



COMDTINST 1730.5A

JUL 11 2020

COMMANDANT INSTRUCTION 1730.5A

Subj: AUXILIARY CHAPLAIN SUPPORT PROGRAM

- Ref: (a) Religious Ministries within the Coast Guard, COMDTINST 1730.4 (series)
 (b) Auxiliary Manual, COMDTINST M16790.1 (series)
 (c) 14 U.S. Code § 705
 (d) Military Rules of Evidence (Manual for Courts-Martial, Part 3, Military Rules of Evidence, Rule 503)
 (e) Privileged and Confidential Communications to Chaplains, SECNAVINST 1730.9 (series)
 (f) 14 U.S. Code § 3902
 (g) 10 U.S. Code § 1588

1. **PURPOSE.** This Instruction promulgates policy and standards for the Coast Guard Auxiliary Chaplain Support (ACS) Program.
2. **ACTION.** All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements will familiarize themselves with this Instruction and adhere to its requirements. Advance planning will be the key to mission success in meeting Religious Ministry (RM) requirements. Unit commanding officers will work with local Coast Guard Auxiliary (CGAUX) Division and Flotilla Commanders to recruit and recommend ACS program candidates. If local clergy desire to provide RM support to Coast Guard units, commanding officers will refer them to the cognizant Division Commander for affiliation with membership in the CGAUX and application to be an ACS Chaplain. The Chaplain of the Coast Guard (CG-00A) will be responsible for administration of this program and associated qualification and training. Internet release is authorized.
3. **DIRECTIVES AFFECTED.**
 - a. References (a) and (b) will require modification to reflect the updated ACS Program.

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NON-STANDARD DISTRIBUTION:

- b. Auxiliary Clergy Support, COMDTINST 1730.5 is hereby cancelled.
4. DISCUSSION. Pursuant to Reference (c), the Secretary of the Navy may detail officers of the U.S. Navy Chaplain Corps to provide RM to Coast Guard members and other authorized personnel. The organization and supervision of Coast Guard RM programs is carried out by the Chaplain of the Coast Guard (CG-00A) pursuant to Reference (a). When serving with the Coast Guard, officers of the U.S. Navy Chaplain Corps are referred to as “Coast Guard Chaplains.”
- a. For many years, Coast Guard Chaplains have played a vital role in support of overall mission execution of the Coast Guard. Pursuant to Reference (a), Coast Guard Chaplains are responsible for administering, supervising, and facilitating religious support and chaplain activities for the Coast Guard. This is done through the Navy Chaplain Corps’ four Core Capabilities:
 - (1) Provision of religious rites, services, ordinances and other religious activities according to a chaplain’s particular faith tradition.
 - (2) Facilitation of religious accommodation for members of other faith traditions.
 - (3) Care for all regardless of faith tradition or no faith tradition.
 - (4) Advisement to the command.
 - b. Given manpower and logistic limitations, Coast Guard Chaplains may be prevented or delayed in the timely response to RM requirements. The ACS program is a crucial step in closing this shortfall and providing the best RM support possible for our Coast Guard members and their families.
 - c. ACS expands RM capacity and capability within the Coast Guard to better meet the RM needs of Coast Guard members and other authorized personnel. ACS Chaplains work under the direction of an assigned supervisory Coast Guard Chaplain. ACS Chaplains do not replace Coast Guard Chaplains but supplement and support them in carrying out their responsibilities to the command for RM.
 - d. Communications by Coast Guard members and other authorized personnel with ACS Chaplains may be privileged under Reference (d) and section 18 of this Instruction.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. Uniform guidance for rank and religious symbols, annual evaluations process, changing the official name from Auxiliary Clergy Support Program to Auxiliary Chaplain Support Program, and process for changing endorsers. Addition of Reference (d) Military Rules of Evidence (Manual for Courts-Martial, Part 3, Military Rules of Evidence, Rule 503). Addition of a new Provisional Auxiliary Chaplain Support Program for new Auxiliary Chaplains in a provisional status that have not completed all of the requirements set forth in this Instruction. A Tier 1 background investigation with a State Child Care Check

will no longer be required for participation in the ACS program. The National Crime Information Center Interstate Identification Index (NCIC-III) check will be the new requirement to determine fitness for participation in the program.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Instruction and the general policies contained within it were thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further environmental analysis in accordance with Implementation of the National Environmental Policy Act (NEPA), DHS Instruction Manual 023-01-001-01 (series).
- b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, state, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the NEPA, DHS and Coast Guard NEPA policy, and compliance with all other applicable environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.dcms.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C.3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. AUTHORITY. Pursuant to Reference (f), the purpose of CGAUX is to assist the Coast Guard as authorized by the Commandant in performing any Coast Guard function, power, duty, role, mission or operation authorized by law. Reference (g) authorizes the acceptance of voluntary services for RM programs.

11. APPLICABILITY.

- a. This Instruction applies to Auxiliarists, and civilian clergy members who wish to be Auxiliarists, who pursue designation as, and who are designated as, ACS Chaplains that support Coast Guard RM programs.

- b. Former and retired Department of Defense (DoD) Chaplains (active and reserve), current DoD Reserve Chaplains who are not otherwise on military orders (e.g. Reserve Chaplains serving in their personal capacities), and chaplains representing federal agencies are required to enroll in the Coast Guard Auxiliary to participate in this program.
- c. This Instruction does not apply to Coast Guard Chaplains, other DoD Chaplains on military orders, or Religious Ministry Professionals on contract with the Coast Guard and thus under a Coast Guard Chaplain's supervision.

12. POLICY.

- a. Selection to serve as an ACS Chaplain is predicated on meeting the active duty Coast Guard RM requirements of the area of operations (AOR) to be served. Inventory of ACS personnel must not exceed AOR RM requirements.
- b. ACS Chaplains will serve under the direct supervision of their assigned Coast Guard Chaplain (assignment to be determined by the Chaplain of the Coast Guard).
- c. ACS Chaplains will coordinate and report all RM and other support with their assigned supervisory Coast Guard Chaplain.
- d. No Coast Guard unit or official will authorize use of volunteer civilian clergy who are not designated as ACS Chaplains without the concurrence of CG-00A.
- e. To optimize administration of the ACS program at the Auxiliary national level, CG-00A may consult with the Auxiliary National Commodore (NACO) regarding appointment of ACS Chaplains to serve as Auxiliary national Division Chief (DVC-HH), Branch Chiefs (BC-HHx), and other national offices as needed. Similarly, at the Auxiliary district level, when directed by CG-00A, the cognizant Coast Guard District Chaplain may consult with the Auxiliary District Commodore (DCO) regarding appointment of ACS Chaplains to serve as Auxiliary district level staff officers who may engage in ACS program administration within the district.
- f. A favorable National Crime Information Center Interstate Identification Index (NCIC-III) check is required for participation in the ACS program.
 - (1) NCIC-III checks will be performed by the Coastwatch, Division of the Intelligence Coordination Center in accordance with existing standards for Auxiliary personnel not otherwise subject to Direct Informational or Director Operational Auxiliary personnel security requirements.
 - (2) ACS Chaplains will not be authorized to perform independent ACS program activities until the NCIC-III check has been completed with favorable results.
 - (3) State child care checks are not required for ACS Chaplains as they do not work alone or have regular, recurring contact with children under the age of 18. ACS Chaplains will not have unsupervised access with a child.

- (4) Auxiliary Chaplains will undergo an annual NCIC III check in accordance with existing standards for Auxiliary personnel.
- (5) If new information, obtained through the annual NCIC-III check or other channels, raises fitness issues, the Auxiliary Chaplain will be suspended from participation in the ACS program until the fitness issues are resolved. If the annual NCIC III check results in an unfavorable determination, the Auxiliary Chaplain will be removed from the ACS program and potentially disenrolled from the Auxiliary.

13. ACS CANDIDATES. Candidates for the ACS program must meet the following qualification criteria:

- a. Be in Basically Qualified (BQ) membership status. Additionally, must be in good standing with the Auxiliary by being current in all Auxiliary Core Training (AUXCT) requirements, being current with respect to payment of annual Auxiliary dues obligations, and not being subject of any investigation or disciplinary action as validated by the cognizant District Director of Auxiliary (DIRAUX). Failing to sustain such good standing will result in immediate suspension from performing any ACS program activity.
- b. Have an Ecclesiastical Endorsement in the form of a letter from an Ecclesiastical Endorsing Agent who is authorized by a religious organization (RO) recognized by the Armed Forces Chaplain Board (AFCB).
- c. Hold a bachelor's degree from an accredited college or university named on the U.S. Department of Education's list of Accredited Postsecondary Institutions and Programs: <https://ope.ed.gov/dapip/#/home>.
- d. Possess a post-baccalaureate graduate degree in the field of theological or related studies from a qualifying educational institution. A qualifying graduate degree program must require no fewer than 72 semester hours (108 quarter hours) of graduate-level work. Related studies may include graduate courses in pastoral counseling, social work, religious administration, and similar disciplines when one-half of the earned graduate credits include topics in general religion, world religions, the practice of religion, theology, religious philosophy, religious ethics, and/or the foundational writings from the applicant's religious tradition. Waivers may be granted for clergy lacking an accredited graduate degree if they have a minimum of five (5) years full-time, ministry experience. Along with verification of the five (5) years, full-time, ministry experience, applicants requesting a waiver will provide two (2) letters of recommendation from sources who have observed ministerial activities and capabilities of the candidate. These letters are to be professional references.
- e. Have favorable NCIC-III results.
- f. Upon review of the application package, receive endorsement from the applicant's District Chaplain, District Commander, and Area Chaplain.

14. ACS APPLICATION PROCEDURES.

- a. Applicants will coordinate with their regional ACS Branch Chief to complete the application process, which requires submitting the following documents to the District Chaplain:
 - (1) Completed ACS Application Form (ANSC-7069), available from the U.S. Coast Auxiliary forms warehouse: <http://forms.cgaux.org/>.
 - (2) Copies of academic transcripts of each degree. Retired DoD chaplains can submit a copy of their DD-214 in lieu of this requirement.
 - (3) Copy of the Statement of Ecclesiastical Endorsement (ANSC-7070), available from the U.S. Coast Auxiliary forms warehouse: <http://forms.cgaux.org/>.
 - (4) A letter of recommendation from their Flotilla Commander (FC). Letter must state the applicant is in Basically Qualified (BQ) membership status and in good standing with the Auxiliary, current in all Auxiliary Core Training (AUXCT) requirements, current with respect to payment of annual Auxiliary dues obligations, and not subject of any investigation or disciplinary action as validated by the cognizant District Director of Auxiliary (DIRAUX).
 - (5) A letter from a Coast Guard CO/OIC addressing the applicant's suitability for service as an ACS Chaplain.
 - (6) A letter of recommendation from a Coast Guard Chaplain.
 - (7) If applicable, a written waiver request in lieu of a graduate theological degree with verification of five (5) years full-time, ministry experience and two (2) letters of recommendation from sources who have observed ministerial activities and capabilities of the candidate. These letters are to be professional references.
- b. District Chaplains will review ACS application packages for completeness and forward them via email to their District Commander and Area Chaplain. District Chaplains will provide a recommendation regarding approval to the Area Chaplain.
- c. Area Chaplains will review ACS application packages and provide a recommendation regarding approval to Commandant (CG-00A).
- d. Commandant (CG-00A) will convene an administrative board to review applications, verify completion of qualification criteria, and provide a recommendation of acceptance or denial.
- e. Commandant (CG-00A) will make final determination regarding provisional or final appointment (as appropriate) as a Provisional ACS Chaplain or as an ACS Chaplain and inform the applicant in writing. Any ACS status can be revoked at any time at the discretion of the Chaplain of the Coast Guard.

- f. Upon approval of provisional ACS status, applicants will be notified in writing by a provisional appointment letter, and a supervisory Coast Guard Chaplain will be assigned. A copy of this notification letter will be provided by the signature authority to the applicant's cognizant District Director of Auxiliary (DIRAUX) for appropriate provisional ACS status record entry in AUXDATA. Provisional Chaplains will adhere to section 12.f. of this Instruction and are not authorized to wear the religious symbol, per section 19 of this Instruction, in order to distinguish themselves as an ACS in provisional status. Status as a Provisional ACS Chaplain can be revoked at any time at the discretion of Commandant (CG-00A).

(1) Provisional status remains in place until chaplains have:

- (a) Viewed and discussed with supervisory chaplain the four ACS Chaplain video training sessions on confidentiality, professional naval chaplaincy, religious accommodation, and sexual assault prevention and reporting (SAPR);
 - (b) Completed Incident Command System (ICS) training (ICS 100, 200, 700 and 800);
 - (c) Completed the Living Works ASIST Suicide Intervention course (2 day course offered throughout the CG); and
 - (d) Completed a Critical Incident Stress Management or Pastoral Crisis Response Course (online or in person).
- g. Upon final approval, applicants and/or provisional Chaplains will be notified in writing by a final appointment letter, and a supervisory Coast Guard Chaplain will be assigned. A copy of this notification letter will be provided by the signature authority to the applicant's cognizant District Director of Auxiliary (DIRAUX) for appropriate Auxiliary record entry. Status as an ACS Chaplain can be revoked at any time at the discretion of Commandant (CG-00A).

15. TRAINING AND SUPERVISION.

- a. ACS Chaplains will complete annual ACS training under the supervision of a Coast Guard Chaplain to include, but not be limited to: Confidential Communication, Religious Accommodation, Crisis and Referral Resources, and Chaplain Support of Sexual Assault Prevention and Response.
- b. Coast Guard Chaplains supervising ACS Chaplains will submit an annual evaluation (due 15 January) of the ACS Chaplain under their supervision with a recommendation as to the ACS Chaplain's continued participation in the ACS program.

16. ACS CHAPLAIN RESPONSIBILITIES. Crisis Ministry and Response is mission essential under the authority of support to Coast Guard personnel. Coast Guard Chaplains will determine what constitutes crisis ministry and the appropriate response for ACS Chaplains. ACS Chaplains may have the following responsibilities when directed by and under the supervision of their assigned supervisory Coast Guard Chaplain:

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- a. Respond to crisis situations by providing RM and other support.
- b. Provide pastoral counseling upon the request of an individual Coast Guard member or family member.
- c. Administer faith group specific religious rites according to the manner and form of the ACS's RO, at the request of an individual Coast Guard member or family member.
- d. Provide appropriate religious elements for official ceremonies (e.g. retirements, changes of command, changes of watch, etc.).
- e. Conduct religious services, studies or rites at Coast Guard facilities, Coast Guard vessels or other predetermined venues.
- f. Participate in annual ACS training.
- g. Provide their supervisory Coast Guard Chaplain a monthly report of activities in support of Coast Guard units, even if no activities were conducted. The supervisory Coast Guard Chaplain will provide the ACS Chaplains with guidance regarding the extent of further sharing or dissemination of any such information. Associated Auxiliary program activity information (e.g., mission hours, unreimbursed mileage, and unreimbursed personal expenses) will be submitted and recorded in the Auxiliary Database (AUXDATA) in accordance with Reference (b).
- h. ACS Chaplains may perform any Auxiliary Lay Leader functions authorized in Reference (b).
- i. ACS Chaplains may be issued travel orders in accordance with policies established in Reference (b).

17. ACS CHAPLAIN REQUIREMENTS.

- a. ACS Chaplains will not conduct interviews or write recommendations for religious accommodation requests or conscientious objectors.
- b. ACS Chaplains will immediately report any status change in relationship with their RO Ecclesiastical Endorsing Agent to their assigned supervisory Coast Guard chaplain.
- c. If an ACS Chaplain changes ecclesiastical endorsement, either voluntarily or involuntarily, the ACS Chaplain will inform Commandant (CG-00A) of the change and request continued affiliation with the ACS program. Commandant (CG-00A) will convene an administrative board to review the request. Upon recommendations of the board, Commandant (CG-00A) has final approval authority for continued affiliation under the new endorsement.

- d. ACS Chaplains will immediately report any change in their Auxiliary enrollment including disenrollment for any reason, any investigative or disciplinary action taken against them, and any arrest or other reason that would warrant their District Chaplain notification.
 - e. ACS Chaplains will undergo the normal annual NCIC-III check that all other Auxiliarists undergo each year. They will immediately report any derogatory findings to their District Chaplain supervisor.
18. CONFIDENTIALITY. Coast Guard Chaplains and ACS Chaplains are committed to treating all those to whom they minister with respect for their personal dignity and for their right to privacy. This includes protecting the confidentiality of all personal information shared. Per References (d) and (e) which define general rules of communications to clergy and who may claim the privilege of the communication, authorized USCG personnel and users have privileged communication when speaking with an ACS Chaplain. ACS Chaplains maintain confidentiality and can only disclose confidential communications with expressed authorization by the person to whom they ministered.
19. UNIFORM.
- a. Pursuant to Reference (b), ACS Chaplains are authorized to wear the Coast Guard Auxiliary uniform in the performance of their ACS duties.
 - b. ACS Chaplains are authorized to wear two (2) stripes. (This does not preclude an Auxiliary clergy member from wearing a higher insignia, e.g. 3 or 4-stripes, if the member has earned that higher insignia through other Auxiliary service.)
 - c. ACS Chaplains will wear the religious symbol approved by their Ecclesiastical Endorsing Agency as recognized by the Armed Forces Chaplain Board (AFCB). This approval is only for ACS Chaplains and is not applicable to chaplains of that RO who serve in the DoD.
 - d. Religious symbols will only be worn when functioning in the role of an ACS Chaplain.
 - e. The standard Auxiliary nametag for Auxiliary uniforms (e.g., Tropical Blue, Service Dress Blue, and Operational Dress Uniforms) will be worn whenever engaged in ACS program activities.
 - f. Uniform guidelines may be revised as needed by Chief Director of the Coast Auxiliary and the Chaplain of the Coast Guard.
 - g. Religious symbols will not be worn by ACS Chaplains in provisional status.

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20. REQUEST FOR CHANGES. To request changes to this policy, contact the Chaplain of the Coast Guard's Office (CG-00A), AUXClergySupport@uscg.mil.



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