

COMDTINST 1730.4C

- (s) U.S. Navy Regulations, (NAVREGS) 1990
- (t) MILPERSMAN 1730-010, Use of Lay Leaders in Religious Services
- (u) The Coast Guard Lay Reader Handbook
- (v) Lay Leader Guide, Quick Series Publishing, Inc, #366
- (w) MILPERSMAN 1731-010, Religious Observances

1. PURPOSE. To promulgate policy, assign responsibilities and implement 1 through 21 of this Instruction for religious ministries within the Coast Guard.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. COMDTINST 1730.4B is cancelled.
4. APPLICATION. This Instruction applies to all Coast Guard active duty and reserve personnel and appropriated civilian and non-appropriated fund employees and their families. It also applies to other Uniformed Service members and their families while either serving with the Coast Guard or using Coast Guard facilities.
5. DEFINITIONS. Terms used in this Instruction are defined in enclosure (1).
6. DISCUSSION. As advocates of spiritual, moral, and ethical maturity and resiliency, US Navy Chaplains are essential to the Department of Homeland Security's (DHS) effort to assist Coast Guard members, their families, and other authorized personnel in coping with military life. Navy Chaplains are attached to Coast Guard units and provide ministry through the development and execution of Command Religious Programs (CRP). This Instruction implements policy and procedures for religious ministry in the Coast Guard.
7. SUMMARY OF CHANGES. This Instruction has been administratively revised and should be reviewed in its entirety.
8. PROCEDURES. No paper distribution will be made of this Instruction. Official distribution will be via the Coast Guard Directives System. An electronic version will be located at the following Commandant (CG-612) websites <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>; Internet: <http://www.uscg.mil/directives/>; CGPortal: <https://cgportal.uscg.mil/delivery/satellite/cg612>.
9. REQUESTS FOR CHANGES. Address comments, suggestions, and corrections to Commandant (CG-00A).
10. RECORDS MANAGEMENT. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with refs. (a) and (b) whenever possible, with ref. (a) taking precedence in unresolved differences.
11. PRIVACY ACT. Records created as a result of this Instruction, regardless of media and format, shall be managed according to ref. (c) and the Privacy Act systems of records notice ref. (d).

12. U. S. NAVY (USN) CHAPLAIN CORPS HEADQUARTERS.

- a. The USN Chaplain Corps headquarters consists of the Chief of Chaplains of the Navy (N097), in the grade of rear admiral (upper half), the Deputy Chief of Chaplains, in the grade of rear admiral (lower half), and the Deputy Chief of Chaplains for Reserve Matters, as well as the Command Master Chief/Senior Enlisted Leader of the Religious Program Specialist rating, and other supporting staff. Specific descriptions of position and responsibilities can be found in ref. (e). The Chief of Navy Chaplains is the Director of Religious Ministry in the Naval Services and provides chaplaincy oversight to the Chaplain of the Coast Guard, as does the Chaplain of the Coast Guard for all USN Chaplains assigned to the U. S. Coast Guard (USCG).
- b. As recognized by refs. (f) through (k), USN Chaplains are essential to support the Coast Guard mission of providing ministry through the development and execution of Command Religious Programs (CRP). USN Chaplains receive specialized training, instruction, and directives guidance from U.S. Navy Programs and are expected to rely on those resources even while serving with the USCG. Therefore, USN Chaplains assigned to serve with the Coast Guard shall continue to follow USN Regulations, Directives, Instructions, Policy Documents and other USN guidance materials as they relate to their chaplain duties and responsibilities.

13. OFFICE OF THE CHAPLAIN OF THE COAST GUARD.

- a. Chaplain of the Coast Guard. Per ref. (i), the Chaplain of the Coast Guard is part of the Headquarters Commandant Staff (CG-00A) and is the program manager for religious ministry in the Coast Guard. The Chaplain of the Coast Guard reports directly to the Commandant and is the primary advisor on matters pertaining to religion in the Coast Guard. The Chaplain of the Coast Guard is responsible for providing for the free exercise of religion for all in the Coast Guard. Additionally, the Chaplain of the Coast Guard provides professional supervision of Chaplains and assigned enlisted and civilian personnel. The Chaplain of the Coast Guard is also the principal advisor to the Commandant on matters of religion, spirituality, ethics, and moral implications of policy and religion on operations. Specific duties include:
 - (1) Advise the Commandant on all matters relating to religion and religious ministries within the Coast Guard.
 - (2) Advise the Chief of Navy Chaplains on matters concerning religious ministries that require the attention of the Chief of Navy Chaplains.
 - (3) Supervise the ministry of Chaplains assigned to the Coast Guard.
 - (4) Monitor billets and billet requirements for Chaplains and advise the appropriate authority on the initiation of manpower authorization change requests.
 - (5) Manage and oversee budgets for Religious Ministry in the Coast Guard.

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- (6) Oversees inspection programs for the purpose of evaluating the effectiveness of command religious programs.
 - (7) Coordinate development of ministry models to meet the unique needs of the Coast Guard.
 - (8) Provide orientation and continued training for all Chaplains.
 - (9) Identify training needs.
 - (10) Provide regular reports of chaplain activities to the Chief of Navy Chaplains.
 - (11) Provide policy, guidance and instruction in support of Chaplains and religious ministries within the Coast Guard.
 - (12) Implement the Chief of Navy Chaplains' policies and guidance for Professional Naval Chaplaincy within the Coast Guard and among Chaplains assigned to the USCG.
- b. Headquarters and Deputy Chaplain of the Coast Guard. The Headquarters and Deputy Chaplain of the Coast Guard is assigned to the Deputy Commandant Mission Support (DCMS)/ Commanding Officer of Coast Guard Headquarters. He or she will perform such duties as Chaplain to the headquarters staff, FORCECOM and, serve as Deputy Chaplain of the Coast Guard (acting as the Chaplain of the Coast Guard upon the delegation of responsibilities by the Commandant or Chaplain of the Coast Guard).
- c. Coast Guard Academy Chaplains. Chaplains are assigned to the USCG Academy to provide, facilitate, care and advise in the same way as Training Center (TRACEN) Chaplains below, but report only to USCG Headquarters for chain-of-command.

14. AREA CHAPLAINS.

- a. Responsibilities. Area Chaplains are principal staff officers with responsibility to the Area Commander for administering, supervising, and facilitating religious ministries and chaplain activities. This responsibility includes the professional supervision of Chaplains, assigned enlisted and civilian personnel, and Chaplains in subordinate commands, as appropriate. They are also the principal advisor to the commander on matters of religion, ethics, and morale, and they serve as an advisor on the impact of religion on operations. Specific duties are listed below under the categories of the four core capabilities Chaplains offer their commands and authorized personnel: Facilitate, Provide, Care, and Advise.
- (1) Facilitate.
 - (a) Execute the Area Command Religious Program.
 - (b) Assist commands in the screening, training, and appointment of Lay Leaders.

- (c) Provide religious materials and other resources.
 - (d) Facilitate divine services, sacraments, ordinances, rites and ceremonies as per Religious Organization (RO) requirements. Facilitate religious elements of official command functions as needed.
- (2) Provide.
- (a) Provide divine services, sacraments, ordinances, rites and ceremonies as needed.
 - (b) Provide religious elements of official command functions as needed.
 - (c) Provide pastoral counseling upon request in accordance with ref. (k). Pastoral counseling communications shall be held in strict confidence and recognized as privileged communications in accordance with Military Rules of Evidence (MRE) 503 under the Uniform Code of Military Justice.
- (3) Care.
- (a) Provide relational counseling upon request and exercise strict confidentiality in accordance with Coast Guard regulations and the Uniform Code of Military Justice.
 - (b) Acquire and maintain currency in relevant USCG training, including the Incident Command System (ICS 100, 200, 300, 400 and IS 700, 800), Critical Incident Stress Management (CISM) and Applied Suicide Intervention Skills Training (ASIST).
 - (c) Serve as principal Chaplain to Incident Commander in national emergencies, and/or visit Coast Guard personnel deployed in support of civil authorities.
 - (d) Cooperate with Work Life staffs and Employee Assistance Program (EAP), when appropriate, in training, prevention, and intervention programs such as ASIST and CISM (to include serving as a team member in CISM debriefs).
 - (e) Ensure pastoral visitation to hospitalized or incarcerated Coast Guard personnel, and advocate for their quality of life.
 - (f) Support the Ombudsman program by being a resource for Coast Guard families while promoting the use of the Ombudsman program, when appropriate, to Coast Guard members and Coast Guard families.

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(4) Advise.

- (a) Advise the Area Commander and staff on matters and policies affecting religious ministry, pastoral care, spirituality, morale, ethics, and the quality of life of Coast Guard personnel and their families.
- (b) Advise and assist Coast Guard reporting seniors in the performance evaluation of their Chaplains.
- (c) Maintain liaison with clergy in the local communities where Coast Guard personnel serve or are deployed.
- (d) Keep the Public Affairs officer informed of chaplain-related activities which may be of public interest.
- (e) Advise authorized personnel as requested and in accordance with ref. (j).
- (f) Measure effectiveness and develop plans, programs, and budgets to enable religious ministries to carry out assigned responsibilities within the Areas.
- (g) Serve as inspector of Command Religious Program standards to all units in their area of responsibility (AOR).
- (h) Serve as inspector of subordinate Chaplains' adherence/fulfillment of Naval Officer requirements.
- (i) Collate reports from subordinate Chaplains according to Area Commander's request for information (RFI).
- (j) Submit summary reports of Area religious ministry to Commandant (CG-00A) as required.
- (k) Provide technical oversight, supervision, and direction to Chaplains of subordinate units and technical expertise to Commanding Officers without Chaplains.
- (l) Supervise, direct, and provide technical oversight to first response clergy, and contract religious ministry professionals.

15. COAST GUARD CHAPLAINS.

- a. Chaplains. Chaplains are qualified Religious Ministry Professionals (RMPs) endorsed by a DoD listed religious organization (RO) and commissioned as Naval officers in the Chaplain Corps. Per ref. (e), as a condition of appointment, every RMP must be willing to function in the diverse

and pluralistic environment of the military, with tolerance for diverse religious traditions and respect for the rights of individuals to determine their own religious convictions. Chaplains must be willing to support the free exercise of religion by all service members, their families, and other authorized persons. Chaplains are trained and expected to cooperate with other Chaplains and RMPs and work within the specialized environment of the military while not compromising the tenets of their own religious traditions. To meet the requirements of religious accommodation, morale and welfare, and to facilitate the understanding of the complexities of religion with regard to its personnel and mission, the DON has designated four core CHC capabilities: facilitate, provide, care, and advise. Chaplains facilitate the religious requirements of personnel of all faiths, provide faith-specific ministries, care for all Service members, including those who claim no religious faith, and advise the command.

- (1) Facilitate. Accommodation of individual and collective religious ministry requirements includes, but is not limited to, scheduling, budgeting, contracting and coordinating (including the management of volunteers and lay leaders).
- (2) Provide. Based upon their professional credentials, ecclesiastically endorsed and commissioned Chaplains meet faith group-specific needs, including worship services, sacraments, rites, ordinances, pastoral counseling, scripture study, and religious education.
- (3) Care. Chaplains are uniquely qualified to deliver specific institutional care, counseling, and coaching, which attend to personal and relational needs outside of a faith group-specific context. This includes relational counseling by Chaplains which is motivated by their proximity and immediate presence, distinguished by confidentiality per ref. (k), and imbued with professional wisdom and genuine respect for human beings. Such counseling is most effective when based on strong relationships developed in the context of shared life in the same unit. Some examples of care include deck plate ministry, counseling, coaching on military life, pre and post deployment training for service members and their families, crisis prevention and response, memorial observances, combat casualty ministry, and other appropriate chaplain programs. Chaplains also strengthen community life by delivering training and education to service members and other authorized personnel.
- (4) Advise.
 - (a) Chaplains strengthen the chain-of-command and assist in the development of leadership by providing advice to leaders at all levels. Chaplains serve as principal advisors to commands for all matters regarding the Command Religious Program (CRP) within the command, to include matters of morale, morals, ethics, spiritual well-being, and emerging religious requirements. Under ref (j), Chaplains serve as an advisor to commands on the impact of religion on military operations, within the boundaries of their non-combatant status.

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- (b) Chaplains are non-combatants. It is the Department of the Navy (DON) policy that Chaplains are not authorized to obtain weapons qualifications, warfare qualifications, or bear arms; however, they are authorized to wear warfare or weapons qualification insignia obtained during prior service as a combatant. Chaplains are eligible to qualify for and to wear the insignia of qualification designations such as Fleet Marine Force, Basic Parachutist, and Navy/Marine Parachutist.
- b. District Chaplains. The District Chaplain is a Navy Chaplain assigned to serve at a specific USCG District. They have Chaplain supervisory responsibility and chaplaincy oversight for all units in the geographic area of responsibility of the District.
- (1) Facilitate.
 - (a) Execute the Command Religious Program.
 - (b) Assist commands in the screening, training, and appointment of Lay Leaders.
 - (c) Provide religious materials and other resources.
 - (d) Facilitate divine services, sacraments, ordinances, rites and ceremonies as per the RO requirements. Facilitate religious elements of official command functions as needed.
 - (2) Provide.
 - (a) Provide divine services, sacraments, ordinances, rites and ceremonies as needed.
 - (b) Provide religious elements of official command functions as needed.
 - (c) Provide pastoral counseling upon request in accordance with ref. (k). Pastoral counseling communications shall be held in strict confidence and recognized as privileged communications in accordance with Military Rules of Evidence (MRE) 503 under the Uniform Code of Military Justice.
 - (3) Care.
 - (a) Serve as principal Chaplain to Incident Commander in national emergencies unless relieved by Area Chaplain, and/or visit Coast Guard personnel deployed in support of civil authorities.
 - (b) Acquire and maintain currency in relevant USCG training, including the Incident Command System (ICS 100, 200, 300, 400 and IS 700, 800), Critical Incident Stress Management (CISM) and Applied Suicide Intervention Skills Training (ASIST).

- (c) Visit units, provide relational counseling to individuals, and provide training within AOR individually, for Regional/Sector Chaplains, Casualty Assistance Calls Officer (CACO), and Work Life Staff.
 - (d) Cooperate with Work Life staffs and EAP, when appropriate, in training, prevention, and intervention programs such as ASIST and CISM (to include serving as a team member in CISM debriefs).
 - (e) Ensure pastoral visitation to hospitalized or incarcerated Coast Guard personnel, and advocate for their quality of life.
 - (f) Support the Ombudsman program by being a resource for Coast Guard families while promoting the use of the Ombudsman program, when appropriate, to Coast Guard members and Coast Guard families.
- (4) Advise.
- (a) Advise the District Commander and staff on matters and policies affecting religious ministry, pastoral care, spirituality, morale, ethics, and the quality of life of Coast Guard personnel and their families.
 - (b) Advise and assist Coast Guard reporting seniors in the performance evaluation of their Chaplains.
 - (c) Maintain liaison with clergy in the local communities where Coast Guard personnel serve or are deployed consistent with ref. (j).
 - (d) Keep the Public Affairs officer informed of chaplain-related activities which may be of public interest.
 - (e) Advise authorized users as requested and in accordance with ref. (j).
 - (f) Conduct Incident Command Contingency and Exercise Planning with Active Duty and Reserve Chaplains.
 - (g) Serve as direct chaplaincy oversight for all Sector Chaplains.
 - (h) Provide chaplaincy oversight for Chaplains of subordinate units and technical expertise to Commanding Officers without Chaplains.
 - (i) Supervise, direct, and provide technical oversight to contract and volunteer ministers.
 - (j) Serve as direct link to Area Chaplain for chain-of-chaplaincy oversight.

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- (k) Measure effectiveness and develop plans, programs and budgets to enable religious Ministries to carry out assigned responsibilities within the District.
 - (l) Serve as inspector of Command Religious Program standards to all units in their AOR when delegated by Area Chaplain.
 - (m) Serve as inspector of subordinate Chaplains' adherence/fulfillment of Naval Officer requirements.
 - (n) Collate reports from subordinate Chaplains as required by District Commander and Area Chaplain.
 - (o) Identify and assess the need for contract clergy and make recommendation as required. The Area Chaplains will review ecclesiastical qualifications of candidates and forward recommendations for final approval to the Commandant (CG-00A).
 - (p) Approve and monitor appointment of lay leaders in the District.
- c. Sector, Base, Air Station, TRACEN Chaplains. Chaplains assigned to Sector, Base, and Air Station Staffs are responsible for all Coast Guard units in their geographic area, as determined by the District Chaplain. The District Chaplain provides technical oversight to Sector, Base, and Air Station Chaplains. The Headquarters and Deputy Chaplain of the Coast Guard provide technical oversight to TRACEN-assigned Chaplains.
- (1) Facilitate.
 - (a) Execute the Command Religious Program.
 - (b) Assist commands in the screening, training, and appointment of Lay Leaders.
 - (c) Provide religious materials and other resources.
 - (d) Facilitate divine services, sacraments, ordinances, rites and ceremonies as per RO requirements.
 - (e) Facilitate religious elements of official command functions as needed.
 - (2) Provide.
 - (a) Provide divine services, sacraments, ordinances, rites and ceremonies as needed.
 - (b) Provide religious elements of official command functions as needed.

- (c) Provide pastoral counseling upon request in accordance with ref. (k). Pastoral counseling communications shall be held in strict confidence and recognized as privileged communications in accordance with Military Rules of Evidence (MRE) 503 under the Uniform Code of Military Justice.
- (d) TRACEN Chaplains may provide religious, ethical and life skills training as requested.
- (e) TRACEN Chaplains shall coordinate with Headquarters and Deputy Chaplain of the Coast Guard when requested to support units not in their AOR.

(3) Care.

- (a) Serve as principal Chaplain to Incident Commander in emergencies, and/or visit Coast Guard personnel deployed in support of civil authorities.
- (b) Acquire and maintain currency in relevant USCG training, including the Incident Command System (ICS 100, 200, 300, 400 and IS 700, 800), Critical Incident Stress Management (CISM) and Applied Suicide Intervention Skills Training (ASIST).
- (c) Visit units, provide relational counseling to individuals, and provide training within AOR individually, for Regional/Sector Chaplains, CACO notification and/or Work Life Staff.
- (d) Cooperate with Work Life and EAP, when appropriate, in training, prevention, and intervention programs such as ASIST and CISM (to include serving as a team member in CISM debriefs).
- (e) Ensure pastoral visitation to hospitalized or incarcerated Coast Guard personnel, and advocate for their quality of life.
- (f) Support the Ombudsman program by being a resource for Coast Guard families while promoting the use of the Ombudsman program, when appropriate, to Coast Guard members and Coast Guard families.

(4) Advise.

- (a) Advise commands on matters and policies affecting religious ministry, pastoral care, spirituality, morale, ethics, and the quality of life of Coast Guard personnel and their families.
- (b) Advise Coast Guard reporting seniors on the USN Performance Evaluation System.

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- (c) Maintain liaison with clergy in the local communities where Coast Guard personnel serve or are deployed.
- (d) Keep the Public Affairs officer informed of chaplain-related activities which may be of public interest.
- (e) Conduct Incident Command Contingency and Exercise Planning with Active Duty, Reserve, and VTU Chaplains
- (f) Provide technical expertise to commands without Chaplains.
- (g) Supervise, direct, and provide chaplaincy oversight to subordinate Chaplains and first response clergy, and contract religious ministry professionals.
- (h) Measure effectiveness and develop plans, programs and budgets to enable religious Ministries to carry out assigned responsibilities.
- (i) Identify and assess the need for contract clergy and make recommendation as required. The Area Chaplains will review ecclesiastical qualifications of candidates and forward recommendations for final approval to the Commandant (CG-00A).
- (j) Monitor performance of lay leaders in AOR.

16. COMMAND RELIGIOUS PROGRAM.

- a. Commands shall provide a CRP which accommodates the religious needs, preferences, and rights of the members of their command, eligible family members and other authorized personnel including those from tenant commands, as applicable. The CRP is supported with appropriated funding at a level consistent with other personnel programs within DHS and DON, sufficient to execute the command's mission and intent.
- b. Commands shall ensure personnel are afforded adequate time off for religious observances whenever possible within the limitations of operational requirements. Commands shall make reasonable efforts to accommodate movement of Chaplains to and from units for purposes of pastoral care and religious needs of crews, recognizing not only operational requirements, but also the limited availability of assigned USCG Chaplains.
- c. Attendance at divine services shall be voluntary. Personnel present in an official support capacity are not considered attendees.
- d. Commands may create a Religious Offering Fund (ROF) to enable CRP participants to collect offerings by following Naval Instruction ref. (I).

- e. Appropriate funding levels include budgeting for requirements delineated in the Lay Leader Program in paragraph 19 of this Instruction.
- f. Authorized users shall be granted religious accommodation as indicated by refs. (m) and (n) and all other pertinent DoD, USN and USCG policy.

17. CHAPLAIN AS STAFF OFFICER.

- a. Commands shall ensure the Chaplain's direct access to the commander or commanding officer (as applicable) as provided in ref. (o).
- b. Commands shall ensure Chaplains have adequate administrative assistance, including appropriate consideration of the assignment of Yeomen (YN) and/or administrative professionals in the coordination and support of the Command Religious Program.
- c. Appropriate funding levels for the CRP include the need to budget for Chaplain travel over extensive service areas, as well as travel to required training and meetings to maintain RO endorsement, expected USN Chaplain Corps Professional Development Training Courses, and USCG Chaplain Symposiums. Chaplains reporting to USCG for the first time will also require an initial uniform provision including all category one items per ref. (p).
- d. Consistent with DON policy on religious accommodation and the protections mandated by ref. (q), commands shall determine whether religious elements as defined in enclosure (1) shall be included in command functions.
- e. Commands shall not compel Chaplains to act in a way that is inconsistent with the tenets of their faith. When invited to deliver religious elements at command functions, if the Chaplain chooses not to participate, he or she may do so without adverse consequences.
- f. When in a combat area, commands shall only assign, detail, or permit Chaplains, as non-combatants under the Geneva Convention, to perform such duties as are related to religious ministry in ref. (o), consistent with ref. (j), and as defined in enclosure (1).
- g. Chaplains shall not: be assigned to serve on a Family Advocacy Program Case Review Committee; coordinate or advocate in the Sexual Assault Victim Intervention program; act as treasurer, director, or solicitor of non-ROF funds; stand watches other than those of Duty Chaplain; act as an investigating officer; participate in any activity that undermines privileged communication as defined by ref. (m); or perform duties directly prohibited by approved international conventions defining the status of a noncombatant.
- h. Except in cases of extreme necessity, Chaplains shall not provide religious ministry, care or advisement to Enemy Prisoners of War or any similarly detained individuals. If directed to do so by competent authority, Chaplains shall provide such services in compliance with refs. (g) and (m).

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- i. Each Chaplain is also a member of the Chaplain Corps and has professional and collegial responsibilities to the Corps. Commands shall recognize those duties and allocate adequate funding and time for Chaplains to meet their responsibilities with respect to Professional Naval Chaplaincy (PNC).
 - j. In addition to this Instruction and other Coast Guard Directives, Commands shall ensure that U.S. Navy Chaplains assigned to serve with the Coast Guard continue to utilize and follow U.S. Navy Regulations, Directives, Instructions, Policy Documents and other Navy guidance materials as they relate to their Chaplain duties and responsibilities.
18. SPIRITUAL FITNESS. Spiritual fitness is a force-readiness issue as a subset of preparing the whole person for their place in the command's mission, regardless of faith group identification. Commands will use Chaplains in assessing and addressing the spiritual fitness of their units.
19. LAY LEADER PROGRAM.
- a. Policy. Ref. (t) is the Navy Military Personnel Manual policy establishing use of lay leaders in religious services and is adapted in this chapter as USCG policy. Commands shall provide command religious programs (CRP) in support of religious requirements and preferences of authorized personnel. Commands may appoint lay leaders to accommodate religious diversity inherent in the members of the command. Appointments will be in writing for a specified period of time not to exceed 1 year. Only authorized personnel representing their own religious organization may be appointed. Lay-led religious services are integral to the CRP and subject to command supervision. In most cases, lay-led services constitute a temporary accommodation of specific religious requirements in an operational setting when assigned Chaplains or contract religious ministry professionals are not able to provide.
 - b. Qualifications and Training. Commands shall appoint authorized personnel as lay leaders on the basis of volunteerism, high moral character, motivation, religious interest, and certification by the appointee's religious organization. Commands shall ensure that lay leaders are trained and supervised by a military Chaplain. Refs. (u) and (v) are resources for lay leader training.
 - c. Terms of Appointment.
 - (1) Appointment of a lay leader responds to an identified requirement and conveys no ecclesiastical status or civilian credentials to the authorized member appointed.
 - (2) The appointment ends when the particular requirement precipitating the appointment has ceased: e.g., at the end of an underway period or when the lay leader is transferred. Commands retain the authority to terminate appointment and remove an individual from their status as lay leader. The command shall terminate the appointment when the conduct of the individual hinders accomplishment of the CRP or reflects adversely upon the command.

- d. Responsibilities. In supporting the religious requirements for which they have been appointed, lay leaders should first seek the services of a military Chaplain or civilian religious ministry professional, or, when this is not possible or practical, seek to arrange transportation to an appropriate service in the vicinity of the command. Lacking these opportunities, lay leaders may provide a religious service for members of their religious organization consistent with their lay status and as authorized by their religious organization.
- e. Religious Services.
- (1) Under ref. (e), religious services are conducted in the manner and form of religious organizations and led by lay leaders, contract civilian religious ministry professionals, or other authorized personnel.
 - (2) Military Chaplains and civilian religious ministry professionals shall ordinarily be the only persons to provide rites, sacraments, or ordinances aboard USCG cutters or units.
 - (3) Commands may permit lay leaders to provide specified religious rites, sacraments, or ordinances to their faith group if their RO permits them to do so. A statement of certification or approval by the RO to conduct the religious rite, sacrament, or ordinance must be provided by the lay leader. This approval will be granted after consultation and will specifically outline the particular religious requirements supported.
- f. Supplies.
- (1) Storage. When the storage of religious supplies needs to be secured, commands will provide lay leaders secure storage space, including smaller locked containers for any authorized sacred items requiring dedicated storage. The location of this equipment and supplies will be noted in a memorandum, and copies will be kept by the Executive Officer, District/Area Chaplain, and the lay leader.
 - (2) Kits. Lay leader supply kits have been placed aboard many cutters. Prior to lengthy deployments lay leaders should inventory needed supplies and procure replacements using command appropriated funds.
- g. Sacred supplies. Some RO's require sacramentally blessed items for religious services. Respective lay leaders must contact the designated religious organization in advance of deployment to secure an adequate supply of consecrated items. At the end of the deployment, the blessed items must be returned.
- h. Offerings. Offerings will not be taken at lay-conducted services except as authorized by the Commanding Officer. Any monies collected will be part of the command Religious Offering Fund (ROF) and shall be collected, accounted for, and disbursed per ref. (l).

- i. Civilian Clergy who serve as Auxiliarists. Some Auxiliarists may have special qualifications or ordination by their RO, but are not authorized DOD/DHS Chaplains. They may serve as lay leaders following these guidelines. They may also serve, only in their civilian clergy attire, as first responder clergy as outlined in the definition in enclosure (1). The service of volunteer RMP's is also governed by applicable Coast Guard Chaplain Corps policy.

20. RELIGIOUS OBSERVANCE.

- a. Background. Ref. (e) is the Navy Military Personnel Manual establishing religious observance policies, and is adapted in this chapter as USCG policy. Ref. (e) establishes the USN policy of accommodating the doctrinal or traditional observances of the religious faiths practiced by military members and other authorized personnel. Ref. (o) specifies that daily routine on Sunday shall be modified as practicable to recognize, respect, encourage, and minister to the religious preferences and the varying religious requirements of individuals. These references, as well as ref. (w), guide the service of Navy Chaplains serving with USCG commands.

b. Policy.

- (1) Day of Observance. By tradition, 1 day in 7 is recognized as a day for religious services and holiday routine (referred to by some as the Sabbath). Commands normally specify Sunday as this day of observance. Except by reason of compelling mission necessity, personnel who celebrate their religious day on a day other than that specified by the command will be afforded the opportunity to observe the requirements of their religious faith. Where excused from duty on other than the command observed day, the workweek of such individuals should not be less than that of any other individual and may include work on the command observed day.
- (2) Religious Holy Days. Consistent with the exigencies of the service, commands are encouraged to give favorable consideration of application for leave or special liberty from those who may desire to observe significant holy days of their faith. This is particularly important where appropriate religious services are unavailable in the local area.

c. Examples of Holy Days.

- (1) Examples of days of religious obligation are:
 - (a) Christmas and Easter for individuals of the Christian faith.
 - (b) Passover, Rosh Hashanah, and Yom Kippur for individuals of the Jewish faith; and
 - (c) Eid al-Fitr and Eid al-Adha for individuals of the Muslim faith.

(2) Chaplains can advise on the application of this policy.

21. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this Instruction. This Instruction included preparation of guidance documents that implement, without substantive change, the applicable Commandant Instruction or other Federal agency regulations, procedures, manuals, and other guidance documents. It is categorically excluded from further NEPA analysis and documentation requirements under Categorical Exclusion (33) as published in COMDTINST M16475.1D, Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.
22. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/default.asp>; and Intranet at: <http://cgweb2.comdt.uscg.mil/CGFORMS/Welcome.htm>.

R. J. Papp, Jr. /s/
Admiral, U. S. Coast Guard
Commandant

Encl: (1) Definitions

Definitions

1. Civilian Clergy First Responder (CCFR). A civilian religious ministry professional serving his/her faith group in the civilian community near a USCG unit who has agreed to provide, without cost, pastoral care to the USCG unit as a first responder when the assigned USCG Chaplains are not available. First Responder in this sense is meant to include both emergent crisis situations, as well as ceremonial events when a chaplain is not available. In the same sense CCFRs may be requested by the unit commander/commanding officer/officer-in-charge and assigned chaplain to provide occasional pastoral counseling in the chaplain's absence. CCFRs are considered to be an extension of the CG Chaplains' ministry and serve only at their request. CCFRs are not DOD chaplains and therefore are not granted privileged communications or confidentiality under DOD regulations; but rather are subject to the mandatory reporting requirements of the state in which they serve and their endorsing faith group. These Religious Ministry Professionals are limited to the direct provision of ministry specific to their Religious Organization. They may not advise the command or the Commanding Officer, facilitate the needs of those who do not belong to their religious organization or provide the kind of care that Navy Chaplains offer.
2. Command Function. Any event that takes place under the authority or responsibility of the commander.
3. Command Religious Program (CRP). The comprehensive program of religious ministry that is planned, programmed, budgeted, and implemented to meet identified religious ministry requirements of a command.
4. Contract Religious Ministry Professional (CRMP). A civilian RMP endorsed by a specific DoD-listed RO and contracted on a non-personal services basis using competitive procedures. CRMPs provide religious ministries for members of the military, their dependents, and other authorized persons of the CRMP's RO. Commands shall assign a contracting officer's technical representative to monitor CRMP performance.
5. Divine Services. A term of art used in Section 6031 of reference (u) and Article 0817 of reference (o) to refer to public worship conducted afloat, in the field, or on military bases and installations by a military chaplain pursuant to the chaplain's official duties.
 - a. Under reference (u), commanders "shall cause divine services to be performed," and a chaplain may conduct divine services "according to the manner and forms" of his or her RO.
 - b. Divine services are command functions which take place according to the manner and forms of ROs.
 - c. Attendance at divine services shall be voluntary, with the exception of personnel present in an official support capacity.
6. Ecclesiastical Endorsing Agent. An individual authorized by a Religious Organization (RO) to provide or withdraw ecclesiastical endorsements on its behalf. Each RO is limited to a single ecclesiastical endorsing agent. Policy regarding endorsing agent visits to commands is provided in reference (v).
7. Pastoral Counseling. Faith based counseling and spiritual direction based on theologically derived truths, consistent with the chaplain's faith tradition, but demonstrating respect for the faith traditions of others.

8. Professional Naval Chaplaincy (PNC). The field of endeavor in which Navy chaplains deliver to the Sea Services and authorized recipients religious ministry characterized by cooperation, tolerance, mutual respect and respect for diversity. It is further characterized by an understanding of both the pluralistic nature of the environment and the processes and structures of the organizations and institutions served. PNC includes the full range of responsibilities inherent in positions of leadership and authority in the Navy, as well as the standards and codes of behavior established for chaplains by the DON and those found in civilian religious professional life. Implicit in PNC is the expectation that chaplains will not compromise the standards of their RO.
9. Public Worship. A term of art used in Section 6031 of reference (u) that consists of divine services and religious services.
10. Relational Counseling. Counseling by a chaplain based on the trust gained through a shared experience of military service, characterized by confidentiality and mutual respect, and which is designed to develop and strengthen core values and personal responsibility in people whether or not they profess a particular faith perspective.
11. Religious Accommodation. The reasonable and good faith effort to support religious requirements within the boundaries of good order and discipline.
12. Religious Elements. Includes prayers, invocations, reflections, meditations, benedictions, or other religious or faith-based features of public worship traditionally or customarily incorporated in command functions other than divine or religious services.
13. Religious Ministry. Professional duties performed by Navy chaplains and designated personnel, to include facilitating and/or providing for religious needs, caring for all, and advising the command.
14. Religious Ministry Professional (RMP). An individual endorsed by a DoD-listed RO, per reference (v), to represent the RO and to conduct its religious observances or ceremonies in the institutional settings of the Naval Services. Each RMP is a fully qualified member of the clergy for those ROs that have a tradition of professional clergy or the equivalent.
15. Religious Ministry Team (RMT). A basic RMT consists of one chaplain and one RP (enlisted Religious Program Specialist at USN and USMC units). Other team members could include lay leaders, CRP volunteers, contract RMPs, chaplain office federal employees, and other CRP contracted professionals.
16. Religious Offering Fund (ROF). Monetary collections offered by religious service participants in the context of worship. The system by which such funds are managed.
17. Religious Organization (RO). Under reference (v), an entity that is organized and functions primarily to perform religious ministries to a non-military constituency and that has met the religious purposes test of section 501 (c)(3) of Title 26, U.S. Code [2000], and holds current status as a Section 501 (c) (3) Schedule "A" organization. ROs possess ecclesiastical authority to endorse and withdraw endorsement for RMPs serving under their authority.
18. Religious Program Specialists (RPs) . USN RPs support chaplains in planning, programming, administering, and coordinating the CRP, but are not normally assigned to USCG commands. RPs are combatants who provide force protection and physical security for chaplains in operational environments.

19. Religious Rights. Those rights articulated in the First Amendment of the U.S. Constitution and applicable court precedent, including the right to free exercise of religion and the protection from establishment of religion.
20. Religious Services. Worship events, other than divine services as defined above, conducted as part of the CRP and in the manner and forms of ROs and led by lay leaders, CRMPs, or other authorized non-uniformed personnel. Participation in religious services shall be voluntary, with the exception of personnel present in a support capacity.
21. Chaplaincy Oversight. Supervision by senior Naval Chaplains, following the USCG chain-of-command of their assigned commanders, of junior chaplains in professional naval chaplaincy. This supervision may consist of both mentoring and ministry coordination.
22. Uniform Wear. Per ref. (w) chaplains assigned to USCG are expected to wear the USCG uniforms to include Whites, SDBs, Tropical Long, and ODUs. USCG provides funding for an initial purchase for chaplains who have never served with USCG before which will usually include: ODUs (2), long and short sleeve shirts (3 ea.), slacks (2), SDB Coat (1), CG Blue crew neck t-shirts (2), plastic nametags (2), and one each Windbreaker, safety boots, raincoat, necktie, black belt, combination cover, and ball cap. Insignia, garrison and extra covers, and other items are the responsibility of the chaplain. Reservists may receive a slightly smaller provision reducing the number of short and long sleeved light blue shirts to 2 each.
23. USN Fitness Reporting System. The officer reporting system USCG Chaplains must follow as Naval Chaplains detailed to USCG.