



COMDTINST 1730.5
27 OCT 2016

COMMANDANT INSTRUCTION 1730.5

Subj: AUXILIARY CLERGY SUPPORT

- Ref: (a) Religious Ministries within the Coast Guard, COMDTINST 1730.4 (series)
 (b) Auxiliary Manual, COMDTINST M16790.1 (series)
 (c) Title 14, U.S. Code, Section 145
 (d) Confidential Communications to Chaplains, SECNAVINST 1730.9 (series)
 (e) Title 14, U.S. Code, Section 822
 (f) Title 10, U.S. Code, Section 1588
 (g) Personnel Security and Suitability Program, COMDTINST M5520.12 (series)

- PURPOSE.** This Instruction promulgates policy and standards for the employment of Coast Guard Auxiliary Clergy Support (ACS).
- 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. 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. 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.
- DIRECTIVES AFFECTED.** References (a) and (b) will require minor modifications to reflect the new ACS position.
- 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 are carried out by

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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. Coast Guard Chaplains play 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 and ordinances according to a 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, and
 - (4) Advisement to the command.
 - b. ACS expands RM capacity within the Coast Guard to better meet the RM needs of Coast Guard members and other authorized personnel. ACS does not supplant Coast Guard Chaplains, but supplements and supports their mission.
 - c. Given manpower and logistic limitations, Coast Guard Chaplains may be prevented or delayed in the timely response to RM requirements. The use of ACS is a crucial step in closing this shortfall and providing the best RM support possible for our Coast Guard members and their families.
 - d. ACS are subject to reference (d).
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. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
- a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This Directive 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 policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. 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.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
8. 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.
9. AUTHORITY. Pursuant to reference (e), 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 (f) authorizes the acceptance of voluntary services for RM programs.
10. APPLICABILITY.
 - a. This Instruction applies to Coast Guard Auxiliarists with clergy credentials who support Chaplain supervised RM programs in the Coast Guard.
 - 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 join the Coast Guard Auxiliary to participate in this program.
 - c. This Instruction does not apply to Coast Guard Chaplains or other DoD Chaplains on military orders nor to Religious Ministry Professionals on contract with the Coast Guard and thus under Coast Guard Chaplain supervision.
11. POLICY.
 - a. ACS will serve under direct supervision of their designated Coast Guard Chaplain (designation to be determined by the Chaplain of the Coast Guard). ACS must coordinate and report all RM support to the Coast Guard Chaplain.
 - b. Selection to serve as an ACS is predicated on meeting the active duty Coast Guard RM requirements of the area to be served. The number of ACS must not exceed

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requirements.

- c. No Coast Guard unit or official will authorize use of volunteer civilian clergy who are not designated as ACS without the concurrence of the Chaplain of the Coast Guard pursuant to reference (f).
- d. ACS will meet the following qualifications:
 - (1) Be a member in good standing with the Coast Guard Auxiliary. This means being current in all Auxiliary mandated training (AUXMT) requirements, current with respect to annual dues, and not the subject of any investigation or disciplinary action.
 - (2) Have a completed Statement of Ecclesiastical Endorsement (ANSC-7070) from an Ecclesiastical Endorsing Agent authorized by an RO recognized by the Armed Forces Chaplains Board (AFCB).
 - (3) 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 (<http://ope.ed.gov/accreditation/Search.aspx>).
 - (4) 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 5 years full-time, paid pastoral experience.
 - (5) A letter of recommendation from their Flotilla Commander.
 - (6) A letter of recommendation from a Coast Guard commanding officer/OIC.
 - (7) A letter of recommendation from a Coast Guard Chaplain.
 - (8) Complete a Tier 2 with childcare coverage (T2C) (previously titled "Moderate Risk Background Investigation with childcare coverage" or MBIw/cc) background check via the Questionnaire for Public Trust Positions, SF-85P in accordance with reference (g), and receive a favorable adjudication. Auxiliarists will not be authorized to perform ACS activities until this background check is complete with a favorable determination.

- (9) Upon review of the application package, receive endorsements from their serving regional District Chaplain, District Commander, and Area Chaplain.
- e. ACS may have the following responsibilities:
- (1) Responding to crisis situations by providing RM support until a Coast Guard Chaplain can respond;
 - (2) Providing pastoral counseling upon the request of an individual Coast Guard member or family member when a Coast Guard Chaplain is not available;
 - (3) Administering faith group specific religious rites, according to the manner and form of the ACS's religious organization (RO), at the request of an individual Coast Guard member or family member;
 - (4) Providing appropriate religious elements for official ceremonies (e.g. retirement, change-of-command, change-of-watch, etc.) when a Coast Guard Chaplain is not available;
 - (5) At the request of a Coast Guard Chaplain, conducting religious services at Coast Guard facilities or on Coast Guard vessels;
 - (6) Attending annual ACS training under the supervision of a Coast Guard Chaplain;
 - (7) Providing 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 shall provide ACS 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; unreimbursed personal expenses) shall be submitted and recorded in the Auxiliary Database (AUXDATA) in accordance with reference (b).
 - (8) ACS may perform any Auxiliary Lay Leader functions authorized in reference (b).
- f. ACS may be issued travel orders in accordance with policies established in reference (b).
- g. Pursuant to reference (b), ACS are authorized to wear the Coast Guard Auxiliary uniform in the performance of their ACS duties. For uniforms requiring a hard name tag, the Auxiliarist's last name shall be horizontally centered on the name tag in 1/4-inch letters. Beneath the name shall be centered horizontally in 3/16-inch letters "USCG AUX CLERGY SUPPORT." ACS uniform guidelines may be revised, if an ACS qualification insignia is established.

12. APPLICATION PROCEDURES.

- a. Applicants will coordinate with their Flotilla Commander and their servicing regional District Chaplain to complete the application process, which requires submitting the following documents:

- (1) Completed ACS Application Form (ANSC-7069).
- (2) Copies of official academic transcripts of each degree with the originals mailed to the Office of the Chaplain of the Coast Guard.
- (3) Copy of the Statement of Ecclesiastical Endorsement (ANSC-7070) with the original mailed to the Office of the Chaplain of the Coast Guard.
- (4) A letter of recommendation from the Flotilla Commander.
- (5) A letter of recommendation from a Coast Guard commanding officer/OIC.
- (6) A letter of recommendation from a Coast Guard Chaplain.
- (7) If applicable, a written waiver request of graduate theological degree from applicant and resume with verifiable references.
- (8) Original documents can be mailed via First Class mail to:

Chaplain of the Coast Guard
Commandant (CG-00A)
US Coast Guard Stop 7000
2703 Martin Luther King Jr Ave SE
Washington, DC 20593-7000

- b. District Chaplains will review ACS application packages for completeness and forward them via email to their District Commander and Area Chaplain, each of which will provide a recommendation regarding approval, to the Chaplain of the Coast Guard.
- c. The Chaplain of the Coast Guard will convene an administrative board to review applications and verify qualifications. Upon recommendations of the board, the Chaplain of the Coast Guard will have final approval authority for all ACS applications.
- d. Upon approval, the ACS will be informed in writing with a designation letter. Status as an ACS can be revoked at any time at the discretion of the Chaplain of the Coast Guard.

13. TRAINING.

- a. ACS will complete Incident Command System (ICS) training (ICS 100, 200, 700, 800)

within one year of designation. Each course may be completed online, and must be recorded in AUXDATA.

- b. ACS will annually complete ACS training under the supervision of a Coast Guard Chaplain to include but not limited to Confidential Communication, Religious Accommodation, the tenets of Professional Naval Chaplaincy (PNC), and Chaplain Support of Sexual Assault Prevention and Response.
- c. As available and at the discretion of the District Coast Guard Chaplain, ACS may attend Applied Suicide Intervention Skills Training (ASIST), Operational Stress Control (OSC) Training, Chaplain Readiness and Resiliency Training (CRRT), and any additional training the District Chaplain deems relevant to accomplish the ACS mission for that particular District. ACS must retain the original certificates of completion for such training and forward a copy of each to the District Coast Guard Chaplain and the Chaplain of the Coast Guard's office via email.

14. CONFIDENTIALITY. Coast Guard Chaplains are, and ACS will be, 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, within the limits of the law.

15. FORMS/REPORTS.

- a. ACS Application Form (ANSC-7069) is available from <http://forms.cgaux.org/>.
- b. Statement of Ecclesiastical Endorsement (ANSC-7070) is available from <http://forms.cgaux.org/>.
- c. Questionnaire for Public Trust Positions, SF-85P is available from the Office of Personnel Management (OPM), https://www.opm.gov/forms/pdf_fill/SF85P.pdf

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

Charles D. Michel /s/
Admiral, U.S. Coast Guard
Vice Commandant