program;

c. Purchasing multimedia equipment and material pertinent to the religious program.

d. Providing such equipment, transportation, printing, or other services as will enable chaplains to perform their duties effectively;

e. Support of the professional training of chaplains in short term seminars or other training opportunities.

3. To assist each command in fulfilling this responsibility, it is incumbent upon chaplains to be aware of current financial policies and to prepare and submit a planned fiscal budget for inclusion in the respective commands' operation and maintenance funds. In order to do this effectively, chaplains must anticipate their requirements at least a year in advance to ensure that support of the commanding officer's religious program is included in budgetary planning at the local level.

4103. Budgeting

The overall budgeting process includes the following steps:

1. *Determine the needs.*—At this point it is important to show that the requirements of the religious program are basic to the needs of the station or unit. This relates the mission of the chaplain to the mission of the command.

2. *Plan the program.*—This includes: (a) the beginning of the planning stage, which involves the tedious assembly of facts, and (b) the realistic setting of goals which

frequently will have to be developed within constrained budget figures. The chaplain then must develop the most effective program possible within the realistic confines of funds available. Specificity is the norm. Good programing demands specific actions necessary to achieve the desired goals. (c) Preparation of documents. The well planned program must be concretised clearly. One method to accomplish this could be a comparison of the cost of a comparable program in the civilian community and/or a similar command.

3. *Match goals with funds.*—Translate planned program into dollar figures. Here program segments are broken into expense elements such as travel, purchased services, supplies, equipment, printing, etc. Whenever possible, the NAVCOMPT prescribed cost account numbers should be used.

4. Submit the prepared budget prior to the command's established time schedule. The following guide may be useful, but should be verified according to local requirements:

a. Senior chaplain should firm up the

total chaplains program budget by mid-February.

b. Present the completed program budget when the commanding officer finalizes the command fiscal budgetary program (15 February to 1 April).

5. *Implement.*—Put the funded program into operation. This involves the continuous review of accomplishments, expending of funds in accordance with the program by quarters, and reprograming when required. It may also mean planned readiness to adjust to unprogramed costs or to exploit any unprogramed additional funds.

6. *Study the results.*—By keeping abreast of the present situation, the chaplain is provided a clear image of future directions, and the carefully planned programed budget serves as a constant reminder of the steps necessary to attain that end.

7. *Budget Diary.*—Actual item expenditures should approximate those originally planned and programed. This matching becomes the chaplain's budget diary and assists in supporting future requests. Highlight budget variances in anticipation of inquiry by higher authority.

SECTION 4200

Support Personnel

4201. General

1. Funding for musical and educational services such as those provided by organists, pianists, guitarists, choir directors, directors of religious education, preschool teachers, and resource persons should be made from appropriated funds in accordance with SECNAVINST 1730.5.

2. Aboard ship or in isolated areas, military personnel, or civil service employees may comprise the sole source for such serv-

ices. The dual compensation law (U.S.C. 5536) precludes the payment of such personnel from appropriated funds. It will be necessary, therefore, to rely on volunteer services, or in this instance to make payment from nonappropriated funds.

3. Civilian clergy invited to conduct divine services or perform other ministerial functions in Naval and Marine Corps activities, whether on a continuing or occasional basis, should be compensated at a rate in keeping with the prevalent standard in civilian churches. SECNAVINST 1730.3 contains procedures for paying for services of auxiliary chaplains and clergy for occasional ministries.

4202. Methods of Payment

Support personnel providing ministrations for divine services or for other religious or special ceremonies may be paid from appropriated funds in one of the following ways:

1. *Civil Service Status (Involves Ceiling Points)*.—a. Nominations, including the name of the applicant and place and length of appointment, will be made by the commanding officer on the recommendation of the senior chaplain, using Standard Form 171 (Application for Federal Employment). Where no chaplain is assigned to an installation and employment of support personnel is deemed advisable, the commanding officer will initiate action in accordance with the applicable regulations (SECNAVINST 1730.3).

b. Support personnel acquiring civil service status on an intermittent basis are charged against authorized civilian personnel ceilings and must be reported in accordance with chapter V, subparagraph b(2) of

the Personal Automated Data Systems (PADS) Guidance Manual, NAVSOP-3074, Revised September 1970.

c. This approach is recommended only when the job is full time (five days per week minimum) and/or the expense exceeds \$2,500 annually.

2. *Contractual arrangements*.—Payment for support personnel may be made on Public Voucher for Purchase and Services Other than Personal (Standard Form 1034), as provided in paragraph 046052 of the NAVCOMPT Manual, subject to ASPR limitations on small purchases. The guidance of the local contracting office should be sought.

3. *Public voucher*.—When support personnel are utilized intermittently, payment may be made on Public Voucher for Purchases and Services other than Personal (Standard Form 1034), as provided in paragraph 046052 of the NAVCOMPT Manual, subject to ASPR limitations on small purchase.

SECTION 4300**Material****4301. Navy and Marine Corps Supply System**

Procurement of ecclesiastical material in support of religious program is handled through normal Navy and Marine Corps supply channels. Reference should be made to the Naval Supply Systems Command Manual and the Federal Supply Catalog system.

4302. Sources of Supply

1. *Standard stock*.—All standard stock items of ecclesiastical equipment and sup-

plies are listed in the Federal Supply Catalog as follows:

a. Federal Supply Classification 9925 for ecclesiastical equipment, furnishings, and supplies;

b. Federal Supply Classification 7195 for chapel bulletin boards;

c. Federal Supply Classification 8345 for flags and pennants.

The ecclesiastical equipment and supplies will be ordered through the regular station or ship supply officer by submission of MIL STRIP requisitions to the appropriate source of supply. The accounting data of the requisitioning activity will be cited.

2. *Nonstandard stock*.—Nonstandard equipment and supplies, including consumable items prescribed in subparagraph 1, will be procured from local commercial

sources or through the Navy Regional Procurement Office, Philadelphia. The accounting data of the requisitioning activity will be cited. For commercial purchases, use Requisition Invoice/Shipping Document (DD Form 1149).

4303. Chaplains Program Support Guide

The Chaplains Program Support Guide, issued by the Chief of Chaplains and updated annually, provides the chaplain with a ready reference listing all available items of ecclesiastical equipment, consumables, publications, forms, and other items available through the supply system as well as films and filmstrips currently in the Chaplain Film System. It also lists currently applicable manuals, references, and directives. It is provided in prepunched form for retention in the back of this manual.

4304. How to Order Standard Stock Items

FSC 9925, Ecclesiastical equipment, furnishings, and supplies are available upon submission of a MILSTRIP REQUISITION (DD Form 1348).

FSC 8345, Flags, pennants, and accessories are available upon submission of a MILSTRIP REQUISITION (DD Form 1348).

FSC 7195, Bulletin boards, chapel, are available upon submission of a MILSTRIP/FEDSTRIP to the applicable Regional Office of GSA/FSS.

These standard stock items are requisitioned through the regular station or ship supply officer and are paid for by the command submitting the requisition.

4305. Forms: Cog II Stock Items

Requisition for Cognizance Symbol II (Forms) are funded and accounted for by the command in the same manner as other

Navy Stock Account material. MILSTRIP requisitions for II forms do not require bureau approval and should be forwarded to the current stocking point.

4306. Publications: Cog OI

Publications, Cog OI are not chargeable material and no fund code should be cited on the MILSTRIP requisition. A list of available OI publications is available in the Program Support Guide.

4307. Authorized Material for Marine Corps Units

1. The Table of Authorized Material (TAM) of the U.S. Marine Corps lists four items of ecclesiastical equipment as required items for support of assigned chaplains for field/combat. These are:

TAM contract No.	FSN	Nomenclature
K019 IIE . . .	9925-174-8834	Altar, Portable, Lec Style, aluminum.
K4172 IIE . . .	9925-926-5206	Chaplain Kit, Catholic, combat.
K4173 IIE . . .	9925-754-2293	Chaplain Kit, Jewish, combat.
K4174 IIE . . .	9925-926-5202	Chaplain Kit, Protestant, combat.

2. The TAM provides that additional supplies and equipment required by the chaplain's particular ministry may be acquired through regular channels by the supporting Marine Corps organization in keeping with the Chaplains Program Support Guide.

4308. General Information and Guidelines

1. *Procurement.*—Order well in advance of requirements. Be specific, submit complete descriptions, sources of supply, prices,

and justification with requests. Promptly acknowledge receipt of items. Follow up, with appropriate references, when delays are encountered. Advise Chief of Chaplains (912) of superior as well as inferior products.

2. *Maintenance.*—Maintain all gear in good condition. Consider use of most practical and economical equipment without sacrificing the desired aesthetic effect. Chrome plated items are more serviceable in hot and humid climates. The cost of replating, gold or chrome, considered in relation to cost of replacement, should be supported by appropriated funds.

3. *Survey and disposal.*—Promptly survey and dispose of unusable excess items. Advise the appropriate supervisory chaplain of excess items in usable condition with a copy to Chief of Chaplains (912). Excess items may be donated to charitable and other institutions under certain conditions. (See NAVSUPSYSCOM Manual, MARCORSUP Manual, or Defense Manual, as appropriate, for details.)

4. *Inventories.*—Maintain accurate inventories. Items obtained through appropriated funds must be carried on station plant account records or equipment account record. Items purchased from nonappropriated funds (e.g., Chapel Funds) should be carried on the Nonexpendable Chapel Fund Property Account Record (NAVPERS 7010/3). Current values of items in a Navy Chapel Fund Property Account should reflect a realistic depreciation schedule based on condition, use, and projected life of equipment. Items carried in Marine Corps Chapel Fund Property Accounts should continue to reflect the original cost, since they are covered by a composite insurance program designed to enable the chapel fund to purchase replacements for items lost, stolen, or destroyed. Items less than \$50 need not be carried on the record (NAVPERS 7010/3).

5. *Deactivation.*—Upon deactivation of an activity, an inventory of all ecclesiastical gear will be submitted by the senior chaplain of the activity to the appropriate supervisory chaplain for disposition instruction. This applies to equipment procured through nonappropriated fund sources as well as appropriated.

6. *Payment of dealer's bills.*—All properly prepared dealer's bills and invoices are to be certified by consignee as to inspection, receipt, and acceptance and promptly submitted for payment to the appropriate Navy or Marine Corps Finance Center/Office (always shown on contracts). Any questionable billings should be brought to the attention of the command with full particulars for verification and/or action as required.

7. *Receipt of damaged equipment, supplies, etc.*—Immediate and direct communication should be made by the receiving activity or ship with the supplier (company or DOD supply point) or carrier indicating exact circumstances surrounding the incident with a request for replacement and shipping instruction.

4309. Organs

All equipment, such as organs, with a unit cost of \$1,000 or more are in the capital investment category and must be budgeted and funded through the applicable investment appropriation of the activity's management bureau, command, or office. See Financial Management of Resources (NAVSO P-3006), paragraph 311.

4310. Property Responsibility

1. Senior chaplains or their designated representatives assume the responsibility for the care and safekeeping of the property utilized within their commands. This responsibility pertains to any Government property coming into their possession from

any source, and by any means, until properly terminated. The signature of the chaplain or the designated representative on a hand receipt is *prima facie* evidence that responsibility for the care and safekeeping of the public property has been accepted. Having accepted responsibility, the signee must comply with the fiscal officer's directives concerning accountability of property.

2. Upon change of the individual hold-

ing hand receipts, a joint physical inventory must be taken by the incumbent and the individual assuming responsibility. A physical inventory is taken annually, or more often if required by local directives, by the individual holding the property accounts.

3. The sale, gift, loan, exchange, or other disposition of any Government property not specifically authorized by law, regulations, or other directions is illegal.

SECTION 4400

Chapels

4401. Authorization and Construction

1. The submission of a request for chapel construction in the military construction program is, in effect, a request for a share of the Department of Defense money appropriated to the Navy or Marine Corps for all its construction needs. This means that chapels are in competition with funds requested for BEQ's, BOQ's, and other personnel support facilities. The military construction program is probably the most closely monitored of all Navy Department programs. Defense construction is authorized on a line-item basis which makes it a matter of public record as to what projects will be undertaken during the ensuing year.

2. Congress expects that the Navy Department's portion of the overall defense budget will reflect realistic requirements in all areas.

The Navy and Marine Corps must accomplish their overall mission with the limited funds available. Sufficient funds are never available for all programs which have merit. New ships, aircraft, and their equipment carry ever increasing price tags. Maintenance costs for these systems are steadily rising. It is necessary, therefore, to develop

realistic plans and programs since all planning ultimately must be translated into dollar figures.

3. Before it is funded, each chapel line-item must pass the following review and scrutiny. At each step it can be vetoed. The whole process begins with submission of the Basic Facility Requirement List by the commanding officer, the chaplain acting as the staff specialist with regard to the chapel (report symbol OPNAV-11000-1 applies; NAVFACINST 11010.44A refers). It then passes successively (1) to the district public works officer for technical and engineering evaluation; (2) to the area coordinator, usually a naval district commandant; (3) to the station's sponsoring bureau (there are nine concerned with chapel construction); (4) to fleet commanders in chief for comment on all activities which support their operational forces; (5) to the office of the Chief of Naval Operations or the Commandant of the Marine Corps. It is here that the chapel submission request reaches its most difficult hurdle. By the time all priority items reach OPNAV or CMC they will total more than the apportionment received. This is where that extra effort of planning and programming on the part of the unit chaplain in supplying accurate justifying data to the original Basic Facility Requirement List pays off. Without data, facts, and figures, the line-item dies here; (6) to the office of the Secretary of the Navy. The Secretary reviews all line-items;

(7) to the Department of Defense where facts and figures are further scrutinized; (8) to Congress where the final phase of appropriation and funding takes place. There is a fourfold review here by the House Appropriations Committee; the House Armed Services Committee, the Senate Appropriations Committee, and the Senate Armed Services Committee.

4. The following points are suggested for the chaplain to stress when submitting the Basic Facility Requirement List through the commanding officer:

a. The chapel line-item is intended to correct a deficiency in the capability of the activity to meet its mission. State the deficiency and show what facilities are available.

(1) How available are civilian community facilities?

(2) Is it an isolated station, or located in close proximity of a city?

(3) Is it a base with unmarried personnel, or are there large numbers of dependents?

(4) Is the station permanent, semi-permanent, or temporary?

(5) What is the projected scope of operations?

(6) Are reserve organizations assigned for training?

(7) Are there programmed increases of student input at schools and training commands?

(8) Are there programmed influxes of units resulting from changes of home ports, afloat staffs, aircraft squadrons, or assignment of newly commissioned units?

b. Show how the chapel will promote efficiency by making the station more livable for its personnel. Officers and enlisted personnel in the Navy, Marine Corps, and Coast Guard are accustomed to better living conditions than have been provided in the past. There is a great difference in the marital status of enlisted personnel of the Navy compared to past years. More of them are

married, they marry earlier, and they have more children. Because the Navy is an employer competing in a tight labor market, it must provide decent living conditions, including facilities for spiritual needs. This today is one of the key factors in promoting reenlistments.

c. Explore the possibility of a multi-purpose building.

d. With facts and figures demonstrate that the pricing of the program is reasonable as compared with other similar programs, both military and civilian. These figures are available readily through various denominational agencies and, when properly used, will prove that program objectives are in agreement with respect to the size and scope of the projected proposals.

5. To ensure that proper priority will be assigned at each stage of review, the original request must be objective, coordinated with station plans, demonstrate a real need, be substantiated by the activity logistic support requirements (LSR) system questionnaire, provide multiple sources of data, list alternatives, and be realistic. Planning in each of its successive steps must adhere to true needs and not encompass utopian goals that are unattainable financially.

6. While it is highly unlikely that a chaplain who submits the data for chapel construction will be present at a station to see the fruition of the work, nevertheless each one must consider the good of the corps as a whole. Long range planning is now part of the Department of Defense way of life and each chaplain must join the team by planning, programing, and budgeting. If all do their share, our chapel program will continue to grow and provide the proper support needed for our service personnel.

7. The Chief of Chaplains (912) will recommend priorities for religious support facilities in the military construction program and will program and maintain liaison with or between field activities and the military construction review board for chapel

construction consideration. The Chaplain, U.S. Marine Corps is the technical reviewer for chapel and religious facilities within the military construction program of the Marine Corps and recommends priorities for religious support facilities.

4402. Criteria for Chapels and Religious Facilities

The number and sizes of chapels, religious education facilities, and medical center chapels which may be provided at an installation are set forth in the Department of Defense Construction Manual, 4270.1.

4403. Shipboard Chapels

1. Naval Ship Engineering Center, Me-

chanicsburg Division makes provisions for ecclesiastical equipment in ships to which chaplains are assigned. The Allowance Equipage List details the necessary basic items. Alternate or additional items are available through the supply system.

2. The chaplain assigned to a ship or squadron of ships has the responsibility to ensure that the necessary equipment is on board for providing religious ministry to personnel of all faiths.

3. There is no standardized provision for the installation of permanent chapels on shipboard. In many instances, individual ship commanding officers have authorized conversion of space for use as a chapel, either by ship's work force or in yard overhaul periods.



CHAPTER 5

5

Ministry Support

SECTION 5100

Divine Services and Chapel Ministry

5101. Divine Services

1. *Authorization for Divine Service.*—It is a commanding officer's responsibility to cause divine service to be held on Sunday (or the Sabbath) whenever the circumstances allow (Navy Regulations 0722). It is the chaplain's responsibility to conduct divine services on all appropriate occasions.

2. *Vestments.*—As provided by public law and Navy regulations, divine services will be conducted according to the manner and form of the chaplain's own church, and accordingly the vestments of the church represented may be worn.

3. *Publicity.*—a. An item covering the hours and location of divine services on Sundays and on other days of religious significance shall be included in the plan of the day or the drill and work schedule. After such procedure is approved by the executive officer, the chaplain must assume the responsibility to convey the necessary information to the appropriate office in time for publication.

b. In carrying out the plan of the day, the officer of the deck will have church call sounded, and the word passed by the boatswain's mate of the watch. *NOTE.*—To permit personnel sufficient time to reach the chapel or church compartment, it is desirable to have a preliminary announcement or to have church call sounded several minutes prior to actual commencement of divine services.

5102. Divine Services in Ship and Field

1. *Location and arrangements.*—a. Schedules of time and place for holding divine services should be discussed and approved by the executive officer or chief of staff before publication and execution. When serving afloat or in the field the chaplain should be prepared to suggest more than one choice of locations to meet the special tactical situation or circumstances of work, weather, or noise.

b. The choice of location, when no chapel is available, is a vital factor in attendance. The place selected should be easily accessible from the living spaces. Avoid, if possible, areas where interruptions and distractions caused by necessary work and routine may occur. Keep in mind the limitations imposed by architecture or construction which may complicate arrangements, and temporary transformation, for the purpose of worship.

c. Ensure that an item covering the working party is included in the plan of the day or the drill and work schedule.

2. *Rigging for church.*—a. When a divine service is conducted on board a naval vessel after 0800 and prior to sunset, the church pennant may be displayed above the ensign. Shore stations, while not authorized to display the church pennant above the ensign, may display it separately, if desired. Authority to display the church pennant above the ensign is based on Public Law 829, 77th Congress as amended by Public Law 107, 83d Congress, section 3(c). Regulations governing the use of the church pennant are included in paragraph 201; *U.S. Naval Flags and Pennants—Descriptions, Uses, and Customs—DNC 27*, and *Marine Corps Flag Manual* (MCOP10520.3A).

b. The rigging and unrigging of the gear used during divine service normally is a part of regular ship or station work. The assignment of personnel to the church working party usually is rotated as a work detail

among the divisions. It is customary, especially aboard ship, to have a master-at-arms or a boatswain's mate detailed to take charge of the working party.

c. Personal inspection of the church rig in order to correct mistakes before the service begins should not be neglected by the chaplain.

d. In cases where the place of worship is not subject to frequent change or where a few places are the established possibilities, it is a good plan to write up permanent rigging instructions with appropriate diagrams. They should be specific, clear, and understandable to the boatswain's mate in charge of the rigging detail. Show the location of ecclesiastical gear and chapel equipment. Indicate frame numbers when appropriate. Include instructions for stowage after unrigging.

5103. Use of Chapels

1. Navy and Marine Corps chapels are Government property and are available for use by any chaplain attached to the command and acting under proper authority. Where size and arrangement permit, and if satisfactory to the command and to all chaplains concerned, areas may be set aside and kept permanently rigged to accommodate the private devotional needs of personnel of particular faith groups. The senior chaplain of each command will prepare schedules of services which will provide a fair and equitable use of the chapel facilities for Catholic, Protestant, Eastern Orthodox, and Jewish services, and the services of any other *bona fide* religious group desiring facilities for worship.

2. While the religious program of the command necessarily must have priority, chapel facilities should be made available to chaplains of other commands, such as ships home ported in or visiting the area, to the maximum extent possible. Facilities should also be available to military personnel and

dependents for sacraments and ceremonies, such as baptisms, weddings, and funerals, at which civilian clergy may officiate. It is in the interest of good public relations, as well as in the spirit of religious ministry, to make chapel facilities available for religious purposes to as wide a range of military-related people as possible, including retired personnel and dependents, and where circumstances permit, inactive duty reservists, and Navy and Marine Corps civilian employees. The convenience of the chaplains should never be the determining factor in the availability of chapels.

3. As Government property, a chapel is available for the use of all authorized personnel for authorized purposes without charge. It is not appropriate to charge a fee for the use of a Navy or Marine Corps

chapel for weddings. Under some circumstances, it may be necessary to place a requirement upon those using the chapel for a wedding to provide for special janitorial services. Features incidental to the wedding, including such items as organist, soloist, and flowers, will be at the option and expense of the couple.

4. Service to the military community is an important aspect of a chapel program. A chapel is provided for religious purposes, and religious activities always have priority. The use of chapel facilities may be authorized by the command for "secular" purposes, such as non-religious meetings, when not in use for religious activities. However, propriety and sensitivity to the feelings of the religious worshippers should govern such authorization.

SECTION 5200

Team Ministry

5201. General

1. While the assignment of a single chaplain to a command is the norm for all but the largest ships, and for some small shore installations, the majority of Navy chaplains (more than two-thirds at any given time) serve in commands to which two or more chaplains are assigned for team ministry.

2. Religious pluralism dictates that the chaplains assigned to a particular unit or installation represent as wide a range of faiths and denominations as the number of billets authorized and the pool of chaplains available will permit. Their function is to provide, personally insofar as possible and with the cooperation of other chaplains, civilian clergy, and lay leaders as necessary, the fullest range of ministries that can be

offered. This requires cooperative and mutually supportive attitudes and a spirit of collegiality.

5202. Senior Chaplain

1. The collegiality of the Navy concept of team ministry does not negate the principle of military chain of command. The senior chaplain assigned, whatever the denomination, is responsible to the commanding officer for the total religious program. The role is analogous to that of department head. Sensitivity must be exercised in distinguishing between the "official" and "professional" areas of responsibility (see section 1200). In the former, the function is one of military senior; in the latter, as a coordinator. (See paragraphs 3302 and 3303.)

2. A major responsibility of the senior chaplain is to ensure that the unified and coordinated religious program does not coerce or press any chaplains to violate their own conscience or the rules and standards of their church.

5203. Functional Diversity in Team Ministry

1. *General.*—In addition to denominational pluralism, team ministries often provide functional diversity, with chaplains bringing a variety of skills and subspecialty training. Full utilization of such diversified skills and subspecialties is in the interest of effective ministry.

2. *Guidelines.*—There is no single normative pattern for appropriate utilization of “subspecialists” and “generalists” in team ministry. It is the responsibility of the senior chaplain to enable those with special skills and training to make the fullest possible contribution to the total religious program and at the same time to ensure that every assigned chaplain has the fullest possible opportunity for professional participation, fulfillment, and growth in an atmosphere of collegiality. While rules for achieving such teamwork cannot be prescribed, the following principles may be useful:

a. Every chaplain is a professional, who, in the broadest sense, is a “specialist” in religious ministry. The presence in a team of subspecialist chaplains who may have postgraduate training or unique skills in certain aspects of ministry, such as counseling, preaching, or group facilitation, should not deprive other chaplains of opportunities to function professionally in these areas.

b. All chaplains, regardless of their subspecialty training and skills, are basically qualified members of the clergy; in the utilization of their specialized contributions to the team ministry they should not be deprived of opportunities for general sacramental and pastoral functioning.

c. Chaplains with postgraduate training and specialized skills in such areas as counseling, religious education, communication, group process, etc., often make their most effective contribution through consulting with, assisting, and training other chaplains in these areas of ministry, rather than

by assuming personal responsibility for the entire workload in these areas. The opportunity to provide a climate and a program for continuing education and professional growth is one of the major benefits of such a team ministry from the perspective of the participating chaplains.

3. *P-coded billets.*—Chaplains who acquire through the Navy’s postgraduate program subspecialty expertise in such areas of ministry as homiletics, counseling, education, communication, group dynamics, etc., are assigned P-codes. These codes (described in section 8400 below) assist in the process of placing trained chaplains in the billets requiring such training. Senior chaplains who are charged with the responsibility for coordinating team ministries (particularly those involving four or more chaplains) should be alert to identify the unique requirements of ministry in the particular command, and to originate for the commanding officer requests for the P-coding of billets to obtain the needed skills. The number of opportunities for Navy-sponsored postgraduate education is not large enough to provide all the specialized training and skills needed for team ministries throughout the Navy and Marine Corps. However, the office of the Chief of Chaplains maintains an additional inventory of chaplains who have acquired such training and skills through personal and church-sponsored continuing education programs. Senior chaplains should not hesitate to identify the requirements by requesting P-coded billets, even though the immediate filling of the billets may not appear to be possible.

5204. Joint Participation of Chaplains in Divine Services

1. Where two or more chaplains are assigned for team ministry in a single chapel program, their joint participation in divine services will be governed by the principles of voluntarism and mutual respect which characterize American religious pluralism.

Such joint services may be of several types: (a) Official ceremonies; (b) "Ecumenical Services"; and (c). Protestant services in which chaplains of several denominations take part. Most chaplains are sensitive to the wide range of religious orientations present in the naval service, and are eager to go as far as possible in cooperating with other chaplains and accommodating to needs and customs of religions other than their own. However, chaplains will never be expected under any circumstances to violate their own conscience or the rules of their church.

2. *Official ceremonies.*—Certain occasions, such as memorial services conducted for an entire unit following action in which lives have been lost, or following the death of a member of the unit, often have the character of official ceremonies rather than divine services related to a particular faith. Participation by all chaplains (provided no violation of conscience is involved) may be expected, such participation being analogous to the offering of prayer at a public ceremony.

3. *Ecumenical services.*—Ecumenical services (e.g., Catholic and Protestant or other combination of faiths) are sometimes conducted on special occasions. Certain safeguards should be observed carefully in connection with such services.

a. Participation must be entirely voluntary. Any kind of pressure or moral suasion on a particular chaplain to participate in violation of conscience or church rules, is inappropriate.

b. The planning of such services genuinely must be collegial, so that the entire content of the service will be acceptable fully to all participants.

4. *Protestant services.*—Protestant chaplains and personnel of all denominations traditionally have participated together in Protestant services. This cooperative pattern has not been necessitated only by the conditions of Naval service, but it has also met the needs of the great majority of the Protestant personnel and has been approved generally by the Protestant churches of America. However, even here certain safeguards must be preserved. No chaplain may be pressured or required to engage in liturgical or sacramental acts in violation of conscience or church regulations.

5205. Sacraments and Ordinances

Denominational regulations regarding sacramental acts and church ordinances are an area of particular sensitivity. Many churches have specific regulations binding on their clergy with regard to such matters as the mode and conditions of baptism, the serving and receiving of communion, marriage of persons of other faiths, remarriage of divorced persons, etc. These regulations should and must be carefully respected. Likewise, the religious needs of members of differing faiths are the legitimate concern of the chaplains. Their ministry must make provision for meeting these religious needs arising from faiths other than their own.

SECTION 5300

Chapel Funds

5301. Purpose of Chapel Funds

1. Chapel funds provide a vehicle for religious expression. Every American religious tradition includes the concept of

stewardship of money, or of jointly undertaken mission requiring financial support, as an aspect of religious life. The making of voluntary contributions is therefore a customary part of religious worship. Such contributions from Navy and Marine Corps chapel groups are organized into chapel funds, to be used for projects of a religious

nature easily recognizable as coming within the desire of the contributing group.

5302. Administration of Chapel Funds

1. *General.*—a. A chapel fund is a nonappropriated fund established by and administered under the authority of the commanding officer.

b. When a chapel program serves two or more commands located at a single installation, the chapel fund will be administered under the authority of the commanding officer of the housekeeping command responsible for the chapel program.

c. A chapel fund may be identified with a particular group of worshipers and accordingly designated as the chapel fund of that body.

2. *Sources of revenue.*—In addition to voluntary offerings and contributions received at religious services, which constitute the major source of revenue, other sources may be:

a. Designated contributions from individuals of organizations for the support of religious missions, projects, or charitable causes.

b. Proceeds from authorized sale of fund-owned property.

c. Grants from the Chief of Chaplains fund or other nonappropriated funds.

3. *Disbursements.*—a. Disbursement of chapel funds will be made only for purposes consistent with the intention of the contributing group.

b. The intentions of the contributing group can be interpreted most faithfully by representatives of that group. An appropriate (though not obligatory) channel of participation by worshipers in administration of the fund is the Chapel Council, described in section 5400.

c. Appropriate expenditures include the following:

(1) Donations to missions and religious outreach projects.

(2) Donations to charitable and relief projects.

(3) Expenses incurred in connection with social service and community service enterprises sponsored by the chapel group.

(4) Expenses incurred in connection with fellowship activities such as suppers, outings, etc.

d. Since logistical support for the command's religious program is provided by the Navy or Marine Corps through appropriated funds (see ch. 4), chapel funds will not be used normally for salaries of support personnel, purchase of literature and material, printing, or administrative expenses, etc. However, supplementary items and services required for the religious program of the particular congregation and not available from official sources may be purchased from chapel funds.

e. The following expenditures or obligations specifically are prohibited:

(1) Loans to individuals.

(2) Purchases of motor vehicles.

(3) Purchases of investments such as stocks, bonds, or other such investments.

(4) Obligations or commitments in excess of current cash assets of the fund.

4. *Combined chapel funds.*—Where an installation, organization, or unit has chapel funds, (Catholic, Protestant, Jewish, etc.), the funds may be combined into one fund known as the (*Unit Name*) *Chapel Fund* and administered as follows:

a. One checking account will be maintained for the fund.

b. Separate ledgers will be kept for each faith group, with transactions and disbursements limited to the credit balances available in each ledger.

5303. Custodians

1. The custodian of a chapel fund shall be so designated in writing by the commanding officer having jurisdiction over the funds. The custodian may be either a

chaplain or a lay member of the chapel community.

2. Sample Form for Appointment of Custodian:



HEADQUARTERS
NAVAL DISTRICT WASHINGTON, D. C.
WASHINGTON, D. C. 20390

From: Commanding Officer
To: I.T. John Doe, CHC, USN
Subj: Appointment as Custodian of * _____
Chapel Fund
Ref: (a) Chaplains Manual
(b) Local Command Directive on Chapel Funds (if relevant)

1. You are hereby appointed custodian of the * _____ Chapel Fund of the Command.
2. The fund will be administered in accordance with references (a) and (b).
3. The senior chaplain is authorized to approve expenditures from the fund in an amount not to exceed \$ _____. Disbursement in excess of that amount will be submitted to the commanding officer (or designated representative) for approval prior to obligation.

(Signature of C. O.)

* Indicate name of chapel

3. When the custodian is expected to be absent from the duty station or ship for more than 15 but less than 30 days, an interim custodian will be named. The custodian will entrust fund, cash, and other assets to the interim custodian and will receive a memorandum for them in duplicate. The custodian will keep the copy of the receipt, and the original will be filed with the permanent fund records. On return of the fund to the custodian, the interim custodian will receipt both copies and return the original to the fund records. The interim custodian will retain the duplicate.

4. If a custodian is absent for more than 30 days, the appointing authority will designate a new custodian and transfer the fund.

5304. Accounting Procedures

1. The accounting period will cover the fiscal year.
2. The custodian will:

a. Arrange for counting and recording of offerings received at worship services immediately following the service by at least two responsible persons, and safekeeping of cash until deposit is made.

b. Promptly deposit all cash receipts and checks payable to the fund in a bank account bearing the official fund designation, rather than one's own name. No disbursements will be made from undeposited receipts.

c. Not deposit any money in the account which does not belong to the fund.

d. Make all disbursements by check except for transactions involving petty cash. The check will include the fund title and signature of the custodian.

e. Support all disbursements with vouchers and receipt or invoice.

f. Retain as supplementary records check stubs, canceled checks, bank deposit slips, bank statements, monthly bank account reconciliations, copies of audit reports, receipts, and miscellaneous correspondence relating to fund administration. These may be destroyed after two years have elapsed.

g. Promptly enter fund transactions in the accounting records and total these records at the end of each accounting period.

h. Maintain, or supervise maintenance of, property accounts and records and fund financial transactions in a manner to show the current fund condition and to provide data for reporting purposes.

i. Post a copy of the activity chapel fund financial statement, including a schedule of receipts and disbursements, in a conspicuous place. This statement should be posted at least quarterly, to keep persons participating in the fund informed of its status.

j. Prepare an annual statement of operations and net worth at the end of each fiscal year.

k. Close fund accounts as directed by the commanding officer when:

(1) The activity to which fund pertains is inactivated.

(2) The activity is reduced to zero strength.

(3) The fund is dissolved.

(4) A new custodian is appointed.

3. *Petty cash fund.*—When limited amounts of cash are required for disbursements, the commanding officer may authorize the establishment of a petty cash fund and authorize the custodian to draw a check payable to oneself as custodian, in an amount not to exceed \$100 or other limit established by the commanding officer. All petty cash transactions will be substantiated with a petty cash receipt, such as a delivery invoice, sales slip, or other memorandum legally prepared by the person receiving the petty cash. When necessary, and as of the close of business on the last day of each accounting period, the custodian will reimburse the petty cash fund by drawing a check payable to self, by title as custodian, in the amount required to bring the petty cash up to the authorized maximum.

4. *Property accounting.*—a. The custodian will account for all property and equipment acquired by the fund. Expendable supplies are not accountable.

b. The commanding officer may authorize the custodian to dispose of unserviceable property to the best advantage by sale, salvage or survey, and credit any proceeds to the appropriate chapel fund.

5. *Audit.*—a. The commanding officer shall appoint an auditor for the purpose of auditing the accounts of the chapel funds. Chapel funds of Marine commands will be audited by the area auditor as designated by the commanding officer.

b. Audits may be made at such times as may be deemed appropriate by the commanding officer, but will, in any case be made:

(1) Not less frequently than once each quarter;

(2) Prior to the relief of the custodian;

(3) Upon the dissolution of the fund.

6. *Dissolution of funds.*—When an installation is inactivated or a chapel fund dissolved for any other reason, the commanding officer will dispose of the chapel fund property and liquidate all outstanding indebtedness. Remaining cash, and proceeds from sale of fund-owned property, together with the closing statement and terminal audit report (report symbol BUPERS 1730-10, using form NAVPERS 1730/9) will be forwarded through channels to the Chief of Chaplains (Pers 912), Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370, for deposit in the Chief of Chaplains Fund.

5305. Report Forms

At the end of each fiscal year the annual report of chapel funds will be included as part of the Active Duty Navy Senior Chaplains' Annual Report, report symbol BUPERS 1730-9, utilizing form NAVPERS 1730/9, as outlined in paragraph 2504.2 of this instruction.

5306. Budget

1. The preparation of an annual budget for a chapel fund prior to the beginning of the fiscal year is recommended strongly. Such a budget, summarizing anticipated receipts and planned expenditures, encourages both faithful religious stewardship and sound fiscal practices. Benefits from budgeting include:

a. Better planning for chapel mission;

b. Increased spiritual commitment as chapel participants undertake in advance to support religious outreach, charitable, and social or community service projects;

c. Increased giving, as worshippers become aware in advance of the uses to which offerings will be put and the opportunities for mission and service.

2. The annual budget should be prepared by, or in consultation with the chapel council or other group providing for par-

ticipation by members of the chapel community in chapel fund administration. It should be approved by the commanding officer (or representative) and published to the chapel community.

5307. Chief of Chaplains Fund

1. A central chapel fund, known as the Chief of Chaplains Fund, is maintained to provide for:

a. A source of special support for unit chapel funds on the basis of need, when approved by the Chief of Chaplains.

b. Occasional or periodic contributions from unit chapel funds, to be used for servicewide or centrally administered religious or charitable projects.

c. Nonappropriated contributions and donations from other sources for religious purposes or for the benefit of Naval personnel, their dependents, and civilian employees.

d. Interest on bank accounts and investments.

e. Residual assets of dissolved chapel funds.

f. Such other purposes as may be determined by the Chief of Chaplains to be in keeping with the purposes for which chapel funds are maintained.

2. The Chief of Chaplains Fund will be administered by the Chief of Chaplains through a custodian appointed by the Chief of Chaplains.

SECTION 5400

Chapel Councils

5401. General

1. Religious ministries are provided in the Navy and Marine Corps in order to meet the religious needs of Navy and Marine Corps personnel and their dependents. Religious needs are defined in part by various faiths and religious denominations in terms of their concepts of ultimate reality. They are determined also in part by the persons served and their unique situations. Chaplains seeking to identify specific religious needs in the commands to which they are assigned and to provide ministries responsive to those needs are helped immeasurably by the participation of the persons served.

2. Various models for encouraging lay participation in the identification of religious needs, and designing of programs to meet those needs, have been found effective in various chapel situations. Most of them include, in some form, an organization

known as a chapel council, or sometimes as a chapel board, chapel advisory group, or the like.

3. While not obligatory, a chapel council established with the authorization of the commanding officer is recommended strongly wherever divine services are held on a continuing basis for a relatively stable congregation, afloat or ashore.

5402. Organization

1. Chapel councils may be organized either on an interfaith basis, with representatives from various religious groups using the same or adjacent chapel facilities, or on a denominational basis (e.g., Protestant, Catholic, Jewish, or Eastern Orthodox), with parallel organizations, if desired.

2. The interdenominational model is preferred when a chapel serves several religious groups since it provides a channel for cooperative action and for mutual resolution of problems. Such a chapel council may be divided into denominational committees or subgroups to deal with matters of concern to each particular religious group, its chapel fund, etc.

5403. Membership

1. *Size.*—A chapel council should consist of at least four members. Membership in a chapel council may be considerably larger when more than one religious group is involved or when the chapel community is large.

2. *Representation.*—a. Membership should be representative of the various categories of personnel served.

b. Representation of various groups need not be rigid or proportional. For instance, divine services in some chapels are attended predominantly by senior officer and enlisted personnel and dependents, with relatively few single young adults in attendance. The chapel council may provide one means of making ministry more responsive to young adults (who constitute a majority of the overall Navy and Marine Corps population). Representation of young enlisted personnel on the chapel council, out of proportion with the number attending chapel services, may thus be indicated.

3. *Method of selection.*—a. Chapel council members may be selected by election, appointment by the commanding officer on the recommendation of the senior chaplain, *ex officio*, or by a combination of these methods.

b. Election by the congregation is the preferred method in most instances. When members are elected, fair representation of various categories of personnel can be encouraged through use of a nominating committee and through briefing the congregation in the desirability of such representation.

c. In some instances, equitable representation can be achieved through a combination of elected members, appointed members, and *ex officio* members (e.g., chapel fund custodian, Sunday School superintendent, organizational presidents, etc.).

d. Regardless of the method of selection, the length of term of service (usually not more than 2 years) should be specified for chapel council members. Because of the rapid turnover of personnel in military communities, a method of filling temporary vacancies (usually by appointment) should be specified.

5404. Duties and Responsibilities

1. *Representation and communication.*—A major responsibility of a chapel council is that of representing the congregation(s) in communicating needs, desires, and suggestions to the chaplains and the commanding officer responsible for the religious program, and interpreting command decisions and chaplain leadership to the chapel community.

2. *Lay leadership.*—Chapel councils can provide lay leadership in the development and implementation of programs to meet religious needs, including planning for and participation in liturgical leadership, group leadership, development of service projects and activities, enlargement of vision, etc.

3. *Chapel fund oversight.*—Chapel councils (or subgroups of interdenominational councils) have a particularly important responsibility in connection with ensuring that chapel funds are used in accord with the desires of the contributing congregation. Duties may include the following:

- a. Planning the chapel fund budget.
- b. Recommending specific expenditures.
- c. Encouraging stewardship by interpreting to the congregation mission and service opportunities.
- d. Overseeing fund operations to ensure compliance with regulations.
- e. Overseeing use of chapel fund property.



HEADQUARTERS
NAVAL DISTRICT WASHINGTON, D. C.
WASHINGTON, D. C. 20390

5405. Governing of Chapel Council Operations

While there may be considerable variation between the patterns established for chapel councils of various activities, regulations governing the operations of any particular chapel council will be committed to writing and approved by the commanding officer. The preferred form for such a governing document is a directive, issued by the commanding officer.

5406. Sample Form for Establishing Chapel Council

From: Commanding Officer
To:
Subj: Chapel Council: establishment of
Ref: (a) Chaplains Manual, OPNAVINST 1730.1, Section 5400

1. Purpose. To establish the _____ Chapel, Chapel Council.

2. Administration. The _____ Chapel Council will be administered in accord with reference (a).

3. Membership. The following persons are designated as members of the subject council:

a. _____, _____, _____, Chairman
b. _____, _____, _____, Member
c. _____, _____, _____, Member
d. _____, _____, _____, Member

(Signature of C. O.)

Distribution

* Indicate name of chapel

SECTION 5500

Chaplain's Clerk

5501. Chaplain's Clerk Billets

1. In order for the chaplains to function effectively in support of the command's mission, it is necessary that they receive clerical and administrative support. The same document which identifies billets authorized for chaplain's, i.e., the manpower authorization (see section 2400), also identifies the enlisted personnel who have been authorized for the chaplain's office or section. Such billets have been requested in accordance with manpower requirement procedures and approved by the Chief of Naval Operations (Op-01B). Requests for changes in the requirements must be initiated just as are requests for changes in chaplain staffing.

2. Requirements for enlisted personnel assisting chaplains in their functions may not be the same at every activity. In some functions, clerical and administrative skills may have less priority than general or supervisory skills possessed by petty officers. It is neces-

sary that the chaplain preparing changes to manpower authorizations clearly specify the needs and complete the requirements contained in the OPNAVINST 1000.16.

5502. YN-2525 Classification Code

1. The Chaplain's Clerk (YN-2525) generally represents the enlisted classification which best fulfills the special knowledge and skills of personnel who assist the chaplain. The classification is described in the *Manual of Navy Enlisted Classifications* (NAVPERS 15105) as follows:

Assists chaplain by promoting the religious program and performing administrative duties: Prepares correspondence, requisitions, purchase orders, reports, and religious documents; prepares and maintains material, fund, and interview records; publishes schedules of services and programs; schedules appointments, and keeps log of events, makes referral, by direction of the chaplain, to social agencies; operates office and audiovisual equipment; protects privileged communications; maintains chapel equipment and supplies, and supervises rigging according to designated liturgical practice; follows the liturgical calendar and uses ecclesiastical titles and terms. Assists in the musical program if qualified.

2. There are two transactions in which chaplains have a responsibility for the use

of this code of YN-2525. The first is in validating an enlisted billet for a chaplain's assistant, that is, ensuring that, if it is applicable, YN-2525 describes the billet. Second, if an incumbent is qualified, the chaplain should see to it that this individual is assigned to the code.

a. In the first transaction, chaplains should consult with the personnel officer, ensuring that the manpower authorization contains the code of YN-2525 for their assistant(s). If not, a change should be initiated.

b. In the second transaction, the chaplains again should consult with the personnel officer, requesting that Navy Enlisted Classification (NEC) Code Change Recommendation (NAVPERS 1221/1) be completed for their assistant(s). This form identifies the requirements for changing or adding a code. The form, submitted by the command, is sent to the Chief of Naval Personnel (Pers-524) for approval. It is regularly referred to the Chief of Chaplains (Pers-9112) for recommendations. If approved, a service record entry is made, assigning the code of YN-2525.

5503. Assignment of Chaplain's Clerks

Yeomen, like other enlisted personnel, are distributed to commands within manning levels established by the Chief of Naval Personnel. It is within the prerogative of the commanding officer to assign them as needed to authorized billets. The YN-2525 series has a priority of 5 on a 1 to 8 scale. It is evident, therefore, that commanding

officers will determine among their requirements and resources what use will be made of those personnel assigned who possess the code of YN-2525. Chaplains should be alert to the need of justifying their requirements for enlisted assistants and, as well, qualifying them in the enlisted classification code of YN-2525, as appropriate.

5504. Enlisted Chaplains Assistants in the Marine Corps

1. Paragraph 1730.5a of the Marine Corps Manual concerning chaplains assistants reads as follows:

Unlike the medical and dental officers who have medical service corps officers, and Navy hospital corpsmen available to assist them in the performance of their duties with Marine commands, Navy chaplains are completely dependent upon the Marine Corps for personnel to assist them in their ministry to Marines.

2. Chapter 32 of the Personnel Requirements Criteria Manual (MCO P5320.5) provides general guidance for the assignment of chaplains. It also lists a suggested rank structure for enlisted assistants. In keeping with USMC classification procedures, chaplains assistants are properly to come from the Military Occupational Specialty (MOS) field 01: personnel and administration. Chaplains assistants are included under MOS 0151(W) with a Title of Administrative Clerk.

3. Not all clerks assigned to chaplains have the MOS of 0151 or the rank specified for the chaplain's grade. Much is dependent on the initiative of the individual chaplain in securing the assignment of capable enlisted assistants.

SECTION 5600

Support From Inactive Duty Naval Reserve Chaplains

5601. Mission

The primary mission of the Inactive Duty Naval Reserve Chaplain Corps is to maintain trained, ready, and available members of the clergy for employment in the active forces as may be directed by the Chief of Naval Operations in order to increase the capabilities of the Chaplain Corps upon the outbreak of hostilities, the declaration of an emergency, or when otherwise authorized by law. The secondary mission of the Naval Reserve Chaplain Corps is to minister to active duty and inactive duty Naval Personnel and their dependents during periods of Active Duty for Training (ACDUTRA), Temporary Active Duty (TEMAC) and Inactive Duty for Training (INACDUTRA). In addition, Naval Reserve chaplains represent the Chaplain Corps to their civilian community, their church, and their denomination. This inactive duty chaplain program has an abundance of talents and skills that can be utilized in programs of ministry to the active forces.

5602. Active Duty Chaplain Relationships With the Inactive Duty Chaplains

1. *Active duty for training.*—Most reserve chaplains will perform 12–14 days of ACDUTRA in pay or nonpay status on an annual basis. This is a period that should be of mutual benefit to the reserve and to the command where the duty is performed. The best training for mobilization is a direct and active ministry to men and women in

the Navy and their dependents. For many reserves, this ACDUTRA is performed during vacation or annual leave, as well as at their own expense. Active duty chaplains should make every effort to make these periods of ACDUTRA worthwhile. Innovative active duty chaplains can obtain reserve chaplains on ACDUTRA for many kinds of special programs. The Chaplains Division maintains a roster of skills and talents identified in the Chaplain Corps Reserve Program.

2. *Inactive duty for training.*—Although most reserve chaplains are associated with reserve units for purposes of weekly and monthly training, reserve chaplains can and do perform their drills at active duty Navy, Marine Corps, and Coast Guard commands. When minimal travel is involved, reserve chaplains can also be requested by active duty commands for on-going or one-time projects and programs which would benefit from their assistance. Again, the Chaplains Division can be of assistance in locating appropriate chaplains for such INACDUTRA's. A drill point is awarded for each 2 or more hours of duty performed (3 hours minimum for pay status personnel) each day. Two drill points are earned for 8 or more hours of duty in a single day.

3. *Temporary active duty.*—Orders to temporary active duty for special assignments are issued by the Chief of Naval Personnel. The types of duty covered by these orders are service on selection boards and work on specific projects that cannot be carried out by ACDUTRA orders. The Chief of Chaplains ascertains the availability of funds and the chaplain's willingness to serve on TEMAC prior to the issuance of orders.

5603. General Information for all Reserve Chaplains

All reserve chaplains, active and inactive duty, receive retirement point credit for each day of duty and for each drill per-

formed. Reserve chaplains returning to inactive duty should request a copy of the Naval Reserve Chaplains Handbook (NAVPERS 15983), which contains current informa-

tion, including retirement and attrition laws, eligibility for retirement with pay, and the various types of opportunities available in the reserve program.

SECTION 5700

Auxiliary Chaplains

5701. Employment of Auxiliary Chaplains

1. Commanding officers may obtain the services of civilian clergy to serve as auxiliary chaplains in meeting the spiritual needs of personnel in areas where military chaplains are not available or there is a specific need for additional professional personnel to supplement the already existing religious program.

2. Employment of auxiliary chaplains is contingent upon a request from the commanding officer, using Standard Form 171 of the Civil Service Commission, together with the ecclesiastical endorsement of the person proposed as an auxiliary chaplain by the denominational affiliate. This data, accompanied by a personal request from the proposed auxiliary chaplain, is forwarded to the Chief of Chaplains for approval. Procedures for employment, description of duties, payment, and other items of pertinent interest are outlined in SECNAVINST 1730.3.

CHAPTER 6

Specialized Aspects of Ministry

6

SECTION 6100

Educational Ministry

6101. Background

Religious education occupies an important role in the chaplain's ministry. Recognizing that learning is a lifelong experience, it can be stated that the ministry of religious education is not at the periphery of the chaplain's mission but at its center with worship and preaching. The enhancement of chaplain skills in the area of education is provided by the Navy sponsored postgraduate education program and selected chaplain billets are subspecialty coded to provide resource chaplains with the educational expertise to aid chaplains and commands desiring to design programs of religious education for adult and child. In addition, se-

lected chaplains have received postgraduate education in group dynamics to design group educational processes. The appropriate fleet, force, district, or staff chaplain is available to assist unit chaplains in locating chaplains who can provide consultant services to religious education programs.

6102. Religious Education Programs

The specific elements of religious education identified in subsequent paragraphs of this manual are not intended to form an all-inclusive list of possibilities. These specific elements are described because of their common use and can serve to illustrate Chaplain Corps policy concerning other programs developed by individual chaplains.

6103. Adult Religious Education

It is essential that such programs recognize not only the particular needs of adults,

but also their maturity and experience. Adult programs should be planned and conducted in ways and with content that emphasize self direction, dialogue, and mutual responsibility. Small groups designed to foster personal spiritual growth, fellowship, sharing, or spiritual awareness are often part of an adult religious education program. As in any process of education, teachers and leaders of such groups require adequate training and qualification.

6104. Religious Instruction, Classes/Individual

1. Formal religious instruction, communicants classes, or church membership instruction may be conducted by chaplains or by civilian clergy invited aboard for that purpose. Such instruction should be provided within the ecclesiastical frame of reference of the chaplain or clergy concerned and in accordance with the desires of the one instructed.

2. Denominational rules and requirements must be given careful attention when such classes are attended by persons of denominations other than that of the chaplain. In many instances, it will be necessary to contact the appropriate church official to ascertain a particular denomination's requirement with regard to instruction and obtain approval for class or individual participation.

6105. Bible Study and Discussion Groups

Classes for Bible study and religious discussion are to be encouraged. Such gatherings provide opportunity for formal and informal exchange of ideas among Navy, Marine Corps, and Coast Guard personnel on the common ground of their religious interests. As in any process of education, teachers and leaders of such groups require adequate training and qualification.

6106. Correspondence Courses

Correspondence courses for Bible study or religious instruction are available from some denominations and educational institutions. These courses provide the opportunity of individual participation and denominational reference when appropriate.

6107. Religious Education for Children

1. *Background.*—Chapel programs of all the Armed Forces, whenever a substantial dependent population is served, have long provided Sunday Schools or other methods of religious education for children. Unity and continuity in such religious education is made difficult by frequent transfers of military families. Denominational requirements and emphases further influence the religious education programs provided military dependent children. For these reasons, the three Armed Forces, through the Armed Forces Chaplains Board, make available religious education curricula and materials designed especially for military religious education programs. Protestant, Catholic, and Jewish Religious Education Advisory Groups (REAG), each comprised of chaplains from the three services, are responsible to the Armed Forces Chaplains Board for design and monitoring of the unified religious education curricula.

2. *Policy.*—While not obligatory, use of the unified curricula, when provided, is encouraged by the Chief of Chaplains. The more wide-spread the use of unified curricula, the more persons will benefit from logical progression of content as they are transferred from one installation to another.

6108. Unified Protestant Religious Education Curriculum

A systematic "interdenominational curriculum" for Protestants has been brought together out of the resources of the 29

church-owned or church-controlled publishing houses of those denominations from which most of the Protestant Chaplains for the Armed Forces come. This curriculum is described fully in the annually published brochure, *Unified Protestant Religious Education Curriculum for the Armed Forces (Prospectus)*. Consultants from the religious education staffs of denominational agencies and others qualified are requested to make appropriate recommendations to the Protestant Religious Education Advisory Group in the annual curriculum selection conference. Prices paid by the armed services for curriculum items are the same as those paid by the Sunday Schools of the denominations from which the curriculum items are chosen. Only the Armed Forces may order the unified curriculum. An office has been established in Nashville, Tenn., by the Protestant Church-Owned Publishers Association to service the distribution of the Protestant Unified Curriculum materials.

6109. Catholic Religious Education Program

The Catholic Religious Education Advisory Group annually publishes a prospectus, *Continuing Christian Development in the Armed Forces, Catholic Resources and Catalogue*. This resources guide serves a double purpose. It contains a variety of curriculum materials and related resources which are broad enough to provide options in meeting the needs of local situations. These materials and resources are listed in the guide and in the Defense Supply Agency (DSA) contract under the names of publishers and vendors. Second, a limited number of supplemental resources are included in the guide which are not found in the DSA contract. The prospectus provides material for adult and child education programs.

6110. Unified Jewish Religious Education Curriculum

The Unified Jewish Religious Education Curriculum, published by the Armed Forces Chaplains Board in cooperation with the Jewish Welfare Board, lists recommended courses for Jewish religious education programs in a brochure which is updated periodically. Copies of the curriculum brochure are distributed to all chaplains when it is reprinted after each updating, and additional copies may be obtained at any time from the Chief of Chaplains (Pers 912).

6111. Procurement of Religious Literature and Materials

The purchase of religious literature and materials from appropriated funds is authorized.

1. *Unified Protestant curriculum.*—The Defense General Supply Center, Richmond, Va., establishes a contract each year with the Protestant Church-Owned Publishers Association to purchase all items in the prospectus. The installation supply officer issues a delivery order directly to the Protestant Church-Owned Publishers Association (PCPA), Nashville, Tenn., which will in turn bill the supply officer for supplies delivered. If overseas, the supply officer submits a Form DD 1149 through DGSC, Richmond, Va. This should be accompanied by a completed order blank from the prospectus. A discount of 3.5 percent can be obtained from PCPA if franked mailing labels are provided with the order. All chaplains desiring to participate in this plan should:

- a. Have approved and included in the command budget the dollar amount for supplies needed.
- b. Have the supply officer submit the delivery order directly to PCPA.

2. *Catholic materials.*—The central supply agency receiving the contract each

year will correspond with each Catholic chaplain concerning price lists and order forms for contract materials of the *Catholic Resources and Catalogue*. Commands not having Catholic chaplains assigned may request the price lists and order forms from the Chief of Chaplains. All chaplains participating in this plan should:

a. Have approved and included in the command budget the dollar amount for supplies needed.

b. Submit the completed order form and request purchase to the local purchasing and contract officer for necessary action. Franked mailing labels may be provided with the order.

3. *Jewish unified curriculum*.—The Unified Jewish Religious Education Curriculum brochure lists regional procurement sources for various areas. The dollar amount for the supplies needed should be approved in the command budget. The completed order form and request purchase should be submitted to the local purchasing and contracting officer for purchase from the appropriate area source.

4. *Other than unified curriculum*.—Curricula not included in the various unified curricula may be procured from appropriated funds, either locally or directly from the publisher through an open purchase agreement.

6112. Leadership Training for Dependents' Religious Education

Teacher and leadership training is a key to a successful religious education program. Teacher training programs are sometimes conducted on an interfaith basis. Other useful approaches include cooperative training programs for chapel programs on an area-wide basis, and participation in cooperative teacher training programs with civilian churches. Cost of the program should be budgeted and paid for by appropriated funds (SECNAVINST 1730.5).

6113. Program Resources for Lay Organizations

The Armed Forces Chaplains Board publishes annually a book of interdenominational program resources for men's, women's, and other chapel-associated lay organizations. A Religious Education Advisory Group with both Catholic and Protestant chaplain representation is responsible for this book, which is entitled *Discovery*. Upon publication, distribution is made each year to all chaplains by the Chief of Chaplains.

6114. Directors of Religious Education

Civilian directors of religious education may be employed by large shore activities with extensive programs of religious education. Qualifications for such a position, as generally recognized by civilian churches, usually include the degree of MRE (Master of Religious Education) or its equivalent. See section 4200 and appropriate Civil Service directives for guidance as to procedures.

6115. Moral Development Programs

Chaplains are sometimes involved as classroom leaders in command moral development programs. Formal curricula for such programs are included in the instruction provided at Recruit Training Commands and Class "A" Service Schools. Most chaplains assigned to these activities may expect such programs to be included in their educational ministry. Through long experience, chaplains have discovered that a method providing for classroom participation and discussion is likely to be more effective than the lecture method. Elsewhere at sea and shore such programs may be established by command initiative. However, since chaplains never lose their identity as religious leaders they may never be required to use materials which they consider inappropriate or in violation of their conscience.

SECTION 6200

Audio-Visual Support

6201. Chaplain Film System

1. Films and filmstrips for use in Navy and Marine Corps religious programs are funded through the office of the Chief of Chaplains. New films are reviewed on a continuing basis, and those selected are purchased and placed in the Navy's film system. Suggestions are welcomed. They should be addressed to the Chief of Chaplains (Pers 912).

2. The selected films and filmstrips are placed in the training aids libraries as listed in the Program Support Guide, NAVPERS 15992 series.

3. All films and filmstrips are used on a loan basis. They are available for shipboard use as well as use ashore. Deployments often provide an excellent opportunity for use of films and shipboard closed circuit television can provide a useful medium. Chaplains checking out films for use during a deployment should be mindful of the fact that others may be waiting to see them.

6202. Reviews and Descriptive Information

1. A brief review and descriptive summary of each film in the system is provided and updated annually in the *United States Navy Audio-Visual Resource Guide For Chaplains*, provided for retention in the back of this manual.

2. No attempt is made in the *United States Navy Audio-Visual Resource Guide For Chaplains* to place each film in a definite denominational category. Many of the films can be used interdenominationally. Certain films having denominational bias can be used effectively with other groups if they are introduced properly.

3. There is no substitute for personal previewing by the chaplain to ensure that the content is appropriate to the use intended and that its teaching values are utilized most effectively.

6203. Army and Air Force Chaplain Film Libraries

Both the Army and the Air Force provide religious films in support of chaplain programs. When not in use by chaplains of the service concerned, these films may be checked out by Navy chaplains. A chaplain in the vicinity of an Army or Air Force base may obtain information from the chaplain of that base regarding the location of the nearest film library.

SECTION 6300

Counseling Ministry

6301. Background

Counseling occupies a prominent place in the ministry of chaplains. Sensitivity to the needs of the Navy, Marine Corps, and Coast Guard personnel is essential to the establishment of the counseling relationship. Every person has the right to see a chaplain.

6302. Privileged Communication and Confidentiality

1. Privileged communication is a technical term under the law, referring to communications regarding which testimony cannot be required in court. "Communications between a person subject to military law and a chaplain, priest, or clergyman, either as a formal act of religion or concerning a matter of conscience," are specifically accorded the status of privileged com-

munication by the Rules of Evidence in Uniform Code of Military Justice (*Court Martial Manual*, 151, B(2)).

2. State laws vary with regard to privileged communication for clergy and the privilege does not always apply to civil courts.

3. The person entitled to the privilege is the counselee. The privileged status of a communication can be removed only by the person who communicated the information to the chaplain. It may not be violated unilaterally by the chaplain.

4. Also privileged are the communications between the chaplain's assistant or other agents in connection with the relationship of the chaplain to a penitent, unless the communications clearly contemplated the future commission of a fraud or crime. (See MCM page 27-60)

5. While the term "privileged communication" is a legal term, the meaning of which should not be confused by chaplains, the general principle of confidentiality of communications between chaplains and counsees has a far wider application. This context of the confidentiality of personal information confided to a chaplain is accepted in the military society, both by command and by personnel. A chaplain should always assume that the counselee expects the confidence to be preserved unless a specific exemption is made. Even consultation with another chaplain about the case requires specific permission from the counselee to disclose the information.

6. When chaplains receive confidential information which, in their judgment, should be divulged to the commanding officer or other authority for the good of the command or of the counselee, their procedure should be that of recommending or persuading the counselee to inform personally the proper authority or give the chaplain permission to do so.

7. The breaking of a confidence destroys the effectiveness of the chaplain. Preserving a confidence in a particular situation may

result in personal agony to a chaplain, but the principle of confidentiality must be guarded diligently in the interest of the religious role of the chaplain.

8. Chaplains should not apply the terms "privileged communication" or confidentiality to situations in which obviously it cannot be preserved, such as class discussions.

6303. Group Counseling

Group counseling has been found useful by many chaplains, particularly in hospitals, correctional centers or facilities, and elsewhere. Group counseling requires knowledge of group dynamics and skill in group leadership. Chaplains desiring to initiate such an approach in their counseling ministry may find it useful to seek guidance and consultant service from professional resources, including a chaplain with counseling, clinical pastoral education, or, in some instances, interpersonal communication postgraduate qualifications. The area chaplain coordinator can provide assistance in locating such consultant services.

6304. Referrals

1. *Referrals to other chaplains.*—In some instances, the unit chaplain may feel that a particular case requires referral to another counselor. Such a referral may be made to the training group leader or consultant or to another 7520/30 subspeciality coded chaplain, with the prior consent of both the counselee and the receiving chaplain.

2. *Referrals to other commands.*—Counseling referrals are sometimes made when the chaplain initially approached is in a different command. Such referrals should be made with care. Hasty or routine referral procedures sometimes create an impression in the mind of the persons seeking counseling that they are being treated impersonally. Such counter-productive referrals can be avoided if the following guidelines are observed:

a. Ordinarily, referrals should not be made solely on the basis that the person seeking assistance is assigned to another command. Receptionists and clerical personnel should be trained in referral procedures.

b. If the matter is a routine one which any chaplain could handle, referral should be avoided.

c. A referral to a chaplain of another command should not be made without telephone contact or other positive assurance that the receiving chaplain is available.

d. If the counselee has already been referred once previously, and the chaplain concerned is the second contact, further referral should be avoided if at all possible.

e. Some shore activities in the vicinity of fleet units exist to provide support to the fleet units. Chaplains in such activities should expect and be prepared for a substantial amount of counseling with shipboard personnel and their dependents. Referrals made simply on the basis that a person is attached to a fleet unit seldom are justified.

3. *Referrals to sources of assistance.*—a. In any given area, a wide range of social agencies, and sources of assistance, military or civilian, are available for such matters as legal, medical, mental health, housing, adoption, or financial assistance. Good counseling involves knowledge of all such sources of assistance.

b. The chaplain coordinator in any area should maintain an up-to-date listing of all such sources of assistance with information about each. (See section 3309.3)

c. Navy and Marine Corps offices and programs with which chaplains should have a close working relationship in connection with their counseling ministry include legal assistance offices, personnel service centers, housing offices, medical and psychiatric offices, alcohol and drug rehabilitation centers and programs, and the Casualty Assistance Calls Program.

4. *Referrals—conscience.*—Respect must be paid to denominational dimensions in certain counseling situations which involve matters of conscience. Referral to a chaplain of the counselee's own denomination is often indicated.

5. *Referrals—Conscientious objection.*—a. The chaplain, as the principal advisor in religious, moral, and ethical matters, appropriately will be involved in counseling personnel who feel that their further participation in the military service conflicts with their conscience. In these instances, the chaplain will respect scrupulously the tenets and policy of the counselee's faith group or denomination.

b. Should the resolution of these conflicts only be effected in the counselee seeking separation from the military service, the chaplain will advise the counselee of the current administrative procedures to effect this separation.

c. The current policy and administrative procedures are to be found in the professional guidelines section of this manual.

6305. Resources and Consultants

Because of the prominent role of counseling in the ministry of chaplains, the Chaplain Corps continuing education is designed to provide opportunities for enhancement of counseling skills and to make needed resources and consultants available. The Chaplain Corps postgraduate program provides training for a number of chaplains in the field of counseling, who can train, assist, and act as consultants for other chaplains.

6306. Area Counseling Training Groups

1. *Area coordination.*—Area chaplain coordinators shall make provisions for a continuing area counseling training group wherever there is a sufficiently large concentration of chaplains to make such a group feasible (See section 8404.2). The purposes

of the training group program are to enhance counseling skills and to provide consultation services for the unit chaplain who may need to consult with a more highly trained counselor.

2. *Training group leader and consultants.*—The leader or consultant for an area counseling training group should be the incumbent of a 7520 (postgraduate training in counseling) or a 7530 (postgraduate training in clinical pastoral education) subspecialty coded billet. If no such subspecialty billet is present in the area, action should be initiated at command level to recommend a coded billet.

3. *Training group membership.*—Training groups should be open on a continuing basis to all chaplains of the area who desire to participate.

4. *Format.*—Design of the training is the responsibility of the leader or consultant and the group itself. There is no standardized requirement as to format, frequency of meeting, etc. The program is designed to meet a need, not to impose a requirement, and the need as determined by the group itself is therefore the determining factor.

6307. Navy Relief Society

1. The Navy Relief Society is an organization whose purpose is to provide service and assistance to Naval personnel and their dependents in time of need. All chaplains should be familiar with the *Navy Relief Society Manual* and should maintain close contact with the nearest auxiliary or branch.

2. Chaplains have long worked closely

with the Navy Relief Society, and there is clearly an area of mutual concern. In recent years, the trend has been in the direction of the employment of professional social workers whenever the Navy Relief case load requires a substantial amount of time. However, the Chief of Chaplains and the president of the Navy Relief Society have avoided ruling out altogether the use of chaplains in Navy Relief auxiliaries and branches. Some chaplains serve as executive vice presidents, and a few as executive secretaries. The guideline for chaplain involvement, as with other appropriate collateral duties, should be one of time and proportion. Should participation in Navy Relief duties occupy a disproportionate part of a chaplain's time, to the detriment of primary duties of religious ministry and counseling, then the appropriateness of the assignment must be examined.

6308. American Red Cross

The American Red Cross has an official relationship with the Armed Forces. Through its system of field directors serving on board military activities, its Home Service Program in every county chapter throughout the United States, and its direct communication between field directors and local chapters, it offers unique and invaluable services. Every chaplain should be familiar with the *American Red Cross Handbook for Service to Servicemen and Veterans*, and should maintain close contact with the nearest field director's office.

SECTION 6400

Collateral Duties

6401. General

1. By virtue of their place in the military organization, Navy chaplains serve the en-

tire command, not just that portion of the command which is identified with their particular denomination, or with the chapel program as such. Navy chaplains generally consider opportunities for constructive contacts with the total Navy, Marine Corps, and Coast Guard community to be a part of their religious ministry. The assignment

of a limited number of appropriate collateral duties may provide such constructive contacts.

2. The centrality of the chaplain's primary duty of religious ministry is the basic principle which should determine the place of collateral duty assignments. The chaplain is an ordained member of the clergy, made available to the Navy by the churches for religious ministry, and anything which detracts from the primacy of this identity is prohibited. (See Article 0845, U.S. Navy Regulations)

6402. Appropriate and Inappropriate Collateral Duties

1. The appropriateness of any particular collateral duty is determined by the circumstances.

2. Any collateral duty is inappropriate if it is so time-consuming or the circumstances are such as to interfere with the performance of the chaplain's primary duty of religious ministry.

3. There are certain collateral duty responsibilities to which chaplains may contribute in connection with their religious ministry, but for which they should not be assigned primary responsibility because of the extensiveness of the involvement in non-religious matters. For instance, chaplains contribute substantially to the PAO function through their ecclesiastical relations and humanitarian involvement, but they should not be assigned duty as the public affairs officer. They participate in the Casualty Assistance Calls Program, particularly in the early stages, when after the next of kin have been notified of the death the chaplain ministers to the bereaved, assists in making funeral arrangements and giving religious support. They may assist the CACO, but they shall not be assigned as the CACO. They may be involved in recreational activities, but should not be assigned as special services officer.

4. The most appropriate collateral duties are those most closely related to and supportive of religious ministry, and to the promotion of personal growth and development.

6403. Procedure in Case of Inappropriate Collateral Duty Assignments

1. If chaplains regard collateral duty assignments as excessive or inappropriate, they should seek professional advice from their supervisory chaplain. They should discuss the matter frankly with their executive officer or chief of staff, as appropriate, and request release from such assignments if it seems indicated. In some cases, where the expectations of their denomination with regard to their ministry are at issue, consultation with an ecclesiastical official may be indicated. The commanding officer may desire to consult the supervisory chaplain or eventually the Chief of Chaplains if clarification is needed.

2. If the matter is not resolved satisfactorily by such actions, chaplains may state their case in writing to the Chief of Naval Personnel via official channels.

6404. Prohibited Collateral Duties

1. Chaplains shall not be assigned a collateral duty if it involves action in violation of the chaplain's conscience or the practices of their church.

2. Chaplains shall not be assigned a collateral duty if it violates their noncombatant status.

3. Chaplains shall not be assigned as chairman, coordinator, secretary or treasurer of fund drives; nor be assigned in any capacity relating to the solicitation, collection, handling or disbursing of any moneys, except as custodian of a chapel fund. (R)

4. The appropriate professional role of chaplains is altered substantially by inclusion on a courts-martial board, as their ministry

is thereby juridically bound. Therefore, chaplains shall not be assigned to serve on courts-martial nor render judgment in disciplinary cases, but should be confined to

their professional functions as religious counselors and advisors.

5. Chaplains shall not be assigned watches other than that of duty chaplain.

SECTION 6500

Community Service and Public Affairs

6501. Relation of Religious Ministry to Community Life

Practically all religious faiths and denominations regard religion as relevant to and legitimately influencing all of life. Service to others is regarded almost universally as one of the most appropriate expressions of religious devotion. For these reasons, religion cannot be divorced from service to the community in which religious people live. Both chaplains and chapel congregations traditionally have involved themselves in service activities, some of which are regarded as "mission" enterprises designed to extend the benefits of religious faith to a larger group, and some of which are regarded solely as services to the community.

6502. Mission Activities

1. Participation in and contributions to church-related mission activities often have a high priority for worshipers, chapel councils, and chapel funds. In the case of Protestant chapel communities made up of persons from many denominations, interdenominational mission activities (such as the American Bible Society, Church World Service, etc.) often are most appropriate. Where the mission enterprise is denominational in character, participation should be on the basis of full understanding of its denominational nature and concurrence by the chapel group.

2. Mission activities within the command and/or the Navy-Marine Corps community which are evangelistic in nature always will observe carefully the requirements of religious pluralism and the right of all persons to make their own religious choices.

6503. Community Service Activities

1. Day nurseries, scout troops, social and recreational programs for youth, service centers and coffee houses for young adult service personnel, Alcoholics Anonymous groups, and educational activities are among the community service activities frequently offered by chapels.

2. Involvement with community social agencies may be an expression of religious outreach as well as a natural extension of the counseling ministry of chaplains (see section 6300).

6504. Relationship With Civilian Churches

1. The ministry of chaplains is an extension of the ministry of civilian churches. Hence, a close relationship with civilian congregations and clergy is essential.

2. Cooperative relationships and interaction with civilian congregations in the vicinity of shore activities in the United States, with foreign churches in the vicinity of overseas bases, and in ports visited by deployed units are to be encouraged.

3. It is in the interest of the naval service itself, as well as the religious programs of the Navy, Marine Corps, and Coast Guard, for chaplains to attend church conferences and retreats; to preach, speak, and officiate

sacramentally for civilian church groups whenever this can be done without interference with regular duties (see section 1206).

6505. Charitable and Service Projects in Overseas Areas

1. Military service may offer interested young adults one of the best available opportunities for learning about foreign peoples and cultures; for acquaintance with foreign churches, missionaries and religions; and for involvement in a variety of cross-cultural service and charitable activities. Many regard this as one of the most positive and growth-producing aspects of military service for young Americans. Chaplains may desire, therefore, to provide such opportunities during overseas assignments and deployments.

2. In addition to providing an important outlet for the religious spirit of service to others through reconciling and caring activities, such activities also offer to all personnel wholesome and constructive experiences during overseas duty or deployment.

3. Possible activities in overseas areas include, but are not limited to, the following:

a. Organized visits to foreign church services, and invitations to foreign groups to attend services on board the ship or activity.

b. Pulpit exchanges (with interpreter, if necessary), foreign choirs singing in American divine services, and vice versa.

c. Calls by the chaplain on foreign religious leaders, and invitations to them to visit the ship or activity.

d. Financial contributions, from chapel groups or the crew at large, to orphanages, homes for the aged, hospitals, educational institutions, etc.

e. Tours and visits to charitable or educational institutions.

f. Work projects, in which American personnel build, repair, paint, or otherwise assist at religious or charitable institutions.

g. Joint work camps or projects, in which American personnel live and work with foreign young adults engaged in a charitable project.

h. Tours and visits to American missionaries and mission projects.

i. Tours and visits to religious shrines, and religious and cultural points of interest.

j. Comparative religion courses focused on religions of the area, and informal religious orientation sessions.

k. Educational scholarships for foreign nationals (may be arranged through foreign churches).

l. Visits by American personnel in foreign homes, which may be arranged through missionaries and foreign churches.

4. Extensive predeployment preparations are necessary for a fully effective ministry focusing on such religiously oriented service activities during a shipboard deployment. Preparations may include:

a. Consultation with supervisory chaplains, many of whom maintain files of contact points, clergy, charitable institutions, etc., in various ports and areas.

b. Consultation with chaplains who previously have visited the areas.

c. Acquisition of books and audiovisual resources relating to the areas and their religions.

d. Identification of interpreters and linguistic skills in the crew.

e. Training and guidance, if needed, on the formation and facilitation of religiously oriented small groups when this approach is to be utilized.

f. Liaison with and utilization of resources provided by the Navy and Marine Corps, as needed. The Bureau of Naval Personnel has offices providing overseas orientation (Pers 6c), and coordinating a personal response program (Pers 6c). The Marine Corps Personal Response Activity is coordinated by Code AO3R in Headquarters, USMC.

g. Advance letter and message communication with Naval attachés, consulates, and embassies when specific information, liaison, and contacts are needed.

6506. Public Affairs

1. A continuing concern of naval commanders is in the area of good relationships with the public at large. General guidance is found in *U.S. Navy Public Affairs Regulations* (NAVSO P-1-35).

2. The most effective contribution of chaplains to the overall public affairs effort is likely to be in the areas described earlier in this section, which are part of or related to religious ministry: missions and community service, relations with civilian churches (particularly chaplains preaching or speaking to civilian groups), and charitable or service activities.

3. Chaplains should be alert to the potential of pictures, articles, and news releases relating to these activities. However, the danger of distortion of ministry when publicity is made a focal point is one to which every chaplain is sensitive. For this reason, collateral duty responsibilities for public affairs concerns which are not a direct outgrowth of religious ministry shall not be assigned.

4. The Office of the Chief of Chaplains, which has responsibility for Navy Department liaison with the American churches and the church press, has a continuing need for pictures, news items, and articles related to religious ministry in the Navy, Marine Corps, and Coast Guard. The providing of such items, whenever available, is part of every chaplain's responsibility to the church and to the Navy, Marine Corps, and Coast Guard communities.

CHAPTER 7

Rites, Ceremonies, and Special Duties

7

SECTION 7100

Marriages and Military Weddings

7101. Ecclesiastical Regulations Governing Marriage

1. A marriage ceremony at which an authorized member of the clergy officiates is a religious rite or sacrament, and this participation is governed by church regulations. These rules may vary with respect to religious preconditions for the marriage, marriages involving persons of other religions, remarriages of divorced persons, etc. An assumption should never be made that chaplains may perform a particular marriage until they themselves have examined the circumstances in the light of their own church's requirements and their own conscience. (Reference paragraph 3103.3)

2. There is a distinction between the entitlement of military and sea service personnel to use Navy chapel facilities for a wedding, and entitlement to have the ceremony performed by a chaplain. The latter is a religious rite rather than a government benefit. Chapel facilities should be made available, if possible, to all personnel desiring to use them in accordance with local instructions. However, the question of whether or not a particular chaplain can officiate is one that the chaplain alone can answer, on the basis of ecclesiastical regulations and personal conscience.

3. Premarital counseling with the couple is required by most chaplains prior to performing a marriage ceremony.

7102. Civil Laws Regarding Marriage

1. Marriages can only be performed in accordance with and under the authority of

the laws of the State, territory, or district within which the ceremony takes place. The chaplain must be familiar with these laws.

7103. Marriage While on Foreign Duty

1. Chaplains on foreign duty shall consult area command regulations, as well as civil and consular regulations, for guidance concerning marriage.

2. Proxy marriages are of doubtful legality. Any person contemplating a proxy marriage should be advised to seek legal counsel.

7104. Premarital Educational Programs

1. Many chaplains provide special seminars, conferences, or educational programs concerned with the preparation for marriage.

2. These conferences are staffed frequently by other resource persons in addi-

tion to chaplains and seek to explore most facets of marriage and adjustment to married life.

7105. Military Weddings

1. *Definition.*—A military wedding generally is understood to be a marriage service for a bride and groom, at least one of whom is in the uniform of the military forces and whose ushers are also in uniform.

2. *Procedure.*—a. The marriage service itself is a religious rite or sacrament which is not affected by the fact that the participants are in uniform.

b. Procedure in a military wedding is essentially the same as that prescribed for any formal wedding by church law and by good social custom and etiquette. Social customs for formal weddings vary widely, both regionally and denominationally, and there is no single "correct" procedure. There are excellent books on military etiquette which include sections on weddings.

SECTION 7200

Duties in Connection With the Sick, Wounded, and Dying

7201. General

Religious ministrations to the sick, wounded, and dying traditionally have been priority concerns of chaplains. The provision of such ministrations is also a matter of highest priority to commanding officers and commanders, particularly under battle conditions.

7202. Battle Station

1. At general quarters, the battle station

of the chaplain is usually the main battle dressing station. The location and activities of a chaplain under battle conditions with the Marine Corps give comparable high priority to ministry to the wounded and dying.

2. The function of a chaplain under such conditions is explicitly religious and spiritual, rather than that of assisting medical personnel in their provision of medical care. The need of the wounded and dying for spiritual ministrations is an urgent one, which a chaplain can best fill.

7203. Crisis Ministry to Those of Other Faiths

1. A chaplain of the person's own religion should attend seriously injured or dying personnel whenever possible. When this is not possible, a chaplain of another faith should assist the seriously wounded in

appropriate acts as prescribed by their own religion.

a. *Procedures for a non-Catholic chaplain in ministering to a seriously wounded Catholic in the absence of a Catholic chaplain:*

In *extremis* situations, it is the mind of the Roman Catholic Church that its prescribed sacramental and spiritual assistance be made available to its members. This is provided legitimately and appropriately by a Catholic chaplain or a civilian Catholic priest. Should they not be available, a non-Catholic chaplain can be a source of great spiritual comfort to the person in this hour of spiritual need.

The chaplain should indicate clearly that he is not a Catholic chaplain, thus cannot offer the injured person absolution or the sacraments (thereby preventing unrealistic expectations). However, the Catholic Church and its chaplains do ask that non-Catholic chaplains pray together with the seriously injured the "act of contrition" or any prayer expressing sorrow for sins and the hope for forgiveness. The chaplain should encourage the patient to reflect on the infinite love of God and His compassionate spirit. The chaplain should invite them to join their suffering with the Sacrifice of Christ to effect the reconciliation of all mankind. The chaplain should try to develop inner dispositions of sorrow for past sins and the desire for forgiveness, with the reminder of the church's teaching that genuine sorrow for sins at this time does bring forgiveness. If continued prayer seems appropriate, ask the person to join in the saying of the "Lord's Prayer." The injured person should be assured that a priest will visit as soon as possible.

b. *Procedures for a non-Protestant chaplain in ministering to a seriously wounded Protestant in the absence of a Protestant chaplain:*

Most Protestants do not expect sacra-

mental ministrations (other than communion, when available) at such a time. An appropriate act is prayer, and in the absence of a Protestant chaplain, any chaplain can assist the injured Protestant in a prayer for God's presence and help or any prayer expressing sorrow for sins and the hope of forgiveness. The person may desire to join with the chaplain in the Lord's Prayer. An appropriate scriptural affirmation, such as the Twenty-third Psalm, may also be used. Assurance should be given that a Protestant chaplain will visit as soon as possible. Persons of certain denominations may be desirous of seeing a chaplain of their own denomination. Such a request should be met, if possible.

c. *Procedures for a non-Jewish chaplain in ministering to a seriously wounded Jewish person in the absence of a Jewish chaplain:*

In accordance with Jewish practice, there are certain passages which are deemed particularly appropriate during illness. These are Psalm 23, Psalm 103: 1-5, and Deuteronomy 6:4-9.

In time of critical illness the following prayer may be read by the persons or on their behalf:

O Lord my God and God of my fathers, my destiny is in Your hands. May it be Your will to grant me a speedy recovery from my illness (healing of my wounds). O give me the power to understand that only with You is perfect knowledge and that only through You does one find boundless happiness and eternal peace. Most sincerely and humbly do I acknowledge my faith in You.

Shema Yisrael! Hear O Israel: the Lord is our God, the Lord is One.

If they desire to confess their sins (Vidui) they may recite:

O God of forgiveness, who are gracious and merciful, slow to anger and abounding in loving kindness, I confess to You with a broken and contrite heart that I have sinned, and have done that which is evil in Your sight. I repent of my evil ways, and return to You with perfect repentance. Help me, O God of my salvation, that I may not again turn unto folly, but may walk before You

in truth and uprightness. Make glad the soul of Your servant, for unto You, O Lord, do I lift up my soul. Heal me, O Lord, and I shall be healed, save me, and I shall be saved, for You are my Redeemer. Amen.

The Lord is King, the Lord will reign forever and ever. Blessed be His name, whose glorious kingdom is forever and ever.

The Lord, He is God.

Hear, O Israel: the Lord is our God, the Lord is One!

7204. Ministry to Hospitalized Personnel

1. The traditional formulation of a chaplain's duty to "visit the sick daily or more often," points up the responsibility of chaplains for ministry to patients in the shipboard sick bay, station dispensary, or naval hospitals.

2. Ministry to hospitalized personnel, whether sick or wounded, is no less important than ministry to the wounded under battle conditions. (Manual for Hospital Chaplains 15995)

7205. Calls on Patients in Naval Hospitals

1. All large naval hospitals have one or more full-time chaplains assigned. Hospital chaplains assume the primary responsibility for ministry to patients. However, if the unit chaplain of the patient's home command is in the area, hospital calls are appropriate. As the patient's own chaplain, the unit chaplain enjoys a unique pastoral relationship and represents command in demonstrating the command's care and concern for one of its own members.

2. Unit chaplains calling on personnel

from their command who are patients in a naval hospital should inform the hospital senior chaplain of their presence and purpose. Generally, a telephone call to the chaplain's office will suffice. This notification should not be neglected, first because the hospital chaplain may have information about the patient to pass on to the unit chaplain, and second, because the hospital chaplains need to know about such calls to coordinate with their own ministry. The hospital chaplain also can provide useful information regarding hospital procedures and regulations.

7206. Hospital Watch Lists and Cooperative Ministry

1. There are certain situations in which the chaplains of an area share responsibility for general ministry in a naval hospital. Only in the largest hospitals is the number of assigned chaplains sufficient to provide 24-hour-a-day ministry for personnel of all faiths. At other hospitals, all chaplains stationed in the area, regardless of rank, are eligible to participate in a watch list (which may or may not be the same as the general area chaplains watch list) to provide emergency ministrations at the hospital outside of normal working hours. If a hospital has no assigned chaplains of a particular faith or denomination, the chaplains of that faith or denomination stationed in the area may expect to provide needed hospital coverage. No additional duty orders or special permission should be required for such arrangements, which are part of the normal pattern of cooperative ministry.

SECTION 7300

Deaths and Resulting Duties

7301. Death Notifications

1. The official report of the death of any person in the naval service is made by the commanding officer in accordance with the *Bureau of Naval Personnel Manual*, *Marine Corps Manual*, or *Coast Guard Personnel Manual*, as appropriate (report symbol EXOS 1088-1 applies).

2. When the next of kin live in the vicinity, a chaplain is generally the most appropriate person to notify them of the death in accordance with BUPERS Manual Article 4210140. In the Marine Corps, the notification will be made by a Marine officer or senior noncommissioned officer. Where possible, a chaplain will accompany and assist in accordance with the *Marine Corps Casualty Procedures Manual*.

3. The chaplain should be informed upon the receipt of notification of the death of family members of personnel in the command.

7302. Letters of Condolence From Chaplains

1. When immediate personal contact is not possible, as when deployed, the chaplain may write a letter to the next of kin as the situation warrants. Letters of condolence written by chaplains to the next of kin must conform to the general requirements prescribed for commanding officers in the *Bureau of Naval Personnel Manual*, 4210220 or *Marine Corps Casualty Procedures Manual*, Article 3009, and be consistent with the official report of the casualty as forwarded by the commanding officer. A chaplain's let-

ter of condolence should be pastoral in nature.

2. Letters reporting a memorial service should be written only when it is known beyond any reasonable doubt that the casualty status has been reported as "dead."

3. When writing to the next of kin regarding a funeral or memorial service, care should be taken to respect the religious convictions of the family if they are known.

7303. The Casualty Assistance Calls Program

1. The Casualty Assistance Calls Program (CACP) is provided by the Navy to advise and assist the next of kin with respect to rights, benefits, and privileges to which they may be entitled. The designated Casualty Assistance Calls Officer (CACO) is responsible for implementing this program.

2. The chaplain shall not be designated as the CACO; however, chaplains appropriately are involved in certain aspects of the program. These include:

a. *The condolence call.*—As noted above, the chaplain will in all probability have notified the next of kin or accompanied the notifying officer, if they were living in the vicinity of the command. If away at the time, or if the unit was deployed at the time of death, the chaplain normally will make such a call upon returning, or when the unit returns to the home port. When the death occurs elsewhere and the CACP is activated by the district commandant or the director of the appropriate Marine Corps District, a chaplain appropriately may be designated to accompany or represent the CACO in making a condolence call. Reserve chaplains should be in uniform for such calls.

b. *Funeral arrangements.*—The chaplain is the most appropriate person to provide advice and counsel in connection with funeral arrangements.

3. Chaplains should be familiar with all provisions of the *Bureau of Naval Personnel Manual* and the *Marine Corps Manual* relating to casualty notification procedures, calls, and letters; with the *Decedent Affairs Manual* (BUMEDINST 5360), the *Manual for Casualty Assistance Calls Program*, (NAVPERS 15879), the *Marine Corps Casualty Procedures Manual*, and appropriate *Coast Guard Personnel Manual*.

7304. Families of POW's and MIA's

Chaplains who have a special responsibility to families of personnel who are prisoners of war or are missing in action should maintain frequent and regular contact with those families. This is a pastoral service and an expression of the continued concern of the Navy and Marine Corps.

SECTION 7400

Funerals and Burials at Sea

7401. Military Funerals

1. *General.*—a. The extent to which the naval service participates in a funeral is determined by the wishes of the family, provided such wishes are not contrary to orders and regulations. The participation of chaplains in these services will be on the basis of their particular ecclesiastical regulations and their conscience.

b. The religious portions of a military funeral essentially are not different from similar portions of a civilian funeral. The content of these portions is determined, as in all funerals, by the chaplain, the practices of the particular denomination or faith group, and in consultation with the family. The chaplain is responsible for the proper conduct of these portions of a military funeral.

c. The escort commander is responsible for the proper conduct of the military portions of a military funeral. The chaplain, however, should be familiar with the military honors, customs, and traditions. The procedures in use at Arlington National Cemetery are normative. With modifications resulting from local conditions, they set the pattern for all military funerals. Every

chaplain should have a copy of the current edition of the publication *Naval Funerals at Arlington National Cemetery*, NAVPERS 15956, which gives full information.

d. Military or naval honors may be modified to meet the expressed wishes of the family or as required by special circumstances. Permissible modifications are limited generally to eliminations of one or more elements of the ceremony, such as the firing of the volley, or taps. The escort may be reduced in size, if not eliminated.

2. *Arrangements for military funerals*—
a. *Burial information.*—Information regarding burial in a national cemetery may be obtained by calling directly the national cemetery where interment is desired. The administrative office for Arlington National Cemetery is open 7 days a week. The phone numbers are (202) 692-9875-6-7-8-9. Funeral arrangements in the Washington, D.C., area are made by the Administrative Assistant, Chief of Naval Personnel, Washington, D.C., Phone (202) 695-5533 or 695-5588. Should military honors be desired for a civilian cemetery interment, contact must be made with the operations office of the naval district in which interment is made.

b. Chaplains coming to Washington, D.C., to conduct funerals should contact the District Chaplain, Washington Naval District, who is the coordinator. The phone number is (202) 433-2679 or 433-3271. A

Navy chaplain assigned to Arlington National Cemetery provides any needed information and assistance to visiting chaplains.

3. *Uniform.*—The appropriate Navy uniform for participants is either service dress blue with large medals and white gloves, or service dress white with large medals and gloves, depending on the season. Determination as to which uniform is correct for a particular occasion is made by the appropriate naval district in accordance with Bureau of Naval Personnel guidelines and may be ascertained quickly by a phone call to the District Chaplain's office. Military funerals—chapel or graveside—may be conducted either in uniform or church vestments, as desired by the chaplain or in accordance with local regulations.

4. *Honors rendered by the chaplain.*—When in uniform, the chaplain renders honors by saluting along with other military personnel present. A chaplain in vestments renders honors by standing at attention. The right hand may be placed against the chest over the heart area. Honors are to be rendered:

a. When the chaplain passes or is passed by the national ensign.

b. When the chaplain passes or is passed by a flag-draped casket within a hearse (or caisson).

c. When the flag-draped casket is in motion, from the hearse to the chapel, the chapel to the hearse, or the hearse to the grave. Should a military funeral be conducted at a site other than the actual grave, honors may be rendered the deceased as the casket is moved to the actual grave site.

5. In Navy funerals, the national flag ordinarily is presented to the next of kin by the chaplain. The commanding officer or his representative makes the presentation in a Marine or Coast Guard funeral. Regulations require that the presentation be made by a federal official. When no chaplain participates, the presentation is made by an-

other military person or the superintendent of the cemetery rather than a member of the civilian clergy.

7402. Deaths at Sea

1. In earlier days, burial at sea was a necessity when deaths occurred on shipboard. Under modern conditions this seldom is the case, and burials at sea normally do not take place except when specifically arranged at the request of the next of kin. Current regulations prohibit burial at sea or in foreign port in advance of instructions from the Bureau of Medicine and Surgery, except when observation and retention of the body is impossible.

2. When a member of a ship's company dies at sea and the remains are transferred subsequently, certain procedures may be followed which have proved appropriate:

After encasement, the setting of a continuous honor guard. Proper honors should be rendered upon transference of the remains, with the division or squadron of the deceased taking a prominent part.

7403. Burials at Sea

1. The Chief of Naval Operations has delegated authority to district commandants, fleet, force, and type commanders to authorize and arrange for burial at sea.

2. Ceremonial procedures for burial at sea are prescribed in the *Bureau of Naval Personnel Manual*, together with appropriate burial services for Protestant, Catholic, Jewish, and Eastern Orthodox personnel (Paragraph 5830100-400). When a chaplain of the appropriate faith is not available, the services may be read by the commanding officer or any officer designated by the commanding officer.

3. In practice, since burials at sea ordinarily are arranged in response to specific requests, a chaplain almost always will be available. If the ship designated for the burial at sea does not have a chaplain, an-

other chaplain of the religion of the deceased ordinarily will be assigned by the district commandant or the fleet, force, or type commander authorizing the burial.

4. A chaplain conducting the religious portions of a burial at sea is not required to use the services specified in the BUPERS

Manual. Chaplains will conduct the service according to the usages of their own denomination (and the preferences of the next of kin, when appropriate).

5. For procedures of burial of remains at sea, refer to BUPERS Manual 5830400 for guidelines and instructions.

SECTION 7500

Memorial Services

7501. Types of Memorial Services

1. *Memorial services are of two general types.*—a. When the body is not recovered, or when burial takes place elsewhere, or in private, a memorial service may take the place of a funeral service. The next of kin may be present, and should be informed and/or consulted concerning the content of the service, when appropriate.

b. The second type of memorial service is of an official commemorative nature, by a command. Such a memorial service may have a religious dimension; there may be successive prayers by Protestant, Catholic, and Jewish chaplains when a number of

lives have been lost, or the service may be conducted by one chaplain when a person of one's own faith is commemorated. However, the character of such a memorial service is likely to be more that of an official ceremony than of a religious service.

7502. Procedures

1. Appropriate military honors may be included in either type of memorial service.

2. When more than one chaplain participates, the religious content contributed by each will be in accord with the customs and traditions of the individual chaplain's religious faith.

3. Pictures and descriptions of memorial services will be appreciated by the next of kin. A letter to the next of kin regarding such a service is a pastoral opportunity for the chaplain.

SECTION 7600

Military or Civic Ceremonies

7601. Military Ceremonies

1. Navy chaplains frequently participate in change of command ceremonies, commissionings, launchings, or other military ceremonies. Such participation generally consists of the offering of prayer, usually a brief invocation and/or benediction.

2. Chaplains participating in such ceremonies should conform scrupulously to the appropriate military procedures, in matters of uniform, honors, and courtesies.

3. The offering of prayer is in itself a religious rather than military act, and is governed by religious rulings. Thus, while military personnel in formation remain covered during a prayer which is part of a military ceremony, the chaplain offering the prayer is doing so as a member of the clergy performing a religious function; as such, the cover may be removed as desired.

7602. Civic Ceremonies

1. Participation by chaplains in civic ceremonies is generally comparable to participation in military ceremonies.

2. Chaplains participating in a civic ceremony while in uniform are official representatives of the Navy, no matter whether in leave or off-duty status, and this participation always will be so regarded by spectators and news media. This factor should

be taken into consideration by the chaplain, particularly if the civic ceremony has political or partisan overtones.

3. If there is any doubt as to the appropriateness of a chaplain's participation in uniform in a civic ceremony, the chaplain should consult the commanding officer, whose representative the chaplain would be.

4. As a matter of protocol, a visiting chaplain should inform the area chaplain of the intended participation in a civic ceremony.



CHAPTER 8

Professional Development of Chaplains

8

SECTION 8100

General

8101. The Chaplain as a Professional

1. Chaplains are members of the clergy, ordained by their churches or religious bodies, endorsed as representatives of their church in extending its ministry to personnel in the Armed Forces, appointed as chaplains, and commissioned as officers in the U.S. Navy.

2. Chaplains' professional credentials or faculties, their power to perform sacramental and liturgical functions, and their authorization to provide religious leadership are derived solely from their ecclesiastical status.

8102. Professional Developmental Needs and Requirements

As a professional in the area of religious ministry, the chaplain has the following developmental needs and requirements:

- a. Opportunities for spiritual growth and renewal through retreats and religious conferences.
- b. Opportunities for intellectual growth through continuing education programs.
- c. Opportunities for study and preparation as a part of the daily or weekly routine necessary to prepare for the preaching and teaching aspects of a chaplain's ministry.
- d. A balanced career pattern to provide experience in broader areas of ministry.

8103. Command Responsibility for Professional Development

The Navy and Marine Corps support continuing education and training of all

personnel. It is incumbent upon commanders to express that support for chaplains in terms of time, resources, and material.

8104. Responsibility of Senior Chaplain

1. The senior chaplain has the major responsibility for interpreting professional requirements to the executive officer or chief of staff, for ensuring that scheduling of chaplains' duties makes provision for professional study and sermon preparation, and for insuring that opportunities are provided for continuing education and spiritual renewal.

2. The senior chaplain counsels individual chaplains concerning their professional development and makes appropriate recommendations to the Chief of Chaplains.

3. While continuing education is important in the professional development of chaplains, care must be taken that such education not be accomplished at the expense of the religious needs of Navy, Marine, and

Coast Guard personnel. The senior chaplain will carefully monitor these pursuits so that the presence of the chaplain within the command and availability to personnel not be adversely affected.

In addition to authorized annual leave, an absence of 15 days for retreats, church conferences, and professional training courses is considered sufficient. Occasionally, circumstances may indicate extension beyond this number. Such an extension will be made only after consultation with the Chief of Chaplains.

8105. Responsibility of Individual Chaplain

Individual chaplains must be proactive in participating in their own professional development. It is expected that they will participate in periodic retreats, apply for Navy sponsored continuing education programs, consider off-duty training opportunities as available and appropriate, and communicate with the Chief of Chaplains concerning their career expectations.

SECTION 8200

Assignment to Duty

8201. The Detailing Process

1. *General.*—In brief, three basic considerations determine a chaplains duty assignment:

a. *The needs of the service.*—Service needs are requirements of time, place, situation, and competence which override all other considerations.

b. *The career needs of the individual.*—Career development is predicated upon maximizing all opportunities for professional and vocational growth while emphasizing a variety of experiences and responsibilities.

c. *The desires of the individual.*—Personal and human factors known to the detailee via official and unofficial channels are considered and accommodated when possible.

2. *Chief of Chaplain's responsibility.*—The qualifications of each chaplain are recorded and are available to the Chief of Chaplains from such documents as The Officers Selection Board Jacket, Officers Fitness Report Jacket, Officers Correspondence Jacket, Officer Data Card, and miscellaneous sources. The method of assignment or distribution of chaplains is governed by the Chief of Naval Personnel and is outlined in the Officer Distribution Manual. The Chief of Chaplains retains and exercises final nomination authority for all assignments of active duty members of the Chaplain Corps.

3. *Relationship to Navy's general detailing system.*—The method of assignment or distribution of chaplains is governed by policies established by the Chief of Naval Personnel and spelled out as implementing procedures in the Officer Distribution Manual. Methods of chaplain assignment conform with the Navy's general detailing policy and system as administered, governed, and publicized by the Director, Officer Distribution Division.

8202. Basic Assignment Pattern

1. *General factors influencing a chaplain's assignment pattern include the following:*

a. Varied assignments early in a chaplain's career to provide more effective choices in future career options.

b. Rotation between four basic types of assignments:

- (1) Sea duty.
- (2) Shore duty in the continental United States.
- (3) Fleet Marine Force duty.
- (4) Foreign shore duty.

c. Assignment to functional, technical, postgraduate schools, and service colleges, as appropriate and available.

d. Progression of responsibility as the chaplain's experience, professional development, and rank increase.

e. Humanitarian assignment, as required.

f. Subspecialty assignment, as appropriate.

g. Denominational distribution needs.

2. *Tour lengths.*—Programed rotation (reassignment) dates (PRD's) are based on tour lengths established by current Department of the Navy directives. Some of the factors affecting tour lengths are:

a. Personnel resources available in terms of ranks, specialized training, and number of chaplains on active duty.

b. Financial resources available for permanent change of station funding.

c. Deployments and operational commitments.

3. *Professional development pattern.*—
a. The professional development pattern for chaplains is based on a logical sequence of duty assignments designed to develop in the individual the highest degree of professional competence, at the same time providing a balance of shipboard, Marine, shore, staff, administrative, technical, and educational experience.

b. No distinction is made ordinarily between Regular Navy chaplains and Naval Reserve chaplains on extended active duty in the assignment and career planning process. In the absence of positive knowledge to the contrary, the assumption is made for assignment purposes that a Naval Reserve chaplain expects to remain on active duty.

4. *Relation of rank to billet assignment.*—It is the intent of the detailer that chaplains' assignments should be made in keeping with rank distribution called for by the authorized chaplain billets of a command. During periods of severe grade imbalances, however, many chaplains may be serving in billets calling for a lesser or higher grade than their own.

8203. Expression of Preferences and Needs

1. Chaplains have a major share in the planning and management of their own careers or periods of extended active duty. They have a primary responsibility for their own professional competence, performance record, qualities of leadership, military character, and for making known to the Chief of Chaplains their needs and the types of duty that best suit their desires and qualifications.

2. *The Officer Preference and Personal Information Card* (NAVPERS 1301/1 (Rev. 8-72)).

a. No assignment to duty is made without reference to the chaplain's current

preference card. Any information which the chaplain regards as relevant to an assignment should be included on this card.

b. Rotational planning is projected months in advance of a rotation date. Thus, timely reporting of information which is important to the detailing process (e.g., humanitarian concerns) or which reflects a change in personal career planning is imperative. In addition to the regular annual submission, a chaplain has the option of submitting a new preference card when desiring to convey new personnel information or to reflect changes in preference.

3. *Request for changes after orders are published.*—Requests for changes after orders are published may be justified on the basis of events occurring after the publication of the orders. However, such modification should be submitted only in cases of emergency or extreme hardship.

8204. Communication With Detailer

1. *Letters to the Chief of Chaplains.*—In addition to the use of the Officer Preference Personal Information Card, chaplains may communicate with the Chief of Chaplains by letter regarding their careers. Of particular interest are concepts of ministry, long range training desires, and assignment goals. If the information has relevancy to the supervisory chaplain, a copy should be forwarded to that office.

2. *Telephone calls.*—Telephone calls are appropriate in the relaying of information of an urgent and timely nature relating to the detailing process.

3. *Visits to the detailer.*—The Chief of Chaplains encourages visits to the detailer to discuss the detailing process, as well as individuals' plans and desires relating to the future thrust of their ministry.

SECTION 8300

Tenure Status

8301. Numerical Requirements for Chaplains

The numerical requirements for chaplains on active duty fluctuates in relation to the overall size of the Navy itself and is established by Federal statutes and current policy directives. Officers of the Chaplain Corps on active duty comprise a permanent nucleus of Regular Navy Chaplains plus Reserve Chaplains serving on active duty.

8302. Initial Three-Year Obligation

1. In accepting orders to active duty, a reserve chaplain assumes an obligation to serve on extended active duty in the Chaplain Corps, U.S. Naval Reserve, for a pe-

riod of 3 years, unless released earlier by the Secretary of the Navy. This initial three years should be regarded as a trial period for both the chaplain and the Navy, on the basis of which a decision may be made regarding further active duty.

2. Chaplains must submit an official request for extension on active duty, via command channels, if they desire to continue their ministry in the Navy. Upon receipt of this request, the official records of the individual chaplain are reviewed and the request is approved or disapproved. Current regulations governing such requests are found in BUPERS Manual 1030150.

3. Extension beyond the initial 3-year obligation generally implies a desire for career service, either in the regular Navy or as reservist on active duty, and the number who can be accepted at any given time is determined by overall Navy requirements as described in paragraph 8301. Those best qualified for Navy and Marine Corps minis-

try, as indicated by official records, will be selected to fill those openings that exist.

4. *Active duty extension request.*—(See BUPERS Manual 1030100 and 1030150.)

8303. Regular Navy

1. *Applications for the Regular Navy Augmentation Program.*—Reserve chaplains on extended active duty beyond the 3-year initial obligation may apply for appointment in the regular Navy when eligible. Applications are to be submitted to the Chief of Naval Personnel (code 3142), via official channels.

2. *Policies.*—a. Applicants for augmentation must comply with the requirements of BUPERS Manual 1020120 and the current BUPERSINST 1120.12.

b. It is the responsibility of the applicant to obtain ecclesiastical endorsement for appointment in the regular Navy. Such endorsement will be mailed directly to the Chief of Chaplains by the endorsing church or religious body. The application cannot be considered until it is received.

c. Applications are considered by an Augmentation Board, which is convened quarterly in the Bureau of Naval Personnel.

d. A chaplain not selected for regular Navy on the first application may reapply at 1-year intervals, as long as eligibility perdures. Year group and denominational quota limitations may vary from year to year and longer service may result in an enhanced performance record. Many chaplains have been selected on the second or later application.

8304. Reservists on Extended Active Duty

1. A significant number of reserve chaplains on extended active duty may find that denominational balance, rank, age, year group, and other factors prevent appointment in the regular Navy. A career as a reserve chaplain on active duty may be pos-

sible, based on the performance of the individual chaplain and the needs of the service. However, a "career reservist" must be willing to accept certain risks.

a. Reserve chaplains on active duty are subject to involuntary release if they twice fail of selection for promotion to lieutenant commander, commander, or captain. Under such circumstances they are released to inactive duty on 30 June of the fiscal year in which they fail of selection for the second time. However, if the reserve chaplains have completed 18 years of active duty by 30 June of the fiscal year in which they are scheduled for release, they will normally be allowed to finish 20 years of active duty and qualify for retirement.

b. A significant reduction in the overall strength of the active duty Chaplain Corps probably would necessitate involuntary release of some reserve chaplains. Reductions generally will be made through normal attrition, limitation of procurement, and limitation of selections for continuation beyond the initial obligated service.

c. Under current provisions, a reserve chaplain with 5 or more years of continuous active duty, if involuntarily released from active duty is eligible for readjustment pay based on 2 months base pay for each year of service, not to exceed \$15,000.

d. A reserve chaplain involuntarily released from active duty after the initial 3-year obligated service agreement is eligible to continue in the Naval Reserve program for inactive duty chaplains and can qualify for retirement at age 60 with the necessary 20 satisfactory Federal years, including active and inactive duty, provided ecclesiastical endorsement is maintained.

2. Reserve chaplains on active duty are eligible to apply for active duty agreements, definite extensions (for a specified period of time), or indefinite extensions.

a. The active duty agreement (ADA) is a contract for a specified number of years on active duty. The maximum contract is

for 5 years. If reserve chaplains are released from active duty involuntarily prior to the expiration of an ADA, they are entitled to 1 month's pay times the number of years (or fraction thereof) of the unexecuted ADA. This is in addition to any readjustment pay to which they are otherwise entitled. See BUPERS Manual 3830110 and 1030100 series.

b. A definite extension can be granted for a maximum of 5 years. However, it may be terminated at any time by the Navy. Normally, 4 months' notification will be given to the individual chaplain if a sudden reduction in strength or other emergency should arise. This 4 months' notification may be shortened, depending on the needs of the service and the individual case. See BUPERS Manual 3830110 series.

c. An indefinite extension can be terminated at any time by the Navy.

8305. Releases, Resignations, and Retirements

1. *General.*—Chaplains are expected to fulfill statutory or contractual obligations they have undertaken voluntarily. However, since effective ministry in the Navy requires a continuing desire to serve in this environment, chaplains desiring release from active duty will be granted their requests if the option exists. Chaplains who are eligible legally to do so and who wish to request release prior to the expiration of a definite extension or ADA, to resign from the regular Navy, or to retire, may submit the appropriate requests in the expectation that the Chief of Chaplains will recommend approval, when possible.

2. Four months' notice for release from active duty, and 6 months' notice for resig-

nation or retirement is required normally for the orderly detailing of a relief and the processing of papers. Longer notice should be given when possible.

3. The following directives govern releases, resignations, and retirements:

a. Release from Definite or Indefinite Extension: BUPERS Manual Article 1030150.

b. Release from ADA: BUPERS Manual Article 1030300.

c. Resignation of an officer: BUPERS Manual Article 3830340, SECNAVINST 1920.3E of 5 September 1969, SECNAVINST 1920.6 of 14 July 1971, and SECNAVINST 1920.3F of 14 March 1973.

d. Voluntary retirement: BUPERS Article 3860280, U.S.C. 10, chapter 571, sections 6322, 6323, 6328.

e. Statutory retirement: BUPERS Articles 3860100 and 3830110, U.S.C. 10, chapter 573, section 6390.

f. Disability retirement: BUPERS Article 3860360, 3860400, 2610250, 3860340, U.S.C. 10, chapter 61.

4. Because the provisions regarding retirement reflect a wide range of laws and special circumstances, direct contact with the retirement section of the Bureau of Naval Personnel is advisable when there are questions to be answered.

5. The Chief of Chaplains makes every effort to assign chaplains to a pre-retirement tour of duty in the area of their choice, when possible. However, this can be done only if the decision to retire is definite, and if ample notice is given prior to a regular rotation date, allowing for a full normal tour in the desired area. The above is applicable only when fiscal and personnel constraints permit.

SECTION 8400

Chaplain Subspecialties

8401. General

1. The policy governing the Navy Officer Subspecialty Billet Identification System is found in Department of Defense Directive 1322.10 series, SECNAVINST 1520.4 series, and OPNAVINST 1211.6.

2. The subspecialty system is an integrated classification and control system which establishes criteria and procedures for identifying officer billets in specially designated areas of interest to the Navy which should be occupied by incumbents who have completed doctoral level, masters' level, or less than masters' level education, or who have specialized experience and/or training. (The word "level" does not imply a requirement for a degree, but rather that a commensurate education at the level specified is essential for optimum performance of duty.)

8402. Definitions

"Essential for optimum performance of duty" is used in the instructions to indicate that "cost effectiveness" is achieved through professional manning. This means that it is in the best interests of the Navy regularly to fill a billet with an incumbent who has the appropriate subspecialty because this measure of quality and degree of expertise is necessary to exploit fully the capability of that billet to enhance unit effectiveness. Some of the pertinent definitions used in conjunction with the Navy Officer Billet Identification System are as follows:

Specialty—

An officer manpower classification category determined by an officer's primary functional area.

Designator code—

A classification device which identifies an officer's specialty.

Subspecialty—

An officer manpower classification category defined by an operational, technical, or managerial field of interest to the Navy, which requires specialized professional skills or knowledge (obtained through various combinations of pertinent education, training, and/or experience).

Subspecialty code—

A five-digit classification device, which identifies a subspecialty area and level of expertise. The numeric digits identify subspecialty areas. The alpha digit indicates level as follows:

D-code—Assigned to billets requiring incumbents with a doctoral level of education for optimum performance of duty.

P-code—Assigned to billets requiring incumbents with at least a master's level of education for optimum performance of duty.

B-code—Assigned to billets requiring incumbents with at least a master's level of education for optimum performance of duty but for which there is an inadequate supply of fully qualified officers. B-coded billets differ from P-coded billets only in manning priority. B-codes will be assigned by Op-01BE, only.

E-code—Baccalaureate level of education or postgraduate education at less than the master's level required for optimum performance of duty.

S-code—Assigned to billets requiring incumbents with a significant level of experience and/or functional training for optimum performance of duty.

T-code—Assigned to training billets which provide the requisite experience to qualify an officer for an S-code.

8403. Chaplain Corps Utilization of Subspecialties

1. The use of the term "subspecialty" in the Chaplain Corps is within the context of the Navy's system as described above. The concept of subspecialization enters at the level at which further specialized training in a particular aspect of ministry is deemed necessary for the optimum performance of an assigned duty.

2. Chaplains identified by subspecialty codes are assigned to the appropriately coded billets in the normal rotation pattern, whenever possible. They continue to rotate from sea to shore, and they are not expected to become "specialists" in the sense that every assignment is to such a billet. The nature of chaplain subspecialties is such that the subspecialty qualifications can be utilized in most billets, regardless of whether or not they are so coded.

3. In accordance with the policy of the Department of Defense (DOD Directive 1322.10), chaplains can receive subspecialty coding through fully funded graduate education programs, off-duty programs, pre-service training, and by attaining determined levels of professional experience. The criteria for assigning subspecialty codes for chaplains are established by the Chief of Naval Personnel with the Chief of Chaplains as the primary subspecialty consultant.

4. Chaplains shall advise the Chief of Chaplains of any change in their qualifications which might make them eligible for subspecialty coding and submit the appropriate documentation for inclusion in their official personnel record at the Bureau of Naval Personnel. Documentation should include but not be limited to:

- a. Degree and field of subspecialization.
- b. Name and address of educational institution.
- c. Date degree was awarded.
- d. Title of thesis or dissertation, if ap-

propriate (enclose copy of dissertation abstract, if available).

e. Description of academic program (describe the level of clinical or experiential involvement if subspecialization is in counseling, interpersonal communication, group facilitation, or other field in which this is an important dimension of the training).

8404. Chaplain Corps Subspecialty Definitions

1. *Subspecialty code 7510—Pastoral/Homiletical.*—Provides the advanced level pastoral and homiletical training required to administer a large religious program and establish or supervise a team ministry in a base or station chapel. The course of study may be identified in various schools as "Pastoral Theology", "Practical Theology", or "Theology". It may include concentration in one or more of the following disciplines: Theology, Biblical Studies, Homiletics, Liturgy, Ethics, Church Administration, and Religious Education; with the additional dimension of preparation for the supervision of a team ministry. The level of training is equivalent to that required for the ThM degree.

2. *Subspecialty code 7520—Counseling.*—Provides advanced level skills in counseling, qualifying the chaplain to accept referral cases from other chaplains, provide consultant services for other chaplains engaged in counseling, and provide leadership in counseling training programs for other chaplains. The level of training is equivalent to that required for membership in professional societies of counselors, such as the American Association of Marriage Counselors.

3. *Subspecialty code 7530—Clinical Training.*—Provides advanced level training in ministering to the sick and administering a hospital or institutional chaplaincy program, generally through 3 to 4 quarters of certified Clinical Pastoral Education in an accredited teaching hospital or institu-

tion. The level of training is equivalent to that required for membership in professional societies of hospital chaplains, such as the Protestant Hospital Chaplains Association. A limited number within this group are required to have further training to serve as clinical pastoral education supervisors with responsibility for conducting the clinical training of other chaplains. Qualification of a chaplain to supervise a program of clinical pastoral education requires a minimum of 4 to 5 quarters of clinical pastoral education in an accredited teaching institution plus one or more additional quarters of conducting training under supervision.

4. *Subspecialty code 7540—Professional Training/Interpersonal Communication.*—Provides advanced level skills in adult education, the group process, and/or interpersonal communication qualifying the chaplain to serve as instructor or administrator in Chaplain Corps training programs and/or resource person in chaplain program development.

5. *Subspecialty code 7550—Mass Media*

Religious Communication.—Provides advanced level skills in mass media communication, qualifying the chaplain to utilize mass media effectively in assignments requiring a large measure of contact with the public, and to serve as trainer or consultant to other chaplains in utilization of mass media.

6. *Subspecialty code 7560—Behavioral Science/Sociology of Religion.*—Provides advanced level training in human behavior and research related to human behavior, qualifying the chaplain to engage in research projects, developmental projects, and to serve as trainer or consultant to other chaplains in those aspects of program development requiring behavioral expertise.

7. *Subspecialty code 7570—Comparative Religion.*—Provides advance level training in the fields of Religion in American Society, Religions of the World, Cross-cultural Communication, and/or Philosophy of Religion, qualifying the chaplain to teach subjects related to religio-cultural factors in human relations.

SECTION 8500

Navy Sponsored Continuing Education Opportunities

8501. Navy Chaplain Continuing Education Program

Chaplains are encouraged to consult current OPNAV Notice 1520 concerning: Training Requirements and Educational Opportunities available under Navy sponsorship for Active Duty Chaplains.

8502. Locally Sponsored Programs

1. Coordinator and senior chaplains have the responsibility for providing local professional training to meet specific area needs. After diagnosing the needs, arrangements shall be made to provide a program utilizing active duty, inactive Reserve, retired, and civilian personnel as resource persons or consultants.

2. The Chief of Chaplains (Pers-9113) should be kept apprised of such programs.

8503. Off-Duty Programs

1. Educational opportunities are available to chaplains at local institutions or

through correspondence courses. Chaplains interested should contact their educational services officer and consult the Educational Services Manual, NAVPERS 15229 for information concerning GI bill and tuition aid benefits.

2. Requests for limited extensions at a

duty station in order to complete an off-duty academic program may be submitted to the Chief of Chaplains. It is understood that these requests can be granted only when they do not interfere with the needs of the service. Such requests do not have the priority of humanitarian needs.

CHAPTER 9—PROFESSIONAL GUIDELINES



APPENDIX A

U.S. NAVY CHAPLAIN CORPS FILING SYSTEM

Introduction:
Subject Identification Codes:
Alphabetical Guide:

See Section 2600 in manual
A-1
A-8



STANDARD SUBJECT IDENTIFICATION CODES FOR THE NAVY CHAPLAIN CORPS

MILITARY PERSONNEL 1000-1999

- 1000 GENERAL
- 1001 Reserve Policies and Programs
- 1040 Career Planning
- 1050 Leave and Liberty
- 1070 Personnel Records (Include Ship and Station Rosters)

- 1100 RECRUITING
- 1120 Officer Recruiting
- 1141 Recall

- 1200 CLASSIFICATION AND DESIGNATION
- 1221 Enlisted Classification Codes

- 1300 ASSIGNMENT AND DISTRIBUTION
- 1301 Officer
 - 1301/1 *Chaplain Corps Directory*
 - 1301/2 Fleet Rosters (Chaplain Corps)
 - 1301/3 District Rosters (Chaplain Corps)
- 1306 Enlisted
- 1320 Orders to Personnel
- 1321 Officers
- 1330 Personnel Requests (Include Humanitarian)

- 1400 PROMOTION AND ADVANCEMENT

- 1500 TRAINING AND EDUCATION
- 1510 Enlisted Training
- 1520 Officer Training
 - 1520/1 Navy Chaplain Basic
 - 1520/2 Navy Chaplain Advanced
 - 1520/3 Retreats/Day of Recollection
 - 1520/4 Postgraduate Studies
 - 1520/5 Doctoral Studies Program
 - 1520/6 Naval War College
 - 1520/7 Armed Forces Staff College
 - 1520/8 Counseling Residency
 - 1520/9 Counseling Course for Navy Chaplains
 - 1520/10 Professional Training Courses
 - 1520/11 Clinical Pastoral Education
 - 1520/12 Executive Development Seminars
 - 1520/13 Alcohol Studies Program

- 1521 Joint and Advanced Training
- 1550 Instruction Courses and Training Materials
- 1551 Training Films, Aids, and Special Devices
- 1552 Training Publications
- 1560 Information and Education
- 1570 Inactive Duty Training
- 1571 Active Duty for Training
- 1580 Interservice Training

- 1600 PERFORMANCE AND DISCIPLINE
- 1601 Duties and Watches
 - 1601/1 Duty Chaplain Watch List
 - 1601/2 Preaching and Liturgist Schedules
 - 1601/3 Chaplain Clerks
 - 1601/4 Acolytes
 - 1601/5 Altar Guild
 - 1601/6 Ushers
- 1610 Performance and Conduct (Include Indebtedness)
- 1611 Officer (Include Fitness Reports)
- 1616 Enlisted
- 1620 Discipline
- 1640 Prisoners
- 1650 Decorations, Medals, and Awards

- 1700 MORALE AND PERSONAL AFFAIRS
- 1710 Recreation and Social Affairs
- 1730 Chaplains and Religious Affairs
 - 1730/1 Divine Worship (General) and the Christian Year
 - 1730/2 Divine Worship, Special Occasions (See also 1730/4, 1730/7-9)
 - 1730/3 Baptism
 - 1730/4 Holy Communion (Include Worldwide Communion Sunday)
 - 1730/5 Marriage Ceremonies
 - 1730/6 Funeral and Memorial Services
 - 1730/7 Lenten and Easter Emphases
 - 1730/8 Advent Season and Christmas
 - 1730/9 Patriotic Services and the Civil Year
 - 1731 Pastoral Duties and Responsibilities
 - 1732 Religious Education and Chapel Organizations
 - 1732/1 Sunday School
 - 1732/2 Membership Training
 - 1732/3 Children's Activities
 - 1732/4 Youth Programs
 - 1732/5 Young Adults
 - 1732/6 Adults
 - 1733 Music Program
 - 1734 Counseling
 - 1734/1 Situational
 - 1734/2 Moral and Religious Matters
 - 1734/3 Alcoholism
 - 1734/4 Drug Abuse
 - 1734/5 Vocational
 - 1734/6 Pre-Marital

- 1734/7 Marriage and Family
- 1734/8 Physical and Mental Illness
- 1734/9 Crisis and Grief
- 1734/10 Supportive
- 1734/11 Depth
- 1734/12 Group
- 1734/13 Referral
- 1734/14 Case Records and Files
- 1735 Civilian-Clergy Relations
- 1735/1 Auxiliary Chaplains
- 1736 Religious Literature (For distribution)
- 1737 Chapel-Related Charities
- 1738 Religious Lay Leaders
- 1739 Other Faiths, Provision For
- 1740 Personal Affairs and Benefits
- 1741 Insurance
- 1742 Voting
- 1750 Dependents' Aid
- 1752 Domestic Relations
- 1752/1 Adoption and Foster Care
- 1770 Casualties and Survivors' Benefits
- 1800 RETIREMENT
- 1900 SEPARATION
(Include Conscientious Objectors)

**COMMUNICATIONS
2000-2999**

- 2100 MESSAGES
- 2110 Military
- 2120 Red Cross Messages
- 2150 Press Messages
- 2600 PUBLICATIONS AND DEVICES
- 2700 MAIL AND POSTAL AFFAIRS

**OPERATIONS AND READINESS
3000-3999**

- 3100 OPERATIONS
- 3170 Port Operations (Include Port Calls)
- 3300 WARFARE TECHNIQUES
- 3301 Emergency Action (Include procedures, messages, drills and exercises)
- 3460 Captured Personnel, Material, and Documents
- 3461 Prisoners of War
- 3462 Defectors
- 3480 Combat and Action Reports
- 3800 INTELLIGENCE

**LOGISTICS
4000-4999**

- 4000 GENERAL
- 4001 Gifts to Naval Establishment (Include Chapel program)
- 4200 PROCUREMENT
- 4235 Requisitions and Other Material Requests
- 4270 Procurement Forms
- 4400 SUPPLY/MATERIAL
- 4410 Cataloging; Material Identification, and Classification
- 4430 Material Receipt
- 4440 Inventory Control
- 4441 Allowances
- 4442 Supply Levels
- 4443 Financial Inventory Control
- 4490 Material Requirements, Advance Planning
- 4500 REDISTRIBUTION AND DISPOSAL OF PROPERTY
- 4700 MAINTENANCE, CONSTRUCTION, AND CONVERSION
- 4720 Alterations and Improvements
- 4730 Inspection, Examinations, Tests, and Surveys
- 4760 Construction and Conversion
- 4790 Maintenance and Material Management

**GENERAL ADMINISTRATION AND MANAGEMENT
5000-5999**

- 5000 GENERAL
- 5040 Management Inspections and Surveys
- 5041 Administrative Inspections
- 5050 Meetings, Conferences, Conventions, Visits
- 5060 Honors and Ceremonies
- 5070 Libraries and Library Services
- 5200 MANAGEMENT PROGRAMS AND TECHNIQUES
- 5210 Records/Paperwork Management; Office Methods
- 5211 Files and Records Systems
- 5213 Forms Management
- 5214 Reports Management
 - 5214/1 Denominational Report
 - 5214/2 Annual Report
 - 5214/3 Chapel Fund (Annual)
- 5215 Issuance Systems
- 5216 Correspondence Management (See also under various subjects)
 - 5216/1 Chief of Chaplain's Letters
 - 5216/2 Chief of Chaplain's Memos
 - 5216/3 The Chaplain, USMC, Memos
 - 5216/4 Fleet and Force Chaplains' Letters
 - 5216/5 Fleet and Force Chaplains' Memos
 - 5216/6 District Chaplain's Letters
 - 5216/7 District Chaplain's Memos

- 5216/8 Unit Activity's Administrative Letters
- 5216/9 Unit Activity's Administrative Memos
- 5216/10 Correspondence with Denomination
- 5216/11 Personal/Professional Correspondence
- 5216/12 Chronological File of Outgoing Correspondence
- 5217 Writing, Effective
- 5300 MANPOWER/PERSONNEL
- 5320 Complements, Allowances, Billets, Allocations, and Ceilings
- 5330 Hours of Work/Daily Routine
- 5340 Contributions, Solicitations, and Collections
 - 5340/1 Combined Federal Campaign
 - 5340/2 Navy Relief Society
- 5350 Minority Races
- 5360 Deaths and Funerals (For service itself, see 1730/6)
- 5370 Standards of Conduct
- 5390 Leadership
- 5400 ORGANIZATIONS, FUNCTIONS, AND STATUS
- 5401 Organization Concepts and Principles
- 5410 Department of Defense and Interservice
- 5420 Boards, Committees, Councils, and Groups
- 5430 Navy Department (Seat of Government)
- 5460 Department of the Navy
- 5500 SECURITY
- 5600 PUBLICATIONS, PRINTING, DUPLICATION, AND REPRODUCTION
 - 5600/1 Worship Bulletins, Sunday (Protestant)
 - 5600/2 Worship Bulletins, Sunday (Roman Catholic)
 - 5600/3 Bulletins, Special Occasion
 - 5600/4 Ship/Station Newspaper
 - 5600/5 Chapel Newsletter
- 5700 EXTERNAL RELATIONS
- 5720 Public Relations
- 5721 Speeches
- 5722 Exhibits
- 5723 Guest Cruise Program
- 5724 Fleet Home Town News
- 5725 Reserve Program
- 5726 Community Relations
- 5727 Press Relations (Include articles)
- 5728 Audio and Visual (Motion and still pictures, radio and television)
- 5750 Historical Matters
- 5760 Organizations, Associations, Societies, Individuals, and Commercial Enterprises
 - 5760/1 Military Chaplains' Association
 - 5760/2 American Bible Society
 - 5760/3 American Red Cross
 - 5760/4 Navy Relief Society
 - 5760/5 United Service Organization
 - 5760/6 Navy Wives Club

- 5760/7 Alcoholics Anonymous
- 5760/8 Other Religious and Non-Profit Organizations
(List chapel-related organizations under 1732)
- 5760/9 Commercial Organizations and Societies; Individuals

- 5800 LAWS AND LEGAL MATTERS
- 5810 Military Justice
- 5900 OFFICE SERVICES
- 5920 Maintenance
- 5930 Clerical

MEDICINE AND DENTISTRY
6000-6999

- 6100 PHYSICAL FITNESS
- 6300 GENERAL MEDICINE
- 6320 Treatment and Hospitalization
- 6330 Rehabilitation and Convalescence (Include Patient Care Coordination)
 - 6330/1 Alcoholism
 - 6330/2 Drug Abuse
- 6400 SPECIAL FIELDS
- 6530 Blood and Derivatives (Include blood donations)

FINANCIAL MANAGEMENT
7000-7999

- 7000 GENERAL
- 7010 Nonappropriated Funds
 - 7010/1 Protestant Chapel Fund
 - 7010/2 Roman Catholic Chapel Fund
 - 7010/3 Jewish Chapel Fund
- 7040 Specific Appropriations/Funding Responsibilities
- 7100 BUDGETING
- 7110 Budget/Estimates Preparation
- 7120 Budget Review
- 7130 Budget Execution
- 7200 DISBURSING
- 7220 Military Pay
- 7230 Civilian Pay
- 7300 APPROPRIATION, FUND, COST, AND PROPERTY ACCOUNTING
- 7301 Appropriation Accounting
- 7302 Fund Accounting
- 7320 Property Accounting
- 7400 PAY ADMINISTRATION AND PAYROLL AND LABOR ACCOUNTING
- 7401 Tax Withholding
- 7500 AUDITING
(Include Chapel Fund Audit Reports)

GENERAL MATERIAL

10000-10999

- 10000 GENERAL
- 10300 MISCELLANEOUS
- 10460 Office Equipment and Supplies
- 10510 Instruments (Include Organ)

FACILITIES AND ACTIVITIES ASHORE

11000-11999

- 11000 GENERAL
- 11100 STRUCTURES AND FACILITIES
 - 11108 Religious Structures
 - 11170 Cemeteries
- 11200 TRANSPORTATION FACILITIES, HEAVY EQUIPMENT
- 11240 Transportation, Automotive (Include Transportation Requests)

CIVILIAN PERSONNEL

12000-12999

- 12000 GENERAL

ALPHABETICAL GUIDE TO STANDARD SUBJECT IDENTIFICATION CODES

Accounting	7300	Chaplain training.....	1520
Addresses (public speeches).....	5721	Chaplains and religious affairs.....	1730
Administration	5000	Character education.....	1500
Administrative Inspections.....	5041	Charities, chapel-related.....	1737
Adoption and foster care.....	1752/1	Children's activities, chapel.....	1732/3
Adults (Chapel program).....	1732/6	Christmas	1730/8
Advent	1732/8	Civilian-clergy relations.....	1735
Alcoholics Anonymous.....	5760/7	Civilian personnel.....	12000
Alcoholism	6330/1	Classification (military personnel).....	1200
Counseling for.....	1734/4	Clerical services.....	5930
Allotments (military pay).....	7220	Collections (solicitation).....	5340
Allowances:		Combat and action reports.....	3480
Dependents' aid.....	1750	Combined Federal Campaign.....	5340/1
Inventory control.....	4441	Commercial enterprises.....	5760/9
Military pay and.....	7220	Committees (military).....	5420
Personnel	5320	Communications	2000
Travel	7220	Community relations.....	5726
American Bible Society.....	5760/2	Complements and allowances (military personnel)	5320
American Red Cross.....	5760/3	Conduct:	
Blood donations.....	6530	Military personnel.....	1610
Messages	2120	Standards of.....	5370
Articles for publication.....	5727	Conferences	5050
Assignments (military personnel).....	1300	Confinement	1640
Associations, organizations, societies, com- mercial enterprises, individuals.....	5760	Conscientious objectorship (in relation to separation)	1900
Athletics (military).....	1710	Construction and conversion.....	4760
Audio and visual pictures (public rela- tions)	5728	Contributions	5340
Auditing	7500	Convalescence	6330
Auxiliary chaplains.....	1735/1	Conventions	5050
Awards (military personnel).....	1650	Correspondence	5216
Baptism	1730/3	Courses (military personnel).....	1550
Benefits, personal (military personnel) ..	1740	Councils (military).....	5420
Billets (personnel).....	5320	Counseling	1734
Blood donations.....	6530	Courses, instruction (military personnel) ..	1550
Boards, committees, councils and groups ..	5420	Courts martial.....	5810
Briefings	5050	Cruise program, guest.....	5723
Budgeting	7100	Daily routine.....	5330
Bulletins:		Day of recollection.....	1520/3
Issues	5215	Deaths and funerals.....	5360
Worship	5600	(Funeral services, 1730/6)	
Burial	5360	Decorations and awards.....	1650
Captured personnel, material, and docu- ments	3460	Defectors	3462
Career planning.....	1040	Department of:	
Casualties and survivors' benefits.....	1770	Defense, organization of.....	5410
Cemeteries	11170	The Navy, organization of.....	5400
Chapel fund:		Dependent's aid.....	1750
Jewish	7010/3	Designations (military personnel).....	1200
Protestant	7010/1	Directives (issuance) systems.....	5215
Roman Catholic.....	7010/2	Disbursing	7200
Chapel newsletter.....	5600/5	Discipline (military personnel).....	1620
Chapel-related organizations.....	1732	Displays (exhibits).....	5722
Chapels (religious structures).....	11108	Distribution (military personnel).....	1300
Chaplain clerks.....	1221	Divine worship.....	1730
<i>Chaplain Corps Directory</i>	1301/1	Domestic relations (military personnel) ..	1752

Donations:		Insurance (military personnel)-----	1741
Contributions-----	5340	Intelligence-----	3800
Gifts to Naval establishment-----	4001	Inventory, (supply control)-----	4440
Property disposal-----	4500	Issuance systems-----	5215
(See also Chapel Fund.)		Justice, military-----	5810
Drug abuse-----	6330/2	Laws and legal matters-----	5800
Counseling in connection-----	1734/4	Lay leaders, religious-----	1738
Duplicating and printing-----	5600	Leadership-----	5390
Duty:		Leave and liberty-----	1050
Assignments (military personnel)---	1300	Lenten and Easter emphases-----	1730/7
Schedules (chapel program)-----	1601	Libraries and library service-----	5070
Easter emphases-----	1731/7	Literature, religious (for distribution)---	1736
Education (military personnel)-----	1500	Logistics-----	4000
Emergency action-----	3301	Mail and postal affairs-----	2700
Employee (civilian)-----	12000	Maintenance-----	4700
Exhibits (public relations)-----	5722	Office services-----	5920
External relations-----	5700	Management-----	5000
Facilities ashore (general)-----	11000	Correspondence-----	5216
Filing systems and procedures-----	5211	Files-----	5211
Films:		Financial-----	7000
Public relations-----	5728	Forms-----	5213
Recreational-----	1710	Improvement-----	5200
Training (military personnel)-----	1551	Inspections and surveys-----	5040
Financial Management-----	7000	Issuances-----	5215
Fitness:		Maintenance and material-----	4790
Physical-----	6100	Records-----	5210
Reports (officer personnel)-----	1611	Reports-----	5214
Fleet Home Town News-----	5724	Manpower-----	5300
Forms:		Marriage (military personnel)-----	1752
Management-----	5213	(Ceremony, 1730/5; Marriage and	
Procurement-----	4270	family counseling, 1734/7; Pre-	
Funds:		marital counseling, 1734/6)	
Accounting for-----	7302	Material/materiel:	
Nonappropriated-----	7010	Captured-----	3460
Responsibilities for-----	7040	General-----	10000
Soliciting and collecting-----	5340	Identification (supply control)---	4410
Specific appropriations-----	7040	Receipt (supply control)-----	4430
Funerals-----	5360	Requests (requisitions)-----	4235
(For service itself, 1730/6)		Requirements (advance planning)---	4490
Guest cruise program-----	5723	Medals and awards (military personnel)---	1650
Historical matters-----	5750	Medicine-----	6000
Holy Communion-----	1730/4	Meetings-----	5050
Home town news, fleet-----	5724	Membership training (church)-----	1732/2
Honors and ceremonies-----	5060	Memorial services-----	1730/6
Hospitalization and treatment-----	6320	Messages-----	2100
Hours of work-----	5330	Military Chaplains Association-----	5760/1
Humanitarian requests-----	1330	Military:	
Inactive duty:		Justice-----	5810
Release to, Reserve-----	1900	Pay-----	7220
Training-----	1570	Personnel-----	1000
Indebtedness of military personnel-----	1610	Minority races-----	5350
Individuals, (External)-----	5760/9	Misconduct (military personnel)-----	1610
Indoctrination, military:		Morale and personal affairs (military	
Enlisted-----	1510	personnel)-----	1700
Officer-----	1520	Music program (chapel)-----	1733
Information and education (military per-		Musical instruments-----	10510
sonnel)-----	1560	Naval (Navy):	
Information, public-----	5720	Department (organization)-----	5400
Inspections:		History-----	5750
Administrative-----	5041	Personnel-----	1000
Maintenance, construction, and con-		Navy Relief:	
version-----	4730	Contributions-----	5340/2
Management-----	5040	Society-----	5760/4

Navy Wives-----	5760/6	Records:	
News:		Availability of to the public-----	5720
Fleet home town-----	5724	Counseling-----	1734/14
Releases-----	5720	Management-----	5210
Notices, (issuance systems)-----	5215	Military personnel-----	1070
Office:		Systems-----	5211
Equipment and supplies-----	10460	Recreation (military personnel)-----	1710
Methods-----	5210	Recruiting (military personnel)-----	1100
Services-----	5900	Red Cross	
Operations-----	3000	(See American Red Cross.)	
Orders:		Referrals (counseling)-----	1734/13
Directives (issuances)-----	5215	Rehabilitation and convalescence-----	6330
Military personnel-----	1320	Religious:	
Organization(s):		Affairs (military personnel)-----	1730
Chapel-related-----	1732	Education-----	1732
Concepts and principles-----	5401	Holidays-----	5330
Department of Defense-----	5410	Lay leaders-----	1738
Department of the Navy-----	5400	Literature (for distribution)-----	1736
External-----	5760	Structures-----	11108
Planning-----	5400	Reports:	
Social (military personnel)-----	1710	Fitness (officer personnel)-----	1611
(See also under individual titles.)		Management-----	5214
Other faiths, provision for-----	1739	Reproduction and printing-----	5600
Paperwork management-----	5210	Requests, personnel (military)-----	1330
Pastoral duties and responsibilities-----	1731	Requisitions (procurement)-----	4235
Patient care coordination-----	6330	Reserve policies and programs-----	1001
Patriotic services-----	1730/9	Reserve program (public relations)-----	5725
Pay, disbursing of-----	7200	Retirement (military personnel)-----	1800
Performance (military personnel)-----	1610	Retreats (chaplains)-----	1520/3
Personal affairs (military personnel)-----	1700	Roster(s):	
Personnel:		Chaplain Corps Directory-----	1301/1
Civilian-----	12000	District Chaplain-----	1301/3
Military-----	1000	Fleet Chaplain-----	1301/2
Physical fitness-----	6100	Ship and station-----	1070
Plans and planning:		Schedules (duty)-----	1601
General administration-----	5000	Security-----	5500
Material-----	4490	Selection, advancement, and promotion	
Organizational-----	5400	(military personnel)-----	1400
Plan of the Day (daily routine)-----	5330	Separation-----	1900
Port operations (Include port calls)-----	3170	Service(s):	
Postal affairs-----	2700	Library-----	5070
Printing-----	5600	Office-----	5900
Prisoners-----	1640	Records (military personnel)-----	1070
Of War-----	3461	Religious (military personnel)-----	1730
Procurement, logistical-----	4200	Ship and station newspaper-----	5600/5
Forms-----	4270	Social affairs (military personnel)-----	1710
Professional Training Courses-----	1520/10	Societies (external)-----	5760
Promotions-----	1400	Solicitations and collections-----	5340
Property:		Speeches, public-----	5721
Accounting-----	7320	Structures and facilities (ashore)-----	11100
Disposal-----	4500	Sunday School-----	1732/1
Inspections-----	4730	Supply control-----	4400
Public:		Survey(s):	
Information-----	5720	Maintenance, construction, and con-	
Relations-----	5720	version-----	4730
Works-----	11000	Management-----	4050
Publications-----	5600	Survivors' benefits-----	1772
Communications-----	2600	Taxes, income, withholding of-----	7401
Training-----	1552	Tests:	
Purchasing (See Procurement.)		Maintenance, construction, and con-	
Recall to military duty-----	1141	version-----	4730
Receipt(s) material (supply control)-----	4430	Training:	
		Aids-----	1551
		And education (military personnel)-----	1500

Transfers:		Warfare techniques-----	3300
Disposal of property-----	4500	Watches and duties (military and chapel	
Military personnel-----	1300	personnel) -----	1601
Transportation, automotive (Include		Welfare (military personnel)-----	1700
transportation requests)-----	11240	Worship bulletins-----	5600
United Service Organization-----	5760/5	Writing, effective-----	5217
Visits -----	5050	Young adults (chapel program)-----	1732/5
Voting (military personnel)-----	1742	Youth program, chapel-related-----	1732/4



1

2



REPORTS AND FORMS

1. Report symbol BUPERS 1730-1, form NAVPERS 1730/4;
INACTIVE DUTY NAVAL RESERVE CHAPLAIN'S ANNUAL
REPORT ¹
2. Report symbol BUPERS 1730-8, form NAVPERS 1730/8;
ACTIVE DUTY NAVY CHAPLAIN'S ANNUAL REPORT ¹
3. Report symbol BUPERS 1730-9, form NAVPERS 1730/9;
ACTIVE DUTY NAVY SENIOR CHAPLAIN'S ANNUAL
REPORT ¹
4. Report symbol BUPERS 1730-10, form NAVPERS 1730/9;
TERMINAL AUDIT REPORT ¹
5. Report symbol BUPERS 5050-3; using letter format;
PACEMAKER CONFERENCE REPORTS
6. Form DD 1149; Requisition and Invoice/Shipping Document ²
7. Form DD 1348; MILSTRIP Requisition ²

¹ These forms are available from Cognizance Symbol 1 I segment of the Navy Supply System

² These forms may be obtained through local supply department



11

12



INDEX

Numbers used in this index refer to chapters, sections, and paragraphs of the manual. The first two digits from the right of any number group indicate the paragraph within a section. The third place digit indicates the section. The fourth place digit indicates the chapter. () Indicates subparagraphs.

Active duty agreement.....	8304(2a)	Chapel funds—Continued	
Active duty extension request.....	8302(4)	Nonexpendable Chapel Fund	
Active duty Navy chaplain's annual report	2504	Property Account Record....	4308(4)
Adult religious education.....	6103	Report forms.....	5305
Allowances, responsibility for monitoring	2408	Chapels	4400
Amenities, official and social.....	2300	Authorization and construction	4401
American Red Cross.....	6308	Shipboard facilities.....	4403
Anniversary of Chaplain Corps.....	1103	Size and number criteria.....	4402
Annual report, active duty.....	2504	Use of facilities.....	5103
Arlington National Cemetery.....	7401(1c)	Chaplain:	
Armed Forces Chaplains Board.....	2201	As a clergyman.....	1202
Assignment to duty.....	8200	As a Naval officer.....	1203
Assignment with other Armed Forces	2202	Command prerogatives and responsibilities	1301
Audio-Visual Resource Guide for Chaplains	6202	Continuing education.....	8500
Audio-visual support.....	6200	Form of address.....	1205
Augmentation program, regular Navy	8303	Place in unit organization....	1302
Auxiliary chaplains.....	5700	Professional development.....	8100
Battle duties:		Right to communicate with CO	1303
Battle station.....	7202	Tenure	8300
Ministry to other faiths.....	7203	Chaplain manpower allowances, monitoring of.....	2408
Bearing of arms.....	1204	Chaplain coordination.....	3308(4), 3310
Billets	2400	Chaplain Corps.....	1100
Assignment to duty.....	8200	Anniversary	1103
Manpower authorization.....	2403	Historical background	1101
Subspecialties	8400	Mission	1102
Budgeting:		Chaplain subspecialties.....	8400
Budgetmaking process.....	4103	Billet identification system....	8402
Chapel fund annual budget....	5306	Subspecialty definitions.....	8404
Program planning.....	4101	Chaplain, the U.S. Marine Corps....	3304(2b)
Burials. <i>See</i> Funeral arrangements.		Chaplain's assistant, Marine Corps..	5504
Burials at sea.....	7403	Chaplain's assistant, Navy.....	5500
Calls, condolence.....	7303(2a)	Chaplains Board.....	2201
Calls, official and social.....	2301	Chaplain's clerk.....	5500
Casualty assistance calls program..	7303	Chaplains Division, Bureau of Naval Personnel	2102
Catholic religious education program	6109, 6111(2)	Chaplains in the Navy.....	1200
Ceremonies:		Charitable and service projects overseas	6505
Civic	7602	Chief of Chaplains.....	2100
Military	7601	Chief of Chaplains Fund.....	5307
Official	5204(2)	Communications and information	3200
Chain of command.....	3102	Intracorps conferences.....	3203
Chapel Councils.....	5400	Relationship to corps.....	3102
Chapel funds.....	5300	Nomination authority for duty assignments	8201(2)
Accounting procedures.....	5304	Chief of Chaplains Fund.....	5307
Administration of.....	5302	Chief of Chaplains Conferences....	3203(1)
Budget.....	5306		
Custodians	5303		

Church pennant.....	5102(2a)	Educational ministry.....	6100
Circuit-Riding Chaplains.....	3306	Extended active duty.....	8304
Civilian churches, relationships with.....	1206, 6504	Facilitation of ministry.....	3103(2)
Civilian clergy:		Federal Supply Catalog.....	4302(1)
Compensation of guest clergy.....	4201(3)	Filing system.....	2601
Employment as auxiliary chap- lains.....	5701	Films and filmstrips.....	6200
Relations with.....	2303, 2304	Fleet chaplains.....	3304(2a)
Use of Navy chapels.....	5103	Force chaplains.....	3304(2c)
Clerical amenities.....	2300	Funds, chapel. <i>See</i> Chapel funds.	
Collateral duties.....	6400	Fund, Chief of Chaplains.....	5307
Collegiality.....	3101, 3203, 5202(1)	Funeral arrangements.....	7303(2b), 7401
Command relationships:		Geneva Convention.....	1204(2)
Chaplain as Naval officer.....	1203	Group counseling.....	6303
Command prerogatives and re- sponsibilities.....	1301	Honoraria.....	1206(4)
Senior chaplains.....	3302	Hospital duties:	
Senior officer present.....	3308(2)	Calls on patients.....	7205
Supervisory chaplain.....	3103	Cooperative watch lists.....	7206
Command sponsorship of religious program.....	1300	Ministry to sick and wounded..	7204
Communication:		Inspections and visitations.....	3307
Professional.....	1304	Interservice cooperation.....	2200
With Commanding Officer.....	1303	Inventories.....	4308(4), 4310(2)
Within Chaplain Corps.....	3200	Jewish Religious Education Cur- riculum.....	6110, 6111(3)
Community relations and service..	6500	Lay participation:	
Condolence calls.....	7303(2a)	Chapel Councils.....	5400
Condolence letters.....	7302	Volunteer support personnel..	4201(2)
Confidentiality (privileged commu- nication).....	6302	Religious education.....	6112-6113
Continuing education for chaplains.	8500	Letters of condolence.....	7302
Cooperative ministry.....	1202(5), 2203	Logistic support.....	4102
Coordination Council.....	3308(3a)	Maintenance of equipment.....	4308(2)
Coordination of Ministry.....	3308	Major staff chaplains.....	3304(2d)
Conscientious objection.....	6304	Manpower allocation and require- ments plan (Marp).....	2402
Councils, Chapel.....	5400	Manpower and staffing.....	2402-2407, 8300
Correspondence.....	2500	Manpower Authorization.....	2403-2404
Official.....	2501	Marine Corps:	
Pastoral.....	2502	Assignment with.....	2202
Professional.....	2503, 3201	Chaplain's assistant.....	5504
Reports.....	2504	Ecclesiastical equipment.....	4307
Counselling.....	6300	Manpower requirements.....	2401(2), 2403, 2404, 2410(7)
Counselling training.....	6306	The Chaplain, U.S. Marine Corps.....	3304(2b)
Credentials, ecclesiastical.....	1202(4)	Marriages.....	7100
Crisis ministry to other faiths.....	7203	Material.....	4300
Custodian of Chapel fund.....	5303, 5304	Memorial services.....	7500
Death notifications.....	7301	Military funerals.....	7401
Deaths and resulting duties.....	7300	Military Weddings.....	7105
Deaths at sea.....	7402	Mission activities.....	6502
Denominational regulations.....	5205	Moral development programs.....	6115
Director of religious education.....	6114	Musical and educational services:	
Disposal of excess material.....	4308(3)	Funding.....	4201
District Chaplains.....	3304(2e)	Methods of payment.....	4202
Divine services.....	5100	Naval command inspection pro- gram.....	3307
Aboard ship or in the field.....	5102	Naval Funerals at Arlington Na- tional Cemetery.....	7401(1c)
Authority, responsibility, vest- ments, publicity.....	5101	Naval Reserve Chaplains.....	5600
Coordination of services.....	3308	Application for regular Navy..	8303
Joint participation of chap- lains.....	5204	Extended active duty.....	8304
Ecumenical services.....	5204(3)	Inactive duty.....	5601
Ecclesiastical credentials.....	1202(4)	Naval Reserve Chaplains Hand- book.....	5603

Navy and Marine Corps Supply System	4301	Rigging for church.....	5102(2)
Navy Officer Billet Identification System	8402	Sacraments	5205
Navy Program System.....	4101(2)	Senior chaplain:	
Navy Relief Society.....	6307	Military/professional func-	3303, 3311
Officer Preference and Personal Information Card.....	8203(2)	Responsibility for professional development	8104
Official calls.....	2300	Role in team ministry.....	5202
Organs	4309	Supervisory role.....	3103, 3302
Other faiths—crisis ministry.....	7203	Sick and wounded personnel.....	7200
Overseas charitable and service projects	6505	Social agencies:	
PACEMAKER conferences.....	3203(2)	American Red Cross.....	6308
P-coded billets	5203(3), 8400	Community	6304(3)
Pennant, church.....	5102(2a)	Navy Relief Society.....	6307
Personnel administration	2400	Social calls.....	2300
Planning and programing.....	4100	Staff chaplains:	
Coordination of planning.....	3308	Fleet, Force, and District chaplains	3304
POW's and MIA's.....	7304	Functions	3305
Premarital education.....	7104	Staffing criteria.....	2404
Privileged communication and confidentiality	6302	Standard subject identification codes	Appendix A
Procurement of ecclesiastical material	4300, 6111	Subspecialties	5203, 8400
Professional development.....	8100	Supervisory relationships.....	3103
Professional guidelines.....	3201(1c)	Chief of Chaplains.....	3202
Professional relationships.....	3100	Types of supervision.....	3300
Chief of Chaplains.....	3102	Supply sources and ordering.....	4302-4307
Collegiality	3101	Support personnel:	
Coordination of ministry.....	3308	Auxiliary chaplain.....	5700
Senior chaplains.....	3302, 5202	Chaplains clerk.....	5500
Supervisory chaplains.....	3103	Director of Religious Education	6114
Team ministry.....	5200	Methods of payment.....	4202
Program Objectives Memorandum (POM)	2406	Naval Reserve Chaplain Corps	5600
Program planning.....	4100	Volunteers and civilian clergy.....	4201(2)
Program Support Guide.....	4303, 6201(2)	Team ministry.....	5200
Property responsibility.....	4310	Cooperative ministry.....	1202(5)
Protestant Religious Education Curriculum	6108, 6111	Cooperative watch lists.....	3310, 7206
Public affairs.....	6506	Coordination of ministry.....	3308
Publicity for divine services.....	5101(3)	Denominational pluralism.....	5201(2)
Public relations activities.....	1206	Functional diversity.....	5203
Regular Navy augmentation program	8303	Joint participation in divine services	5204
Releases, resignations, and retirements	8305	Professional relationships.....	3100
Religious Education Advisory Groups (REAG).....	6107	Senior chaplain's role.....	5202
Religious education, director of.....	6114	Tenure status.....	8300
Religious education and instruction.....	6102-6107	The Chaplain, U.S. Marine Corps.....	3304(2b)
Religious education materials.....	6108-6111	Travel	2304
Religious pluralism.....	1202, 5201(2)	Unified religious education curricula	6108-6111
Reports	2504	Vestments	5101(2)
		Visits to a command.....	2304
		Watch lists, cooperative.....	3310, 7206



11

12



100-100

