



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 1730.1F
Code 00F

24 SEP 1996

CNET INSTRUCTION 1730.1F

Subj: PROVIDING FOR RELIGIOUS FREE EXERCISE WITHIN THE NAVAL
EDUCATION AND TRAINING COMMAND

Ref: (a) OPNAVINST 1730.1C
(b) SECNAVINST 1730.3G
(c) MILPERSMAN 5810150
(d) SECNAVINST 1730.8
(e) SECNAVINST 7010.6

(D)

1. Purpose. To establish policy and guidelines regarding the provision of religious free exercise for authorized Naval Education and Training Command (NAVEDTRACOM) personnel and dependents.

2. Cancellation. CNETINST 1730.1E, CNET Report 1730-2

3. Background. Reference (a) states that the provision of religious free exercise is a command responsibility, and that the Command Religious Program (CRP) must be supported and managed as an integral and essential element of a command's administration, planning, programming, and budgeting activities. It also directs Command Chaplains to identify religious needs within the command; plan, program, and budget for the CRP; and coordinate the ministries of assigned chaplains to execute a proactive program of religious ministry. Reference (b) outlines procedures and limitations for the appointment and employment of auxiliary chaplains, contract chaplains, and clergy for occasional ministries. Reference (c) outlines responsibilities and limitations for the appointment and employment of lay leaders. Reference (d) establishes policy for the accommodation of religious practices. Reference (e) provides guidance regarding Religious Offering Funds (ROF). (R)

4. Policy. Because free exercise of religion is a basic principle of our nation, the Department of Defense places a high value on the rights of members of the Armed Forces to observe the tenets of their respective religions. Religious freedom is both a right of our citizens and a strength of our nation. Therefore, within the NAVEDTRACOM, commanders and commanding officers shall provide for the free exercise of religion for all command personnel, dependents, and other authorized individuals, to the greatest extent possible, through CRPs and accommodation of religious practices, within guidelines established in reference (d) and discussed below.

5. Responsibilities

a. Commands shall:

(1) Support and manage the CRP as an integral part of command planning, programming, and budgeting activities in accordance with reference (a), providing appropriated funds for the support of religious ministries in the command also listed in reference (a).

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(2) Establish and administer the command ROF in accordance with references (a) and (e). Per reference (e), the ROF is established for use by those faith groups who wish to emphasize voluntary contributions and benevolence as integral to worship and religious life. ROF funds will be used only for projects of religious benevolence beyond the limits of the CRP, never as an alternative source of funds for support of programs of religious ministries which are the responsibility of the command. The ROF is the only nonappropriated fund authorized for CRPs. Memorial or endowment funds are prohibited. Policies and procedures regarding administration, auditing, and disbursement of ROF funds are outlined in reference (e), and will be adhered to strictly.

(3) Employ civilian clergy to supplement assigned chaplains where necessary in accordance with reference (b). While Navy chaplains minister directly or indirectly to members of all faith groups, civilian clergy appointed as auxiliary or contract chaplains perform specific religious duties for members of their faith groups alone. Civilian clergy hired as "clergy for occasional ministries," on the other hand, are hired based on unique individual ability rather than on faith group affiliation, and perform specific ministries specified by a statement of work, normally delivered on one occasion. In accordance with references (a) and (b), appointments of auxiliary chaplains by the commanding officer and awards of contracts by the contracting office shall be made with the approval of the Chief of Chaplains.

(4) Appoint military personnel to perform the collateral duty of lay leader where necessary in accordance with reference (c). Lay leaders perform limited functions for members of their own faith groups, normally for specified and limited periods of time under the supervision of the command chaplain. The appointment of a lay leader does not take the place of programs established to provide opportunities for members of religious groups to meet with clergy of their own faith.

(5) Seek the counsel and advice of the chaplain, as principal advisor to the commanding officer on religious and moral matters, per reference (a). Where no permanent chaplain is assigned, commands should attempt to establish official lines of communications with a local chaplain, to include additional duty assignments or command memorandum of agreement, where appropriate.

(6) Give favorable consideration to requests for accommodation of religious practices whenever possible, within military constraints, in accordance with guidelines for decisionmaking set forth in reference (d). Although not every request can be granted within the military environment, those in uniform who serve our country to defend its freedoms must be granted the right to enjoy those freedoms to the greatest extent possible. Commands should ensure that staffs are familiar with policies and procedures outlined in reference (d), including the requirement to advise personnel of the right to appeal to the Chief of Naval Operations in certain cases where requests for religious accommodation have been denied.

(7) Support the professional training of chaplains and the training of Religious Program Specialists (RPs) in short-term training opportunities in accordance with reference (a), including the annual Professional Development Training Course for chaplains, scheduled by the Chief of Chaplains and designed and delivered by the Chief of Naval Education and Training (CNET).

b. Chaplains shall:

(1) Serve as the principal advisor to the commanding officer on religious and moral matters in accordance with reference (a).

(2) Assist the commanding officer in the provision of religious free exercise by performing ministry for their own faith groups, providing ministries for personnel of other faith groups, and providing professional staff support to the command in accordance with reference (a).

(3) Advise the Claimant Chaplain, via the chain of command, of necessary actions concerning programming of chaplain and RP billets and other support requests, per reference (a). The Claimant Chaplain should be kept informed of all situations which affect chaplain or RP billets or manning.

(4) Assure that reserve chaplains receive appropriate training during Annual Training and Active Duty for Training periods. Reserve personnel should not be utilized primarily to "fill in" for local chaplains during periods of leave or Temporary Additional Duty. (Where necessary, especially in cases where only one chaplain of a faith group is assigned, contracts should be established with civilian clergy, per reference (b), to ensure religious needs are provided as required during the absence of assigned chaplains.)

(5) Provide copies of local CRP directives to the Force and Claimant Chaplains.

(6) Advise the Force and Claimant Chaplains of religious accommodation requests and decisions.

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R) (7) Submit the Semi-Annual Chaplains Report in accordance with reference (a). Commands reporting directly to CNET will submit a command consolidated report. The Naval Chaplains School, Naval Education and Training Center, will be submit a separate consolidated report. Commands within the Naval Air Training Command will submit individual chaplain's reports and one command consolidated report to Chief of Naval Air Training (CNATRA). CNATRA will forward command consolidated reports plus one functional command consolidated report to CNET (Code OOF). Reports should include:

R) (a) Narrative sections to include updates on programs and special services conducted.

(b) Names and faith groups of civilian clergy employed as contract chaplains, auxiliary chaplains, or clergy for occasional ministries, as defined by reference (d).

(c) Updates to the NAVEDTRACOM CRP personnel roster, to include chaplains, RPs, and civilian office personnel.

6. Fees. Per reference (a), no fees or gratuities will be charged or received for the use of government facilities in the performance of any religious act, sacrament, or rite. No fees or gratuities will be charged or received by a chaplain for any religious act, sacrament, or rite performed on government-owned property or for persons entitled to receive such services by authorization of the Department of the Navy. Nor will any RP be paid any fees for services performed on government property in support of any religious act, sacrament, or rite, or for persons entitled to receive such services by authorization of the Department of the Navy.

7. Action. Commanding officers shall provide for the free exercise of religion for all command personnel and dependents in accordance with this instruction and with all additional requirements set forth in references (a) through (e).

8. Reports. Report control symbol OPNAV 1730-1 has been assigned to the report in paragraph 5b(7).



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