



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
716 SICARD STREET SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 5351.1
N00
27 Mar 2017

CNIC INSTRUCTION 5351.1

From: Commander, Navy Installations Command

Subj: PROFESSIONAL STANDARDS FOR RELIGIOUS MINISTRY

Ref: (a) SECNAVINST 5351.1 CH-1
(b) SECNAVINST 1730.7D
(c) OPNAVINST 1730.1E
(d) NWP 1-05
(e) NTTP 1-05.2
(f) SECNAVINST 1730.9
(g) SECNAVINST 1730.10
(h) DoD Directive 5500.07 of 29 Nov 2007

Encl: (1) CNIC Standards for Advisement and Counseling
(2) CNIC Professional Naval Chaplaincy Standards of Practice
(3) Record of Annual Briefing
(4) Waiver of Confidentiality

1. Purpose. To implement references (a) through (c) by establishing the standards for conducting Professional Naval Chaplaincy (PNC) through effective leadership, supervision, and mentoring of chaplains, Religious Program Specialists (RP), and other members of the Religious Ministry Team (RMT) at Commander, Navy Installations Command (CNIC).

2. Scope and Applicability. This Instruction applies to all CNIC: Headquarters (HQ), regions, installations, activities, facilities, and components.

3. Background. Professional Standards for Religious Ministry in CNIC provide commanders and chaplains the means to lead, supervise, and promote excellence for their RMT who oversee Command Religious Programs (CRP) in order to effectively and efficiently deliver religious ministry (RM).

4. Policy

a. Chaplains and RPs will lead, supervise, and mentor according to the standards established in this instruction.

- b. All RMT personnel will comply with the professional standards and processes established in this instruction and its references.
- c. Region and Installation training instructions and requirements will incorporate the professional standards established in this instruction and its references.
- d. This instruction authorizes the establishment of region awards and recognitions, which must comply with reference (h), to encourage leadership, supervision, and mentoring excellence in PNC.
- e. Religious Ministry (RM) will be conducted in accordance with references (b) through (e).

5. RMT Leadership. Chaplains and RPs will exemplify PNC leadership, cultivating the knowledge and skills needed to foster an enhanced team and a work environment that demonstrates dignity and respect to all. They will:

- a. Use healthy and constructive communication to facilitate process improvement and best practices.
- b. Establish cooperative and collaborative ministry.
- c. Interact regularly with commanders, providing them with information and explanation about PNC and the CRP, feedback, observations, concerns, and expectations regarding the delivery of RM. Use the Command Religious Program - Analytics Tool to provide the commander accurate RM reports.

6. RMT Supervision. Supervisory chaplains will demonstrate exemplary ethical behavior as described in reference (a) and act as subject matter experts on PNC standards. Supervisory chaplains will build professional relationships with subordinate chaplains. Supervisory chaplains will also:

- a. Conduct annual brief using enclosures (1) and (2) with subordinate chaplains on the standards established in this instruction.
- b. Maintain ongoing, regular contact with subordinate RMTs; also, make a site visit at least annually to all RMTs under their supervision.
- c. Build professional relationships through active and interactive engagement.
- d. Reinforce PNC by recognizing and disseminating best practices.
- e. Observe subordinates in their work environment.
- f. Ensure that briefing, training, and other reporting requirements are followed.

g. Encourage and support subordinate chaplains to maintain a professional relationship with their ecclesiastical endorsing agent and their respective religious organization (RO).

h. Discuss with unit commanders:

(1) The commander's intent and be available to answer questions about the CRP and the RMT's performance and adherence to standards.

(2) The requirements of the CRP as set forth in references (a) through (i).

7. Mentoring. All chaplains and RPs will foster continuous professional growth and excellence through mentoring. Mentoring is accomplished by cultivating a professional environment of trust.

a. Senior chaplains and RPs will establish a positive mentoring environment through area-wide training, RM duty supervision, and professional development opportunities.

b. Chaplains are encouraged to seek out mentors to help them increase their knowledge, skills, and professionalism .

8. Action

a. Commanders will:

(1) Require all RMT personnel to comply with the standards established in this instruction.

(2) Use this instruction to make observations about the RMT in order to evaluate the fitness of chaplains and performance of RPs.

(3) In the case that a chaplain or RP does not comply with the standards established in this instruction, the cognizant commander will ensure appropriate administrative or disciplinary action is taken.

b. Supervisory chaplains will:

(1) Provide an annual brief to subordinate chaplains on PNC standards and complete enclosure (3).

(2) Address all deficiencies in order to improve adherence to PNC standards.

(3) Advise the commander when there are serious deficiencies in PNC standards.

(4) In case that a chaplain or RP is suspected of violating the Uniform Code of Military Justice, supervisory chaplains and RPs will work closely with the Commanding Officer and judge advocate to ensure due process and to keep the Chaplain Corps community leadership informed.

c. All chaplains and RPs will:

- (1) Adhere to the PNC standards as articulated in this instruction and enclosures.
- (2) Chaplain will acknowledge the annual brief by signing enclosure (3).

9. 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.

10. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority. This instruction will automatically expire five years after effective date unless reissued or expressly extended before the five year anniversary date.



D. R. SMITH

Vice Admiral, U.S. Navy

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

CNIC STANDARDS FOR ADVISEMENT AND COUNSELING

Per references (a), (b), and (f), RMTs support individuals consistent with professional standards of advisement and counseling as part of PNC.

1. Chaplains and RPs shall be attentive to the vulnerability of those who come for help, and shall honor physical, emotional, and religious boundaries by establishing a safe counseling environment.
2. Chaplains and/or RPs shall explain Navy policy on confidential communications to anyone seeking advice or counsel before the counseling session.
3. Chaplains may advise and counsel only under their authority as chaplains, per references (a) through (d), (g), and (h), even if they possess other credentials, certifications, or licenses. Other certifications, licenses, or authorities may inform a chaplain's delivery of religious ministry, but the standard for accountability is that established in this instruction and its references. If a chaplain determines that a conflict of interest exists between the chaplain's certifications, licenses, or other authorities and the delivery of ministry under this instruction, the chaplain must consult with a supervisory chaplain in order to remove or mitigate the conflict of interest. Until the matter is resolved, the chaplain must refrain from the types of counseling that create a conflict of interest.
4. Pursuant to reference (c), rooms where scheduled counseling occurs must have a door with a window. Where available, an RP should be in close physical proximity during scheduled counseling. If unscheduled counseling takes place in a room that does not have a door with a window, the door should be kept ajar, but chaplains should take care to maintain privacy.
5. Chaplains bear the greater responsibility for maintaining appropriate boundaries in the chaplain care relationship. Chaplains must show prudent discretion before touching another person, especially since perception of physical touch can be subjectively interpreted by others in context of past experiences. Accordingly, chaplains must avoid any sexual behaviors toward those for whom chaplains have a professional responsibility. Prohibited behaviors include, but are not limited to, all forms of overt or covert seductive speech or gestures as well as physical contact that sexually abuses, exploits, or harasses another person. In determining the appropriateness of any contact, chaplains will consider how an individual's age, gender, race, ethnic background, emotional condition, prior life experiences, and present situation affect how touch, even intentional contact associated with religious rites or sacraments, may be received and interpreted. If physical contact is necessary to deliver context-appropriate chaplain caring support, the chaplain must be prepared to demonstrate to the chain of command and supervisory chaplain the conditions that existed to make physical contact necessary and appropriate.

6. Counseling case notes are not required. In accordance with reference (f), if chaplains use personal notes in support of counseling, those notes must be kept secure and destroyed when no longer needed.
7. Recognizing the limits of their professional expertise, chaplains should seek the advice and counsel of other professionals when it is in the best interest of the person being served. Per reference (c), chaplains will make informed and appropriate referrals for those individuals whose needs cannot be addressed within the professional competencies of the chaplain, for those who cannot be directly assisted, or those who need specialized support.
8. In the event that a referral with collaborative effort is needed, the counselee must agree to waive confidentiality. Enclosure (4) should be used to properly document the counselee's waive of confidentiality. When referring an individual to another agency, RMTs will attempt to make personal contact and introduction in order to provide professional coordination and assistance, if possible. RMTs should follow up with the individual, family, and/or command, as appropriate, in order to ensure the best possible support.
9. Chaplains will report advisement and counseling via the Command Religious Programs - Analytics Tool.

CNIC PROFESSIONAL NAVAL CHAPLAINCY STANDARDS OF PRACTICE

In pursuit of excellence in ministry, and recognizing the unique trust placed in chaplains by those to whom they minister, RMT members will conduct themselves in a professional manner in accordance with this policy.

Standard 1. As a naval officer and military chaplain, each Navy chaplain is entrusted to represent the high ideals of the Navy, the Chaplain Corps, the nation and their RO.

Standard 2. Chaplains and RPs must conduct themselves in ways that honor the dignity and respect of every individual.

Standard 3. Chaplains listen actively and attentively to the concerns expressed by individuals, offering ministry that is intended to promote the best interests of the person served in order to foster well-being and wholeness.

Standard 4. Chaplains and RPs must clearly distinguish between the statements they make or actions they take as a private individual, a representative of their RO, or a member of the U.S. Navy. They shall avoid or correct any conflict of interest or the appearance of conflict of interest.

Standard 5. RMTs must exercise good stewardship of resources entrusted to them. Chaplains must comply with restrictions regarding outside employment and honoraria contained in references (h).

Standard 6. Chaplains will notify the chain of command, their senior supervisory chaplain, their RO and endorsing agent if, for any reason, they are not free to perform prescribed duties and ministerial functions in good conscience.

Standard 7. Chaplains will maintain their professional qualifications and relationship with their endorsing agent and their RO to the standard required by the RO, including continuing education and attendance at RO events.

Standard 8. Chaplains and RPs will execute CRPs to the PNC standards established in the references and this instruction. Any further accreditation, certification, licenses, or other authorities and standards must be applied over and above the Navy and CNIC standards, but shall not be used as substitutes for the Navy and CNIC RM standards.

Standard 9. RMT personnel will not directly or by implication claim a professional qualification or title that exceeds actual qualifications.

Standard 10. Chaplains and RPs will ensure that private behavior does not impair the RMT's ability to fulfill professional and military responsibilities or bring dishonor to the Navy or the Chaplain Corps.

Standard 11. When conducting training and education, RMTs will maintain a healthy educational environment of mutual respect that is free of coercion or intimidation.

Standard 12. Chaplains and RPs may participate in area-wide and other professional training, and are strongly encouraged to participate in hails and farewells, retirements, promotion ceremonies, and other community building activities.

Standard 13. Chaplains and RPs will support the integrity and wellbeing of RMT members.

Standard 14. Subject to the provisions of reference (h) chaplains and RPs may support other professionals and agencies which assist Service Members and their families by offering RM expertise and advice.

Standard 15. RMTs will coordinate and communicate with other commands when services have been provided to personnel within those commands, within the boundaries of confidential communication as established in reference (f).

Standard 16. When the situation warrants installation RMTs will coordinate and communicate with Region and other RMTs in the chain of command. All RMTs will work in a spirit of cooperation, dedication to service, and professionalism.

RECORD OF ANNUAL BRIEFING

I have reviewed and discussed with Chaplain _____
(subordinate chaplain) the content of CNIC INSTRUCTION 5351.1, and the CNIC Standards for
Advisement and Counseling, enclosure (1), and CNIC PNC Code of Practice, enclosure (2).

Signature of supervisory chaplain: _____

Date: _____

I have reviewed and discussed with Chaplain _____ (supervisory
chaplain) the content of CNIC INSTRUCTION 5351.1 and in the CNIC Standards for
Advisement and Counseling, enclosure (1), and CNIC PNC Code of Practice, enclosure (2).
I agree to adhere to those standards.

Signature of chaplain: _____

Date: _____

CNIC 5351/1 (Mar 17)

Supporting Directive: CNICINST 5351.1

COMMANDER, NAVY INSTALLATIONS COMMAND (CNIC) WAIVER OF CONFIDENTIAL COMMUNICATIONS RELIGIOUS PROGRAMS OFFICE		
Privacy Act AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and SECNAVINST 1730.9, Confidential Communications to Chaplains. PRINCIPLE PURPOSES(S): For Navy chaplains to provide and document confidential pastoral care given to counselees. ROUTINE USES: In addition to the disclosures generally permitted under 5 U.S.C. 552a (b) of the Privacy Act of 1974, these records may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a (b) (3) as follows: The DoD Blanket Routine Uses that appear at the beginning of the Navy is compilation of system of records notices may apply to this system. DISCLOSURE: Voluntary and applies only for the purpose of the Chaplain to assist in a referral.		
I, _____, am currently receiving counseling and guidance on personal matters from a Navy chaplain. I understand that in accordance with SECNAVINST 1730.9, my communications, whether through oral or written means, with a chaplain are confidential and may not be disclosed to a third party other than those to whom disclosure is in furtherance of the purpose of the communication. I further understand that this confidential relationship extends beyond the end of the counseling relationship. My chaplain has advised me that he/she believes it would be beneficial to refer me to a third party for additional assistance and would like to provide relevant information in this referral. I understand that I have the right to decide whether to permit this referral and disclosure of confidential communication.		
With full understanding of my rights to confidentiality, I authorize Chaplain _____ to contact _____ on my behalf, and to disclose the following information:		
MY NAME AND CONTACT INFORMATION		
LAST NAME:	FIRST NAME:	MI:
ADDRESS:		
Not For Use		
THE ISSUE FOR WHICH I AM SEEKING ASSISTANCE:		
OTHER:		
IN ADDITION, I PLACE THE FOLLOWING LIMITATIONS ON WHAT MAY BE DISCLOSED:		
In permitting this disclosure, I understand that I may not have the same degree of confidentiality that I do with my chaplain. It is my responsibility to discuss with the third party the level of confidentiality, if any; I may have with them individually. I also understand that this disclosure is limited to the third party named in this document and that it does not authorize my chaplain to further divulge any information to any other party not specifically authorized by me or otherwise permitted by law.		
PRINTED NAME:	SIGNATURE:	DATE: