



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
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JBP HHINST 1730.5
JB00
5 Apr 11

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 1730.5

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: COMMAND RELIGIOUS PROGRAM (CRP)

Ref: (a) DODD 1300.17
(b) DODD 1304.19
(c) OPNAVINST 1730.1D
(d) SECNAVINST 1730.7D
(e) NAVSUP Publication P-485
(f) AFI52-105V4
(g) AFIPD 52-1
(h) JBP HHINST 1730.1E

1. Purpose. To set forth policies and procedures for religious ministry at Joint Base Pearl Harbor-Hickam (JBPHH) as stipulated in reference (a). This instruction should be reviewed in its entirety.

2. Background:

a. Reference (a) establishes policy for the free exercise of religion by members of the command, their family members, and other authorized personnel.

b. Chaplains are assigned to provide ministries and to facilitate the free exercise of religion as outlined in references (b), (c), (d) and (g).

c. Commanding Officers are responsible for implementing and maintaining a CRP in support of the free exercise of religion as detailed in references (c), (d) and (f).

3. Information:

a. To the fullest extent provided by reference (a), (c) and (g), the CRP will provide for participants to exercise and develop their religious faith. Participation in the CRP is voluntary. CRP's include, but are not limited to the following:

(1) Divine worship, pastoral acts, religious education, and other group religious activities.

(2) Programs of instruction and other activities that provide marriage preparation and family enrichment from a religious perspective. These may be accomplished in conjunction with the War Fighter and Family Support Center programs.

5 Apr 11

(3) Volunteer charitable service projects to assist and/or support organizations and needy individuals in the local area.

(4) Visitation and ministration to personnel in hospitals and Pretrial Confinement Facility.

b. The Commander's responsibility for the CRP is executed through the following:

(1) Chaplains. Chaplains are special staff assistants responsible to the Chief Staff Officer (CSO) with direct access to the Joint Base Commander (JBC) and Deputy Joint Base Commander (DJBC) as stated in references (b), (d) and (g). They implement the CRP and advise the JBC on spiritual, moral and ethical issues affecting the command. Reference (b) sets forth policy for the Chaplain Corps (CHC). The following policy applies to Chaplains assigned to JBPHH:

(a) The JBPHH Chaplain advises the JBC and his/her staff on matters concerning religious ministries throughout the base.

(b) The JBPHH Chaplain will be designated in accordance with reference (b). The functions and responsibilities are delineated in reference (b).

c. Enlisted Personnel:

(1) Religious Program Specialist (RP) and Chaplain Assistant (CA). References (d) and (g) provides assignment of the RP's and CA's to assist Chaplains in planning, programming, administering, and coordinating the CRP.

(2) Additional Religious Program Personnel Resources. A CRP may include civil service secretaries, administrative assistants, accounting technicians, and other office personnel. In addition non-personal services may be contracted as outlined in reference (d) and (g).

d. Program Essential Elements:

(1) The CRP Standard Operating Procedure is used by commands to delineate responsibilities of Chaplains, RP's, and CA's assigned for program tasking, watch standing, augmentation, response to disasters, support of the Casualty Assistance Calls Officer Program, Casualty Notification and coordination of other ministry.

(2) Facilities. The CRP uses chapels and designated office areas to offer military personnel, their family members and other authorized personnel the most comprehensive CRP possible in support of the free exercise of religion. References (c) and (d) provide that all facilities and programs be supported by Operations and

Maintenance (O&M) funding. Chapel facilities will be administered in accordance with reference (h).

(3) Funding. Commands will use local O&M funding to support the CRP in accordance to references (c) and (d).

(4) The CRP will be reflected as an entity in Program Objective Memorandum submissions, budget requests, mid-year reviews and follow-on spending plans. O&M fund planning or program budgeting will reflect CRP requirements and support the unique needs of all faith groups served by the command CRP.

(5) The O&M fund provides support for the CRP from the following: printing, equipment repair, equipment rental, transportation and cleaning.

(6) Non-consumable items authorized for O&M funding include but are not limited to the following: collateral equipment for chapels and classrooms, electronic sound equipment, audiovisual equipment, ecclesiastical accouterments, music library supplies, and religious professional reference materials.

(7) Consumable supplies authorized for O&M funding include but are not limited to the items below:

- Religious literature
- Candles
- Communion supplies
- Administrative supplies
- Memorial wreaths and food items for religious observances such as Passover.

(8) Non-personal service contracts authorized for O&M funding include, but are not limited to, the following: contract clergy support, religious-education coordinators, choir directors, organists/pianist, and religious retreats, child care providers during services and functions for the CRP.

(9) The JBPHH Chaplain will maintain an inventory of all consumable items purchased with O&M funds.

(10) Sacramental wine is a security-pilferage Code "R." It requires storage and inventory as governed by reference (e), Appendix 9, pages A9-17.

(11) 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

JBPHHINST 1730.5
5 Apr 11

by a Chaplain in the performance or support of any religious act, sacrament or rite on government-owned property or for persons entitled to receive such services under authorization of the Department of the Navy.

4. Action

a. The CRP will be adequately publicized.

b. Attendance records of weekly participation in the CRP will be maintained.



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<https://g2.cnid.navy.mil/jointbasepearlharbor-hickamhi/pages/default.aspx>