

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

SECNAVINST 1730.3G
OP-972P
8 December 1988

SECNAV INSTRUCTION 1730.3G

From: Secretary of the Navy
To: All Ships and Stations
Subj: EMPLOYMENT OF CIVILIAN
CLERGY

Ref: (a) DOD Directive 5010.37 of 17 Nov
87 (NOTAL)
(b) DOD Directive 4100.33 of 9 Sep
85 (NOTAL)
(c) DOD Directive 1304.19 of 1 Jun
84 (NOTAL)
(d) Federal Personnel Manual
(e) SECNAVINST 1730.7 (NOTAL)
(f) Federal Acquisition Regulation
(g) Joint Federal Travel Regulations,
Vol. 2

1. Purpose. To revise policy and procedures for employment of civilian clergy as auxiliary chaplains, contract chaplains and clergy for occasional ministries. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1730.3F

3. Applicability. This instruction applies to all personnel responsible for the provision, facilitation and support of religious ministries in the Department of the Navy.

4. Policy. Department of the Navy policy is to temporarily employ civilian clergy, under the criteria in reference (a), to meet requirements for delivering religious ministries to particular faith groups when requirements cannot be met by available Chaplain Corps officers. Civilian clergy may also be employed for occasional ministry to meet a specific ministry requirement in command religious programs.

a. Command religious programs are a governmental function and therefore are

excluded from the application of commercial activities program requirements of reference (b). Civilian clergy shall be employed as auxiliary chaplains, or contract chaplains, or for occasional ministries in the manner that satisfies the needs of command religious programs in the most economical and appropriate manner.

b. Auxiliary and contract chaplains shall provide ministries for members of the military, their dependents and other authorized persons of the auxiliary or contract chaplain's faith group. Duties shall be religious in nature such as: conducting religious services, preaching, teaching, counseling, pastoral care, sacramental ministry, religious education, visiting the sick, etc. The times at which ministries are to be provided and the duties to be performed shall be specified by a position description or statement of work.

c. Commands shall select clergy for occasional ministries based on their unique individual ability rather than on faith group. They shall provide ministries only at times specified by a statement of work. Their duties shall be religious in nature, such as: conducting religious services, preaching, teaching, sacramental ministry, etc. and normally delivered on one occasion.

d. Commands shall terminate employment of civilian clergy when the ministry requirement no longer exists or when performance is unsatisfactory.

5. Auxiliary Chaplains. Auxiliary chaplains shall be clergy endorsed by faith groups recognized under reference (c) and hired as "Excepted Service" employees under reference (d). They shall be accountable to the commanding officer and supervised by the supervisory chaplain. In the absence of a supervisory chaplain, the commanding officer shall designate the immediate supervisor in the position description. Normally, that supervisor should be the executive officer or chief of staff.

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a. Appointment

(1) Appointments are made in the Excepted Service in accordance with provisions of reference (d). Authority for appointments is Schedule A, Section 213.3102 (a).

(2) Applicants shall request ecclesiastical endorsement be sent to the Chief of Chaplains (OP-972) under reference (c).

(3) Applicants shall request written verification of their ecclesiastical endorsement from the Chief of Chaplains (OP-972) and submit the verification to the hiring command.

(4) Duration of appointments shall not exceed one year. Reappointments may be granted under reference (d).

(5) Commands shall terminate employment of auxiliary chaplains per reference (d).

(6) Upon appointment, the command shall submit employee data for input into the Office of Civilian Personnel Management (OCPM) data base.

(7) Major claimant staff chaplains shall use the OCPM data base to obtain information on currently employed auxiliary chaplains per reference (e).

b. Governmental Functions

(1) **Advising Command.** As government employees, auxiliary chaplains may advise command on religious and moral matters.

(2) **Offerings.** An offering may be received at religious services conducted by auxiliary chaplains. Monies received shall be deposited in the Religious Offerings Fund (ROF) and administered per reference (e).

c. Payment. Auxiliary chaplains shall be paid out of Operation and Maintenance (O&M) monies.

d. Restrictions. Auxiliary chaplains are not

authorized subsistence pay, commissary, exchange and similar privileges granted to the military. They are not authorized to wear uniforms. Reserve chaplains serving as auxiliary chaplains under this instruction shall not wear uniforms and shall not receive drill point credit or other Reserve compensation for the same services.

e. Travel. Auxiliary chaplains are authorized temporary duty travel orders under reference (g).

6. Contract Chaplains. Contract chaplains shall be clergy endorsed by faith groups recognized under reference (c). Under reference (f), they shall be contracted on a nonpersonal services basis using competitive procedures. They shall not be supervised by uniformed or civilian government employees. Commands shall assign a contracting officer's technical representative (COTR) per reference (f) to monitor contract chaplain performance. Contracts shall be awarded to either individuals or organizations as follows:

a. Award for Individuals

(1) Bidders shall request ecclesiastical endorsement be sent to the Chief of Chaplains (OP-972) under reference (c).

(2) Bidders shall request written verification of their ecclesiastical endorsement from the Chief of Chaplains (OP-972) and submit the verification to the contracting command.

(3) Upon awarding contract, the command shall provide the contract chaplain's name(s) and faith group to the respective major claimant staff chaplain per reference (e).

(4) Contract chaplain contracts shall not exceed one year. Option years may be awarded under reference (f).

(5) Commands shall terminate contracts per reference (f), Part 49. Contracting officers wishing to deviate from procedures in reference (f) must first obtain a class deviation.

b. Award for Organizations

(1) Bidders shall request ecclesiastical endorsement be sent to the Chief of Chaplains (OP-972) under reference (c).

(2) Bidders shall request written verification of their ecclesiastical endorsement from the Chief of Chaplains (OP-972) and submit the verification to the contracting command.

(3) Upon awarding contract, the command shall provide the contract chaplain's name and faith group to the respective major claimant staff chaplain per reference (e).

(4) Contract chaplain contracts shall not exceed one year. Option years may be awarded under reference (f).

(5) Commands shall terminate contracts per reference (f), Part 49. Contracting officers wishing to deviate from these procedures must first obtain a class deviation per reference (f).

c. Governmental Functions. Contract chaplains shall not engage in governmental functions which require either the exercise of discretion in applying government authorization or the use of value judgments in making decisions for the government. Governmental functions include but are not limited to:

(1) **Advising Command.** Contract chaplains shall not advise the commanding officer on religious and moral matters.

(2) **Offerings.** Contract chaplains shall not directly or indirectly conduct monetary transactions, revenue disbursements or the administration of governmental funds (e.g., ROF). However, an offering may be received at religious services conducted by contract clergy. Monies received shall be deposited in the ROF and administered per reference (e).

d. Payment. Contract chaplains shall be paid out of Operation and Maintenance (O&M) monies.

e. Restrictions. Contract chaplains are not authorized subsistence pay, commissary, exchange or similar privileges granted to the military. They are not authorized to wear uniforms. Reserve chaplains serving as contract chaplains under this instruction shall not wear uniforms and shall not receive drill point credit or other Reserve compensation for the same services.

f. Travel. Contract chaplains are entitled to reimbursement for travel costs per reference (f).

7. Clergy for Occasional Ministries. Because clergy for occasional ministries are selected by a commanding officer on the basis of their unique individual ability to meet a specific religious requirement, they may be contracted on a sole-source, nonpersonal services basis under reference (f). They shall not be supervised by uniformed or civilian government employees.

a. Governmental Functions. Clergy for occasional ministries shall not engage in governmental functions which require either the exercise of discretion in applying government authorization or the use of value judgments in making decisions for the government. Governmental functions include but are not limited to:

(1) **Advising Command.** Clergy for occasional ministries shall not advise commanding officers on religious and moral matters.

(2) **Offerings.** Clergy for occasional ministries shall not directly or indirectly conduct monetary transactions, revenue disbursements or the administration of governmental funds (e.g., ROF). However, an offering may be received at religious services conducted by clergy for occasional ministries. Monies received shall be deposited in the ROF and administered per reference (e).

b. Payment. Clergy for occasional ministries shall be paid out of Operation and Maintenance (O&M) monies.

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c. **Restrictions.** Clergy for occasional ministries are not authorized subsistence pay, commissary, exchange or similar privileges granted to the military. They are not authorized to wear uniforms. Reserve chaplains serving as clergy for occasional ministries under this instruction shall not wear uniforms and shall not receive drill point credit or other Reserve compensation for the same services.

8. Responsibilities. The Chief of Naval Operations and Commandant of the Marine Corps are responsible for executing the policies and procedures in this instruction.

a. The Chief of Chaplains/Director of Religious Ministries shall oversee the use of auxiliary and contract chaplains to meet the requirements for command religious programs per reference (e).

b. Major Claimant Staff Chaplains shall monitor and manage the auxiliary and contract chaplains as part of their overall functional responsibility for Chaplain Corps management assigned in reference (e). They shall maintain a list of currently employed auxiliary and contract chaplains to include names, faith group and places of assignment.

c. Commanders and commanding officers shall employ auxiliary chaplains, contract chaplains or clergy for occasional ministries in carrying out their responsibilities for command religious programs in reference (e).

WILLIAM L. BALL, III
Secretary of the Navy

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