



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 1730.1
N00R
26 Sept 2012

CNIC INSTRUCTION 1730.1

From: Commander, Navy Installations Command

Subj: CNIC CHAPEL FACILITY USAGE

Ref: (a) SECNAVINST 1730.7D
(b) OPNAVINST 1730.1E
(c) SECNAVINST 5351.1
(d) DoD 5500.07-R of 17 Nov 2011
(e) SECNAV M-5210.1

1. Purpose. To issue policy, procedures and regulations governing the use of Chapels. The term "chapel" is used throughout this directive to describe all Navy Religious Ministry Facilities.

2. Background. Chapels exist on military installations in support of the requirement for Commander, Navy Installations Command (CNIC) to maintain facilities for the Command Religious Program (CRP).

3. Policy

a. In accordance with references (a) through (d), chapel usage policy and guidelines are established to facilitate the delivery of religious ministry programs that support the free exercise of religion for authorized users. Chapel facilities are reserved primarily for regularly scheduled CRP divine services, special religious services or ceremonies, religious education, pastoral care, and CRP sponsored events. Chapels, on a not-to-interfere basis with regularly scheduled CRP events, may be used to support command functions and command-approved community groups and activities.

b. Eligibility. Active duty military personnel and their authorized dependent family members, members of reserve components on active duty, retired military personnel as well as Department of Defense personnel and their command-sponsored family members may reserve chapel spaces to facilitate religious

expression and accommodation, to conduct official ceremonies, or to support command-approved community groups and events.

c. Use of a chapel space for an event does not imply chaplain participation in the event. Requests for the services of a chaplain, civilian religious ministry professional, or other military or civil official for any special religious or non-religious ceremony or event shall be made directly with the chaplain, civilian religious ministry professional or other official concerned. Such requests are distinctly separate from the chapel usage arrangements.

d. Military chaplains, when requested by eligible personnel, may perform weddings in Navy chapels in accordance with the manner and form of their respective religious organizations, and the requirements of applicable state laws.

e. Civilian religious ministry professionals and authorized civil officials may, with the permission of the command Chaplain, be granted the privilege of performing weddings in Navy chapels, if they meet requirements of applicable state laws, are cleared by the Access Control Office, and are invited by eligible personnel.

f. Navy chaplains, Religious Program Specialists and authorized lay leaders are prohibited from accepting remuneration for use of the chapel or their services. Accepting an invitation to be a guest at a reception or other event will not normally be considered remuneration for services rendered. Ethical guidance per reference (d) applies concerning the acceptance of token mementos. Navy legal counsel shall be sought for clarification.

g. If a request to use a chapel is denied by the Command Chaplain, the requester may appeal the decision in writing to the Installation Commanding Officer (CO) within 5 calendar days after receipt of the Command Chaplain's notification of denial.

4. Responsibilities

a. The Force Chaplain is responsible for advising the CNIC Commander on all matters pertaining to religious ministry, including the use and management of religious facilities.

b. Region Chaplains are the senior supervisory religious ministry professionals assigned to Navy regions. Supported by

senior religious program specialists (RPs), Region chaplains are responsible for:

(1) Advising the Region Commander on all matters relating to religious ministry within the region and advising the command supervisory chaplains on manpower, personnel, professional development, and religious facility requirements.

(2) Ensuring chapels within a given region are managed in accordance with all pertinent policies and directives.

c. Command Chaplains are the senior supervisory chaplains assigned to installations. Supported by RPs, command chaplains oversee the daily delivery of religious ministry and are responsible for:

(1) Supervising the delivery of religious ministry in installation chapel facilities throughout the command.

(2) Ensuring all policies and directives pertaining to religious ministry are adhered to throughout the command.

(3) Reviewing and approving or disapproving all Chapel Usage Requests.

(4) Notifying requesters of decision to approve or disapprove Chapel Usage Requests within 5 calendar days of receipt.

(5) Informing requesters of their right to appeal a disapproved request in writing to the Installation CO within 5 days of notification of the decision.

d. Installation chaplains, with the support of RPs, manage and execute the CRP. As a religious ministry team, they support the religious rights of all authorized persons and are responsible for:

(1) Adhering to all instructions and directives onboard a command in reference to chapel utilization.

(2) Ensuring chapel utilization is made available to all eligible persons, listed in section 3b of this policy, on a not-to-interfere basis with ongoing Command Religious Programs.

(3) Ensuring eligible persons who desire to reserve chapel facility spaces for recurring events, a special event, or a ceremony complete and return a Chapel Facility Usage Request Form, CNIC 1730/1 (07/2012), to the Command Chaplain. See section 6 below for further guidance.

5. Action

a. Installation COs shall:

(1) Ensure compliance with all applicable laws and regulations, including but not limited to: laws and regulations pertaining to the free exercise of religion, religious expression, free speech, and privacy.

(2) Seek advice on subject matter pertaining to appeal of a Chapel Usage Request that has been disapproved by the Command Chaplain from the installation Staff Judge Advocate or General Counsel, Public Works Officer, Public Affairs Officer and Region Chaplain.

(3) Respond to a requester's letter of appeal to a disapproved request within 15 calendar days of receipt.

(4) Make the final decision in writing regarding the disposition of the original chapel facility usage request.

(5) Send copies of the requester's letter of appeal and final determination on chapel usage to the Command Chaplain and the Region Chaplain for their situational awareness.

b. The Command Chaplain shall notify the requester and sponsor of any conflict in which a previously scheduled event will unavoidably conflict with an unscheduled command requirement (e.g., memorial or funeral services) and offer them the opportunity to reschedule the event or refer them to another facility.

c. Navy chaplains and Religious Program Specialists shall seek Navy legal counsel for clarification on accepting remuneration for services as necessary.

d. Officials performing weddings will comply with all applicable federal, state, and installation regulations and procedures. Pertinent laws of the host nation apply in locations outside of the continental United States.

e. Chapel facility usage requesters shall:

(1) Submit requests for the services of a chaplain, civilian religious ministry professional, or other military or civil official for any special religious or non-religious ceremony or event directly to the official concerned. Chaplain service requests are distinctly separate from chapel facility usage arrangements.

(2) Submit an appeal to a disapproved request, if desired, to the Installation CO within 5 calendar days after the receipt of the Command Chaplain's notification of denial.

6. Forms and Reports. The Chapel Facility Usage Request form, CNIC 1730/1 (07/2012), will be used enterprise-wide to request any usage of a chapel facility. The form is available on the CNIC Gateway 2.0 Headquarters landing page at:

<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx> and on the CNIC public site at:

http://www.cnic.navy.mil/CNIC_HQ_Site/index.htm. The form should be filled out, signed, and emailed or delivered to the Command Chaplain at the respective chapel where the usage is requested. The Command Chaplain will respond to all requests within 5 days of receipt of request.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (e).


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Vice Admiral, U. S. Navy

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