



**DEPARTMENT OF THE NAVY**  
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
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NAVSUPPACTNAPLESINST 1730.4  
N00R  
15 MAR 2021

NAVSUPPACT NAPLES INSTRUCTION 1730.4

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: COMMAND RELIGIOUS PROGRAM

Ref: (a) SECNAVINST 1730.7E  
(b) OPNAVINST 1730.1E  
(c) CNICINST 5200.2  
(d) NTTP 1-05.02  
(e) SECNAVINST 7010.6B  
(f) SECNAVINST 5351.1 CH-1  
(g) MILPERSMAN 1730-010  
(h) OPNAVINST 5380.1D  
(i) SECNAVINST 1730.9  
(j) SECNAVINST 1730.10  
(k) CNICINST 1730.1

1. Purpose. To implement references (a) and (b) for the delivery of Religious Ministry (RM) at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.

2. Applicability. This instruction applies to NAVSUPPACT Naples and all tenant commands.

3. Policy

a. Per reference (b), Religious Ministry in the Navy provides for the free exercise of religion; attends to the sacred, spiritual, and moral aspects of life; and serves to enhance the resilience of Service Members, civilians, and their families, who form the foundation of the Navy's readiness. RM is entrusted to Navy chaplains and delivered under the authority of Commanders and Commanding Officers (CO).

b. This activity is accomplished through the Command Religious Program (CRP). All RMs at NAVSUPPACT Naples are incorporated into the CRP and supervised by the Command Chaplain.

4. Organization and Roles

a. CO. The CO is responsible for developing and strengthening the moral and spiritual well-being of the personnel under their command, and encourage and support chaplains in the performance of their duties as special staff officers. Support includes the following:

(1) Provide direct access to the CO.

(2) Designate the Command Chaplain as the Special Assistant and as the Department Head (DH) of the Religious Ministries Department (RMD).

(3) Identify the RMD in all emergency response plans and exercises.

(4) Maintain the CRP with logistical support, equipment, furnishings, facilities, budgeting activities, and appropriate funds consistent with other personnel programs.

(5) Support chaplains and Religious Program Specialists (RP) with appropriate funds necessary to maintain qualifications required to perform their duties.

(6) The CO is authorized to use Religious Ministry Teams (RMT) to support any operation outside the command in support of human rights, human dignity, and religious needs consistent with relevant cultural concerns.

b. Supervisory Chaplain. The Supervisory Command Chaplain is responsible for providing religious and personal ministry to military personnel, Department of Defense (DoD), civilian employees, and to family members of all U.S. forces assigned within the NAVSUPPACT Naples Area of Responsibility (AOR).

(1) Duties, Responsibilities, and Authority. The Supervisory Chaplain will:

(a) Advise the CO on matters related to RM within the command.

(b) Advise the command on matters pertaining to leadership, morale and the general moral climate of the command. Advise command on future needs and facilities of the CRP.

(c) Advise commanders on the standards for the delivery of RM to include the requirements for manpower, manning, equipping, training, reporting, mentoring, certification, and inspection.

(d) Supervise and assist RMD personnel in developing professional knowledge, skills, abilities, experience, and behaviors. Train RMDs in accordance with RM policy, doctrine, and mission-specific requirements.

(e) Administer the CRP (i.e., pastoral care, religious services, lay services, and religious instruction) to meet the religious needs of all persons for whom the command has responsibility. Formulate and supervise policy and plans for the free exercise of religion for all.

1. Manage RMD personnel to ensure the most effective and efficient delivery of religious ministry.

2. Monitor to ensure the CRP is publicized through a variety of print, visual, and social media.

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3. Supervise the Duty Chaplain and Duty Religious Program Specialist watchbills.

(f) Serve as DH for the RMD. Direct and supervise the functions and responsibilities of the Deputy Command Chaplain, the Division Officer, Staff chaplains, RPs, Contractors, Government Service (GS) and Local National (LN) employees. Indirectly supervise other military and civilian personnel assigned to the department.

1. Oversee proper accountability of minor property.

2. Ensure timely preparation, staffing, submission and maintenance of reports, correspondence, and records.

3. Submit command Fitness Reports (FITREP) and enlisted performance evaluations for Chaplains and RPs.

4. Submit LN performance appraisals.

5. Supervise the Catholic Director of Religious Education (CDRE) and the Protestant Director of Religious Education (PDRE).

6. Prepare and revise Performance Work Statements for CDRE and PDRE annually.

7. Coordinate religious services, education, and extracurricular activities for chapel youth (grades 7 through 12) with the Chapel Ecumenical Youth Ministry Director (CEYM).

8. Supervise the Contract Priest in the performance of his duties. Works with Contracting Office to provide updates to contract and Statement of Work as needed.

(g) Administer the consolidated Religious Offerings Fund (ROF). Oversee the development and disbursement of ROF.

(h) Administer the Chaplain Department Operational Target (OPTAR). Oversee the development of the annual budget and spending plans for the CRP.

(i) Advise the Commander, Navy Region Europe, Africa, Central (CNREURAFCENT) Chaplain of necessary actions concerning Chaplains, RPs, reservists, civilian personnel billets, fiscal resources, and facilities requirements.

(j) Plan and coordinate with the CNREURAFCENT Chaplain for the delivery of religious ministry and periodic area-wide RMT training.



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(k) Maintain liaison with civilian community service organizations, social agencies, Navy and Marine Corps Relief Society, American Red Cross, and the local ecclesiastical authorities.

(l) Manage the CRP to include ministry to all (i.e., Women of the Chapel, youth, rites and sacraments, Bible studies, religious education, Vacation Bible School and worship services).

(m) Supervise lay-led groups. Provide lay leader training.

(n) Ensure pastoral care is provided to personnel in work spaces and homes, as well as in hospitals and confinement facilities.

(o) Provide leadership to advisory committees in the design and delivery of ministry and related policies.

(p) Sit on command awards board.

(q) Provide pastoral care for the entire staff.

(r) Serve as planning coordinator for future religious facilities and current facilities modifications.

(s) Maintain liaison with endorsing agency and meet obligations of denominations.

(2) Organizational Relationship. The Command Chaplain reports to the CO

c. Deputy Command Chaplain. The Deputy Command Chaplain is responsible for executing the CRP policies for planning, supervising, and facilitating the free exercise of religion.

(1) Duties, Responsibilities, and Authority. The Deputy Command Chaplain will:

(a) Serve as acting Command Chaplain in the absence of the Command Chaplain unless another Chaplain is so designated in writing by the Command Chaplain.

(b) Assist the Command Chaplain in the running of the CRP by:

1. Providing pastoral care.

2. Monitoring the implementation of training plans for Chaplains and RPs.

3. Formulating spending plans for appropriated funds and ROF.

4. Monitoring management of correspondence, reports, files, and directives.

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5. Serving as the Assistant ROF Administrator.
6. Preparing the Chaplain Duty watchbill.
7. Providing input on all matters related to ministries in the command.
8. Assisting the development of the OPTAR budget.
9. Supervising Chaplains, RPs, Contractors, LNs, and reservists as appropriate.
10. Supervising the lay ministries, including the development of specific pastoral ministries/programs to meet identified needs.
11. Providing pastoral care in hospital and confinement facilities as required.

(c) Maintain liaison with endorsing agency and meet obligations of denomination.

(d) Maintaining liaison with local agencies, community organizations, Navy/Marine Corps Relief Society and American Red Cross.

(e) Maintaining liaison with local civilian hierarchy (Bishops, faith group leadership) and facilitating cooperative and effective working relationships.

(2) Organizational Relationship. The Deputy Command Chaplain reports to the Command Chaplain.

d. Division Officer (DIVO)

(1) Duties, Responsibilities, and Authority. The Division Officer will:

(a) Supervise RMD personnel, support their professional development, and consult with the LPO, higher echelon RPs or senior enlisted personnel in the development, evaluation, and mentoring of enlisted RMD personnel.

(b) Keep the Command Chaplain and Deputy Command Chaplain informed concerning all actions taken.

(c) Take appropriate action to maintain morale, work load, training requirements, professional development plans, tasks, facility requirements, and incoming and outgoing PCS personnel.

(d) Train RMT personnel in accordance with RM policy, doctrine, and mission-specific requirements.

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(e) Plan and coordinate daily operations of RMD staff Chaplains and RPs ensuring tasks are completed on time.

(f) Create and implement command and department policies, directives, and Standard Operating Procedures (SOP) within RMD, and ensure compliance of all military, GS, LNs, and Contractor personnel as appropriate.

(g) Assess department requirements, develop the RMD to meet identified RM requirements, and manage all RM in the department as directed by the DH.

(h) Serve as Administrative Officer for RMD preparing and submitting in a timely manner and superior quality all enlisted evaluations, midterm counseling, awards, Sailor of the Quarter (SOQ), Junior Sailor of the Quarter (JOQ), Sailor of the Year (SOY), and Junior Sailor of the Year (SOY) board packages. Manage all incoming and outgoing office correspondence, files, and reports for the department.

(i) Prepare yearly RMD reports.

(j) Maintain division officer training files on each RMD enlisted personnel.

(k) Manage preparation of Command Inspection Program (CIP) and serve as department representative for CIP inspection unless another officer is designated.

(l) Manage preparation of all RMD internal collateral duty inspections and schedule monthly internal collateral duty inspections with the DH.

(m) Manage preparation of CRP SOPs.

(2) Organizational Relationship. The Division Officer reports to the Command Chaplain via the Deputy Command Chaplain.

e. Staff Chaplains

(1) Duties, Responsibilities, and Authority. The staff Chaplains will:

(a) Serve as CRP staff Chaplains.

1. Promote the concerns and be an advocate for the religious needs of all U.S. military and DoD civilian personnel and their family members.

2. Provide pastoral care to personnel in work spaces and homes as well as in hospitals and confinement facilities to include counseling, visitation and crisis care.

3. Develop and oversee programs of religious outreach.



4. Ensure programs are advertised.
5. Advise staff regarding use and care of facilities utilized for worship or religious education.

6. Stand duty Chaplain watches as required.
7. Attend weekly Chaplain's staff meetings.
8. Submit reports and correspondence as required.

(b) Serve as chapel pastors according to faith tradition.

1. Assisted by Directors of Religious Education (DRE), ensure the provision and quality of religious education programs.

2. Advise and coordinate chapel councils.

3. Provide for and facilitate sacramental needs such as baptism, Holy Communion, and Eucharist.

4. Support the instrumental musicians and choirs.

(c) Maintain close liaison with Naples area Department of Defense Education Activity (DoDEA) schools to include:

1. Maintain open lines of communication between the chapel communities and school personnel.

2. Provide ministry to school personnel.

3. Provide ministry to students, when requested.

4. Coordinate scheduling of Naples area DoDEA schools for chapel usage.

(d) Serve as an advisor to Women of the Chapel (WOC) and Men of the Chapel (MOC). Serve as an advocate for M/WOC interests, bringing needs and concerns to the attention of Command Chaplain. Attend board meetings and functions as often as possible. Provide guidance and recommendations to program leaders.

(e) Maintain close liaison with the Fleet and Family Service Center (FFSC) to include:

1. Assist with counseling and program inputs as needed.

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2. Coordinate needs and programs within the CRP.

3. Integrate in FFSC, as appropriate, to ensure maximum impact and availability of religious ministries.

(f) Provide Chaplain coverage to U.S. Naval Hospital, Naples, as requested.

(g) Complete all collateral duties as assigned in a professional and timely manner. Maintain liaison with endorsing agency and meet obligations of denomination.

(h) Organizational Relationship. Staff Chaplains report to the Command Chaplain via the Deputy Command Chaplain.

f. Leading Petty Officer (LPO)

(1) Duties, Responsibilities, and Authority. The Leading Petty Officer will serve as the Chapel Manager and will:

(a) Assist and support the Command Chaplain via the Division Officer in the planning, preparation and delivery of the CRP.

(b) Work directly with the Division Officer supervising day-to-day operations of the RPs. In the absence of a Chief Petty Officer, the LPO shall train and mentor division officers and staff chaplains in the areas of administration, management, leadership, and Naval Heritage in order to help them succeed as officers and members of the command staff.

(c) Ensure adequate training for advancement and job performance are available for department RPs.

1. Establish a monthly training program for RPs.

2. Ensure Personnel Advancement Requirements (PARs) are completed, updated and recorded in individual service records.

3. Ensure occupational standards are mastered.

4. Serve as Department Career Counselor.

(d) Serve as office manager of Chaplain's Office.

1. Oversee work requests, job orders and purchase orders.

2. Prepare and ensure smooth administrative flow, timely handling of correspondence and reports, and accurate filing of office material.



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3. Ensure correct format, proofread, and correctly route correspondence.
4. Maintain tickler file for command reports.
5. Submit enlisted evaluations and midterms to the Command Chaplain via the Division Officer.
6. Ensure watch standing procedures are current and RPs are trained concerning responsibilities.
7. Ensure security of wine, ROF, facilities, and records.
8. Supervise the maintenance of inventories for consumable items.
9. Supervise the preparation of facilities for religious activities, cleanliness, and safety.
10. Maintain turnover file for billet. Supervise maintenance of turnover files for other RPs in the department.

(2) Organizational Relationship. The Leading Petty Officer reports to the Division Officer.

g. Assistant Leading Petty Officer (ALPO)

(1) Duties, Responsibilities, and Authority. The ALPO will:

(a) Work directly with the LPO in managing RMT daily operations and supervise junior RPs day to day as assigned:

(b) Supervise Chapel facilities and offices.

1. Supervise maintenance and repair of religious facilities.
2. Ensure security of equipment, keys and facilities.
3. Monitor scheduling of religious facilities to ensure compliance with chapel usage instruction.

(c) Provide support to the assigned Chaplains and DREs.

(d) Assist LCPO in the inspection of the preparation, cleanliness and safety of religious facilities.

(e) Prepare, proofread, and route correspondence, reports, and forms.

- (f) Recommend and prepare updates to chapel related instructions.
- (g) Supervise and submit evaluation and midterm counseling inputs for junior RPs to LPO.
- (h) Supervise vehicle runs to and from various locations to ensure they are made on time and required.
- (i) Supervise security of wine log and other ecclesiastical items.
- (j) Supervise maintenance of consumable items.
- (k) Supervise the maintenance, repair and cleaning of ecclesiastical vestments and all other support gear.
- (l) Maintain tickler file reports.
- (m) Complete all collateral duties as assigned in a professional and timely manner.
- (n) Serve as LPO in his/her absence.

(2) Organizational Relationship. The ALPO reports to the LPO.

h. Religious Program Specialist (RP)

(1) Duties, Responsibilities, and Authority. The staff Religious Program Specialist will:

- (a) RPs support the chaplain's religious, administrative, and supervisory responsibilities.
- (b) RPs are combatants and provide force protection for the RMT in operational environments.
- (c) RPs advise chaplains and command enlisted leadership on matters pertaining to the CRP and the morale and well-being of the command's personnel and families.
- (d) Every RP must be willing to function in the pluralistic environment of the military, with tolerance for diverse religious traditions and respect for the rights of individuals to determine their own religious convictions. RPs must be willing to support the religious rights of all authorized users.
- (e) Duty and watch standing for RPs are the same as other command members of the same paygrade. The first priority for RPs is assisting in the delivery of Religious Ministries. Scheduling conflicts regarding duty and watch standing should be resolved in favor of the needs of the CRP.

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(2) RP Occupational Standards. In accordance with reference (1), RPs are required to accomplish the following:

(a) Combatants. RPs are combatants and will bear arms in connection with their military duties. RPs provide force protection for the RMT without exercising authority or command over the chaplains they support and protect. RPs assigned to eligible Marine Corps commands are required to earn the Fleet Marine Force qualification.

(b) Ministry Support and Accommodation. RPs are trained to accommodate the religious needs and rights of Naval Service personnel and their families.

(c) Pastoral Care Support. RPs support the delivery of care through pastoral triage, referrals, charting, data collection, and transmission, and explaining the types of ministry available.

(d) Expeditionary Ministry Support. RPs support ministry in combat to include RMT security and pastoral triage.

(e) Administration, Finance, and Accounting. RPs manage facilities, personnel, volunteers, and resources. They plan, coordinate, train, implement, and maintain both non-appropriated and appropriated funds. They identify, procure, and maintain facilities and equipment needed to support the CRP. RPs manage real property repair and maintenance, equipment acquisition, and supplies. RPs prepare, plan, program, analyze, and execute budgets. They also research and write statements of work for civilian contracts in support of the CRP.

(f) Library. RPs manage and execute the full range of activities associated with multi-media resource centers, including, but not limited to, scheduling, filing, ordering, organizing, staffing, and operation.

(g) The Department of the Navy (DON) expects RPs to perform effectively using the systems and structures of the Naval Service, both in their rating as RP and in the variety of general military tasks outside any rating required to accomplish the mission.

(h) RPs are required to comply with CHC data collection protocols. Where available, they will use the CRP-AT.

(3) Organizational Relationship. Religious Program Specialist will report to the LPO via the ALPO.

5. Review. This instruction shall be reviewed by the Command Chaplain on a yearly or as needed basis to ensure compliance with Navy and DoD regulations.

6. Records Management

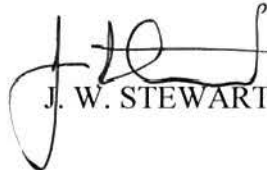


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a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

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