COMNAVRESFOR INSTRUCTION 1730.6

From: Commander, Navy Reserve Force

Subj: RELIGIOUS MINISTRY IN THE NAVY RESERVE

Ref: (a) SECNAVINST 5351.1 CH-1
     (b) CNIC 5351.1
     (c) SECNAVINST 1730.7D
     (d) CNIC 1001.3
     (e) SECNAVINST 1730.10
     (f) SECNAVINST 1730.9

1. Purpose. This instruction implements policy and procedures for Religious Ministry (RM) in the Navy Reserve Force.

2. Scope. This instruction applies to all personnel assigned to Navy Reserve commands, including Navy units in support of the Marine Corps and Coast Guard. The Navy Chief of Chaplains owns the requirement for Professional Naval Chaplaincy per reference (a).

3. Responsibilities of Commanders

   a. Reserve Component Commanders (RCC) shall ensure Chaplain coverage to Navy Operational Support Centers (NAVOPSPTCEN). RCCs may use Inactive Duty Training Travel (IDTT) or other funding sources to this end. Lay leaders and civilian contract clergy will be used only by exception as approved by the Regional Commander (Chaplain) per reference (b). Reserve Chaplains must be in a duty status to deliver RM.

   b. Commanding officers (CO) of Navy Reserve Activities (NRA) shall have a minimum Command Religious Program (CRP) consisting of:

      (1) Make the name and contact information of a chaplain available to Selected Reservist (SELRES) and staff per reference (c). Chaplains are not assigned to NAVOPSPTCENs by billet.

      (2) Execute RM in accordance with references (b), and any amplifying guidance of the local Regional Commander and/or Regional Chaplain.

      (3) Commander, Naval Installations Command is the supported command per reference (d) in any all-hazards emergency response.
(4) Commanders shall not establish a Religious Offering Fund or collect funds related to any religious function, however commanders may establish places of worship or prayer to accommodate all religious preferences.

(5) Ensure Religious Ministry Team (RMT) members comply with training requirements per paragraph 6. Executing annual training with the member’s assigned supporting command is always the priority. Commanders shall not fund chaplain participation in Annual Religious Organization Training.

(6) Ensure rooms where scheduled counseling takes place have a window in the door. If unscheduled counseling takes place in a room that does not have a door with a window, the door should be open slightly. No one should be able to overhear communications intended to be confidential.

(7) To avoid any mandatory reporting requirements, RMT members shall not be assigned as a Command Suicide Prevention Coordinator or as a Unit Victim Advocate. RMT members may support and instruct in these and other subjects as their expertise allows.

c. SELRES COs and officers in charge shall not establish a separate CRP apart from that of the NRA, collocated command, or military chapel.

d. COMNAVRESFOR (N01G) Chaplain shall:

(1) Serve as Force Chaplain, Domain Leader, and Program Manager (PM) for Navy Reserve Chaplains, Religious Program Specialists (RP), and Chaplain Candidate Program Officers (CCPO).

(2) Function as Special Assistant to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), under the chief of staff, as code COMNAVRESFORCOM (N01G); Supervising chaplains and RPs assigned to COMNAVRESFORCOM.

(3) Per references (c) and (d), advise the commander on RM policy and issues related to manpower, personnel, training, education, utilization, mobilization, and other matters concerning Chaplains, RPs, and CCPOs.

(4) Conduct RM per references (a) through (f).

(5) In cooperation with COMNAVRESFORCOM (N1/N3), PERS-3, and PERS-9 provide guidance on assignments, mobilizations, recalls, and deployments of Navy Reserve RMT personnel, anticipate requirements, and monitor community health. Adhere to United States Fleet Forces/COMNAVRESFORCOM Individual Augment business rules when reviewing nominations for mobilization.
(6) Plan, program, budget, and execute ADT/IDTT funds for Chaplains, RPs, and CCPOs.

(7) Serve as the operational support officer for the United States Coast Guard, working with the Chaplain of the Coast Guard to meet the Commandant's requirements.

e. SELRES chaplains and RPs shall:

(1) Maintain their own mobilization readiness. This is a primary responsibility of all in the SELRES program.

(2) Chaplains shall conduct RM per references (a) through (f) in the manner and form of their religious organizations, while functioning in a pluralistic environment.

(3) Per reference (c), support the free exercise of religion by all service members, their families, and other authorized persons. SELRES shall be in a duty status when delivering RM and shall not function as volunteer clergy in a military setting.

(4) Keep contact information and dependency data up-to-date in the Navy Standard Integrated Personnel System, the Defense Enrollment Eligibility Reporting System, the Navy Family Accountability and Assessment System, and other systems as required.

(5) Check official “.mil” e-mail on a regular basis. Encrypt all messages containing personally identifiable information.

(6) Provide accurate contact information to unit leadership and supervisory chaplains (Reserve and Active Component).

(7) Inform the COMNAVRESFOR Chaplain of any request to retire, or any waiver requests for years of commissioned service, high year tenure, or age.

(8) Register in “Government Delivery” to receive RM notifications.

(9) Not serve as command suicide prevention coordinator, unit victim advocate, or any collateral duty inconsistent with their chaplain designator. Chaplains may assist and advise in that training as part of Professional Naval Chaplaincy (PNC).

(10) Per reference (c), carry out the following duties when directed: ministry support and accommodation, pastoral care, command advisement, expeditionary ministry, finance and accounting, and library administration.

(11) Document workload in the Chaplain Corps Analytics Tool or other workload accounting system as directed by the domain to which the chaplain/RP is assigned.
4. **Training and Leadership Development.** Training and leadership development are essential for professional growth and the effective delivery of the Chaplain Corps’ core capabilities in references (c) and (f). COMNAVRESFORCOM (N7) shall fund accessions training. COMNAVRESFORCOM (N01G) shall plan, program, and budget for community specific training such as:

a. Annual professional development training courses and workshops.

b. Senior Leadership Symposium.

c. Chaplain candidate on the job training.

d. Professional and operational functions and training required by the Chaplain of the U.S. Coast Guard, for Chaplains in Coast Guard billets.

e. Chaplains in the rank of commander and those selected for commander should complete Professional Naval Chaplaincy Advanced Leadership Course (PNC-ALC). Chaplains in the rank of lieutenant commander and those selected for lieutenant commander should complete PNC Intermediate Leadership Course (PNC-ILC). Completion of PNC-ILC and PNC-ALC are a discriminator toward promotion and considered as part of the APPLY process.

f. Direct Commission Officer Chaplains (4105 designator) shall complete Direct Commission Officer Indoctrination Course within 1 year of commissioning and Professional Naval Chaplaincy Basic Leadership Course (PNC-BLC) within 2 years of commissioning. If the Chaplain is not available to complete PNC-BLC within 2 years of commissioning, an extension may be granted by COMNAVRESFORCOM (N01G) on a case by case basis.

g. Chaplain Corps advanced education programs are not normally available to SELRES chaplains. SELRES chaplains may apply for other Navy educational opportunities such as Joint Professional Military Education (JPME) Phase 2, NWC, etc. as publicized by COMNAVRESFORCOM (N7).

h. Completion of JPME Phase I is a discriminator toward promotion and in the APPLY process. Chaplains in the rank of lieutenant and lieutenant commander are not expected to complete JPME Phase I. Completion of RP Managers Course is encouraged for RP2 or RP1. RP3 and below are not eligible to attend this course.
5. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. **Review and Effective Date.** Per OPNAVINST 5215.17A, COMNAVRESFOR will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

[Signature]
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Deputy

**Releasability and distribution:**
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, https://www.public.navy.mil/nrh/pages/instructions.aspx