



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

MCO 5351.11
REL
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MARINE CORPS ORDER 5351.11

From: Commandant of the Marine Corps
To: Distribution List

Subj: PROFESSIONAL NAVAL CHAPLAINCY STANDARDS AND PROCEDURES FOR RELIGIOUS
MINISTRY TEAMS IN THE UNITED STATES MARINE CORPS

Ref: (a) SECNAVINST 5351.1 CH-1
(b) SECNAVINST 1730.7D
(c) MCO 1730.6F
(d) SECNAVINST 1730.9
(e) SECNAVINST 1730.10
(f) SECNAV Notice 5210
(g) SECNAV M-5210.1
(h) MCO 5210.11F
(i) 5 U.S.C. 552a
(j) SECNAVINST 5211.5E

Encl: (1) Standards for Advisement and Counseling
(2) Professional Naval Chaplaincy Code of Practice
(3) Record of Annual Counseling
(4) Professional Naval Chaplaincy Excellence Award
(5) Sample Nomination Package

1. Situation. This Order implements reference (a). This Order is new and should be reviewed in its entirety.

2. Mission. To publish policy for responsibilities, standards and procedures for Professional Naval Chaplaincy (PNC) in the United States Marine Corps (USMC).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To support Marines and Sailors with religious ministry according to the standards of PNC set forth in reference (a).

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(a) Commanding officers and commanders, hereafter referred to as "commanders", lead and supervise all assigned personnel and ensure adherence to the core values, standards, and ethos of the USMC.

(b) In support of commanders, the Chaplain Corps (CHC) is responsible for the leadership, supervision, coaching, and mentoring of its members to the standards and expectations set forth in reference (a). References (b) and (c) establish additional policy for the professional delivery of religious ministry. This Order sets forth the minimum expected standards of conduct for Religious Ministry Teams (RMTs) in the Marine Corps.

(2) Concept of Operations

(a) Lead. RMTs in the USMC will model the professional standards established in this Order, promote teamwork, and cultivate practical skills in subordinate chaplains and Religious Program Specialists (RPs). PNC leaders create and communicate vision for their subordinates, and inspire religious ministry teams to engage in that vision through their daily work.

(b) Supervise. PNC supervision entails the use of rank, and/or positional authority to communicate to and hold personnel accountable to PNC standards of practice. Senior RMT members will supervise through professional counseling, inspections, and training of their subordinates as established in this Order and references (a) through (e).

(c) Coach. Coaching communicates insights into the art of Naval Chaplaincy. RMT members coach others through advice and guidance grounded in experience, the CHC's sense of shared history, culture, and understanding of the military religious ministry profession. PNC coaching can be delivered by supervisors or peers and stresses the application of the Guiding Principles, the Professional Expectations, and Professional Standards noted in reference (a) enclosures.

(d) Mentor. PNC mentoring is based on mutual relationship and consent, and promotes individual well-being and community expertise in an intentional and professional manner. RMT members mentor by making time to support the personal and professional development of an individual, to include for religious ministry personnel, negotiating the intricacies of the Chaplain Corps and the Marine Corps.

b. Subordinate Element Missions

(1) Commanders will:

(a) Seek advice from unit and supervisory chaplains regarding the standards in this Order and PNC community expectations.

(b) Ensure all RMT personnel are counseled on, understand, and comply with the standards established in this Order.

(2) Supervisory RMTs will:

(a) Recognize, establish, and nurture the roles and relationships required in the leadership, supervision, coaching and mentoring of RMTs.

(b) Create opportunities to make a positive impact on the professionalism of subordinates and peers through area-wide training, RMT Duty supervision, Professional Development Training Workshops and Courses, and other appropriate venues.

(c) Support their subordinates by encouraging mentoring relationships outside the subordinate's chain of command in order to cultivate additional opportunities for professional growth.

(d) Solicit, recognize, and disseminate best practices; model adherence to standards; build PNC community identity; and encourage cooperative ministry.

(e) Counsel subordinate RMTs annually on the standards articulated in this Order and references (a) through (e) using enclosures (1) and (2). Senior RMT members will annotate the completion of counseling, see enclosure (3) for a sample which will be retained by the supervisory RMT until the counseled chaplain or RP detaches from the command.

(f) Notify the RMT when a deficiency is identified and work with them to ensure alignment with PNC community standards and expectations of this Order. When appropriate, advise the commander.

(g) Provide briefs to subordinate unit Commanders with RMT personnel assigned regarding standards in this Order and PNC community expectations as set forth in reference (a) enclosure (3).

(3) Religious Ministry Team personnel will acknowledge the annual counseling they receive by signing the form in enclosure (3).

(4) Marine Corps Forces Pacific; Marine Corps Forces Command; Marine Corps Installations; Marine Corps Combat Development Command; Marine Corps Forces Special Operations Command; and Marine Forces Reserve Command training instructions and requirements will incorporate the standards established in this Order.

c. This Order authorizes the establishment of two awards for excellence in Professional Naval Chaplaincy. The Chaplain Bryan J. Weaver Award recognizes the superior performance of a chaplain serving with Marines (LCDR or below). The Master Chief Leonardo G. Angeles award recognizes superior performance of an RP (E-6 and below). Enclosures (4) and (5) outline the responsibilities and procedures for this award.

4. Administration and Logistics

a. Forward recommendations or questions concerning the contents of this Order to the Chaplain of the Marine Corps via the appropriate chain of command for resolution.

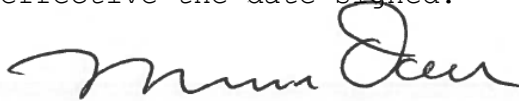
b. Records Management. Records created as a result of this Order will be managed according to National Archives and Records Administration (NARA) approved dispositions per references (f) and (g) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to reference (h) for Marine Corps records management policy and procedures.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that will be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (i)) and implemented in accordance with reference (j).

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



Michael G. Dana
Director, Marine Corps Staff

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STANDARDS FOR ADVISEMENT AND COUNSELING

In accordance with references (a), (b), and (e), Religious Ministry Teams (RMTs) offer support to authorized personnel through advisement and counseling. The following establishes the minimum standards for the delivery of such support within the boundaries of good order and discipline. The minimum standards for advice and counsel are a subset of the professional standards of Professional Naval Chaplaincy (PNC).

1. At all times, chaplains and Religious Programs Specialists (RPs) will be attentive to the vulnerability of those who come for help, and will honor physical, emotional, and religious boundaries, establishing a safe counseling environment.

2. RMT personnel will respect the confidential communications of those served in accordance with reference (d). Chaplains and/or RPs will explain Department of the Navy policy on confidential communications to all those seeking advice or counsel normally prior to commencement of a counseling session.

3. Chaplains are authorized to counsel and advise only under their authority as chaplains, per references (a) through (e), even if they possess other credentials, certifications, or licenses. Other credentials, certifications, licenses, or other authorities may inform a chaplain's delivery of religious ministry, but the standard for accountability is established in this Order. If a chaplain determines that a conflict of interest exists between the chaplain's credentials, certifications, licenses or other authorities and the delivery of ministry under this Order and references, the chaplain is required to consult with the senior supervisory chaplain and the authority granting credentials in order to remove the conflict of interest. Until the matter is resolved, the chaplain will refrain from the types of counseling that create a conflict of interest or comply with this Order and the references.

4. RMT personnel will maintain clear boundaries in the areas of self-disclosure, intimacy and sexuality, and refrain from any form of sexual misconduct, sexual harassment, or sexual assault in relationships with those served.

5. Rooms where scheduled counseling takes place will have a door with a window in accordance with reference (c). Scheduled counseling sessions will occur only in spaces that meet this standard. Where available, an RP will be in close physical proximity during scheduled counseling. If unscheduled counseling takes place in a room that does not have a door with a window, the door should be kept ajar, but care should be taken to ensure that privacy can be maintained.

6. Intimate physical contact, such as hugging, in the context of counseling is rarely appropriate. Touching of any kind should be limited to hand-shakes or the equivalent, barring extraordinary circumstances. If physical contact is necessary to deliver context-

appropriate pastoral acts (sacraments, rites, ordnances, etc.), the chaplain will not physically contact the counselee unless the counselee gives explicit permission in advance and will be prepared to demonstrate to the chain of command and supervisory chaplain the conditions that existed that made physical contact necessary.

7. Frequency and duration of counseling sessions are at the discretion of the chaplain and the counselee based on professional judgment, the nature of the identified issues, mission and training requirements, and supportability, as well as Religious Organization (RO) standards if the sessions are religious in nature.

8. Counseling case notes are not required. If chaplains use personal notes in support of counseling, those notes will be kept secure and destroyed when no longer needed, in compliance with reference (d).

9. In accordance with reference (c), chaplains will make appropriate referrals for those whose needs are not within the professional competencies of the chaplain, for those who cannot be directly assisted, or those who need specialized support. In the event that a referral or collaborative effort is needed, the counselee must agree to waive confidentiality for the purposes that the counselee identifies in enclosure (1). The need for referral or collaboration, in and of itself, does not necessarily require that confidentiality be waived. When counseling is scheduled in advance, a written release should be used. Utilize the Waiver of Confidential Communications template provided.

10. When referring someone to other agencies, RMTs will attempt to make personal contact and introduction, accomplishing the highest quality coordination of assistance possible. RMTs will follow up with the Marine, authorized personnel, and/or command, as appropriate, in order to ensure the best possible support. RMTs will attempt to accompany those in need to the help they require.

MCO 5351.11		
WAIVER OF CONFIDENTIAL COMMUNICATIONS		
Privacy Act		
<p>AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; SECNAVINST 1730.9 series, Confidential Communications to Chaplains; and SORN NMD1730-1.</p> <p>PURPOSE(S): For Navy chaplains to provide and document confidential support to counsels.</p> <p>ROUTINE USES: Information will only be accessed by Chaplain Corps personnel with a need to know in order to meet the purpose. Information may be provided to a named and agreed upon third party for the purpose of receiving additional assistance. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at http://dpoid.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570425/nmd1730-1/.</p> <p>DISCLOSURE: Voluntary and applies only for the purpose of the Chaplain to assist in a referral.</p>		
<p>I, _____, am currently receiving counseling and guidance on personal matters from a Navy chaplain.</p> <p>I understand that in accordance with SECNAVINST 1730.9 series, my communications, whether oral or written, with a chaplain are confidential and may not be disclosed to a third party other than those to whom disclosure is in furtherance of the purpose of the communication. I further understand that this confidential relationship extends beyond the end of the counseling relationship. My chaplain has advised me that he/she believes it would be beneficial to refer me to a third party for additional assistance and would like to provide relevant information in this referral. I understand that I have the right to decide whether to permit this referral and disclosure of confidential communication.</p> <p>With full understanding of my rights to confidentiality, I authorize Chaplain _____ to contact _____</p> <p>on my behalf, and to disclose the following information: _____</p>		
MY NAME AND CONTACT INFORMATION		
LAST NAME: _____	FIRST NAME: _____	MI: _____
ADDRESS: _____		
THE ISSUE FOR WHICH I AM SEEKING ASSISTANCE:		
OTHER: _____		
IN ADDITION, I PLACE THE FOLLOWING LIMITATIONS ON WHAT MAY BE DISCLOSED:		
<p>In seeking additional assistance based on this referral, I understand that I may not have the same degree of confidentiality that I do with my chaplain. It is my responsibility to discuss with the third party the level of confidentiality, if any, I may have with them individually. I also understand that this disclosure is limited to the third party named in this document and that it does not authorize my chaplain to further divulge any information to any other party not specifically authorized by me or otherwise permitted by law.</p>		
PRINTED NAME: _____	SIGNATURE: _____	Date: _____
NAVMC HQ 208 (8-18) (EF)		FOR OFFICIAL USE ONLY PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties.
Adobe LiveCycle Designer 11.0		

PROFESSIONAL NAVAL CHAPLAINCY CODE OF PRACTICE

In pursuit of excellence in ministry, and recognizing the unique trust placed in chaplains by those to whom they minister, chaplains and Religious Program Specialists (RPs) will behave in a professional manner to the standard set in this Order.

1. As a Naval officer, the chaplain represents the U.S. sea services, the Chaplain Corps, and the nation. As a religious leader, the chaplain represents his or her endorser and Religious Organization (RO).
2. Chaplains will clearly distinguish between statements made or actions taken as a private individual, a representative of an RO, or a member of the sea services. They will avoid or correct any conflict of interest or the appearance of conflict of interest.
3. Chaplains will maintain their professional qualifications and relationship with their endorser and RO to the standard required by the endorser and RO, to include continuing education and attendance at RO events.
4. Chaplains will notify the chain of command, a senior supervisory chaplain, and endorsing agent if, for any reason, they are not free to perform prescribed duties and ministerial functions in good conscience.
5. Religious Ministry Team (RMT) personnel will speak and act in ways that respect the dignity and value of every individual served.
6. RMT personnel will execute Command Religious Programs to the standards established in the references and this instruction. Any further personal accreditations, certifications, licenses, or other authorities and standards associated thereto may only be applied over and above Navy standards, but will not be used as substitutes for Navy standards.
7. RMTs will exercise good stewardship of resources entrusted to them.
8. RMT personnel will ensure that private behavior does not impair the RMT's ability to fulfill professional and military responsibilities or bring dishonor to the sea services, the Chaplain Corps, or RP Rating.
9. RMTs will support the integrity and well-being of RMT members.
10. When conducting training and education, RMTs will maintain a healthy educational environment that is free of coercion or intimidation.

11. Barring operational commitments, RMTs will participate in Professional Development Training Workshops and Courses, area-wide and other professional training, and are strongly encouraged to participate in hails and farewells, retirements, promotion ceremonies, and other community building activities.

12. RMTs will support other professionals and agencies which assist Marines, Sailors and their families by offering religious ministry expertise and advice, exercising due caution when communicating through electronic or other means.

13. RMTs will coordinate and communicate with other commands when services have been provided to personnel within those commands, within the boundaries of confidential communication as established in reference (d). All RMTs will work in a spirit of cooperation, dedication to service, and professionalism.

RECORD OF ANNUAL COUNSELING

I have reviewed and discussed with Chaplain _____
(subordinate chaplain) the content of MCO 5351.11.

Signature of supervisory chaplain / Date:

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I have reviewed and discussed with Chaplain _____
(supervisory chaplain) the content of MCO 5351.11. I agree to adhere
to those standards.

Signature of subordinate chaplain / Date:

=====

I have reviewed and discussed with RP _____ (subordinate RP) the
content of MCO 5351.11.

Signature of supervisory RP / Date:

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I have reviewed and discussed with RP _____ (supervisory
RP) the content of MCO 5351.11. I agree to adhere to those standards.

Signature of subordinate RP / Date:

PROFESSIONAL NAVAL CHAPLAINCY EXCELLENCE AWARD

The Professional Naval Chaplaincy Excellence Award offers the Commandant of the U.S. Marine Corps (CMC) an opportunity to recognize Religious Ministry Team personnel within the U.S. Marine Corps (USMC) for outstanding performance that exemplifies Professional Navy Chaplaincy (PNC) servicing the religious ministry needs of the Marine Corps.

1. Marine Corps units will submit nominations via the Force/Echelon II Chaplain to the Chaplain of the Marine Corps' office no later than (NLT) 15 July. Each Force/Echelon II Chaplain will establish a procedure to select and forward no more than two eligible chaplains and no more than two eligible RPs. All nominations will be endorsed by the senior supervisory chaplain. Nominations received after the due date will not be considered.
2. Chaplains (O-4 and below) and enlisted personnel (E-6 and below) in direct support of the Command Religious Program are eligible for this award. More than one chaplain and one religious ministry support personnel may be nominated. Nominations will follow the format specified in enclosure (5).
3. The Chaplain of the Marine Corps' Office will conduct an awards board. The selection process will include the evaluation of nomination packages by an awards board consisting of at least one senior Marine officer (O-5 and above), one senior enlisted member (E-7 and above), the Chaplain of the Marines Corps or designated representative, and the Headquarters Marine Corps Religious Ministry Senior Enlisted Advisor.
4. Awardees will be chosen based on the strength of the nomination package in communicating the creativity, scope, quality, and impact of actions on behalf of PNC excellence in accordance with the criteria listed in enclosure (5), paragraph 2.
5. In the event that no chaplains or religious ministry support personnel have sufficiently distinguished themselves, there shall be no awardees for that year.
6. The selection process will identify the most qualified candidate chaplain and/or RP no later than 30 August. Awardees will be announced by the Chaplain of the Marine Corps, and awards will be presented by the CMC or designated representative, on or about 15 September.

SAMPLE NOMINATION PACKAGE

From: Marine Forces Command Chaplain
To: Chaplain of the Marine Corps

Subj: USMC PROFESSIONAL NAVAL CHAPLAINCY EXCELLENCE AWARD NOMINATION
ICO [RANK/RATE, LAST NAME, FIRST NAME]

Encl: (1) Copy of the last two performance evaluations for Enlisted
personnel or fitness reports for officers

(2) Current Physical Readiness Information Management System
(PRIMS) data sheet

(3) Current and up-to-date photo

1. Contact information of nominee:

- a. Rank/Rate/Name:
- b. Present Duty Station:
- c. Address (work):
- d. E-mail (work):
- e. Telephone number (work):

2. Justification for nomination. Bullets should note accomplishments
along the following lines:

- a. Contributions to PNC community
- b. Application of PNC standards of ministry
- c. Training developed and delivered in support of PNC
- d. Exemplary actions in support of PNC
- e. Papers authored or other actions taken in support of
Communities of Interest and/or PNC
- f. Leadership, mentoring, and/or coaching delivered in support of
PNC
- g. Exceptional acts of community spirit in support of PNC
- h. Promulgation of best practices, SOPs, lessons learned in
support of PNC (beyond the usual reporting mechanisms)

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penalties.