

# **RELIGIOUS MINISTRY WITHIN THE COAST GUARD**



**COMDTINST 1730.4D  
June 2024**

THIS PAGE INTENTIONALLY LEFT BLANK



COMDTINST 1730.4D  
06 JUN 2024

COMMANDANT INSTRUCTION 1730.4D

Subj: RELIGIOUS MINISTRY WITHIN THE COAST GUARD

- Ref:
- (a) Religious Ministry within the Department of the Navy, SECNAVINST 1730.7 (series)
  - (b) Coast Guard, 14 U.S.C.
  - (c) Professional Naval Chaplaincy, COCINST 5351.1
  - (d) The Appointment and Service of Chaplains, DoD Instruction 1304.28 of May 12, 2021
  - (e) U.S. Coast Guard Regulations, 1992, COMDTINST M5000.3 (series)
  - (f) Coast Guard Definition of Readiness, COMDTINST 3501.80 (series)
  - (g) Memorandum of Agreement between United States Coast Guard and United States Navy for Navy Chaplain Corp Personnel Support dated January 8, 2020
  - (h) Armed Forces, 10 U.S.C.
  - (i) U.S. Navy Regulations, 1990
  - (j) Confidential Communications to Chaplains, SECNAVINST 1730.11
  - (k) Chaplains Religious Enrichment Development Operation, OPNAVINST 1738.1 (series)
  - (l) Chaplains Religious Enrichment Development Operation (CREDO), Marine Corp Order (MCO) 1738.1 (series)
  - (m) Chaplain Advisement and Liaison, SECNAVINST 1730.10 (series)
  - (n) Auxiliary Chaplain Support Program, COMDTINST 17350.5 (series)
  - (o) Navy Performance Evaluation System, BUPERSINST 1610.10 (series)
  - (p) Uniform Regulations, COMDTINST 1020.6 (series)
  - (q) Organization Management, COMDTINST 5400.7 (series)
  - (r) U.S. Navy. Use of Lay Leaders in Religious Services, MILPERSMAN 1730-010 CH. 59, 2017
  - (s) U.S. Navy. Religious Observances, MILPERSMAN 1731-010 Ch. 16, 2006
  - (t) Accommodation of Religious Practices, SECNAVINST 1730.8 (series)
  - (u) Military Religious Accommodations, COMDTINST 1000.15
  - (v) U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series)
  - (w) U.S. Navy Records Management Manual, SECNAV M-5210.1
  - (x) The Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3
  - (y) Religious Ministry in the Navy, OPNAVINST 1730.1 (series)
  - (z) Limited Personal Use of Government Desktop Equipment, WiFi, and Mobile Devices, COMDTINST 5375.1E

1. PURPOSE. This Instruction establishes policy for the delivery of Religious Ministry (RM) within the Coast Guard. U.S. Navy chaplains are attached to Coast Guard units and deliver RM through the administration and execution of the Command Religious Program (CRP). References (a) through (z) guide policy implementation.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chief of headquarter directorates must comply with the policies contained.
3. APPLICATION. This Instruction applies to all Coast Guard active duty and reserve personnel, appropriated civilian and non-appropriated fund employees, Navy chaplains when assigned to Coast Guard units, their families, and Coast Guard Auxiliary Chaplain Support (ACS) chaplains. It also applies to other uniformed service members and their families while either serving with the Coast Guard or using Coast Guard facilities.
4. AUTHORIZED RELEASE. Internet release is authorized.
5. DIRECTIVES AFFECTED. Religious Ministries within the Coast Guard, COMDTINST 1730.4C hereby is cancelled.
6. DISCUSSION. The U.S. Navy Chaplain Corp (CHC) has detailed chaplains to the Coast Guard since 1929. Pursuant to section 705 of Reference (b), the Secretary of the Navy may detail officers of the CHC to deliver RM to Coast Guard members and other authorized users. The Memorandum of Agreement (MOA) per Reference (g) outlines a renewed commitment between United States Coast Guard and United States Navy for Navy Chaplain Corp Personnel Support as dated on January 8, 2020.
7. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally binding requirements on any party outside the Coast Guard.
8. DEFINITIONS. Terms used in this Instruction are defined in Appendix A. Select Definitions.
9. MAJOR CHANGES. None. However, this Instruction is administratively revised and should be reviewed in its entirety.
10. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publications noted in the references section of this Instruction and notate that several references are located within U.S. Navy and/or Marine Corp repositories.
11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the

environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).

12. DISTRIBUTION. Electronic distribution in the Directives System Library. Intranet/Pixel Dashboard: Directives Pubs, and Forms - PowerApps (appsplatform.us). If Internet released: Commandant Instructions (uscg.mil), Coast Guard Forms (uscg.mil) .
13. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with Records & Information Management Program Roles and Responsibilities, COMDTINST 5212.12 (series) and the records retention schedule located on the Records Resource Center Microsoft SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/SitePages/CG-611-RIM.aspx> .
14. PRIVACY ACT PROTECTION. Records created because of this Instruction, regardless of media and format, shall be managed in accordance with References (h), (w), (x). Note, the preceding paragraph in this Instruction is also applicable.
15. POLICY ON RELIGIOUS MINISTRIES. It is the policy of the Coast Guard to deliver RM through the CRP, and the following will apply:
  - a. Core Competencies. The delivery of RM in the Coast Guard must be executed per the guidelines set forth in Reference (a). Provision, facilitation, care, and advisement are the basic building blocks for the delivery of RM in the Coast Guard as per References (a) and (c). RM describes the art of combining these four core competencies to create, increase, and sustain the spiritual readiness of authorized users.
  - b. Professional Naval Chaplaincy (PNC). According to Reference (a) “PNC is the system by which RM is delivered by the CHC. PNC focuses on the capabilities and capacities of the CHC while RM focuses on matching the competencies of chaplains to the specific needs of authorized users.” PNC is further defined in References (a), (c), and Appendix A.
  - c. Professional Conduct. Chaplains and ACS chaplains that engage in any facet of RM within the Coast Guard will behave in a professional manner and meet the minimum PNC standards set forth in References (a) and (c). Commanders are obliged to document and report failures to senior supervisory chaplains.
  - d. Personnel Readiness. Per Reference (e) and (f), commanding officers are responsible for the well-being of all personnel in their command; the commanding officer is encouraged to maximize the physical, emotional, spiritual, and social, personnel readiness aspects of every member. Spiritual readiness, a subset of Personnel Readiness, describes the readiness of the individual’s spirit and the ability of the command to strengthen it through religious and non-religious means, including the Command Religious Ministry Program.
    - (1) Spiritual Readiness. Spiritual readiness is the strength of spirit that enables our Coast

Guard men and women to accomplish the mission with honor. Spiritual readiness speaks to the will to protect, defend, and save, as well as the ability to overcome adversity in the moment of crisis. While the CHC creates, increases, and sustains Spiritual readiness by PNC per Reference (c), commanders will utilize chaplains in assessing and addressing the spiritual readiness of their respective units. See Appendix A for additional description of spiritual readiness.

- (2) Commanders must offer newly transferred service members during check-ins the opportunity to complete a religious needs assessment.
  - (3) Detailed chaplains may provide support to other sanctioned Coast Guard programs, such as the Coast Guard's volunteer ombudsman program that aligns with personal readiness.
- e. Chaplains will meet the religious requirements, as defined in Reference (d), of service members and other authorized personnel assigned to Coast Guard commands or units.
  - f. Barring operational commitments, commanders use appropriated funds to afford chaplains the opportunity to attend at least one Religious Organization (RO) activity annually. RO activities allow chaplains to maintain their professional qualifications while enhancing their ability to better deliver faith group-specific ministry and further develop spiritual readiness throughout the enterprise. Permissive temporary duty may be used for additional RO activities.
  - g. Commanders should anticipate and expect chaplains to have CHC community requirements that might require travel. These responsibilities could include, but are not limited to, Strategic Leadership Symposium, CHC Communities of Interest, and CHC working groups. When mission requirements permit, commanders are authorized to fund attendance. Chaplains will prioritize their CRP responsibilities above CHC community responsibilities.
  - h. Pursuant to section 705 of Reference (b), commanders are authorized to send authorized personnel to Chaplains Religious Enrichment Development Operation (CREDO) to increase their spiritual readiness and resiliency. Additional information on CREDO may be found in References (k) and (l).
  - i. Chaplains assigned to Coast Guard units shall continue to follow Department of the Navy (DON) and Navy regulations, instructions, policies, and directives as it relates to their chaplain duties and responsibilities, these include, but are not limited to: References (a), (c), (d), (g) through (j), (m), (t), (r), and (w).
  - j. Commanders are authorized to use a Religious Ministry Team (s) (RMT) to support refugees, displaced persons, and others outside the command, who are affected by hostilities, disasters, or disruptions to civil authority per References (n) and (y). RMT support outside the command should be limited to basic support of human rights, human dignity, and religious needs consistent with pertinent cultural concerns and normally would be conducted under the direction of an official Coast Guard mission.

- k. Pursuant to References (a) and (m), facilitation entails chaplains coordinating faith group-specific support for authorized users with local religious leaders and religious non-federal entities (R-NFE). Upon command approval, this coordination oftentimes requires the exchange of authorized user's personal contact information from a chaplain to an R-NFE in order to address their specific religious needs. Personally identifiable information (PII) of an authorized user may be passed to an R-NFEs at the authorized user's request and should be labeled as PII and properly safeguarded as specified by applicable laws and policies to prevent identity theft or other adverse consequences, such as privacy incident, compromise, or misuse of data.
- l. Pursuant to section 3912 of Reference (b), commanding officers are authorized to use appropriate funds to pay actual necessary traveling expenses for ACS chaplains while traveling and performing official duties and while attending required training events. Required training events for ACS chaplains include but are not limited to: Chaplain Readiness and Resiliency Training, Coast Guard Auxiliary's National Convention, and Coast Guard Auxiliary National Training Conference. Funding is not authorized when quarters and subsistence in kind are furnished by the government nor while performing official duties on a vessel.
- m. Chaplains will refrain from functioning as a chaplain, as described in Reference (a), in any and every absence of a valid and current ecclesiastical endorsement (credential).
- n. ACS chaplains will refrain from functioning as an ACS chaplain, as described in Reference (n), in any and every absence of a valid and current ecclesiastical endorsement (credential).

16. ROLES AND RESPONSIBILITIES. The following roles and responsibilities apply:

- a. Commanders. The responsibilities of commanders are the same as those delineated in Reference (a), additional responsibilities include, but are not limited to:
  - (1) Supporting the Command Religious Program with appropriated funding at a level consistent with other personnel programs within the Department of Homeland Security and Department of the Navy, sufficient to execute the commander's mission and intent.
  - (2) Requiring assigned chaplains to complete the Coast Guard Qualified Chaplain program (Coast Guard PQS) within 18 months of reporting.
  - (3) Preparing Navy Fitness Reports, as the Reporting Senior, for all assigned chaplains in accordance with Reference (o).
  - (4) Providing chaplains with:
    - (a) Dedicated workspaces, along with computer and land line (when conducive to the environment), that are readily accessible to personnel and adequate to meet Reference (a)'s requirement for private access to a chaplain.

- (b) A government mobile phone and other mobile device (s) when available with usage considering Reference (z).
  - (c) Appropriate administrative support for travel and supplies and provide standard office supplies including authorized chaplain stationery.
  - (d) Funding for command directed travel, training (to include, but not limited to: annual Coast Guard Chaplains Training, annual Chaplain Corps Professional Development Training Workshop and Course, courses required to become a Coast Guard Qualified Chaplain, and required Religious Organization (RO) training), approved RM programs, and RM training supplies.
  - (e) A one-time organizational issue-in-kind of uniform items from the supporting program element in accordance with Reference (p).
- (5) Granting chaplain(s) direct access to you pursuant to References (a) and (c).
  - (6) Assigning only RM appropriate collateral duties for chaplains as directed in this Instruction and References (a) and (c).
  - (7) As necessary, seeking advice from unit and supervisory chaplains regarding the standards set forth within this Instruction per References (a) and (c).
  - (8) Affording adequate time off for religious observances whenever possible within the limitations of operational requirements.
  - (9) Making reasonable efforts to accommodate movement of chaplains to and from units for purposes of pastoral care and religious needs of crews, recognizing not only operational requirements, but also the limited availability of assigned chaplains.
- b. Chaplain of the Coast Guard. Pursuant to Reference (q), the Chaplain of the Coast Guard (CG-00A) is part of the Coast Guard Commandant's Headquarters Staff. The responsibilities of the Chaplain of the Coast Guard are delineated in References (a) and (c). Additional responsibilities include, but are not limited to:
    - (1) Administer the ACS Program and its associated qualification and training pursuant to the guidelines set forth in Reference (n).
    - (2) Direct all chaplains assigned to the Coast Guard to meet CHC and Coast Guard requirements.
  - c. Deputy Chaplain of the Coast Guard. The Deputy Chaplain of the Coast Guard is the primary assistant to the Chaplain of the Coast Guard and may act as the Chaplain of the Coast Guard upon the delegation of responsibilities by the Commandant or the Chaplain of the Coast Guard.
  - d. Chaplains. The responsibilities of Senior Supervisory Chaplains, Supervisory Chaplains, and chaplains are delineated in References (a) and (n).



- e. Auxiliary Chaplain Support (ACS) Chaplains. The responsibilities of ACS chaplains are delineated in Reference (n).
  - f. Other Professional Naval Chaplaincy (PNC) Practitioners. The responsibilities of religious lay leaders, contractors, support personnel, and volunteers are delineated in Reference (a). Additional information on the usage of religious lay leaders may also be found in Reference (r).
17. POLICY ON RELIGIOUS OBSERVANCE. Accommodating for the doctrinal or traditional observances of religious faiths practiced by military members and other authorized personnel, Reference (s), is adapted in this section to be policy for accommodating religious observance in the Coast Guard. Article 0817 of Reference (i) and Reference (t) shall be modified as practicable to recognize, respect, encourage, and minister to the religious preferences and the varying religious requirements of individuals. Accommodation of religious practices within the Coast Guard is governed by Reference (u).
18. FORMS. None.
19. SECTION 508. This policy is created to adhere to accessibility guidelines and standards as promulgated by the U.S. Access Board with consideration of Information and Communications Technology (ICT) requirements. If accessibility modifications are needed for this artifact, please communicate with the Section 508 Program Management Office (PMO) at [Section.508@uscg.mil](mailto:Section.508@uscg.mil). Concerns or complaints for non-compliance of policy and/or artifacts may be directed to the Section 508 PMO, the Civil Rights Directorate (<https://www.uscg.mil/Resources/Civil-Rights/>) for the Coast Guard, or to the U.S. Department of Homeland Security at [accessibility@hq.dhs.gov](mailto:accessibility@hq.dhs.gov).
20. REQUEST FOR CHANGES. Units and individuals may formally recommend changes using the Coast Guard Memorandum. Comments and suggestions from users of this Instruction are welcomed. Recommended changes may be submitted through the chain of command to Commandant (CG-00A). All such correspondence may be emailed to Commandant (CG-00A) at: [HQS-SMB-CG-00A-ChaplainOffice@uscg.mil](mailto:HQS-SMB-CG-00A-ChaplainOffice@uscg.mil).

/STEVEN D. POULIN/  
Admiral, United States Coast Guard  
Vice Commandant

Appendix A. Select Definitions

### **Appendix A. Select Definitions**

As derived or adapted from Reference (a)

1. Command Religious Program (CRP). A method of supporting the free exercise of religion in the context of military service.
2. Divine Services. A term of art used in Section 8221 of Reference (h) and Article 0817 of Reference (i) to refer to public worship conducted afloat, in the field, or on military bases and installations by a chaplain pursuant to the chaplain's official duties and are command functions which take place according to the manner and form of the officiating chaplain's religious organization.
3. Personally Identifiable Information (PII). Any information that permits the identity of an individual to be directly or indirectly inferred, including any other information that is linked or linkable to that individual, regardless of whether the individual is a United States citizen, legal permanent resident, visitor to the United States, or employee or contractor to the Department.
4. Professional Naval Chaplaincy (PNC). The field of endeavor in which chaplains deliver religious ministry to the sea service personnel and authorized recipients. This ministry is characterized by cooperation, tolerance, mutual respect, and respect for diversity. It is further characterized by an understanding of both the pluralistic nature of the environment and the processes and structures of the organizations and institutions served. PNC includes the full range of responsibilities inherent in the Navy positions of leadership and authority, as well as the standards and codes of behavior established for chaplains by the DON and those found in civilian religious professional life. Implicit in PNC is the expectation that chaplains will not compromise the standards of their RO.
5. Public Worship. An umbrella term which includes divine services as mentioned in Reference (i) and religious services as defined in this instruction, to include services led by chaplains, civilian clergy, and lay leaders.
6. Religious Ministry (RM). Professional duties performed by Navy chaplains and designated personnel to include facilitating or providing in support of religious freedom, caring for all, and advising individuals, the commanding officer, and the chain of command. RM applies the core competencies of the Chaplain Corps to meet the needs of authorized users.
7. Religious Ministry Team (RMT). Chaplains, ACS chaplains, volunteers, and those hired to work within or support the CRP.
8. Religious Organization (RO). Religious Organizations (RO) are defined in Reference (d). ROs possess ecclesiastical authority to authorize endorsers to endorse or withdraw endorsement for religious providers serving under their auspices. Each RO is the authoritative religious voice only for its own members.
9. Religious Services. Worship events, other than divine services as defined in this appendix, conducted as part of the CRP, in the manner and form of the officiant's RO, and led by religious lay leaders, contractors, or volunteers.

10. Spiritual Readiness. Spiritual readiness is the capacity for mission accomplishment that results from the connection to the transcendent, defined by one or more of the following: Connection to the divine; Participation in a community of faith; develop a strong personal identity and purpose, with a moral and ethical foundation; sacrifice for the greater good, and accept the burdens of service; and, the pursuit of meaning, purpose, value, service, and a life lived well. Spiritual readiness is an element of military readiness that is created, increased, and sustained by PNC.
  - (a) Spiritual readiness is measured in commands in part by access to a chaplain; service members' engagement with the CRP; and the training, equipage, facilities, and resources of the religious ministry team (RMT) to deliver spiritual readiness and character-building training.
  
11. Sensitive Personally Identifiable Information (SPII). Personally Identifiable Information, which if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual.