DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 1730.6B
N01G
7 Jun 2021

COMNAVRESFOR INSTRUCTION 1730.6B

From: Commander, Navy Reserve Force

Subj: RELIGIOUS MINISTRY IN THE NAVY RESERVE

Ref: (a) SECNAVINST 5351.1
(b) CNICINST 5351.1
(c) SECNAVINST 1730.7E
(d) CNICINST 1001.3
(e) SECNAVINST 1730.10
(f) SECNAVINST 1730.9
(g) MILPERSMAN 1440-010
(h) RESPERSMAN 1570-020

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

2. Cancellation. COMNAVRESFORINST 1730.6A.

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

4. Responsibilities

a. Commander, Navy Reserve Force (COMNAVRESFOR) Chaplain (N01G) will:

(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 (h).

(5) In cooperation with COMNAVRESFORCOM Manpower and COMNAVRESFORCOM Operations, Navy Personnel Command (PERS-3), and Navy Personnel Command (PERS-9) provide guidance on assignments, mobilizations, recalls, and deployments of Navy Reserve RMT personnel, anticipate requirements, and monitor Chaplain, RP, and CCPO community health. Adhere to United States Fleet Forces and COMNAVRESFORCOM Individual Augment business rules when reviewing nominations for mobilization.

(6) Plan, program, budget, and execute active duty for training (ADT) or inactive duty training travel (IDTT) funds for Chaplains, RPs, and CCPOs.

(7) Serve as the operational support officer for the U.S. Coast Guard, working with the Chaplain of the Coast Guard to meet the commandant's requirements.

b. Reserve Component Commanders (RCC) must ensure Chaplain coverage to Navy Operational Support Centers (NAVOPSPTCEN). RCCs may use 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.

c. Commanding Officers (CO) of Navy Reserve Activities (NRA) must have a minimum Command Religious Program (CRP) consisting of:

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

(2) Execute RM per reference (b) and any amplifying guidance of the local Regional Commander and or Regional Chaplain.

(3) Approve incremental or rescheduled drills for emergent circumstances (in support of authorized users) per reference (h).

(4) Commander, Naval Installations Command is the supported command, per reference (d), in any all-hazards emergency response.

(5) May establish places of worship or prayer to accommodate all religious preferences. Establishment of a religious offering fund or collecting funds related to any religious function is not permitted.

(6) Ensure Religious Ministry Team (RMT) members comply with training requirements per paragraph 5. Executing AT with the member's assigned supporting command is always the priority.

(7) 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.

(8) To avoid any mandatory reporting requirements, RMT members will 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.

d. SELRES COs and officers in charge should not establish a separate CRP apart from that of the NRA, collocated command, or military chapel. A chaplain who is not on active duty orders (e.g., annual training (AT), ADT, active duty for special work, recall) or in a drilling status (e.g., inactive duty training, additional training periods) may provide services to authorized users per reference (c).

e. SELRES Chaplains and RPs will:

(1) Maintain their own mobilization readiness.

(2) Chaplains must conduct RM per references (a) through (h) 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 must be in a duty status when delivering RM and must 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, Defense Enrollment Eligibility Reporting System, Navy Family Accountability and Assessment System, and other systems as required.

(5) Check official 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 "ForceConnect" 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 training as part of Professional Naval Chaplaincy (PNC).

(10) Per reference (c), carry out the following duties when directed.

a. Ministry support and accommodation.

b. Pastoral care.

c. Command advisement.

d. Expeditionary ministry.

e. Finance and accounting.

f. 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 or RP is assigned.

(12) Chaplains and RPs will only be assigned to missions that support religious ministry as their primary duties per references (c) and (g).

5. 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 Education and Training will fund accessions training. COMNAVRESFORCOM N01G will 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 part of the APPLY process.

f. Direct Commission Officer (DCO) Chaplains (4105) must complete Officer Development School within one year of commissioning and Professional Naval Chaplaincy Basic Leadership Course (PNC-BLC) within two years of commissioning. If the Chaplain is not

available to complete PNC-BLC within two years of commissioning, an extension may be granted by COMNAVRESFORCOM N01G on a case-by-case basis.

g. DCO Chaplains (4105) that have not completed accession requirements must be In Assignment Processing in the Operational Support Unit of their local NAVOPSPTCEN. DCOs must complete Officer Development School within one year of commissioning.

h. Per reference (c) for the delivery of RM, DCO Chaplains who have not completed accession requirements and CCPOs may only provide specific religious service for the support of military personnel and authorized persons. DCO Chaplains who have not completed accession requirements and CCPOs may not engage in the Facilitate, Care, and Advise Competencies. This prohibition includes conducting religious elements in military ceremonies.

i. 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 Two, NWC, etc. as publicized by COMNAVRESFORCOM (N7).

j. Completion of JPME Phase I is a discriminator toward promotion and the APPLY process. Chaplains in the rank of lieutenant and lieutenant commander are not expected to complete JPME Phase One. Completion of RP Managers Course is encouraged for RP2 or RP1. RP3 and below are not eligible to attend this course.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10 year anniversary date, or an extension has been granted.

J. A. SCHOMMER
Deputy Commander

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Website, https://navyreserve.navy.afpims.mil/Resources/Official-Guidance/Instructions/.