



DEPARTMENT OF THE NAVY

PORTSMOUTH NAVAL SHIPYARD  
PORTSMOUTH, N. H. 03804-5000

IN REPLY REFER TO:

NAVSHIPYD PTSMHINST 1730.1C  
N00R

**12 SEP 2024**

NAVSHIPYD PTSMH INSTRUCTION 1730.1C

From: Commander, Portsmouth Naval Shipyard

Subj: COMMAND RELIGIOUS PROGRAM

- Ref: (a) SECNAVINST 1730.7E Religious Ministry Support within the  
Department of the Navy  
(b) NAVPERS 18068F, Navy Enlisted Classifications  
(c) SECNAVINST 7010.6C Religious Offering Fund  
(d) OPNAVINST 1730.1F, Religious Ministry in the Navy  
(e) SECNAVINST 1730.8B, Accommodation of Religious Practices  
(f) MILPERSMAN 1730-010, Use of Lay Leaders and Volunteer Civilian  
Worship Leaders in Religious Services  
(g) SECNAVINST 1730.11, Confidential Communications to Chaplains  
(h) SECNAVINST 1730.9A, Privileged and Confidential Communications to Chaplains

- Encl: (1) Chapel Usage Policy  
(2) Application for Chapel Use

1. Purpose. To implement references (a) through (h) by providing for the free exercise of religion for all naval service members, their families and all other authorized personnel; establish policy and assign responsibility for providing religious ministry at Portsmouth Naval Shipyard (PNSY).

2. Cancellation. NAVSHIPYD PTSMHINST 1730.1B of 13 November 2017.

3. Effective Date. **16 SEP 2024**

4. Policy

a. The PNSY Installation Commanding Officer (ICO) will provide for the free exercise of religion for all members of PNSY, their dependents, and all other authorized persons.

b. The Command Chaplain assigned to PNSY will provide religious ministry through the Command Religious Program (CRP).

c. Planning, programming, and budgeting of CRP activities are command responsibilities. Support, including personnel, funding, and logistics are per references (d) and (e).

d. The CRP includes, but is not limited to worship, sacramental ministries, religious education, pre-marital counseling, individual counseling, personal growth programs, family enrichment, weddings, funeral or memorial services, and deck-plate visitation to units on board PNSY, as well as tenant commands.

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e. Specific duties of the Religious Program Specialist (RP) include but are not limited to rigging and unrigging for Divine Services and other CRP events, recruiting, training, and supervising CRP volunteers; publicizing CRP programs and events; organizing, coordinating and supporting religious education programs; managing CRP program elements and logistical support; and assisting in determining religious ministry facility requirements. Additional duties to include supporting the PNS Funeral Honor Detail will not prevent the RP from supporting CRP activities.

5. Scope. This instruction applies to all persons at PNS who are responsible for the provision, facilitation, and support of the CRP.

6. Responsibilities

a. Religious Ministry Team (RMT). Per reference (d), PNS's RMT consists of at least one Chaplain and one RP. Other members may include additional Chaplains and RPs (Reserve and Active), lay leaders, civilian clergy, contract personnel, civilian staff, and other assigned military personnel.

b. Command Religious Program (CRP). The CRP is the total collection of religious ministry and activities planned and executed at PNS by the RMT under the professional supervision of the Command Chaplain per reference (d).

c. Command Chaplain. The Chaplain assigned to PNS is the principal advisor to the ICO on all matters related to religious ministry and will advise on ethical and moral matters and other issues pertaining to the command. The Command Chaplain is assigned directly under the Executive Officer and must maintain direct access to the ICO. The Command Chaplain will protect confidential communication per references (g) and (h). The Command Chaplain must not be assigned collateral duties, which violate the religious practices of his Religious Organization, require services as director, solicitor or treasurer of funds other than administrator of a Religious Offering Fund (ROF), serve on a court-martial or stand watches other than Duty Chaplain. The Command Chaplain is a non-combatant.

(1) The Command Chaplain will:

- (a) Keep the ICO advised on all religious ministry matters within the command.
- (b) Plan, program, and budget for the logistical support of religious ministries.
- (c) Coordinate pluralistic and professional ministry within the command.
- (d) Administer the CRP to meet the needs of assigned personnel and their dependents.
- (e) Ensure continued training and professional development of CRP personnel.



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(2) Local operation and maintenance funds will be utilized for support of religious ministries within the command. Support includes, but is not limited to:

(a) Purchasing and providing consumable religious supplies and services such as religious literature, printing, and liturgical accoutrements.

(b) Providing non-consumable support such as facilities, furnishings, and equipment.

(c) Contracting for musical and educational services such as pianist, religious education coordinators, and other resource persons.

(d) Contracting for clergy to provide additional professional personnel necessary to supplement existing religious ministry.

(3) Presently, there is no established ROF in conjunction with the PNS Chapel as part of the CRP, the PNS RMT may decide to re-implement a ROF. Should the RMT decide to re-implement a ROF, it will be established to receive offerings given at worship services conducted in the Thresher Memorial Chapel. The ROF will be administered by the Command Chaplain, per reference (c).

d. Religious Program Specialist (RP). A RP is a member of the Navy enlisted rating defined in chapter IV of reference (b), who supports Chaplains in providing religious ministry and implementing CRPs as described in this instruction. RPs also maintain confidential communications per reference (g). RPs are combatants and may qualify with their table of organization weapon.

7. Leadership Overview. The Command Chaplain is responsible for the annual review and updating of this instruction.

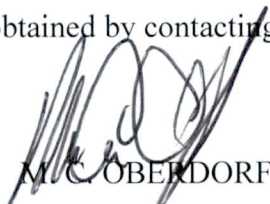
8. Records Management. Records created, as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual SECNAV M-5210.1 of September 2019.

9. Review and Effective Date. Per Office of the Chief of Naval Operations (OPNAV) Instruction OPNAVINST 5215.17A, the Command Chaplain will review this instruction periodically on or before the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, 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 canceled in the interim, and will be reissued by the 10-year anniversary date if it is 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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10. Forms

- a. The NAVSEA Local Visitor Request can be accessed on the Homepage at <https://web.ports.navy.mil/dept/1100/1120/Pages/passOffice.aspx>.
- b. The Application for Chapel use can be obtained by contacting the Chaplain's Office.



M. C. OBERDORF

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the PNS Instructions and Notices Web site.

B, G, O, T, 800, 810, 1104

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CHAPEL USAGE POLICY

1. As the eligible person (active duty, reserve or retired military member) making the application for the use of the Thresher Memorial Chapel, I understand I am responsible for the event and will ensure the Religious Service or event will convey appropriate respect. I further understand:

a. Scheduling. The use of the chapel for special religious services or ceremonies is scheduled on a not-to-interfere basis with regularly scheduled Command Religious Program events. The use of the chapel is granted for a maximum of one-half hour before the start time and two hours after the start time of the ceremony. Rehearsals may last up to 1-hour long.

b. Chaplains and Clergy

(1) Per Navy Directives, Chaplains conduct public worship according to the manner and form of their specific religious groups. Special religious services or ceremonies are conducted by a Chaplain only when they conform to the policies and procedures of his ecclesiastical authorities. Arrangements to engage the services of a Chaplain for any ceremony will be made directly with the Chaplain concerned and are separate from the arrangements made to use the chapel. Each Chaplain will determine whether his ecclesiastical regulations permit him to officiate.

(2) With the permission of the Command Chaplain, a civilian clergyman may be invited to conduct religious ceremonies in the chapel. Such arrangements will be made directly with the clergyman and are separate from the arrangements to reserve the chapel.

c. Guests and Participants. The sponsor of a special religious service or ceremony is responsible for making arrangements for the entry of guests, including instrumentalists, florists, photographers, etc., onto the Shipyard. All persons participating in or attending the service or ceremony will comply with current regulations concerning entry onto the Shipyard and personal conduct while aboard.

2. In addition, the eligible person sponsoring the event is responsible for the following:

a. Gate Admittance. In order for ceremony guests to be granted access to PNS the sponsor is required to register a Visitor Request for each event (i.e. one for the rehearsal and another for the ceremony itself), listing the names of everyone who will attend each event. This Visitor Request must be delivered to the chapel office at least 2 weeks prior to the date of each event. In addition to the Visitor Request, the requester must contact the Physical Security Office (Code 1120) at x3519 or x2002, to review the Security Plan.



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b. Consultants. Consultations such as wedding coordinators or funeral directors are advised that the Command Chaplain has final authority on all decisions regarding procedures in the chapel before, during and after the ceremony.

c. Photographers and or Videographers. Photographers and videographers must secure a camera pass from Security prior to bringing photographic equipment onto the Shipyard. Furthermore, the photographer or videographer must consult with the officiating clergyman concerning the installations camera and security mandates.

d. Use of a Musician. Musicians other than the designated chapel musician (if there is one) must be approved by the Command Chaplain.

e. Fees and Arrangements. No fees will be charged for the use of the chapel or for the services of military Chaplains. Contributions to the Religious Offering Fund are permissible. Fees for the services of civilian clergy, instrumentalists, soloists, etc., will be arranged and paid directly to such persons.

f. Alcohol and Behavior. Alcohol, other than sacramental wine, may not be consumed on chapel grounds under any circumstances. Persons who appear drunk and or are determined to be acting in an unseemly manner by chapel personnel will be asked to leave and may be escorted from PNS by Security personnel, if necessary.

g. Condition of the Chapel. The chapel is to be left in the same condition it was prior to the service or ceremony. The sponsor is responsible for the clean-up, to include removal of flowers, boxes, wrapping, and other decorative items. Any necessary repairs made due to damage connected with the service will be charged to the sponsor of the event.

h. Application. The Application for Chapel Use, enclosure (2) is to be filled out and returned to the Chapel Office in order for the chapel to be reserved for the ceremony. The application must be submitted at least 30 days in advance of the event. Once a request to use the chapel is approved, the sponsor will receive a copy of the application with proper endorsement to indicate the date and time reserved.

3. Weddings. In addition to the above-mentioned items, the following apply to wedding ceremonies:

a. Times. An eligible couple (the prospective bride and or prospective groom who hold current military identification) may be married in the chapel during any normal working hour. For weekend weddings, the couple may use the chapel for Friday night or Saturday weddings. Weddings are not held on Federal Holiday weekends.

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b. Confetti. Wedding guests may not throw rice, confetti, birdseed or any other similar substances inside or outside the chapel. Sponsors must inform the wedding guests of this requirement beforehand. It is the sponsor's responsibility to make sure the chapel, chapel walkways, and parking lots are kept clean.

c. Clergy

(1) The requirements for each religious group varies widely regarding pre-marriage instruction, counseling, etc., so it is important to contact the Officiating Pastor, Minister, Priest, Rabbi, or other official well in advance of the wedding date.

(2) Most military Chaplains require at least 60 days' notice for pre-marital counseling purposes as well as to determine a couple's suitability for marriage. The Command Chaplain may be available to officiate but may not be compelled to do so; a list of his specific religious group requirements is available upon request.

d. Legal Issues

(1) PNS is located in Kittery, Maine. A marriage application may be found at Kittery, Maine's Town Hall. This application must be processed and notarized prior to the wedding. The clergyman and witnesses will sign the form on the day of the wedding, with the clergyman sending the original back to Kittery, Maine's Town Hall. No copies of the certificate are kept at PNS; however, they may be picked up at the Kittery Town Hall about five to ten-business days after the wedding.

(2) According to Maine State Law the following is a list of those who are eligible to perform weddings in Maine: Justices or judges, lawyers admitted to the Maine Bar, Notaries public, ordained ministers of the Gospel, clerics engaged in the service of their religious body, persons licensed to preach by an association of ministers, religious seminary, or ecclesiastical body, and non-residents with a temporary registration certificate issued by the Office of Data, Research, and Vital Statistics. At present there is no residency requirement for clergy.

(3) As stated above, Maine State Law allows a Maine Commissioned Notary Public or Attorney from Maine to perform weddings. Although it is outside normal religious usage for a chapel, prospective brides and grooms may be married by a notary or lawyer in the chapel.