



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL BASE SAN DIEGO  
3455 SENN ROAD  
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 1730.1C  
N08M

SEP 28 2010

NAVBASE SAN DIEGO INSTRUCTION 1730.1C

Subj: RELIGIOUS MINISTRIES AT NAVAL BASE SAN DIEGO (NBSD)

Ref: (a) U.S.C. Title 10, Section 6031  
(b) U.S. Navy Regulations, 1990  
(c) SECNAVINST 1730.7C  
(d) OPNAVINST 1730.1D  
(e) DOD Directive 1304.19  
(f) SECNAVINST 7010.6A  
(g) SECNAVINST 5210.8D  
(h) SECNAVINST 4651.8L

Encl: (1) Provision of Religious Ministries

1. Purpose. This instruction revises the procedures and responsibilities for religious ministries at NBSD.
2. Cancellation. NAVSTASDIEGOINST 1730.1B. This is a complete revision and should be read in its entirety.
3. Background. The Navy exercises its responsibility to provide religious ministries to meet the needs and rights of all personnel in accordance with references (a) through (h).
4. Policy. It is NBSD's policy that the Command Religious Program (CRP) will include programs of ministry in support of the free exercise of religion by all assigned personnel, their dependents, and other authorized persons.
5. Procedures. Guidelines for implementing religious ministries through the CRP are set forth in references (c) through (h) and are detailed in enclosure (1).
6. Responsibilities. The Command Chaplain is responsible for administering the CRP per this instruction.

  
R. L. WILLIAMSON

Distribution:

<https://cnicgateway.cnic.navy.mil/sites/swNBSD/N00/default.aspx>

PROVISION OF RELIGIOUS MINISTRIES

1. General

a. Moral and Spiritual Welfare. Per Article 0820 of reference (b), all proper means will be used to develop and strengthen the moral and spiritual well being of everyone assigned to NBSD.

b. Divine Worship. Per reference (a), the Commanding Officer (CO) shall cause divine worship to be performed according to the manner and form of the assigned Chaplain Corps officer of the church in which they are members. As stipulated in Article 0817 of reference (b), the Sabbath will be observed on Sunday, except by those whose religious convictions require them to worship on some other day. Except by reason of necessity, as determined by the CO, any person whose religious convictions require the celebration of the Sabbath on a day other than Sunday will be afforded the opportunity to fulfill that requirement. Where excused from duty on a day other than Sunday to observe the Sabbath, the work week of such individuals will be neither more nor less than that of others in the command.

c. Religious Services. The free exercise of religion will not be restricted unless there is a compelling military requirement to do so. Such requirement may exist in directives from higher authority or be determined by the CO.

d. Command Support. Religious ministries are provided through the CRP by chaplains appointed from the clergy of the religious faith groups of the United States per reference (c). The CRP (including personnel, funding, and logistics) is an essential part of the command's total operation. These matters will be managed as an integral part of the NBSD planning, programming, and budgeting activities as covered by current directions.

2. Chaplains

a. Noncombatant Status. Per Article 1063 of reference (b), chaplains are designated as noncombatants in accordance with the Geneva Convention of 12 August 1949.

b. Faith Group Identity. Chaplains are members of the clergy approved by the ecclesiastical endorsing agency of a particular faith group. They will conduct divine services, administer sacraments and ordinances, and perform rites and ceremonies in accordance with the manner and laws of their respective faith group.

c. Position of the Chaplain within the Command. The Senior Chaplain Corps Officer assigned to NBSD is designated as the Command Chaplain and is assigned as a Department Head directly under the Executive Officer with direct access to the CO as provided in Article 1151 of reference (b). The Command Chaplain is responsible for administering the CRP to include the professional supervision of other assigned Chaplain Corps officers, enlisted personnel assigned to the Religious Ministry Department, and civilian workers.

d. Collateral Duties. In keeping with Article 1063 of reference (b), which recognizes the primacy of the chaplains' duty of religious ministry, chaplains will not be assigned collateral duties which involve:

(1) Actions in violation of the religious practices of their faith groups;

(2) Violations of noncombatant status;

(3) Serving directors or treasurers of fund drives;

(4) Serving in any capacity relating to the solicitation or disbursing of any monies, except as administrators of a Religious Offering Fund or representatives of Faith Group sub-accounts of that fund;

(5) Serving on a Courts-Martial or rendering judgment in disciplinary cases except as required by Article 1063 of reference (b); and/or

(6) Standing watches other than those required of chaplains.

3. Religious Program Specialists (RPs). RPs assigned to NBSD will assist chaplains in the administration and coordination of the CRP. In keeping with their principal function, RPs will be assigned primary duties only in support of the CRP. These duties in support of religious ministries within the command will be considered when collateral duties are assigned, and then only with the written concurrence of the Command Chaplain. RPs will not be assigned as lay readers for any particular faith group.

4. Lay Readers. The CO may temporarily assign lay readers to meet the religious needs of particular faith groups. The advice of the Command Chaplain is available in making appropriate selections.

5. Logistics

a. Operations and Maintenance Funds. Local Operating Target (OPTAR) funds will be used for the support of religious ministries within the command. Logistic support will include but is not limited to:

(1) Providing consumable supplies and services such as ecclesiastical vestments and paraments, liturgical accoutrements, sacramental wine and breads, oil, candles, grape juice, seder supplies, rosaries, religious medals, religious literature including materials and supplies for religious education programs, printing authorized under Title 44, Section 1102 of reference (a), transportation, and military band support.

(2) Providing nonconsumable items such as equipment, furnishing, and facilities essential to religious ministries.

(3) Contracting for services such as organists, choir directors, directors of religious education, childcare providers during services/functions, and resource persons to lead special programs in support of the CRP.

(4) Funding the training of chaplains in short-term courses including the Chief of Chaplains sponsored Professional Development Training Courses and others to fulfill military and professional requirements.

(5) Funding the training of RPs in short-term courses including NAVLEAD, RP "F" School, and others to fulfill military and technical requirements.

(6) Issuing permissive temporary additional duty orders for chaplains to participate in meetings sponsored by faith group and professional organizations, up to fifteen calendar days annually as per reference (h). The meetings shall bear direct relationship to the chaplain's professional qualifications or primary military duties and clearly enhance the chaplain's value to the Navy.

(7) Obtaining the services of appropriately endorsed civilian members of the clergy as auxiliary or contract chaplains to provide additional professionals necessary to supplement existing religious ministry.

b. Religious Offering Fund (ROF). A ROF will be established to allow the collection and disbursement of offerings and contributions by faith groups. These funds will be used only for charitable projects beyond the limits of the CRP and not as an alternative means to purchase items normally purchased through (OPTAR) funds. Guidance for the administration of the ROF is provided in references (f) and (g).

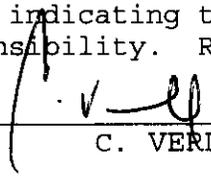
c. Fees and Gratuities. No fee or gratuities will be charged or received for use of the Chapel complex spaces, the ministry of a chaplain, or the support of RPs for any religious act, sacrament, or service performed for persons entitled to receive such services. Donations may be made to the ROF as directed by reference (g).

<b>REVIEW OF ALL INSTRUCTIONS</b>	DATE: 9 AUG 10
-----------------------------------	----------------

From: Administrative Office  
To: CHAPLAIN

Encl: 1730.1C RELIGIOUS MINISTRIES AT NAVAL BASE SAN DIEGO

1. Enclosure (1) is due for review and/or update and is forwarded. If this instruction is no longer under your cognizance, request you send it back to admin indicating the responsible department, annotating who now has responsibility. Review due back 14 business days of this date: (27 AUG 10)

  
C. VERDELL

From: Administrative Office To: CHAPLAIN	DATE: 9 AUG 10
---	----------------

1. Enclosure (1) has been reviewed and returned with the following action noted:

- No change required.
- Revision required, changes are attached.
- Instruction has served its purpose and may be cancelled. Give justification for canx i.e. superseded by higher echelon, or obsolete due to events, change in ownership, etc...

  
W. R. FREIBERG, CDR, CHAPLAIN  
Instruction Reviewed by (spell out name & sign)

Remarks: Superseded by higher echelon.