



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1730.4 CH-1
17/Chaplain
15 Jul 2026

USNA INSTRUCTION 1730.4 CHANGE TRANSMITTAL 1

From: Superintendent, U.S. Naval Academy

Subj: COMMAND RELIGIOUS PROGRAM

Encl: (1) Revised page 8

1. Purpose. To transmit new page 8 to clarify disclosure of personal information and confidential communication.
2. Action. Remove page 8 from the basic instruction and insert enclosure (1).
3. Records Management
 - a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON 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 change transmittal or the records disposition schedules, please contact your local record custodian or USNA Record Manager.

A handwritten signature in black ink, appearing to read "MJB", is positioned above the printed name.

M. J. BORGSCHULTE

Releasability and distribution:

This change transmittal is cleared for public release and is available electronically only via USNA Issuances Web site, <https://www.usna.edu/AdminSupport/Inst/index.php>.



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121 BLAKE ROAD
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USNAINST 1730.4
17/Chaplain
18 Jul 2025

U.S. NAVAL ACADEMY INSTRUCTION 1730.4

From: Superintendent, U.S. Naval Academy

Subj: COMMAND RELIGIOUS PROGRAM

Ref: (a) SECNAVINST 1730.7E
(b) OPNAVINST 1730.1F
(c) SECNAVINST 1730.11
(d) USNAINST 5450.3G CH-4
(e) COCINST 5351.3
(f) COCINST 5351.1
(g) NAVPERS 18068-68D
(h) CNICINST 11000.1A
(i) USNAINST 1531.60
(j) COCINST 5380.1
(k) USNAINST 11100.7B CH-1
(l) BUPERSINST 1730.11A CH-2
(m) SECNAVINST 1730.8B

Encl: (1) Superintendent's Endorsement Letter Sample

1 Purpose. To publish policy, mission, procedures, and responsibilities for the Command Religious Program (CRP) and operation of the Chaplain's Center.

2. Background. Reference (a) requires that commanders establish a CRP to facilitate religious ministry (RM). RM 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. Navy chaplains assist the Superintendent in ensuring the free exercise of religion by developing and executing the CRP and managing all facilities to meet the diverse religious and spiritual needs of the U.S. Naval Academy (USNA) community.

3. Mission. In accordance with the Commandant of Midshipmen's intent, the Naval Academy Religious Ministry Team (RMT) exists to provide RM and pastoral care that enhance the spiritual, moral, and ethical fitness and resilience of all midshipmen, USNA personnel, and other authorized personnel per references (a) through (c). Participation in the CRP is voluntary.

4. Policy. Essential program elements of this policy include departmental definitions which are used by the Command Chaplain to delineate authorized users and responsibilities of USNA Chaplains, Religious Program Specialists (RPs), religious volunteers, and religious activities.

5. Responsibilities

a. Naval Academy Superintendent. Per reference (a), the Naval Academy Superintendent is responsible for providing for the free exercise of religion for all midshipmen, personnel assigned to USNA, and other authorized personnel. Accordingly, USNA provides manpower, facilities, and fiscal resources to enable administration of RM.

b. Naval Academy Chaplains. Chaplains assigned to the Naval Academy provide direct RM for members of their own religious organizations, facilitate RM for members of other religious organizations, care for all, and advise the command on the morale and welfare of its members, including matters of religious practice and accommodation.

c. Command Chaplain. The Command Chaplain is the senior chaplain detailed to USNA and serves as the principal advisor to the Commandant in all matters and policies affecting RM at USNA, per reference (d) and manages the USNA CRP on behalf of the USNA Superintendent. Other Academy Chaplains serve under the direction of the Command Chaplain, conducting religious ministries according to the disciplines of their religious organizations and requirements of the USNA. The Command Chaplain is also responsible to:

(1) Assess command RM requirements, develop the CRP to meet identified RM requirements, and manage all RM at USNA.

(2) Advise the Superintendent and Commandant of Midshipmen on the religious, ethical, and morale climate/issues within USNA and the Brigade of Midshipmen.

(3) Supervise all RMT personnel and support their professional development and provide Professional Naval Chaplaincy (PNC) accountability per reference (e).

(4) Work with Chaplain Corps Detailer and Navy Chief of Chaplains Office to screen and assign chaplains and RPs to USNA.

(5) Prepare and execute budgets of appropriated funds to support the CRP and supervise the annual planning, budgeting, and implementation of religious programs.

(6) Assign collateral duties and staffing function(s) for continual professional growth and development of junior chaplains. The collateral duties and functions may include:

(a) A Manpower and Personnel & collateral (N-1) to oversee all policy equities affiliated with USNA RMT.

(b) An Operational (N-3) collateral to oversee all operational equities affiliated with USNA RMT.

(c) A Logistics and Finance collateral (N-4) to oversee all fiscal equities affiliated with USNA RMT.

(d) A Future Planning (N-5) collateral to oversee all strategic and long-term programming affiliated with USNA RMT.

(e) A Training Officer (N-7) collateral to oversee all training and education equities affiliated with USNA RMT.

(f) An Action Officer to oversee various USNA RMT events to support the Brigade of Midshipmen and greater the USNA community.

(g) A Faith Group Representative, to oversee the Diverse Faith groups affiliated with the Brigade of Midshipmen.

(h) The Command Chaplain will supervise and oversee all Religious Accommodation requests. A Religious Accommodation Officer collateral may be assigned to facilitate the request in accordance with references (l) and (m), and in coordination with the Chain of Command and Legal.

(7) Assign chaplains to support USNA events and meetings.

d. Deputy Command Chaplain. In collaboration with the Command Chaplain, the Deputy Command Chaplain executes the Commandant's intent for RM and performs duties and responsibilities as directed by the Command Chaplain. The Deputy Command Chaplain is the principal liaison to the Deputy Commandant and Battalion Officers. The Deputy Command Chaplain is also responsible to:

(1) Supervise all RMT personnel and support their professional development.

(2) Assist in planning and leading worship services, religious observances, and ensuring facilitation for the beliefs and practices of all midshipmen.

(3) Oversee the daily operations of the CRP and RMT staff for scheduling, training, budgeting, crisis response, and records management.

(4) Maintain liaison with all USNA departments and cost centers to cultivate collaborative relationships and to establish clear lines of communication.

(5) Prepare and publish the Chaplain Duty Watchbill.

(6) Supervise all RMT civilian employees and manage all RMT civilian pay, administration, and leave requests or disputes.

18 Jul 2025

e. Chaplains Center Head. A USNA chaplain is assigned to serve as the Chaplains Center Head. The Chaplains Center Head manages all RMT departmental policies, administrative procedures, and correspondence. The Chaplain's Center Head is responsible to:

(1) Create and implement command and departmental policies, directives, and Standard Operating Procedures, and ensure compliance of all military, civilian, and religious volunteer personnel as appropriate.

(2) As Division Officer, supervise RMT personnel as appropriate, support their professional development and consult with Senior Enlisted Advisor (SEA) in the development, evaluation, and mentoring of enlisted RMT personnel.

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

(4) Plan and coordinate daily operations of RMT staff.

(5) Manage all incoming and outgoing office correspondence, files, and reports for the department.

(6) Manage all internal collateral duty assignments and ensure historical record of all RMT position descriptions and personnel assignments.

(7) Oversee all religious volunteers, Religious Non-Federal Entities (R-NFE), and all associated administrative requirements for USNA Academic Year and Plebe Summer religious activities.

f. Regiment Chaplains. Two Regimental Chaplains are selected from among the cadre of Battalion Chaplains by the Command Chaplain and should be filled by the chaplains with the most experience working within the Brigade of Midshipmen. Regimental Chaplains act as principal liaisons and advisors to the Command Chaplain concerning matters related to the Brigade of Midshipmen and the needs and concerns of their Battalion Chaplains. The Regimental Chaplain responsibilities are:

(1) Primary Responsibilities. Management and Communication:

(a) Metrics Collection and Dissemination: Oversee the collection and distribution of all weekly counseling metrics, reports, and critical information relevant to the regiment's Battalion Chaplains.

(b) Regular Meetings: Conduct routine formal and informal meetings with Battalion Chaplains to disseminate essential information and address specific needs or concerns of individual chaplains and their respective battalions. Build and maintain morale and cohesion within the regiment, facilitating team-building activities and fostering community.

(c) **Staff and Leadership Meetings:** Attend and actively participate in weekly staff and RMT senior leadership team meetings, providing briefings and advisories to the Command Chaplain on matters related to Brigade and Battalion chaplains.

(2) **Administrative Duties**

(a) **Slide Preparation:** Ensure the timely completion of all relevant Battalion/Brigade presentation slides for bi-weekly staff and senior leadership team meetings and briefings.

(b) **Documentation and Reporting:** Maintain accurate records and ensure the effective dissemination of all pertinent information regarding chaplaincy activities and concerns.

(3) **Advisory Roles.** **Quality of Life and Mental Health:** Serve as the RMT representative and advisor on key midshipmen quality of life, morale, and mental health advisory teams. This includes, but is not limited to, participation in BATTO meetings, MIDPRES Council, and other relevant Brigade-level meetings.

g. **Battalion Chaplains.** Tactical chaplains are assigned to support the Brigade as Battalion Chaplains. Battalion Chaplains provide general support to the mission of their assigned Battalions and remain at all times under the administrative control of the Command Chaplain. Battalion Chaplain priorities are established by the Commandant of Midshipmen via the Command Chaplain. Battalion Chaplains are also responsible to:

(1) In alignment with PNC standards, cooperate with other USNA RMT personnel in coordination and execution of the CRP as set forth by the Command Chaplain.

(2) Assess Battalion RM requirements, develop plans to meet identified RM requirements, and manage all RM within the Battalion. The Command Chaplain provides Battalion Chaplains the resources and support required to manage RM within their Battalions.

(3) Effectively deliver RM according to the manner and forms of the chaplain's religious organizations.

(4) Advise the Battalion Officer on the religious, ethical, and morale climate/issues of the Battalion.

(5) Provide and facilitate RM support for command functions such as memorial ceremonies, ceremonial meals and military community celebrations, and retirement or promotion ceremonies.

(6) Maintain liaison with Brigade staff and appropriate departments to address other personal readiness issues. Relevant departments include (but are not limited to): Midshipmen Development Center; Brigade Medical Unit; Sexual Assault Prevention and Response Office, and Engagement, Retention, and Equal Opportunity.

(7) Be familiar with COMDTMIDNINST, Midshipmen Regulations Manual, and other USN and DON directives that affect operational and administrative matters such as emergency leave, leave of absences, religious accommodation requests, conscientious objectors, and drop-on request process.

(8) Provide weekly reports to the Command Chaplain as directed.

h. Command Chaplain's Senior Enlisted Advisor (SEA). As the senior technical advisor, the SEA advises the Command Chaplain on matters concerning the RP rating and the CRP within USNA, supervise the administration of the USNA CRP, and mentor chaplains and RP's per reference (f). In addition, the SEA will:

(1) Collaborate with RMT staff to establish planned ministry objectives and funding requirements for the execution of the CRP budget and develop a quarterly spending plan.

(2) Manage administration of RMT supply and all associated records and monitors the CRP spending plan.

(3) Manage RMT travel and collaborate with staff to track and schedule RMT requirements for training.

(4) Supervise RP's and any assigned Chaplains Assistants and advise the Command Chaplain on staffing projections and requirements.

(5) Liaise with senior enlisted staff on matters of health, training, and spiritual fitness of midshipmen and staff.

(6) Manage the RM Metrics tool providing the Command Chaplain with weekly reports and trends.

(7) Perform other duties and responsibilities as assigned by the Command Chaplain or Deputy Command Chaplain.

i. RPs. RP's serve as the chaplain's primary enlisted assistant for managing and executing the CRP. RP's support the chaplain's religious, administrative, and supervisory responsibilities, and perform other primary responsibilities and qualifications as outlined in references (a) and (g).

j. RMT Civilian Employees. The Deputy Command Chaplain is responsible for the management of all RMT civilian employees.

(1) Executive Assistant/Office Manager. The Executive Assistant to Command/Deputy Command Chaplain performs administrative and technical support duties that facilitate the work of PNC personnel at USNA. The Office Manager reports directly to the USNA Command Chaplain.

(2) Chapel Facilities Assistant. The Chapel Facilities Assistant is responsible for daily operational and administrative functions for all USNA Chapels.

(3) Chapel Sacristan. The Chapel Sacristan is responsible for the cleanliness and orderliness of the Brigade chapel, ensures security and safety of chapel spaces, and prepares arrangements and setups for various religious services and special events.

(4) Chapel Pastor. The Protestant Chapel Pastor provides for spiritual growth and development, pastoral care and counseling, and community outreach for civilian and local residents of the Naval Academy Chapel Protestant Congregation. The Chapel Pastor reports directly to the USNA Command Chaplain.

(5) Catholic Director of Religious Education (DRE). The Catholic DRE serves as the assistant to the Senior Catholic Chaplain in developing and implementing a Catholic Religious Education Program at USNA to accomplish the program goals established by the Command Chaplain and the Senior Catholic Chaplain.

(6) Catholic Contract Religious Ministry Professional (CRMP). The Roman Catholic CRMP assists the Senior Catholic Chaplain in providing faith-specific RM to authorized Roman Catholic personnel. The CRMP performs services at the chaplain's office spaces, chapels, and other places as determined by the Command Chaplain.

k. Religious Volunteers

(1) Religious volunteers are any military or civilian, non-midshipmen volunteers who will come in contact with midshipmen for the purpose of supporting RM as a part of the CRP. Religious volunteers serve under the oversight and supervision of the USNA Command Chaplain and administration of religious volunteer services be performed per reference (i).

(2) Religious Non-Federal Entities (R-NFE). To promote consistent oversight, management, and support of religious activities, religious volunteers that provide support to brigade activities will operate as NFEs per reference (h).

(a) The Command Chaplain is appointed as the supervisor and recommending authority for all religious volunteers, volunteer religious organizations, and R-NFE supporting the CRP and retains the authority to recommend the suspension or dismissal of religious volunteer(s) or religious organization(s) if a group or individual fails to meet the ethical, moral, and professional standards and expectations of the CRP.

(b) All R-NFE volunteers must have a signed Superintendent endorsement letter, sample found in enclosure (1).

(c) Per reference (i), a DD Form 2793 Volunteer Agreement for Appropriated Fund Activities will be executed, as applicable.

15 Jul 2026

(d) All R-NFE organizations and its volunteers will comply with all applicable DoD, DON, and USNA policies and procedures as they conduct activities and provide volunteer support to the Brigade of Midshipmen and USNA.

(3) Chapel Volunteers. Chapel Volunteers are designated in writing by the USNA Command Chaplain in accordance with reference (i) to provide religious support to USNA Chapel worship services and activities. Per reference (i), a DD Form 2793 Volunteer Agreement for Appropriated Fund Activities will be executed, as applicable. The Command Chaplain retains the authority to recommend the suspension or dismissal of religious volunteer(s) or religious organization(s) if a group or individual fails to meet the ethical, moral, and professional standards and expectations of the CRP.

6. Confidentiality

a. Per reference (c), a confidential communication is any communication made to a chaplain or contracted clergy if the communication is made as a formal act of religion or a matter of conscience. A communication is also “confidential” if made to a chaplain in the chaplain’s official capacity as a spiritual advisor.

b. All chaplains, RPs, Chaplain Assistant, contracted clergy will protect confidential communications as part of their professional duties.

c. USNA RMT personnel and religious volunteers will not disclose a personal communication revealed in the course of their duties without the informed consent of the person who made the communication.

d. Religious volunteers are not protected by DON policies regarding confidential communications to chaplains. All religious volunteers must engage the support of a chaplain on all critical issues revealed to them that affect midshipmen welfare, morale, and safety.

7. Authorized Users. Per reference (a), authorized users are individuals eligible to receive services from the RMT, to include military personnel, their dependents, civilian personnel working for the command, retirees, and other individuals in possession of a military identification card. The Superintendent may extend eligibility to other individuals as necessary.

8. Religious Activities at USNA

a. Per reference (a), RM is defined as the professional duties performed by Navy Chaplains and designated personnel to include facilitating or providing ministry in support of religious freedom. RM at the Naval Academy may only be performed by USNA Chaplains and personnel designated by the Superintendent to conduct religious activities.

b. The manner and parameters by which religious activities may be performed remains at the discretion of the Command Chaplain. Per reference (j), only Navy Chaplains or persons designated by the Command Chaplain in writing may conduct Divine Services at USNA.

c. Religious volunteers and any guests to USNA are prohibited from advertising, recruiting, distributing media, or fundraising for religious organizations or religious activities onboard USNA without the explicit approval of the Superintendent, Commandant of Midshipmen, or Command Chaplain.

9. Requesting Chaplain Support and Use of Chapel Spaces

a. Individuals desiring the services or support of USNA Chaplains should submit requests via email no less than 30 days before the desired date to Chaplain's Center Operations: chaplainrequest-group@usna.edu or call (410)293-1100. All approved requests will be confirmed in writing via email. Requests should contain the support being requested (invocation and/or benediction), type of event, date, time, location, and required uniform for the event.

b. All requests for memorial/funeral services must be made with the USNA Memorial Affairs Coordinator: memorialaffairs-group@usna.edu.

c. All requests for weddings or wedding support must be made with the Naval Academy Business Services Division: weddings@usna.edu.

d. All requests for baptisms of other sacramental activities must be made by contacting the USNA Baptism Coordinators. Protestant Baptisms: protestantbaptism-group@usna.edu; Catholic Baptisms: catholicbaptism-group@usna.edu.

e. All requests to reserve or use chapel spaces for events or other activities must be made to the appropriate points of contact as described in reference (k). Per reference (k) all chapel spaces are designated for use for religious services and ceremonies. Requests for use of chapel spaces must be made through the Chaplains Center Office Manager or designated appointee.

10. Religious Accommodation Requests. USNA personnel, midshipmen and prospective accessions seeking accommodation of a religious practice must submit a request in writing to their chain of command per references (l) and (m). Personnel desiring to submit a religious accommodation request should contact a local unit or Battalion Chaplain.

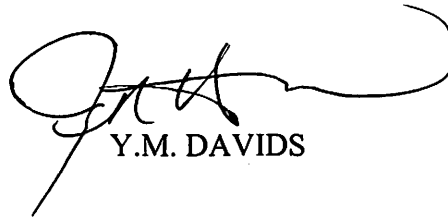
11. Records Management

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 DON Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Recordsand-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 your local records custodian or the USNA records manager.

12. Review and Effective Date. Per OPNAVINST 5215.17A, the USNA Command Chaplain and the Director, Naval Academy Business Services Division will review this instruction annually on the anniversary of the 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.

13. Forms. DD Form 2793 Volunteer Agreement for appropriated fund activities or non-appropriated fund activities can be found on the DoD issuance forms website at <https://www.esd.whs.mil/Directives/forms/>. The form should be filled out and submitted per reference (i).



Y.M. DAVIDS

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SUPERINTENDENT'S ENDORSEMENT LETTER SAMPLE

MEMORANDUM

From: Superintendent, U.S. Naval Academy

To: Board of Elders, ABCD Church, Annapolis, MD

Subj: APPROVAL LETTER FOR ABCD CHURCH RELIGIOUS NON-FEDERAL ENTITY
SPONSORSHIP TO CONDUCT RELIGIOUS ACTIVITIES AT U.S. NAVAL
ACADEMY

Ref: (a) USNAINST 1730.4

Encl: (1) Approved List of ABCD CHURCH Volunteers (YYYY-YY)

1. Your sponsorship packet number R-NFE-ABCD YYYY-YY has been reviewed and approved by the U.S. Naval Academy (USNA) Command Chaplain per reference (a).

2. Approval letter is valid for 12 months or as determined by Command Chaplain, effective on dd Mmm YYYY. All Religious Non-Federal Entities (R-NFE) are required to reapply by providing the following requirements annually through the USNA Religious Ministry Team.

a. Sign R-NFE Memorandum of Agreement for appropriate 12-month timeframe.

b. Proof of Non-Profit standing, IRS Exemption determination letter and IRS form 990, Exemption from income tax.

c. Proof of liability insurance coverage.

d. Completion of USNA Religious Volunteer Training for all volunteers conducted by the USNA Chaplain's Office.

3. All sponsored R-NFE are required to abide by the policies and procedures listed above and provide bi-weekly reports to the assigned USNA Representative.

4. The USNA Command Chaplain administrative point of contact on this matter is RANK, First and Last name, office: (410) 293-1100 or email xxxx@usna.edu

I M. COMMAND CHAPLAIN
By direction

YYYY-YY ABCD CHURCH AUTHORIZED RELIGIOUS VOLUNTEERS

Last Name	Fist Name

Enclosure (1)