

# COAST GUARD CHAPLAINS ORIENTATION MANUAL





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PART A  
GENERAL ORIENTATION  
FOR  
COAST GUARD CHAPLAINS



## USCG CHAPLAINS ORIENTATION PROCESS

1. Indoctrination of Active Duty and Reserve chaplains, new to the Coast Guard, will be arranged individually by their immediate supervisory chaplain within 30 days of reporting. Indoctrination will include the following:
  - a. Two days indoctrination visit at District Office for brief/meetings with (funded by District):
    - 1) Admiral
    - 2) COS
    - 3) CMC
    - 4) ISC CO/XO
    - 5) Budget Coordinator
    - 6) Work Life Officer and Staff
    - 7) Housing Manager
    - 8) Tri-Care Coordinator
    - 9) Operations Boss
  - b. One day visit with Area Chaplain (funded by Area) for briefs/meetings with:
    - 1) Admiral and/or Chief of Staff
    - 2) CMC
    - 3) Operations Brief
  - c. One day visit at CG Headquarters (funded by Headquarters) for brief and meetings with:
    - 1) Chaplain of the CG
    - 2) MCPOCG
    - 3) Command Center
    - 4) Deputy Chaplain of the Coast Guard
  - d. TRACEN Chaplains indoctrination will mirror regional and district Chaplains because of their involvement in covering operational units. They will receive appropriate indoctrination at the local commands as well as the indoctrination in paragraph's a-c.
2. The curriculum consists of the following (To be distributed by a hard copy notebook with CD ROM and be delivered 90 days prior to reporting aboard):
  - a. Part A - General Indoctrination to the Coast Guard
  - b. Part B - Addendum
  - c. Part C - District/Training Command Specific Orientation



# INTRODUCTION LETTERS

## COMMANDANT OF THE COAST GUARD

### *Commandant's Vision, Mission and direction*

I'm very honored to be your new Commandant. And I am excited and eager to have the opportunity to lead this marvelous organization to address the critical issues facing our Coast Guard.

I am very grateful for the leadership of my predecessor, Admiral Jim Loy, and his vision for the future. Clearly, it has paid off. I intend to build on that solid foundation.

You're doing a superb job in a noble service, and I'm very pleased and proud to see the results of your work every day. I hope you are, too.

I'd like to spend a moment with you to discuss several recent developments concerning our nation's security... and the Coast Guard's involvement in those developments... and my direction as to the areas of emphasis that we must focus on to remain effective as a service during the next four years.

Recently, President Bush announced a major restructuring of government, in which he intends to create a new Department of Homeland Security. His purpose is to strengthen the ability of our nation to prepare our response to a variety of threats to the security of our homeland.

Consequently, the President has proposed to transfer our service from the Department of Transportation to join a new department with several other agencies who have the authority and capability to protect and secure our homeland. The president has asked Congress to approve establishment of the new Department of Homeland Security by the end of this session of Congress.

The proposal is to transfer the Coast Guard intact. Our maritime, military, multi-mission character must not change—and I will work very diligently to see that it will not. It is important that we remain a national and international leader in maritime safety and security. We must continue our excellence of service in every mission.

I fully support the decision of the President, and so does Secretary Mineta. I believe Congress will support it, too.

Without a doubt, the implementation of this decision will be a tremendous challenge. Every challenge, especially one such as this, is an opportunity to reach an even greater level of achievement. We must take every advantage of this opportunity.

In doing so, we must carefully define our strategy, build out our competencies to meet new requirements, and begin the transition in earnest. The key to the success of our efforts will be to bring about change within a framework of continuity...continuity of our core values and continuity of our essential character.

As we sail on, our emphasis in thought and action should be focused sharply in three areas: readiness...stewardship...and people.

All three areas of emphasis will be important to meeting the challenges of the future, as we look forward to the coming days ahead. But the most important will be the emphasis on people.



**Admiral Thomas H. Collins**

## Coast Guard Chaplains Orientation Manual

Let me briefly outline my focus within the three areas. **To begin** with, we must continue to improve our readiness to perform all the jobs that America has asked us to do.

We have long been recognized for our superior operational service. We must bring the same level of professionalism and maritime leadership to the war on terrorism that has been demonstrated in everything else we do.

As the lead federal agency for maritime safety and security, we will do all in our power to ensure that our units employ sound doctrine and tactics...that they are supported with capable integrated systems, both on shore and on the high seas...that they have enough people properly trained...and that they are equipped with modern cutters, boats, aircraft, and equipment. And we will continue to build upon the incredibly strong partnership we have with other government agencies, especially the Department of Defense and the United States Navy. And clearly our ties to the Department of Transportation will remain strong and sure.

**Second**, we must continue to strengthen our stewardship of the public trust by striving to be the best led and best managed organization in government.

To do so, we must ensure that we are in alignment from top to bottom and bottom to top—and for us, the top begins in the Oval Office. We will look with close attention to the leadership of our President.

We must inspire a culture of innovation, embracing technology and more effective management practices to achieve measurable outcomes.

We must take full advantage of opportunities presented by our newest acquisition strategies, such as the Integrated Deepwater System Project. All of our efforts must be aimed at delivering measurable results that support the President's Management Agenda.

**Third**, and most importantly, we must remain loyal to our people and inspire their loyalty to us. This will be the main focus of my attention as your new Commandant.

Our ability to attract, develop, retain, and deploy a quality workforce is the key to the future of the Coast Guard. It must be our top priority...and it is perhaps our greatest challenge.

We must grow the work force to meet the challenges before us. The first increment of growth in the coming year will be about 2200 people, with more to come in the out-years. This growth puts our recruiting, retention, and training efforts front and center.

Transforming our service with new and innovative technology requires that we transform our decades-old human resource policies and processes...and we must be more agile in adapting to the new marketplace for people, providing for quality of life and work, and ensuring performance-based policies to manage our workforce.

We must grow in capability, and we will...but we must do it with a watchful eye on the diversity of our ranks. We can't afford to grow indiscriminately. The future of our service demands a multitude of technical skills and capabilities. It will require people with broadly diverse talents and backgrounds. We can easily observe in the natural world around us the simple lesson that life adapts to change best through diversity.

**Finally**, let me offer a word of encouragement to those of you who may be concerned about the uncertainty of the future. I have spoken a great deal about the changes and challenges that face us. One thing will not change. The character of the Coast Guard as America's Maritime Guardian will endure. Our first calling has always been to prevent harm to American citizens, whether in the harbors or on the high seas. We will continue to do just that.

I am sending each of you a copy of the Commandant's Direction 2002. I urge you to read – and read it carefully – because it describes in more detail the areas of emphasis that I've outlined to you today. I have written it purposely to offer a broad, thematic statement of my

most important priorities. I intend for it to be a constant beacon in a sea of change. The concepts in this document will drive specific planning and budgetary decisions and actions over the next several years. I will keep you advised of the specific actions we take in support of the three themes.

These are exciting times for our Coast Guard. We all have a tremendous opportunity to serve our country, which clearly needs our services today more than ever before. I look forward to serving with you. Thank you. And Semper Paratus.

*Admiral Thomas Collins*

To ensure the high level performance America expects and deserves, we will:

- Take affirmative steps to improve current and future **readiness**.
- Place renewed emphasis on the growth, development and well being of Coast Guard **people**.
- Aggressively reinforce our **stewardship** of the public trust.

## CHAPLAIN OF THE COAST GUARD

*Excerpts from Change of Watch Speech*

To my colleagues who proudly and with distinction wear the symbols of spiritual leadership upon their Coast Guard uniform, I give you, this day, my undying pledge of total commitment and support to you and to your ministry. During this last year we have faced and we have conquered the unexpected, and sometimes, devastating challenges to our pastoral ministry. The possibility is great that we will face still many more. However, we are now more ready than ever to face whatever comes before us and, together, with the help of Almighty God, we will continue to raise the bar of excellence in providing superior pastoral care and spiritual support to the men, women and families of our Coast Guard and to any and all who cry out in need of our care and comfort. We will continue to train ourselves, both spiritually and professionally, in order to continue providing creative, innovative and life-transforming ministries, as we prepare for the challenges of the 21<sup>st</sup> century. I am so proud and honored to serve with you as, together, we will show the world that the Chaplains serving with the United States Coast Guard always have, and always will be – the epitome of spiritually based servant-leadership. Thank you and may God bless each and every one of you. Semper Paratus.



**Chaplain Wilbur C. Douglass**

## MASTER CHIEF PETTY OFFICER OF THE COAST GUARD

The MCPOCG is the principal advisor to the Commandant of the Coast Guard on quality of life, career development, work environment and, personnel matters affecting enlisted personnel; it is just as important to ensure the Commandant hears from "Team Coast Guard."



MCPO Frank A. Welch

### *Excerpts from Change of Watch Speech*

What an honor it is to stand before you today as the Ninth Master Chief Petty Officer of the Coast Guard...An honor that I could never adequately express in words...so, in what will be proven as fact, I pledge to you all that I will express it through actions...positive actions that will prove to enlighten and empower our entire workforce to work as one, for one common goal, and that is to be the very best in everything that we do as people of this unequalled nation that we proudly call "home."

I also greatly respect the fact that you all took time from your busy schedules today to be with us for this Change of Watch ceremony...especially considering the undeniable reality that Vince and I are both equally known for "talking!" You are a very brave audience that I already respect for your courage!

Respect...another core value that I pledge to work tirelessly for to instill and reinforce within our workforce...especially instilling a newfound respect for our young, but eager first-term enlisted shipmates who voluntarily devote a portion of their lives in service, to us as an organization with a desperate need for their services. We must do better...and we will!

The time has most-definitely arrived to respect, mentor, provide for, and effectively lead and develop our newly assigned workforce, officer and enlisted alike...A workforce that must know that their opportunities are both many, and unrestricted...all the while knowing in their heart of hearts that we value what they have to offer...and the same must be re-stated to our more seasoned Coast Guard shipmates...all of them; petty officers, chiefs and officers...Active, reserve, civilian and auxiliaries.

Some proclaim that our new apprentices have no direction...My response, from a "principled" point of view, that will always be my internal compass, is, and will remain to be..."Why don't they Chief?" ...It's all about respect...a word of many meanings...but in the end, just a word of many that without action means absolutely nothing, and sometimes even worse.

To shift rudders just a bit, I ask you all to internally assess your typical workweeks...Some stated to yourselves M-F, some less, some more, a lot more. Perhaps an 8-hour day...maybe 10...some look forward to holidays, and perhaps some look forward to overtime, leisure time and own time.

This is not the typical response of an operational United States Coast Guard member, nor is it typical of any service member, regardless of their organizational assignment or chosen rating, who both pre and post September 11<sup>th</sup> have and will continue to give their absolute all to see that we as the United States of America remain safe, protected and vigilant. What I refer to is what we in the Coast Guard call, "Devotion to Duty"...A selfless duty, that without both honor and respect throughout the chain of command, quickly digresses to the mere perception of "just having duty." The two must not be erroneously inter-connected.

It is without question, a complex world in which we live...A world that without the total dedication and commitment of all of our U.S. Armed Forces; soldiers, sailors, marines, airmen, and their families alike and equal, that we risk no longer living in at all.

Without honor, we cannot demand respect...Without respect, we cannot insist upon devotion to duty...Without devotion to duty, we are not America...And that is not a proposition that I am willing to compromise, nor will it be a viable option for those whom we employ.

Honor, Respect and Devotion to Duty...not choices...but a lifestyle, and I look forward to working tirelessly for you, the men and women of the greatest Coast Guard on earth, to realize the concept, provide you with what you need to do so, and to live the American dream alongside you with equality, respect and understanding for all who with pride, claim the United States of America as their free and chosen homeland.

“For the people, by the people”...a principle that I hereby publicly recommit myself to; have always believed in, and hereby (raise hand), “Do solemnly swear to uphold and protect for the good of the people of the United States Coast Guard, so help me God.”

Thank you and Semper Paratus!



# CHAPTER ONE

## FAMILIARIZATION WITH THE COAST GUARD

### HISTORY OF THE COAST GUARD

Secretary of the Treasury Alexander Hamilton envisioned a unique maritime service in 1787, when he proclaimed, "A few armed vessels, judiciously stationed at the entrances of our ports, might at a small expense be made useful sentinels of our laws." On August 4, 1790, the new Congress authorized President George Washington to build and deploy up to ten Revenue-Cutters to serve on the front lines of the new nation's maritime sovereignty and enforce tariffs and customs duties on inbound trade. Soon after its inception, however, the scope of responsibility of the Revenue Marine - later called the Revenue-Cutter Service - began to grow. Clearly, more than just a few armed vessels stationed at the entrances of our ports would be required to ensure America's security.

With time the Revenue Cutter Service fulfilled an ever-lengthening list of maritime roles. The Revenue Cutter Service ultimately joined with the Life-Saving Service to form the United States Coast Guard in 1915. The new Armed Service also absorbed several other agencies in the ensuing years to counter a wide range of national security threats. The Service's expanded duties included the enforcement of laws against the smuggling of alcohol during Prohibition, the smuggling of illegal drugs and migrants, and the protection of America's marine environment and fisheries, among other regulatory functions such as inspecting and regulating the steamship industry and licensing professional mariners.

### COAST GUARD VALUES

In 1994 the Coast Guard formally articulated the core values that the service holds dear. These values are:

**HONOR** - Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our personal actions. We are loyal and accountable to the public trust.

**RESPECT** - We value our diverse work force. We treat each other with fairness, dignity, and compassion. We encourage individual opportunity and growth. We encourage creativity through empowerment. We work as a team.

**DEVOTION TO DUTY** - We are professionals, military and civilian, who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.

*"We will transform our Coast Guard to meet the demands of the 21st century, confident in the enduring character of our service and strengthened by the core values of honor, respect and devotion to duty." Admiral Thomas Collins*

## **MISSION OF THE COAST GUARD**

“Team Coast Guard” was created 12 August 1994, when then Commandant, ADM Robert Kramek, approved a recommendation that integrated the reserves into the operational missions and administrative processes of the regular Coast Guard, effectively eliminating the differences between the two service components. Today, “Team Coast Guard” refers to all those who serve the Coast Guard which includes active duty and reserve officers and enlisted members as well as auxiliarists and civilians.

## **FIVE STRATEGIC GOALS**

### **1. Maritime Safety**

The Coast Guard is renown throughout the world as "America's Lifesavers," a reputation for personal courage and selflessness that goes back to the earliest days of the Revenue Cutter Service. In the 19th century, the Coast Guard's "Surfman" conducted beach patrols, deployed breeches buoys and life cars, and muscled lifeboats through raging surf, always ready to go out when no others could – or would. At the dawn of the 21<sup>st</sup> century, with modern platforms and systems to aid them, America's Lifesavers still need courage, dedication, and unique skills to protect lives and property at the mercy of angry seas.

The Coast Guard's job of ensuring maritime safety and security will become even more challenging in the years ahead, a fact of life driven by today's and tomorrow's trends: domestic and ocean borne trade and cruise ship demand are poised for explosive growth in the size and number of ships plying inland, coastal and deepwater waterways; fishing vessels and offshore platforms venture farther offshore in search of the sea's bounty; and a dramatic increase in personal watercraft and recreational boating fuels ever greater congestion on the nation's waters. Prevention, founded on expert risk assessments to reduce the probability of mishaps, will be the watchword of the future, and advance technologies will continue to be embraced to increase the probability of success.

### **2. Maritime Security**

The only federal law enforcement agency with jurisdiction in both U.S. waters and on the high seas, the Coast Guard's enforcement of U.S. laws and treaties focuses on conducting multi-agency counter-drug operations, interdicting illegal migrants and contraband, protecting living marine resources and helping to stem weapons proliferation, among other critical tasks.

Its counter-drug missions are critical to achieving the National Drug Control Strategy goals: to detect, disrupt, deter, and seize illegal drugs that kill 15,000 Americans and cost the public more than \$110 billion each year. In fiscal year 1999 alone, the Coast Guard interdicted more than 111,000 pounds of cocaine, keeping some 500 million "hits" with a value of \$4 billion off America's streets and out of its schools.

The U.S. Exclusive Economic Zone holds some 20 percent of the world's fishery resources and supports a commercial industry valued at more than \$25 billion. The Coast Guard's boardings and inspections of both foreign- and U.S.- flagged fishing vessels have increased significantly in recent years and are critically important factors in helping to rebuild and maintain fish stocks at risk from over fishing.

The nation confronts a significant threat of illegal migrants from the sea. Between 1980 and 2000, the Coast Guard interdicted more than 290,000 illegal migrants from 44 countries. This flood of people is expected to increase in the years ahead, as economic, cultural, ethnic, and political strife remains endemic throughout much of the world. The Coast Guard will be at the front lines ensuring the sanctity of America's maritime frontiers.

### **3. National Defense**

Innovative concepts of homeland security, maritime sovereignty, and global engagement have continued to shape the Coast Guard's roles, missions, and tasks since the birth of the nation. Today, Coast Guard units play critical roles in peacetime deployments, humanitarian support, peacekeeping and enforcement, crises response, and combat operations, across the spectrum of U.S. national security and military strategies.

Coast Guard peacetime active and acceptable engagement reaches out to all elements of other countries' maritime interests and agencies. Coast Guard provides support to numerous bilateral and multilateral international initiatives – including search and rescue, law enforcement, and environmental exercises – helps to underscore America's commitments to regional stability and peace.

The Coast Guard's extensive peacetime responsibilities for coastal and port maritime functions and a variety of country-to-country operations provide broad-spectrum capabilities to respond to threats and crises. The Service maintains a high state of readiness to function as a specialized service within the Navy and has command responsibilities for the U.S. Maritime Defense Zones. Moreover, its operational capabilities figure importantly in small-scale contingencies, humanitarian assistance efforts, maritime interdiction operations in support of United Nations sanctions, and port security in overseas theaters, as well as in other important military-operations-other-than-war (MOOTW) missions.

Finally, Coast Guard tasks in the maritime aspects of major theater warfare encompass critical elements of naval operations in littoral regions, including port security and safety, military environmental response, maritime interception and coastal sea control, and force protection. More than two centuries of littoral warfare operations at home and overseas have honed the Coast Guard's skills that are most needed in support of the nation's military and naval strategies for the 21<sup>st</sup> century.

Not a second navy, the Service will remain the world's best coast guard, offering unique, non-redundant, and complementary military capabilities to America's national defense needs.

### **4. Maritime Mobility**

Charged with ensuring a safe, efficient, and effective marine transportation system, the Coast Guard regulates and inspects commercial and private vessels, licenses merchant mariners, manages waterways, and protects the security of America's ports. With some 13 million Americans employed in domestic-shipping-related activities, the marine transportation system contributes some \$740 billion to America's economy each year. Additionally, U.S. military strategy and operations depend upon efficient inland waterways and multimodal transport nodes, safe ports, and secure sealift for nearly all material sent to overseas conflicts.

The Service's Aids to Navigation Program and Vessel Traffic Services help to ensure safe vessel movements. Today, more than 8,000 foreign-flag vessels call at U.S. ports annually, and 25 percent of U.S. domestic / intercity trade moves by water; more than 134 million passengers transit U.S. waters in ferries, cruise ships, and gaming vessels; some 110,000 commercial fishing

vessels harvest waters under U.S. jurisdiction; and millions of Americans and foreign tourists use 16 million recreational craft and frequent thousands of miles of U.S. beaches. Greater numbers of ultra-large, deep-draft ships will soon call at "mega-ports," cruise ships carrying 6,000 or more people will head for more remote areas, and maritime trade will likely double if not triple during the next quarter-century. These trends put a premium on the effective control of waterborne flow of ships, boats and people.

### **5. Protection of Natural Resources**

The Coast Guard's prevention, enforcement, and response tasks in marine environmental protection help to reduce the amount of pollution entering America's and the world's waterways. Coastal tourism and marine recreation – worth more than \$70 billion to state and local economies each year- demand clean shorelines and marine environments. As a world leader in marine environmental protection, the Coast Guard shapes the safety and pollution control standards for international and domestic maritime transportation and offshore industries that can pose grave threats to America's fragile marine ecosystems.

The Coast Guard's prevention of oil spills from all sources and activities saves nearly \$6 billion each year in oil losses, cleanup costs, and environmental damage. When prevention and enforcement fail, however, the Coast Guard maintains a rapid response capability to contain and recover from pollution incidents such as the massive 1989 Exxon Valdez spill in Prince William Sound, Alaska. Three well-trained and well-equipped Coast Guard National Strike Teams – located on the East, Gulf, and West coasts – are at the ready to respond to major oil or other hazardous material spills in the inland waterways and coastal regions. In some future crisis, these strike teams may be the nation's "first responders" to a terrorist attack using chemical, biological, or nuclear weapons in a crowded port or roadstead.

## **AVERAGE DAY FACTOIDS**

Each day, the men and women of the 42,000 plus active duty Coast Guard, 8,000 Reservists and 32,000 Auxiliarists provide services in over 3.4 million square miles of Exclusive Economic Zones...

- Conduct 109 Search and Rescue Cases.
- Save 10 lives.
- Assist 192 people in distress.
- Protect \$2,791,841 in property.
- Small boats are underway for 396 sorties/missions.
- Aircraft fly 164 missions, logging 324 hours, of which 19 hrs are flown off patrolling cutters.
- Law enforcement teams board 144 vessels.
- Seize 169 pounds of marijuana and 306 pounds of cocaine worth \$9,589,000.00.
- Seize 1 drug smuggling vessel every five days.
- Cutter and small boat crews interdict and rescue 14 illegal migrants.
- Marine Safety personnel open 8 new cases for marine violation of federal statutes.
- Process 238 Seaman licenses and documents.

- Marine Inspectors board 100 large vessels for port safety checks.
- Vessel examiners conduct 20 commercial fishing vessel safety exams and issue 11 fishing vessel compliance decals.
- Pollution investigators respond to 20-oil or hazardous chemical spills totaling 2,800 gallons.
- Investigate 6 vessel casualties involving collisions or groundings.
- Buoy tenders and Aids to Navigational Teams service 135 aids to navigation.
- Vessel Traffic Service controllers assist 2,509 commercial ships entering & leaving U.S. ports.
- Icebreakers and buoy tenders assist 196,938 tons of shipping daily during the Great Lakes ice season.
- International Ice Patrol sorties provide ice safety information to facilitate the 163,238 tons of shipping during the North Atlantic ice season.
- Auxiliarists conduct 377 vessel safety checks and teach boating safety courses to 550 boaters.

Did you know?

- The Coast Guard is smaller than the New York City Police Department.
- The Coast Guard personnel strength in 2001 was the same as it was in 1967.

## **COAST GUARD ASSETS**

The Coast Guard operates an active fleet of cutters, boats, helicopters, and fixed-wing aircraft. All sea-going craft less than 65 feet in length fall under the classification of boat. Such boats include motor surfboats, port security boats, ports and waterways boats, aids to navigation boats and a variety of smaller, non-standard boats.

Sea-going vessels longer than 65 feet are classified as cutters. Their missions may include homeland security, maritime law enforcement, search and rescue, polar icebreaking, and aids to navigation. The Deepwater Project will replace aging cutters and aircraft. Some were assets used in WWII. The types of cutters include high endurance, ice breakers, medium endurance, sea-going buoy tenders, icebreaking tugs, coastal buoy tenders, patrol boats, construction tenders, inland buoy tenders, training cutters, and harbor tugs. The types of aircraft utilized by the Coast Guard are HC-130 E/H Hercules, Falcon Jet HU-25A Guardians, Sikorsky HH-60J Jayhawks (helo), Aerospatiale HH-65A Dolphins (helo), and Augusta 109-MH-68A (helo).

## **COAST GUARD CULTURE**

Although not under the Department of Defense (DoD), as a military organization, the Coast Guard falls under the Uniform Code of Military Justice (UCMJ). There are 42,000 personnel in the USCG with tremendous responsibility given to junior officers and enlisted ranks. Many small stations or units have an Officer in Charge (OIC) who can be a warrant, chief, or first class petty officer.

The primary focus for the Coast Guard is saving lives. This includes humanitarian efforts, environmental issues and law enforcement (drug interdiction, illegal aliens). In some missions, weapons are required.

Many of the units, while under the jurisdiction of a higher entity, operate in a seemingly independent mode and appear to be more relaxed. Yet, there is tremendous esprit de corps and professionalism demonstrated.

The concept of TEAM Coast Guard is very prominent. Integration of reserve and auxiliary assets for mission accomplishment is high. These components often are indistinguishable from the active duty counter-parts.

Due to, frequent deployments, isolation from many support services, high rents in tourist areas, independent duty, high op-tempo, there can be tremendous stress. As the Coast Guard transitions to the Department of Homeland Security, this will continue. Following September 11, 2001, an increased focus on port security has also contributed to this high stress environment and issues of retention are a high priority. Commands increasingly look to chaplains for guidance.

## **COAST GUARD AUXILIARY**

For over 60 years, tens-of-thousands of men and women of the Coast Guard Auxiliary have spent millions of volunteer hours helping the Coast Guard carry out its missions. Auxiliarists are probably best known for educating the public through their boating safety classes and Vessel Safety Checks. Yet, they do much more and have been doing even more since the passage of the Coast Guard Authorization Act of 1996. The purpose of the Act is to allow the Auxiliary to assist the Coast Guard, as authorized by the Commandant, in performance of any Coast Guard function, duty, role, mission or operation authorized by law. The Coast Guard Auxiliary was authorized by act of Congress on June 23, 1939.

Today, as in 1939, Auxiliarists are civilian volunteers who are authorized to wear a uniform similar to the Coast Guard Officer's uniform. Distinctive emblems, buttons, insignias, and ribbons are employed to identify the wearer as a member of the Auxiliary. One such insignia is the letter "A" on the shoulder boards of an Auxiliarist. Despite their silver shoulder boards (versus gold for Coast Guard officers), Auxiliarists hold no rank. The shoulder boards symbolize the office and level to which an individual Auxiliarist has been either appointed or elected.

The Auxiliary has members in all 50 states, Puerto Rico, the Virgin Islands, American Samoa, and Guam. Membership is open to men and women, 17 years or older, U.S. citizens of all states and territories, civilians or active duty or former members of any of the uniformed services and their Reserve components, including the Coast Guard. Facility (radio station, boat or aircraft) ownership is desirable but not mandatory.

The Auxiliary's missions include:

- **Public Education Courses:** The Auxiliary offers a wide variety of boating courses tailored to specific needs including boat handling, legal responsibilities, aids to navigation, rules of the road, piloting, etc.
- **Operations:** The Auxiliary assists the active duty and reserve Coast Guard in search and rescue/assistance missions, environmental protection, marine safety, and patrolling regatta and marine events. It also performs safety patrols often in conjunction with regular Coast Guard units and provides verification of private aids to navigation.
- **Vessel Safety Checks:** Specially trained members are authorized to conduct free vessel safety checks with consent of owners/operators for safety equipment and requirements of federal and state law.
- **The Academy Introduction Mission (Project AIM):** Open to all students just completing their junior year of high school, Project AIM annually offers 220 high-school juniors nationwide, the opportunity to visit the Coast Guard Academy for one week each summer to gain insight into cadet life. Applications are available from local Auxiliary flotillas or by contacting the Academy's director of admissions.

## **U. S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS**

The United States Public Health Service (USPHS) is the primary caregiver for the Coast Guard personnel and chaplains serving in the Guard. Chaplains serving in the Coast Guard should familiar him/herself in the USPHS. Commissioned Corps Officers are assigned to all of the PHS Agencies and to a number of agencies outside of PHS, including the Bureau of Prisons, U.S. Coast Guard, Environmental Protection Agency, Health Care Financing Administration, and the Commission on Mental Health of the District of Columbia. See the USPHS' web site ([www.surgeongeneral.gov/osg](http://www.surgeongeneral.gov/osg)) for more information.



## **CHAPTER TWO**

### **COAST GUARD CHAPLAINS**

#### **HISTORY OF CHAPLAINS SERVING WITH THE COAST GUARD**

Navy chaplains have long cared for the religious needs of the personnel of the United States Coast Guard. Chaplain Roy L. Lewis in 1929 was ordered to the submarine base at Groton, Connecticut, with primary duties to the base and additional duties to the Coast Guard Academy. A Roman Catholic priest, Chaplain Raymond F. McManus, was the first Navy chaplain assigned full-time to the Coast Guard in April 1942. In 1952, the Coast Memorial Chapel at the Coast Guard Academy in New London, Connecticut was the first chapel to be constructed for Coast Guard use. The Coast Guard by a joint service agreement has always reimbursed the Navy for pay and allowances for chaplains detailed to the Coast Guard for duty. This was made official by COMMANDANT NOTICE 7301 of 19 November 1975 authorizing Coast Guard funding for the ministry of chaplains to the Coast Guard. Commander Eli Takesian became the first Chaplain Coordinator of the Coast Guard in 1976. The first Chaplain of the Coast Guard was Captain Eddy Moran in 1983. There has been a constant growth in the number of chaplains serving with the Coast Guard.

1960 – 6 active duty chaplains

1970 – 11 active duty chaplains

1980 – 15 active duty chaplains

1990 – 22 active duty and 17 reserve chaplains

1995 – 38 active duty and 11 reserve chaplains

#### **MISSION OF COAST GUARD CHAPLAINS**

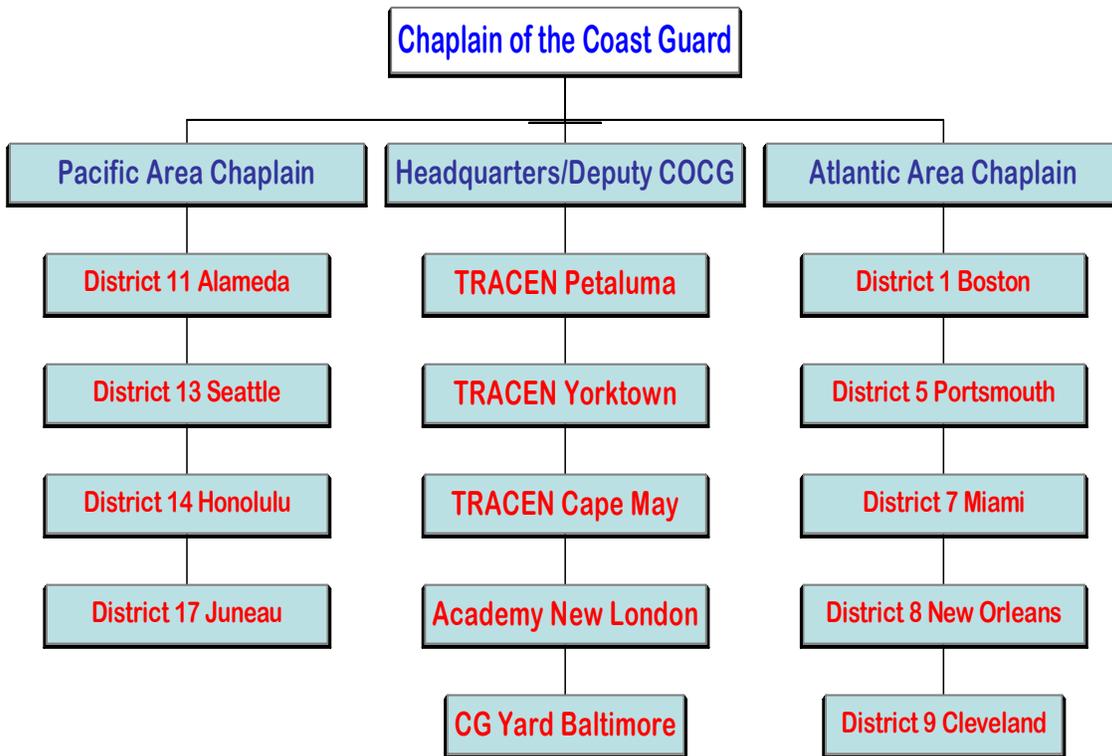
To effectively accomplish the mission of the Coast Guard, the Commandant outlines his vision. Based on this vision, the Chaplain of the Coast Guard outlines the mission of the Coast Guard Chaplains specific to their role in carrying out the Commandant's vision.

(See PPT addendum for current Chaplain of the Coast Guard's detailed Presentation on the mission of Coast Guard Chaplains in supporting the Commandant's vision.)

#### **COAST GUARD CHAPLAINS ORGANIZATION STRUCTURE**

The Chaplain of the Coast Guard is part of the Commandants Headquarters Staff (G-CH). The Chaplain of the Coast Guard reports directly to the Commandant and is the primary advisor on matters pertaining to religion. Together with the Deputy/Headquarters Chaplain, responsibilities include providing for the free exercise of religion for all in the Coast Guard. Each area (Atlantic and Pacific) has a command chaplain responsible for supervising religious ministry in the area. Each district is assigned a District Chaplain and regional chaplains are located strategically in some of the districts. In addition, the training centers (TRACEN), Cape May, Petaluma, Yorktown, and the USCG Academy in

New London all have chaplains assigned, under the direction of the Deputy/Headquarters Chaplain of the Coast Guard. Reserve Chaplains of USCG RELSUP 106 are assigned to a District, but they support both District and TRACEN chaplains. The OIC of USCG RELSUP 106 serves as the Deputy Chaplain of the Coast Guard for Reserve Matters.



## ROLE OF COAST GUARD CHAPLAINS

Chaplain communication should follow the chain of influence. According to the organizational structure chart, regional chaplains bring issues to the district chaplain who, in turn, passes the issues on through the area chaplain to the Chaplain of the Coast Guard. TRACEN chaplains work with the Deputy/Headquarters Chaplain. Reserve chaplains work with the District/TRACEN chaplain and inform the Deputy for Reserve Affairs concerning all reserve issues. In most situations, while chaplains have responsibilities to the commanding officer and to the appropriate supervisory chaplain at the next higher echelon in the command organization, the chaplain operates in a primarily independent environment not only in the chaplain chain of influence but also in the command structure. This requires a high level of flexibility, initiative, responsibility, accountability and expectation. While regional chaplains are under the supervision of the district chaplain, and district chaplains are under the supervision of the area chaplains, the day-to-day ministry is structured by the individual chaplain.

Chaplains are assigned or attached to a specific unit or station for the primary purpose of:

- advising the commanding officer on all matters related to religious ministries within the command, as well as other moral and ethical issues;
- providing and facilitating religious ministries within that unit or station.

Ministry in the Coast Guard includes close working relationships with many CO's and OIC's; ceremonial ministry (change of commands, retirements where the chaplain is a VIP); and a great deal of ministry of presence. In addition, working closely with the Work-Life personnel and the Command Master Chief(s) are essential. Yet, the chaplain is not the work-life officer or the command master chief. The chaplain must maintain the spiritual emphasis and the necessary privileged communication essential for ministry.

There is a great camaraderie in the CG Chaplain Corps. This is exhibited by extremely high levels of trust, unity, and integration of active and reserve components.

Billets in the Coast Guard are viewed as operational with the exception of TRACEN chaplains, although they can be used as operations dictate. The Incident Command System, (ICS) is the procedure followed when a major disaster occurs. This involves a specific process and operational protocol. Training is available and is a requirement for all USCG Chaplains (active and reserve). See Chapter Two, Professional Development and Training for more information. Chaplains should be familiar with their role (as outlined in the Incident Management Handbook) in the event of a major occurrence when the Incident Command System is mobilized. Establishing the specified presence in the Incident Command Center is vital.

Other areas of consideration include:

- Identify contacts with local ministerial and civil authorities for assistance.
- Identify and establish relationships with local emergency response agencies (Red Cross, FEMA, Police / Fire Chaplains).
- Be familiar with working with contract and Government Service employees.
- Identify the local Public Affairs Officer PAO (HQ/Local) for guidance in handling any public relations issues.
- Familiarization of the Coast Guard ROF Instruction (See Addendum).
- Calls for CISM (Critical Incident Stress Management) from Operational Units, by instruction, EAPC (Employee Assistance Program Coordinator) and District Chaplains are to be notified when a CISD is requested.



# CHAPTER THREE

## ADMINISTRATION

### REPORTING ABOARD – Active Duty

#### 2. Two Introduction Letters

- Brief biography to include reporting aboard time schedule to Commanding Officer and supervisory chaplain
- Brief resume, contact numbers and list of GMT you can offer will go to COs and OICs of the units under your pastoral care

#### 3. Communication Resource Training

- Use of Coast Guard Global intranet service
- UTS (Unit Travel System) for filing Coast Guard travel claims
- Cell phone, pager with numbers and operation instructions

#### 4. Personal Needs

- Sign up for Direct Deposit, UTS, FedTrip and TRICARE / DEERS

#### 5. PCS Travel Claims

- Upon arrival, travel claims must be submitted through a Navy PSD, **not** to HRSIC, the Coast Guard central personnel office in Topeka. The Coast Guard reimburses the Navy for the move. See Turnover file for Navy PSD information if local resource is not available.

#### 6. Turnover File

The outgoing chaplain will provide an up-to-date turnover file that includes:

- Information on Command Staff and on assigned units in AOR with names and contact information on COs/XOs and OICs
- Map of AOR showing location of each unit
- Rosters of District/TRACEN and unit commands, District/TRACEN chaplains, all Coast Guard Chaplains
- Coast Guard Chaplain's Orientation Manuel
- Coast Guard Resource contact list (Work Life, EAP, parking, travel, etc.)
- Local Resource contact list (Red Cross, Disaster Relief Coordinator, safe houses, etc.)
- Chain of Command and Chain of Influence information
- Pending issues
- Budget information
- Sample travel log and Unit Visitation Record
- If no local PSD, contact information for pay, moving claims, leave papers.

**7. Responsibilities of Chaplain being relieved:**

- Send Coast Guard Chaplain Orientation Manual to incoming Active Duty chaplain 90 days prior to reporting and to Reserve Chaplain upon notification of assignment.
- Assist incoming chaplain (Active and Reserve) in securing uniform and uniform items.
- Send Welcome Aboard Packet to incoming chaplain.
- If billet is gapped, provide next senior chaplain in chain of influence with your contact information should any needs arise.
- The next senior chaplain is responsible for turnover.

**REPORTING ABOARD – Reserves**

**1. Coast Guard Assignments**

Reserve Chaplains in USCG RELSUP 106 are assigned to a District as part of the District Chaplain Team. The reserve chaplains are to be utilized in providing optimal support, whether it is in providing coverage during the absence of the district chaplain, in emergency situations, or in the direct responsibility for particular units in a specific AOR. These Reserve chaplains report directly to the District chaplain for assignment and support.

Some Reserve chaplains may be assigned to serve at the Training Centers (TRACENs) and report directly to the Headquarters / Deputy Chaplain of the Coast Guard for assignment and support. The Training Center Command Chaplain coordinates ministry.

Voluntary Training Unit (VTU) chaplains can provide the same ministry under the same guidelines as the USCG RELSUP 106 chaplains mentioned above.

**Note:** All Reserve Chaplains will follow the Orientation Process, reporting aboard requirements, Chaplain Reports, FITREP, and funding procedures and guidelines as outlined in this manual.

**2. Reserve Unit Procedures**

USCG RELSUP 106 Chaplains will follow the guidelines in the *USCG RELSUP 106 Orientation* found in the APPENDIX.

Voluntary Training Unit Chaplains will be assigned to Coast Guard support through the OIC of USCG RELSUP 106 and will follow assigned VTU procedures.

### 3. Uniforms

1. According to the Commandant Instruction M120.6, Section 5.A1, dtd 27 MAY 97, the Coast Guard service dress uniform items listed below are authorized for issue to U. S. Navy chaplains detailed to the Coast Guard and should be charged against the Chaplain's OPTAR. Reserve requirements may be less.
  - One Coast Guard trench coat
  - One windbreaker
  - One Service Dress Blue uniform
  - Three pair of trousers or for female officers, any combination of trouser and skirt, not to exceed three items
  - Five long sleeve light blue shirts (AF style)
  - Five short sleeve light blue shirts (AF style)
  - Operating Dress Uniform (ODU) items (For additional information, reference the Uniform Regulations Manual, COMDTINST M1020.63, chapter 4, sections 4.C.1. and 4.C.2.)
    - ODU Top -2 each
    - ODU Trousers – 2 each
    - Blue T-shirts – 2 each
    - Trouser Blousers – 2 pair
    - “U. S. COAST GUARD” Ball Cap – 1 each
    - Safety Boots – 1 pair
    - ODU Belt – 1 each
    - ODU Belt Buckle – 1 each
    - “U. S. COAST GUARD” Name Tape – 2 each
    - Name Tape with member's last name – 2 each
2. Coast Guard Uniform items not paid for by Coast Guard can be purchased via the Internet (<http://www.uscg.mil/hq/g-w/g-wp/udc/index.htm>) or by phone (1-800-874-6841). The following items are required:
  - Public Health Service cap band and mount, in Coast Guard blue.
  - Blue shoulder boards, both hard and enhanced, with Navy Chaplain Corps insignia
  - Blue tie for dress uniform
  - Blue garrison cover
  - Blue name tag (top line: LAST NAME / bottom line: U. S. COAST GUARD)
3. Be aware of the following Coast Guard uniform tips for unique for Navy Chaplains:
  - Have braiding/stripping and Navy Chaplain Corps religious insignia sewn on Coast Guard dress Blue uniform by Navy uniform shop
  - Blue Public Health Service cap band with Navy cap device on combination cover
  - Regular black uniform belt

## Coast Guard Chaplains Orientation Manual

- Rank and collar insignia on working uniform worn same way as in Navy
- Enhanced shoulder boards are worn on Trops and Winter dress shirts
- Hard shoulder boards are worn on choker whites and white Dinner Dress Jacket

**NOTE:** See APPENDIX for detailed Coast Guard uniform description

## CHAPLAIN REPORTS

The Monthly, Quarterly and Semi Annual report are ordered to reflect the Plan of Ministry (POM) for Coast Guard Chaplains based on the Commandant's three-fold Vision (Readiness, People, Stewardship). **See APPENDIX for report forms.**

Please note that, aside from the required statistics listed under "Stewardship," reporting on new, unique and innovative initiatives, experiences, etc. mean exactly that. What is routine and expected is reflected in the statistics.

Reports are to be submitted up the chaplain chain in a timely manner. Monthly reports allow the identification of issues or innovations that need immediate attention. The District/TRACEN chaplains will provide a combined report to the Area/Deputy Chaplain who will provide a consolidated report to the Chaplain of the Coast Guard.

Reserve Chaplains (both RELSUP 106 and Volunteer) are part of the District/TRACEN team and will submit reports through the District/TRACEN chain. Because of the limited number of drill days per month, Monthly Reports for reserves are only necessary in the case of important issues that need timely attention. Reserve Chaplains are to submit copies of Quarterly and Semi Annual Reports to the CO of USCG RELSUP 106.

## FITNESS REPORTS

### 1. Active Duty

Fitness Reports are your responsibility! Provide a complete working draft for your direct supervisory chaplain at least 60 days prior to due date. Keep records of accomplishments and work performed, emphasizing the operational nature of the billet and the spiritual and pastoral coverage provided. Emphasize the number of deployed / underway days over the listing of "routine" tasks such as ceremonies. If bullets are provided to the writer / signer ensure this person understands the nature of Navy FITREPS which are different from Coast Guard. Pass the narrative up the chain of influence for a chop PRIOR to receiving CO's signature.

Download the latest version of the report program fitrep98a from <http://www.bupers.navy.mil/pers311/nf98a.htm>.

### 2. Reserves

Reserve Chaplains of USCG RELSUP 106 assigned to a district receive a Concurrent / Regular FITREP signed by the District Commander to which the chaplain is assigned, working through the District Chaplain and Chief of Staff. The signed report is then forwarded to the CO of USCG RELSUP 106 for signature and submission. Reserve Chaplains of USCG RELSUP 106 assigned to TRACEN receive a Concurrent / Regular FITREP signed by the CG Headquarters Chief of Staff working through the Headquarters/Deputy Chaplain of the Coast

Guard. The signed report is then forwarded to the CO of USCG RELSUP 106 for signature and submission.

VTU Reserve chaplains assigned to a district receive a **Concurrent / Regular** FITREP signed by the District Commander to which the chaplain is assigned, working through the District Chaplain and Chief of Staff. The signed report is then forwarded to the CO of the VTU unit for signature and submission.

USCG Activities, GROUP, AIRSTA, or TRACEN commanders to report on IDT, AT, or ADT, performed by the Reserve chaplains, should use a Performance Information Memorandum (PIM) to support the annual FITREP.

Follow the guidelines listed above under Active Duty for narrative writing and timing for support. Use the Reserve and Active Duty chain of influence for a chop.

**Note:** See Reserve Chaplain MOU in APPENDIX for FITREP details.

## SYSTEM SPECIFIC REQUIREMENTS

### 1. Budget

Requests for annual budget funding should be submitted through your local command. Identify the command budget point of contact as soon as possible and discuss details. Be aware that CG Headquarters, Area/District commands may levy a tax on all funds prior to your receiving them. It is imperative that the chaplain plan ahead of anticipated expenses. Keep accurate records to justify future budget requests and be creative with other funding.

### 2. Reserve Funding

Budget requests should include Reserve chaplains assigned to the District/TRACEN. Monthly drill pay and travel to the command site, pay and allowances for Annual Training (AT) days are funded by COMNAVRESFOR for members of USCG RELSUP 106. Volunteer Training Unit (VTU) chaplains do not get paid for monthly drills. However, Additional Duty for Training (ADT) funding is often available for VTU chaplains for up to 29 days. ADT funding covers pay and allowances, not travel. The budget should therefore include government vehicle and/or travel reimbursement for reserve intra-district travel and for travel to the district/TRACEN for ADT funded Reserves.

### 3. Travel/Training Orders

Travel Order Number (TONO) orders are necessary for allocation of appropriate funds. TONOs are secured from the command obligating the funds.

### 4. Supplies

All supplies and consumables should be procured through the local supply system and/or purchased through the local budget funds with the command Government Credit Card, not your personal Government Travel Card.

The following equipment is essential and is strongly recommended:

- PDA (Incident Management System)
- Laptop including RAS token for USCG Intranet and Email access
- Cell phone
- Pager

**5. Systems Training**

Find local command/district training to facilitate computer access to the Coast Guard System (WS III, CGMS, Global Address Book, Jetform filler, LUFs-NT).

# **CHAPTER FOUR**

## **TOOLBOX & PROFESSIONAL DEVELOPMENT**

### **PROFESSIONAL DEVELOPMENT REQUIREMENTS**

#### **Coast Guard Chaplains Conference (1 week)**

All Active and Reserve Coast Guard Chaplains are required to attend the annual Commandant's Annual Training normally held in Washington DC during the spring/fall.

#### **Incident Command System (online)**

All Active and Reserve Coast Guard Chaplains are required by the Commandant of the USCG to be certified in the Incident Command System at the following levels: IS-100, IS-200, IS-700, and IS-800. All courses can be completed online by visiting the website at: <http://training.fema.gov/emiweb/IS/crslst.asp>

#### **Critical Incident Stress Management (Required – Basic, Peer; Recommended – Advanced, Mass Casualty, Pastoral Care)**

In order for Coast Guard Chaplains to stay on the cutting edge in ministry, he/she has to be trained in CISM (Critical Incident Stress Management). The Coast Guard, Navy, and other government agencies offer these courses throughout the country. Watch for special announcement at the Navy Chaplain's web site (<https://www.nko.navy.mil>). The International Critical Incident Stress Foundation (ICISF) website is <http://www.icisf.org/>. All required courses are offered by the ICISF at many places around the country and can be located via this website.

#### **PDTC (4 days)**

Coast Guard Chaplains are required by the Chief of Navy Chaplains to participate in the Annual Professional Development Training Course held throughout the United States, Okinawa and Europe. See the Navy Chaplain's web site (<https://www.nko.navy.mil>) for more information.

#### **PDTW's (1-3 days)**

Coast Guard Chaplains are strongly encouraged to attend the Professional Development Training Workshop held in various places in the country and around the world. See the Navy Chaplain's web site (<https://www.nko.navy.mil>) for more information.

#### **Area/District Training**

The Pacific and Atlantic Area, Training, and District chaplains offer variety of training opportunities that all Coast Guard chaplains are expected to attend. The training is especially designed to meet the needs of the Coast Guard Chaplain stationed in the specific geographical area.

### **Denominational Conference**

Denominational conferences are held all-year-round sponsored by denominations that represent the Chaplains serving in the Coast Guard. Individual units/commands are responsible to pay for their Chaplain's expenses in their attendance to denominational conferences.

### **Spiritual Care Air Incident Response (SAIR) Team Training (recommended)**

The Spiritual Care Air Incident Response (SAIR) Team members normally join with the American Red Cross team and local volunteers in providing assistance and comfort to victims of disaster or accident. Training is available for Chaplains serving in the Coast Guard. For more information contact: *Disaster Services Office Capital Area Chapter American Red Cross, 187 Office Plaza Drive, Tallahassee Florida 32301*  
*Voice: 850/878-6080 Fax: 850/878-3441 E-Mail: tallaha@crossnet.org*  
Web Site: [www.tallytown.com/redcross](http://www.tallytown.com/redcross) (See addendum – *amcross sair training for chaps-* for more detailed information)

### **Federal Emergency Management Administration (FEMA) National/Regional Emergency Response/Disaster Response (Red Cross)**

One of the government agencies that Coast Guard chaplains need to be familiar with is the Federal Emergency Management Administration (FEMA). Team members of FEMA value the presence of Coast Guard chaplains in times of crises. 911 is a classic example where Coast Chaplains served with FEMA team members in Pentagon and New York. For more information, see the FEMA Web Site @ [www.fema.gov](http://www.fema.gov).

### **PFA Mandatory (Contact local Naval Reserve unit)**

The Navy requires Physical Fitness Assessment (PFA) for Navy Chaplains. Chaplains serving with the Coast Guard should interface with the local Navy PSD with regards to PRT, pay, leave, and other personal and professional issues. The Deputy Chaplain of the Coast Guard is the authorized Navy PRT Coordinator for the Coast Guard and will report all Coast Guard Chaplain PFA scores to PERSCOM in Millington.

### **CHAPLAIN EMERGENCY RESPONSE TEAM (CERT) TO-GO BAG**

To-Go-Bag supplies should be able to sustain Chaplain in the field for a minimum of 8-10 days. The following list should be acquired now. It is not something to be put off until later. When the call comes to report, it will be too late to gather your equipment. Each of us must live up to our Coast Guard motto: *Semper Paratus – Always Ready*.

- Communication equipment (cell phone, pager, computer w/RAS, Palm Pilot)
- CG working uniforms with sewn-on insignia
- CG coveralls
- Command ball cap
- CERT windbreaker
- Seasonal outerwear

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- Raingear
- Black steel-toed boots
- Helmet/hard hat
- Respirator with replaceable filters
- Safety goggles
- Flashlight
- Small Bibles/consumable reading materials for handout
- Ecclesiastical equipment necessary for providing services
- CISM Cards
- Instructions (CACO/Funerals)

**Note:** This list will be supplemented with the individual Chaplain's personal gear, to include undergarments and toiletries. It is uncertain until billeting is arranged as to the lodging arrangements, which could be anywhere from a half shelter to a hotel. Be prepared for any arrangements.

### **DISASTER MINISTRY TRAINING**

- CISM Training
- SAIR Training
- IS-100 (Introduction to the Incident Command System for Federal Workers)
- IS-200 (Basic Incident Command System for Federal Workers)
- IS-700 (National Incident Management System, An Introduction)
- IS-800 (National Response Plan, An Introduction)

### **RESOURCES**

*(See Chaplain Corp Website for many of the following)*

#### **Instructions**

- SECNAV 1730.1D
- COMDT 1730 (CRP)
- COMDT (ROF)
- COMDT (CACO)
- COMDT (Special Needs)
- COMDT (HUMS)

### Websites

- ⇒ **Chaplain of the Coast Guard** - <http://www.uscg.mil/commandant/g-ch/chaplain.htm>
- ⇒ **U. S. Coast Guard official internet site** - <http://www.uscg.mil/org.html>
- ⇒ **Homeland Security** - [www.uscg.mil/uscg.shtm](http://www.uscg.mil/uscg.shtm)
- ⇒ **Fred's Place** – [www.fredsplace.org](http://www.fredsplace.org) - (a web site dedicated to all coasties)

### Work Life

- Employee Assistance Program
- Coast Guard Mutual Assistance
- TRICARE
- Diversity

### Reading List

- Guardians of the Sea: History of USCG 1915- Present
- Division's Guide
- Blue Jackets Manual (USCG)

### Video List

- Recruiting
- CG Documentaries (Perfect Storm, NMLBS “National Motor Lifeboat School)
- CG Chaplain Video

## PROFESSIONAL PRESENTATIONS

*(See Chaplain Corp Website or Chaplain of the Coast Guard Website for many of the following)*

- Suicide PPT
- Pre/Post Deployment PPT
- Workplace Violence PPT
- Pre-Incident CISM PPT
- Occasional Ministries Packet
- Recruiting Packet
- Lay Leader Packet
- PDTW – “The Look of the Leader”
- ASIST (Applied Suicide Intervention Systems Training)
- Global Ethics
- “Character First”
- Military Funeral Instructions

# Coast Guard Chaplains Orientation Manual

## APPENDIX

### UNIFORM DESCRIPTION

#### **Tropical Blue Long (Trops)**

Short sleeved light blue shirt, dark blue pants, with ribbons, nametag and shoulder boards. Windbreaker can be worn with this uniform, along with garrison cover or combination cover (see photo below).



For combination cover, U.S. Navy Officer emblem and blue Public Health Service (PHS) cap band are used

#### **Winter Dress**

Long sleeved light blue shirt, dark blue pants, with blue tie, nametag, ribbons and shoulder boards. Windbreaker and garrison cap or combination cover worn as outerwear.

#### **SDB – Service Dress Blue**

Blue jacket, light blue shirt, blue tie, ribbons (no medals), nametag, and combination or garrison cover. Combination cover is always worn at ceremonies. Do not wear windbreaker with this uniform. Shoulder boards must be worn on shirt underneath if jacket is removed.

#### **FDB – Full Dress Blue**

White shirt with no shoulder boards worn under blue jacket. Medals and ribbons on jacket, no nametag. Combination cover, white gloves.

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### **FDW – Full Dress White**

Chocker whites for men, dress white with white shirt for women. Medals and ribbons, combination cover, white gloves.

## **COAST GUARD TERMS AND ACRONYMS**

**MSO** – Marine Safety Office

**“M” shop** or “M” people – from the MSO

**“O” shop** or “O” people – Operational

**MSD** - Marine Safety Detachment

**Global** – Coast Guard e-mail intranet service that lists all CG personnel

**UTS** – Unit Travel System

**Gold Badge** – District, area and higher Command Master Chief billets

**Silver Badge** – Local unit Command Master Chief position as a collateral duty

**OIC** – Officer in Charge. Often not an officer, but a senior enlisted.

**UIC** – Unit Identification Code (has different name in Coast Guard)

**XPO** – Executive Petty Officer

### **RESERVE TERMS:**

- IDT – Individual Duty Training (Monthly Drills)
- AT – Annual Training (usually a 14 day period)
- ADT – Active Duty for Training
- VTU – Voluntary Training Unit

## RESERVE UNIT ORIENTATION

### Unit Structure

- RELSUP 106 is a reserve unit of chaplains assigned to the Coast Guard. Billet assignments are for 3 years and usually rotate on the fiscal year cycle.
- The unit maintains Navy readiness standards for the officers assigned.
- The unit Chain of Command consists of a CO and XO.
- Collateral duties are assigned to members of the unit and may include a Training Officer, Admin Officer and a PRT Coordinator.

### Navy Reserve Center (NRC) Adelphi

- All chaplains of RELSUP 106 are assigned to the RESCEN in Adelphi, MD for administrative support, pay, AT coordination, and medical.
- Familiarization of the Reserve Handbook is required upon assignment to the unit.
- All records are transferred to Adelphi upon attachment to the unit. Chaplains should contact the Admin Dept for instructions.
- The RESCEN website contains vital contact information including necessary forms: <http://www.cnsrf.navy.mil/adelphi/index1.html>

### Drills and Annual Training

- The unit drills together only once a year prior to the Annual Coast Guard Chaplains Conference.
- Reserve chaplains in RELSUP 106 perform FLEX drills. This eliminates the necessity of pre-scheduling or rescheduling drills. Utilize the Individual Monthly Drill form (download IMD form at bottom of Adelphi website or click on link; PDF file – must have Adobe Acrobat Reader, which can be downloaded free from Adobe  <http://www.adobe.com/products/acrobat/readstep.html>). On a regular basis, these forms are mailed or faxed to Adelphi for processing. They must be initialed in the column on the extreme right hand side and signed by the Coast Guard unit CO/XO or district/regional chaplain including a contact phone number. IMD Form.PDF
- Annual Training (AT) is to be performed by all chaplains in service to Coast Guard personnel with first priority given to the assigned district. When necessary, other AT requests may be performed as coordinated by the Training Officer and CO. All requests for AT orders are made through the NOWS order writing system and approved by the CO and TO. Contact the Admin Officer for instructions.
- All reserve drill pay is processed through NRC Adelphi.
- AT pay is processed the through the closest PSD to Coast Guard assignment. This includes travel and per diem.

## Coast Guard Chaplains Orientation Manual

- IDTT funding is usually available for off site drills.
- Additional funding may be available for travel through the Coast Guard District for regular drills. This is to be processed through the district chaplain.
- For the annual Coast Guard Chaplains Conference, a TONO will be given from the office of the Chaplain of the Coast Guard. This covers travel expenses, berthing and per diem. Drill pay is used for the actual conference. This amounts to 10 drill periods so be sure to budget your drill time wisely. It's important to have sufficient drill time available to cover the busier summer months.

### **CHECKLIST FOR REPORTING ABOARD RELSUP 106**

- Contact Admin Dept at Adelphi for processing (records)
- Familiarize self with Adelphi Website (know where to get what you need when you need it – especially helpful are the links to General Contact Information, General Training Information and Forms)
- Contact Admin Officer and Training Officer for unit coordination
- Contact District Chaplain or Chaplain of Unit Assigned (to include developing a drill schedule and discussion of issues included in Section C of Orientation Manual on RELSUP 106)
- Complete the Orientation Process (including procurement of uniforms)
- Reap the blessing of ministry in what may be your most challenging, dynamic and enjoyable tour in the Chaplain Corp

# USCG CHAPLAINS MONTHLY REPORT

Name

Unit

---

January 2004

## READINESS

- Innovative ministry initiatives
- Training received
- Current activities with partnered agencies

## PEOPLE

- Training provided
- Unique pastoral experiences
- Moral/spiritual risk factors identified
- New technology used in ministry

## STEWARDSHIP

- Measurable outcomes:

Miles Traveled:

Days Deployed:

Days underway:

Counseling Sessions:

Divine Services:

# of services

total attendance:

Religious Education Classes:

Pastoral Acts-

Weddings:

Communion:

Baptisms:

Other:

Funerals:

Pastoral Visits-

Hospital:

Brig/Jail:

ARC:

Home:

- Ministry cost-saving practices

## TRENDS AND ISSUES OF CONCERN

## ADDITIONAL COMMENTS

## USCG CHAPLAINS QUARTERLY REPORT

Name

Unit

---

1 October – 31 December 2004

### READINESS

- Innovative ministry initiatives
- Training received
- Current activities with partnered agencies

### PEOPLE

- Training provided
- Unique pastoral experiences
- Moral/spiritual risk factors identified
- New technology used in ministry

### STEWARDSHIP

- Measurable outcomes:
  - Miles Traveled:
  - Days Deployed:
  - Days underway:
  - Counseling Sessions:
  - Divine Services:
    - # of services
    - total attendance:
  - Religious Education Classes:
  - Pastoral Acts-
    - Weddings:                      Communion:
    - Baptisms:                      Other:
    - Funerals:
  - Pastoral Visits-
    - Hospital:                      Brig/Jail:
    - ARC:                              Home:

- Ministry cost-saving practices

### TRENDS AND ISSUES OF CONCERN

### ADDITIONAL COMMENTS

## USCG CHAPLAINS SEMI-ANNUAL REPORT

Name \_\_\_\_\_

Unit \_\_\_\_\_

1 October 2003 – 31 March 2004

### READINESS

- Innovative ministry initiatives
- Training received
- Current activities with partnered agencies

### PEOPLE

- Training provided
- Unique pastoral experiences
- Moral/spiritual risk factors identified
- New technology used in ministry

### STEWARDSHIP

- Measurable outcomes:

Miles Traveled:

Days Deployed:

Days underway:

Counseling Sessions:

Divine Services:

# of services

total attendance:

Religious Education Classes:

Pastoral Acts-

Weddings:

Communion:

Baptisms:

Other:

Funerals:

Pastoral Visits-

Hospital:

Brig/Jail:

ARC:

Home:

- Ministry cost-saving practices

### TRENDS AND ISSUES OF CONCERN

### ADDITIONAL COMMENTS

\_\_\_\_\_  
Individual Chaplain Signature

\_\_\_\_\_  
Date

Coast Guard Chaplains Orientation Manual

COMMAND ENDORSEMENT

From: Commanding Officer,

To: Commander, District \_\_\_\_ (dch)

1. Forwarded, contents noted.

\_\_\_\_\_

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\_\_\_\_\_

Date

From: Commander, District \_\_\_\_ (dch)

To: Commander, Atlantic Area (Ach)

1. Forwarded, contents noted.

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Date

From: Commander, Atlantic Area (Ach)

To: Commandant (G-CH)

Forwarded, contents noted.

PART B

ADDENDUM



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## CHAPTER 1: RESPONSIBILITIES FOR RELIGIOUS MINISTRY

### A. General

1. Authority. Reference (e) provides for the conduct of divine services at units where chaplains are assigned.

2. Policy

In keeping with the provisions of reference (e) and Coast Guard policy, unit commanding officers shall provide for the free exercise of religion for Coast Guard personnel, their dependents, and other authorized persons, and seek to accommodate the religious practices and observances of individual members when they will not have an adverse impact on military readiness, unit cohesion, health, safety or discipline.

a. Chaplains assigned to Coast Guard commands shall provide ministry and facilitate the free exercise of religion for all members of the Coast Guard, their dependents, and other authorized persons through the Command Religious Program (CRP).

### B. Command.

1. Command Responsibilities.

a. Comply with the stipulation of section 9-2-21 of reference (g) in the conduct of divine services.

(1) The Sabbath shall normally be observed on Sunday and only necessary work or that which is in the interest of welfare and morale should be required on that day. The religious beliefs of those members, which require them to observe some day other than Sunday as their Sabbath, are entitled to respect, and shall be reasonably accommodated consistent with the needs of the Service. To the extent that military conditions permit, personnel who celebrate the Sabbath on a day other than Sunday will be afforded the opportunity to observe -the requirements of their religious principles and should normally be excused from duty on that day to the same extent that other personnel are excused on Sunday. Members who observe their Sabbath on a day other than Sunday should be required full duty on Sunday or some other alternative service in order that the observance of their religious beliefs does not result in lesser or lighter duty than that performed by other personnel. Decisions as to whether work is necessary rest with the commanding officer, and obedience to military orders is always required, in any event. In a case where accommodation with the religious preferences of an individual does not seem possible or reasonable, the commanding officer shall seek solutions that attempt to avoid punitive action.

(2) Consistent with the exigencies of the service, unit commanding officers are encouraged to give favorable consideration to

applications for leave or liberty for Coast Guard members to attend religious retreats, conferences, symposiums, extended worship services and other rites or acts of obligation. Determination whether to grant leave or liberty rests entirely with the commanding officer and may be based on considerations of the needs of the service and whether such attendance would be harmful to good order and discipline. This is particularly important when appropriate services are unavailable in the local area.

- b. Unit commanding officers shall not restrict the free exercise of religion of personnel of the Coast Guard unless there is military need to do so. Such requirements may exist in directives from higher authority or as determined by the commanding officer.
  - c. Commands to which chaplains are assigned shall share this resource with other co-located Sector, MLC, District or Area units. Chaplains are a scarce commodity and are most effective when given wide latitude to serve all Coast Guard members and their families in a given geographic area.
  - d. Support of the CRP, including personnel, funding and logistics, is an essential element of a command's total operation. These matters will be managed as an integral part of the command's overall planning, programming, and budgeting activities (see chapter 2).
  - e. Adhere to the non-combatant status of chaplains. Reference (h) establishes that all Navy chaplains, active duty and Reserve, are non-combatants and shall not bear arms at any time. Chaplains will not be placed in any duty status that would compromise their status as non-combatants.
2. Chaplain's Position in the Command.
- a. As the principal advisor to the unit commanding officer on matters of religion and morals, the chaplain shall be assigned as a department head or as a principal staff officer directly under the executive officer or chief of staff, as appropriate.
  - b. As a principal advisor to the unit commanding officer, the chaplain shall have direct access to the unit commanding officer as provided in section 9-2-3 of reference (g). Additionally, as chaplains are often located geographically, they are a regional asset and will have ease of access to personnel and commands of a given geographic area.
3. Administrative Support. Yeomen assist chaplains in the administration and coordination of programs in support of the CRP. The assignment of a yeoman to the chaplain is an integral element in command personnel authorization actions. Yeomen duties in support of religious ministries within the command must be given appropriate consideration when assigning collateral duties.

4. Lay readers. Unit commanding officers may assign a volunteer Lay Reader to serve for a period of time to meet the religious needs of a particular religious faith group. The commanding officer may seek the advice of the command's chaplain or a chaplain attached to a higher echelon, regarding the selection of an appropriate Lay Reader. Chapter'4 gives specific guidance on Lay Readers.
  
5. Chapel Lay Advisory Bodies. When a command establishes a regular schedule of divine services for a congregation of a faith group, e.g. Protestant Services, Catholic Services, Jewish Services, Muslim Services etc., an advisory body of the laity may be established. The purpose of such a group is to speak for the lay worshiping group, to provide advice to the chaplains and to the commanding officer, on issues such as disbursement of offerings, music selections, social and fellowship events, and participation in the liturgies. Groups should be established in writing by the commanding officer and should present to him/her a proposed set of by-laws. The composition of such a lay advisory body should include representatives from various segments of the chapel program, to include: choirs, youth groups, education class teachers, ushers, lectors, etc. These lay groups are advisory in nature and full authority always resides with the commanding officer, and by designation, with the command chaplain.

## **CHAPTER 2. PROGRAMMING FOR RELIGIOUS MINISTRIES**

- A. General. Planning, programming, and budgeting activities are the command's responsibility.
- B. Staffing and Personnel.
  - 1. Staffing.
    - a. Commandant (G-CH) will plan and program for Chaplain Corps resources in accordance with standard Coast Guard policy and procedures and in conjunction with the Navy Chief of Chaplains.
    - b. Commandant (G-CH) will advise and assist in planning and programming Chaplain Corps resources and report to the Navy Chief of Chaplains on all matters pertaining to chaplain staffing.
  - 2. Personnel. The Chief of Naval Personnel based upon the recommendations of, and in coordination with the Navy Chief of Chaplains makes assignment of all Navy chaplains.
- C. Logistics.
  - 1. Command Support.
    - a. Units of the Coast Guard will use local operating funds and appropriated funds to support religious ministries within the command.
    - b. Command appropriated fund support of religious ministries is interpreted to include, but is not limited to:
      - (1) Providing consumable supplies and services such as ecclesiastical vestments and paraments, liturgical accouterments, sacramental wine and breads, oil, candles, grape juice. Seder supplies, rosaries, religious medals, religious literature including materials and supplies for religious education programs, printing, and transportation.
      - (2) Providing non-consumable items such as equipment, furnishings and facilities essential to religious ministries.
      - (3) Retreat expenses to include transportation, lodging, rental of equipment, and expenses incurred in order to provide for congregational celebration of religious and traditional holidays that directly enhance the pastoral ministries of a Command Religious Program.
      - (4) Contracting for services such as organists, choir directors, directors of religious education, wedding coordinators, Childcare providers during chapel services and chapel sponsored functions, and resource persons to lead special programs in support of the CRP.
      - (5) Funding travel and per diem expenses incurred in normal itinerant and circuit-riding ministries.
      - (6) Funding the training of chaplains in short-term courses including the Navy Chief of Chaplains' sponsored Professional Development Training Courses and other short-term Professional Development

Training Workshops to fulfill military and professional requirements.

(7) Issuing funded temporary additional duty orders for chaplains to participate in meetings sponsored by faith group and professional organizations; up to 15 calendar days annually is appropriate. Since chaplains must maintain a professional credential (endorsement) as a condition of service, commands should provide for each chaplain assigned to attend his/her parent ecclesiastical body's conference, synod or like assembly. These meetings bear directly on a chaplain's professional qualifications and primary military duties, and clearly enhance the chaplain's value to the Coast Guard.

- c. Procurement of ecclesiastical material in support of religious ministries is processed through normal supply channels.
- d. To meet the religious needs of personnel in areas where military chaplains are not available or to provide additional professional personnel necessary to supplement existing religious ministry, unit commanding officers may obtain the services of appropriately endorsed civilian clergy as auxiliary or contract chaplains. Procedures governing employment and payment of auxiliary and contract chaplains are outlined in reference (d).

2. Fees. No fees or gratuities will be charged or received for the use of government facilities in the performance of any religious act, sacrament or rite. No fees or gratuities will be charged or received by the chaplain, chaplain's yeoman, civilian GS secretary or contract assistant, for any religious act, sacrament or rite, or funerals performed or supported on government-owned property for persons entitled to receive such services.

D. The Religious Offerings Fund (ROF).

1. General. Many faith groups provide the opportunity for voluntary contributions and benevolence as a part of -their worship and religious life. An ROF may be established to serve the religious needs of the contributors, to allow for the collection and disbursement of offerings as an act of worship within the context of the CRP. Appropriate recipients of support from the ROF are organizations or individuals generally recognized as benevolent or service-oriented or religious bodies recommended by the contributors to the ROF. The ROF may also be used to support fellowship events directly sponsored by the Command Religious Program.

2. Policy

a. CRP is a command function and is supported by appropriated funds. The ROF is a non-appropriated fund established by and administered under -the authority of the commanding officer. Reference (c) provides information and guidance on the establishment and management of non-appropriated funds. These funds will be used primarily for projects of religious benevolence beyond the limits of the CRP, not as an alternative to support for the CRP and should substantially reflect the wishes of the

donors. The provisions of reference (d) and this paragraph do not preclude -the receipt and use of designated contributions to the ROF for items to enhance worship of a more general nature or to heighten the significance of a special religious service or activity. Beside benevolence, offerings may be used for general purposes such as chapel fellowship activities, occasional honoraria, purchase of altar flowers, seasonal decorations, occasional lay teacher training, substitute child-care not provided by normal means of contracted service paid for with appropriated fund, etc., and/or to provide non-general use items such as individual baptismal candles, first communion veils and other similar items as a benevolent expression from the religious faith group.

- b. Only one ROF will be established aboard any command. All funds collected in the context of the CRP will be deposited and accounted for in that command's ROF. No group will receive religious offerings apart from the ROF. Most commands having chapel programs will require a sub-account for each worshiping group.
- c. Disbursements from the ROF will be approved by the Commanding officer and made in accordance with Coast Guard policy. The commanding officer may delegate to the ROF administrator in writing the authority to approve expenditures up to a designated limit established by the command.
- d. When an ROF or sub-account within that fund is dissolved for any reason the commanding officer will authorize disposition of the ROF property and liquidation of all outstanding indebtedness.

### 3. Religious Offerings Fund Administrator and Custodian

- a. The senior chaplain of the command shall be appointed in writing by the commanding officer as the administrator of the ROF. The administrator is a direct representative of the commanding officer and exercises executive control over the ROF. The administrator shall approve disbursements up to limits established by the commanding officer and according -to the intentions of the donors. Disbursement requests above a designated limit will be submitted to the commanding officer for approval.
- b. The administrator subject to the approval of the commanding officer may appoint one or more custodians. Where separate sub-accounts are established for specific religious faith groups, it is expected that a custodian will be appointed for each sub-account. The administrator may designate himself/herself as custodian for a sub-account. If deemed necessary by the administrator, custodians may be appointed for each of the religious offerings sub-accounts of groups contributing -to the ROF. Custodians shall be members of the command and may be chaplains. The responsibilities of the custodians may include, but are not limited to:
  - (1) Receiving the counted and verified offerings for the ROF sub-accounts.

- (2) Safeguarding, depositing, and accounting for all ROF monies and other ROF assets.
  - (3) Preparing financial reports as required.
  - (4) Making disbursements in accordance with paragraph 2.D.2.
  - c. When either the ROF administrator or custodian is expected to be absent from an activity for a prolonged period of time the Commanding officer may appoint an acting administrator or custodian for the duration of the absence.
4. Accounting.
- a. Accounting will be under the general policy guidance of reference (d).
  - b. Accounting records will be maintained for each religious faith group represented in the ROF with transactions and disbursements limited to available cash balances in each account.
  - c. At the end of each quarter an ROF Statement of Operations and Net Worth will be prepared for the review and approval of the commanding officer. Upon his/her endorsement, the report will be posted in the chapel or otherwise made available to the donors.
  - d. An audit of the ROF will also be conducted:
    - (1) Annually, at -the close of the fiscal year;
    - (2) When the ROF administrator is relieved;
    - (3) When an ROF custodian is relieved;
    - (4) When the ROF is dissolved; and
    - (5) When otherwise directed by the commanding officer.
  - e. The commanding officer will appoint an auditor to perform the ROF audit.
  - f. All documents will be retained for the time periods indicated in reference (d).

## CHAPTER 3. THE CHAPLAIN CORPS

### A. General.

1. Establishment. Congress established the Chaplain Corps as a staff corps of the Navy under the provisions of section 5142 of Title 10, reference (e).
2. Mission. The Chaplain Corps is comprised of professionally qualified chaplains appointed from religious faith groups of the United States. Its purpose is -to provide for the free exercise of religion for members of the sea services, their dependents, and other authorized persons by providing ministries appropriate to their rights and needs. As non-combatants chaplains shall never bear arms or find themselves in command of any combatant unit.

### B. Chaplains.

1. Endorsement. Chaplains are qualified clergy certified and endorsed by religious faith groups recognized by the Department of Defense. The maintenance of this endorsement is the responsibility of the chaplain and is an essential element of the professional qualification as a Navy chaplain. Loss of ecclesiastical endorsement requires administrative processing under "Navy Regulations."
2. Responsibility. Chaplains are assigned or attached to a specific unit or station for the primary purpose of providing and facilitating religious ministries within that unit or station. Chaplains have responsibilities to the commanding officer and to the appropriate supervisory chaplain at the next higher echelon in the command organization.
3. Address. Chaplains are traditionally addressed in oral or written communication as "Chaplain" regardless of rank. Address on letter and envelope and Salutation: RANK' GIVEN NAME' SURNAME, CHC, USN OR USNR Dear Chaplain (Surname).
4. Uniforms. Navy Chaplain Corps officers assigned to Coast Guard organizations are expected to wear the appropriate uniform prescribed for Coast Guard officers.
5. Functions.
  - a. Advise the commanding officer on all matters related -to religious ministries within the command, as well as other moral and ethical issues.
  - b. Administer the CRP by conducting divine services, administering sacraments and ordinances, performing rites and ceremonies according to the manner and forms of the chaplain's particular faith group and facilitating the provision of religious ministries for personnel of other faith groups.
  - c. Develop plans, programs, and budgets to execute religious ministries within the command.
  - d. Advise supervisory chaplains of the unit, or the command to which the unit is attached, of necessary actions concerning the programming of chaplain assets and other support requirements.

6. General Duties. With the approval of the commanding officer, a chaplain attached to a unit or station shall perform the following general duties:
  - a. Conduct divine services.
  - b. Facilitate the free exercise of religion for all.
  - c. Provide appropriate sacramental ministry and pastoral care.
  - d. Visit personnel confined to brigs or correctional facilities.
  - e. Provide pastoral counseling upon request and exercise strict confidentiality in accordance with Reference (h).
  - f. Maintain liaison with local religious groups in U.S. or foreign communities in order to develop public awareness of the religious activities in the sea services.
  - g. Keep the public affairs officer informed of the chaplain's activities that may be of public interest.
  - h. Report semi-annually a summary of activities to the Chaplain of the Coast Guard.
7. Collateral Duties.
  - a. When assigning collateral duties to the chaplain, the governing factor for unit commanding officers shall be the recognition of the primacy of the chaplain's duty of religious ministry.
  - b. Chaplains will not be assigned collateral duties which involve:
    - (1) Actions in violation of the religious practices of the chaplain's ecclesiastical authority.
    - (2) Violation of non-combatant status.
    - (3) Serving as director or treasurer of fund drives.
    - (4) Serving in any capacity relating to the solicitation, collection, or disbursing of any monies, except as custodian of a ROF or other non-appropriated fund which has its direct mission and purpose the receipt and disbursement of funds for expressly humane and/or charitable purposes, but not to include CG, Mutual Assistance, Red Cross, or relief assistance functions.
    - (5) Serving as a member of a court-martial or rendering judgment in disciplinary cases.
    - (6) Standing watches other than that of duty chaplain.
    - (7) Serving as the Family Advocacy Representative (FAR).

C. The Chaplain of the Coast Guard.

1. The Chaplain of the Coast Guard is the senior chaplain assigned to the staff of the Commandant of the Coast Guard.
  - a. Duties of the Chaplain of the Coast Guard:
    - (1) Advise the Commandant on all matters relating to religion and religious ministries within the Coast Guard.
    - (2) Advise the Chief of Chaplains on matters concerning religious ministries that require the attention of the Chief of Chaplains.
    - (3) Monitor billets and billet requirements for chaplains and advise the appropriate authority on the initiation of manpower authorization change requests.

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- (4) Participate in inspection programs for the purpose of evaluating the effectiveness of command religious programs.
- (5) Facilitate the ministry of chaplains assigned to the Coast Guard.
- (6) Facilitate development of ministry models to meet the unique needs of the Coast Guard.
- (7) Provide orientation and continued training for all chaplains.
- (8) Identify training needs.
- (9) Report semiannually a summary of chaplain activities to the Navy's Chief of Chaplains.

2. The Deputy Chaplain of the Coast Guard (G-CCS-CH) is a collateral assignment of the chaplain assigned to the Chief of Staff, U.S. Coast Guard. He will perform such duties and serve as Chaplain of the Coast Guard upon the delegation of responsibilities by the Commandant, Chief of Staff, or Chaplain of the Coast Guard.

### D. Supervisory Chaplains

1. A supervisory chaplain is the senior chaplain assigned to a staff or unit. Supervisory chaplains are department heads or principal staff officers with responsibility to the unit commanding officer through the chief of staff or executive officer for administering, supervising and facilitating religious ministries and chaplain activities. This responsibility includes the professional supervision of chaplains, assigned enlisted and civilian personnel, and of chaplains in subordinate commands, as appropriate.
2. Functions of Supervisory Chaplains include:
  - a. Advising Commandant (G-CH) of necessary actions concerning programming of chaplain and administrative support billets and other support requirements.
  - b. Developing plans, programs and budgets to execute religious ministries within the command.
  - c. Administer the religious ministries program to meet the religious needs of all personnel of the command.
  - d. Supervising the activities of all assigned chaplains, enlisted personnel and civilian employees.
  - e. Facilitating the continued training and professional development of all personnel within the CRP.



## CHAPTER 4. LAY READER PROGRAM

- A. General. Lay Readers may be chosen by the command to assist in leading worship of a group of members of a specific faith tradition. They should be appointed, trained and equipped to aid a commanding officer in the provision of worship opportunities while at sea or at isolated duty stations that do not have the direct services of a chaplain of that faith tradition.
- B. Command.
1. Command Responsibilities.
    - a. Commanding officers are encouraged to seek the advice and assistance of local Coast Guard chaplains in the selection and training of Lay Readers for their commands. Consideration should be given to a candidate's reputation, motivation and conscientious adherence to his/her faith. Lay Readers will be appointed for one-year terms, and may be reappointed thereafter.
    - b. Commanders and commanding officers shall be responsible for utilizing chaplain resources to train Lay Readers, to monitor their activities and to order religious support equipment and consumable supplies as required.
  2. Lay Reader Responsibilities.
    - a. The prospective Lay Reader should receive formal training prior to receiving an official command appointment.
    - b. Prospective Catholic Lay Readers will also be required to have additional training by a priest in order to be appointed and Extraordinary Minister of the Eucharist (LEM) by the Archdiocese for Military Personnel. No Catholic Lay Reader is allowed to hold a Eucharistic service without this appointment.
    - c. Each Lay Reader who has satisfactorily completed training deemed appropriate by a chaplain should then receive a letter of appointment that can be placed in his/her service record. Catholic LEMs' appointment letters should also be placed in their service records. For sample appointment letter see Enclosure (1).
    - d. Lay Readers' supplies will be provided a secure storage space. The locale of this equipment will be noted in Enclosure (2), and the Executive Officer, District/Area Chaplain, and the Lay Reader will keep copies. LEMs are to be provided a small, locked, area where the Consecrated Hosts can be kept, and this locale should be noted in Enclosure (2).
    - e. Lay Reader supply kits have been placed aboard many cutters prior to lengthy deployments. Lay Readers should inventory needed supplies and procure them using OG-30 funds. Catholic LEMs should contact the designated Catholic chaplain in advance of deployment to secure an adequate supply of Consecrated Hosts. At the end of the deployment, the Eucharistic Host must be returned to the coordinating Catholic chaplain.

End: (1) Sample Lay Reader Letter of Appointment form  
(2) Sample Lay Reader Supply Storage Locale form

## **MEMORANDUM OF UNDERSTANDING/RESERVE CHAPLAINS**

### **STATUS**

Currently, this document is in the process of being reviewed for approval. It will be included in the manual upon approval.



## ROF Instruction

30 Aug 94

COMMANDANT INSTRUCTION M1730.4B

Subj: RELIGIOUS MINISTRIES WITHIN THE COAST GUARD

- Ref: (a) USOG Uniform Regulations, OOMDTINST M1020.6 (Series)  
(b) Supply Policy and Procedures Manual, COMDTINST M4400.19 (Series) (NOTAL)  
(c) NAFA Manual, CCMDTINST M7010.5 (NOTAL)  
(d) WMR Manual, OOMDTINST M1710.13  
(e) Title 10, United States Code (NOTAL)  
(f) USOG Personnel Manual, OCMDTINST M1000.6 (Series)  
(g) USOG Regulations, CCMDTINST M5000.3 (Series)  
(h) U. S. Navy Regulations, (NAVREGS) 1990  
(i) Manual For Courts Martial, United States 1984, Rule of Evidence 503.

1. PURPOSE. To promulgate policy, assign responsibilities and implement chapters 1 through 4 of this manual for religious ministries within the Coast Guard.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, chief of offices and special staff divisions at Headquarters and Commanders, Coast Guard Activities Europe shall ensure compliance with the provisions of this instruction.
3. DIRECTIVE AFFECTED: CCMDTINST M1730.4A is canceled.
4. DISCUSSION. The religious ministries program is an official and integral part of the Coast Guard's responsibility to meet the needs and rights of its personnel. There is a definite need to provide spiritual and moral leadership for Coast Guard personnel. Active and reserve Navy chaplains provide such leadership in large measure. These Navy chaplains are attached to Coast Guard units and provide ministry through the development and execution of Command Religious Programs (CRP).
  - a. Assignment
    - (1) The United States Navy supplies active duty chaplains to the Coast Guard on a reimbursable basis. The Navy chaplain billets are authorized by the Department of Defense and are provided for by a joint service agreement with the Coast Guard.
    - (2) Naval reserve chaplains are assigned to various Coast Guard commands on a limited basis. For administrative purposes they are assigned to and are members of a national Naval Reserve Religious Support unit but their primary duty is with active duty Coast Guard units.

- b. The Chaplain United States Coast Guard. Commandant (G-CH) provides the supervision of all chaplains and other clergy-providing ministry to the Coast Guard.
- c. Uniform. Active duty and reserve Navy chaplains assigned to Coast Guard units are strongly encouraged to wear the Coast Guard uniform as prescribed in reference (a). Coast Guard uniforms will be provided to active duty and reserve Navy chaplains in accordance with reference (b).

5. POLICY.

- a. In keeping with existing regulations, it is Coast Guard policy that commanding officers shall provide for the free exercise of religion by all personnel of their commands. Further, it is Coast Guard policy to accommodate the doctrinal or traditional observances of the religious faith practiced by individual members when they will not have an adverse impact on military readiness, individual or unit cohesion, health, safety or discipline. Coast Guard personnel, their dependents, and other authorized persons, will be provided appropriate opportunities to observe the requirements of their religious beliefs and principles, except by reasons of necessity. Determination of this necessity rests entirely with the commanding officer.
- b. Unit commanding officers are to provide programs of ministry in support of the free exercise of religion. The CRP is an essential element of a command's total administration and is to be supported and managed as an integral part of a command's appropriated operating expenses. Religious offering funds will be established and administered under references (c) and (d). (See chapter 3 of this manual.)
- c. Policies and procedures for implementing religious ministries within the Coast Guard are set forth in chapters 1 -through 4 and are in accordance with references (e) through (i).
- d. Active duty chaplains assigned to Coast Guard will submit a semi-annual report to Commandant (G-CH) using a form provided by that office.

ROBERT E.KRAMEK  
Admiral, U.S. Coast Guard  
Commandant