

WELCOME ABOARD  
&  
STUDENT GUIDE



NAVAL CHAPLAINCY SCHOOL & CENTER  
10100 LEE ROAD (BLDG 10098N)  
FORT JACKSON, SOUTH CAROLINA  
29207

COMMANDING OFFICER:  
CAPT MICHAEL W. LANGSTON, CHC, USN

EXECUTIVE OFFICER:  
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COMMAND SENIOR CHIEF:  
RPCS (SW/FMF/MTS) R. SCOTT QUINN, USN

Naval Chaplaincy School & Center  
Naval Chaplains Basic Course - Welcome Aboard/Student Guide

From: Director of Training  
To: Students of Professional Naval Chaplaincy - Advance  
Leadership Course

Subj: HELPFUL INFORMATION ABOUT YOUR TRAINING IN FORT JACKSON

1. The Staff of the Naval Chaplaincy School & Center is looking forward to your arrival in Fort Jackson to participate in the Professional Naval Chaplaincy Advance Leadership Course.
2. We are still fairly new to Fort Jackson, and this will probably be your first experience doing Navy training on an Army post. This course is designed to equip you to perform at the Domain and COCOM level, and as such will be conducted in a seminar type style and employ a number of Subject Matter Experts from around the Navy.
3. Additionally, we may take advantage of workshops being conducted in colleges and universities in the area.
4. Your wisdom, experience, and thoughtfulness will provide additional stimulation and substance for this training.
5. We will also take time to pray and fellowship together as part of the understanding that as servants of God and of the members and families of the Sea Services, our prayerful and personal support of each other contributes to our esprit de corps and models the behavior we seek to encourage in those we serve.
6. Please view our Facebook and official websites for further information.

BRIAN L. SIMPSON  
Commander, Chaplain Corps  
United States Navy  
Director of Training

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**1. COURSE OFFICER INFORMATION:**

**COURSE OFFICER:**

LCDR Yolanda Gillen, CHC, USN  
(803) 751-8950  
[yolanda.gillen@us.army.mil](mailto:yolanda.gillen@us.army.mil)

**2. REGISTRATION REQUIREMENTS:**

All students must be registered for each phase via online registration available on Navy Knowledge Online (NKO):

Use the **Organization & Communities** drop down to **Learning Centers**  
Select **Naval Chaplaincy School and Center** (Under Officer Learning)  
Select **Admissions** link or your perspective training course.

OR

Type **navchapscolcen** in SEARCH block and click SEARCH SITE  
Select **Naval Chaplaincy School and Center**  
Select **Admissions** link or your perspective training course.

To cancel any registration request, contact:

Mr. John F. Lee  
Student Registrar

Naval Chaplaincy School and Center  
10098 Benning Rd  
Fort Jackson SC 29207  
COM 803-751-9014  
DSN 734-9014  
EMAIL: [john.f.leel@us.army.mil](mailto:john.f.leel@us.army.mil)

Late Registration: Any student who needs to register after the course registration has closed will be required to contact the Student Registrar immediately.

**3. COURSE PREREQUISITE REQUIREMENTS:**

Senior Supervisory Chaplains Course:

- Pay grade: O-5, O-6 select, & O-6
- Designator: 410X

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- Successfully completed Professional Naval Chaplaincy - Intermediate Leadership Course - MTT 1, 2, & 3 or equivalent.
- Must comply with Navy BCA (Body Composition Assessment).

Prerequisite Waivers: Prerequisites may be waived by BUPERS (PERS-4414), or Commanding Officer of NCSC, particularly in cases where the prerequisite training was not available at the appropriate career milestone.

Requests for Waivers must be submitted to:

CDR Brian L. Simpson, CHC, USN  
Director of Training  
[brian.l.simpson@us.army.mil](mailto:brian.l.simpson@us.army.mil)  
(803) 751-9070

#### **4. PRE-ARRIVAL INFORMATION:**

**ORDERS:** Upon receipt of original set of orders, we request you email/fax a copy to the Student Registrar as soon as possible.

**BERTHING:**

Student billeting is arranged by the individual student. Contact the Fort Jackson Lodging Division at (803) 782-9802 / (800) 276-6984 or [ftjackson\\_lodging@conus.army.mil](mailto:ftjackson_lodging@conus.army.mil). They can accept reservations for on-base accommodations. They can also provide referral to near-by hotels that offer military per diem rates. Contact your **Course Officer** for more details.

**RENTAL CAR:**

Due to the size of Fort Jackson, a Rental Car is recommended but not required. Students are also authorized and encouraged to use a POV during their training period.

**FINANCES:**

Living Expenses/Per Diem/Pay/Advances: The most common financial problem experienced at the Naval Chaplaincy School & Center is pay and costs associated with billeting/per diem costs. This may be especially true for Naval Reservists. Please ensure that when you request orders in NROWS you include "advance per diem".

**PHYSICAL READINESS:**

<http://www.npc.navy.mil/CommandSupport/PhysicalReadiness/>

**ARMY NETWORK COMPUTER USEAGE / COMPUTER LAB:**

All students will receive a Fort Jackson Domain account which provides access to the DOD network. The requirement for the Domain account:

- Completion verification of DOD Information Assurance and Awareness training within the past 12 months
- CAC EDIPI Number (10 digit number)

See enclosure (1) Fort Jackson Domain Account for more details

**5. UNIFORM REQUIREMENTS:**

**DUTY UNIFORM:**

Navy Working Uniform or service equivalent

**PHYSICAL TRAINING UNIFORM:**

Navy Physical Training Uniform

**OFF-SITE TRAINING:**

Khaki or service equivalents may be needed for off-site training evolutions.

**6. PAPERWORK/ITEMS REQUIREMENTS:**

**PAPERWORK/ITEMS:**

Although there is no requirement for paperwork, we recommend you use ODS' ([http://www.ocs.navy.mil/ocs\\_requiredpaperwork.asp](http://www.ocs.navy.mil/ocs_requiredpaperwork.asp)) required paperwork/items as a guideline for NCSC paperwork/items requirement.

**LAPTOPS:**

Laptops are recommended, but not required. Student handouts have been reduced and compiled onto a CD.

**CELL PHONES:**

Cell phones are recommended, but not required. There is a restriction on the use of cell phones within the classroom.

**MUSICAL INSTRUMENTS:**

Musical instruments and other worship materials appropriate for daily devotions are welcome and encouraged.

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**7. ARRIVAL INFORMATION:**

**REPORT TO:**

It is recommended you afford yourself ample time to arrive at Fort Jackson. Arriving in the daylight will allow you to get your bearings of the local area and the base. You must report NLT 0720 the first day of your course. Any issues with arriving to Fort Jackson, contact the Command Duty Officer (CDO) at (803) 457-3963.

Bldg 10098N (adjacent to the Army Chaplain School)  
10098 Benning Road  
Fort Jackson, SC 29207

**HOW TO GET TO FORT JACKSON:**

Airport Taxi or Limo service is available from Columbia Metropolitan airport to Ft. Jackson. Students are reminded to ask for a receipt if they desire reimbursement for travel expenses.

**8. DUTY DAY:**

**NORMAL DUTY HOURS:**

Instructional days begin with group devotions at 0730, led by class members. Class begins promptly at 0800. Lunch is normally from 1130 to 1300, with instruction ending at approximately 1630.

**PHYSICAL READINESS:**

Physical Readiness is an integral part of the Naval Chaplaincy, and, in fact, is a condition of employment. Allowance is made for Physical Training at the end of each training day. Students are expected to engage in physical training at least three times each week.

**MEALS:**

Government dining is available on Fort Jackson. You may opt to eat elsewhere on or off base.

**9. COURSE OVERVIEW:**

**PROFESSIONAL NAVAL CHAPLAINCY - ADVANCE LEADERSHIP COURSE**

CIN: V-5G-4304

CDP: 07A1

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**Purpose:** The Professional Naval Chaplaincy - Advance Leadership Course prepares senior Navy chaplains (captains and captain selects) to serve in leadership positions on large staffs. Such staffs include those of major manpower claimants, force commanders, regional commanders, and other Navy, Marine Corps, and Coast Guard staffs of comparable size and scope, as well as joint staffs (this is not a substitute for JPME I and II). Chaplains will be equipped to conduct strategic planning for religious ministry support in their commanders' areas of responsibility, and to coordinate and supervise the provision of such ministry support. In addition, students will be equipped to carry out appropriate staff support functions such as advising commanders on the moral, ethical, and religious implications of proposed policies and decisions.

**Scope:** This course is based on the Course Training Task List developed from the Job Task Inventory for senior supervisory chaplains approved by the Chief of Chaplains (CNO ltr 1521 Ser 971D/90180 of 27 Jul 99).

Instruction includes:

- Serving as principal advisor to flag-level commanders on religion, ethics, and morals
- Understanding the national security process: National Security Strategy, National Military Strategy, Unified Command plan
- Planning for religious ministry support in joint/combined operations
- Planning for religious ministry support in the DoN: claimancies, forces, regions; Naval Reserve fleet support commands; USN, USMC, USCG
- Understanding and using the active duty and reserve manpower system
- Conducting strategic planning for RMS
- Planning for ministry in ROMO
- Planning for religious accommodation
- Understanding active and reserve role in "One Navy"
- Developing leadership skills for senior leaders
- Advising on ethics

Student achievement and course evaluations are dependent upon class participation, exercises and scenarios, class presentations, assessment tools, and student critiques.

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Class Attendance: Student attendance is mandatory. Any authorized absences will require prior notification and approval by the NCSC Commanding Officer.

**10. COURSE OCCUPATIONAL CLASSIFICATION:**

Successful completion of Professional Naval Chaplaincy - Advance Leadership Course contributes to the qualification toward assignment of officer billet 3750.

**11. FAILURE TO REPORT:**

**FAILURE TO REPORT (MISSED TRAINING OPPORTUNITY):**

If for any reason you are unable to report for training at Naval Chaplaincy School and Center, in any case other than an emergency, you must notify the appropriate office no less than 72 hours before your scheduled reporting time. Failure to do so will require NCSC to report the fact to Naval Education and Training Command by official Naval Message. Unless you have informed your Command, the Detailer, or your NOSC there may be other implications for you.

Reference: [NETCINST 1500.7 - Missed Training Opportunity \(MTO\) Reporting Policy and Procedures](#)

**12. GENERAL ADMIN:**

**YOUR MAILING ADDRESS WILL BE:**

Naval Chaplaincy School & Center  
ATTN: PNC-ALC  
STUDENT RANK & FULL NAME  
10098 Benning Road  
Ft Jackson, SC 29207

**LIBERTY:**

Weekends and Federal holidays (5 U.S.C. 6103) are considered liberty periods. Students are encouraged to enjoy Columbia and the South Carolina midlands area.

**AUTOMOBILE/VEHICLE:**

Students are authorized to use a POV during their training period. Temporary vehicle passes may be obtained from Gate 2

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(Forest Drive/Thurmond Ave) upon presentation of a valid driver's license, current registration, and proof of auto insurance. A valid sticker from another base will also permit entry.

**PARKING:**

NCSC Student parking lot is directly across the Armed Forces Chaplaincy Center on the other side of Lee Road.

See enclosure (2) Student Parking for more details

<b>13. LINKS:</b>
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**FORT JACKSON:**

- [Fort Jackson Web Site](#)
- [Printable Map](#)
- [Quick Reference Guide](#)
- [About Fort Jackson & Surrounding Area](#)
- [Fort Jackson Lodging](#)
- [Columbia, South Carolina](#)

**NAVY PERSONNEL COMMAND:**

- [Uniform Regulations](#)
- [Physical Readiness](#)

## FORT JACKSON DOMAIN ACCOUNT

All students will receive a Fort Jackson Domain account which provides access to the DOD network. The two requirements for the Domain account:

- Completion verification of DOD Information Assurance and Awareness training within the past 12 months
- CAC EDIPI Number (10 digit number)

**STEP 1:** Print **Certificate of Completion** OF DOD IA AWARENESS TRAINING (for DOD Personnel)

**NKO USERS:** For users that completed the DOD Information Assurance and Awareness Training from NKO.

- Log in to **NKO**
- Log in to **Navy E-Learning**
- Click **My Transcripts**
- Print Certificate
- Email to:

**ALL OTHER USERS:** For users that completed the DOD Information Assurance and Awareness Training from another source.

- Print Certificate
- Email to:

**STEP 2:** **Follow only** if you cannot find your Certificate of Completion or have not completed the Annual DOD IA Training within the past 12 months, you will be required to complete the training.

**NKO USERS:** For users that have access to NKO.

- Log in to **NKO**
- Log in to **Navy E-Learning**
- Scroll Down **My E-Learning** page to **Mandatory Training**
- Click **DOD Information Assurance Awareness**
- Complete Training
- Print Certificate
- Email to:

## FORT JACKSON DOMAIN ACCOUNT

### OTHER USERS:

Access the training via the DISA Website: <http://www.disa.mil>

- On the Services and Capabilities tab, select Information Assurance.
- In the area labeled Online Resources, Select IA Training,
- Select Information Awareness Training, then select Launch Training

Upon completion of training, a window will appear prompting the user to enter their name to be printed on the certificate.

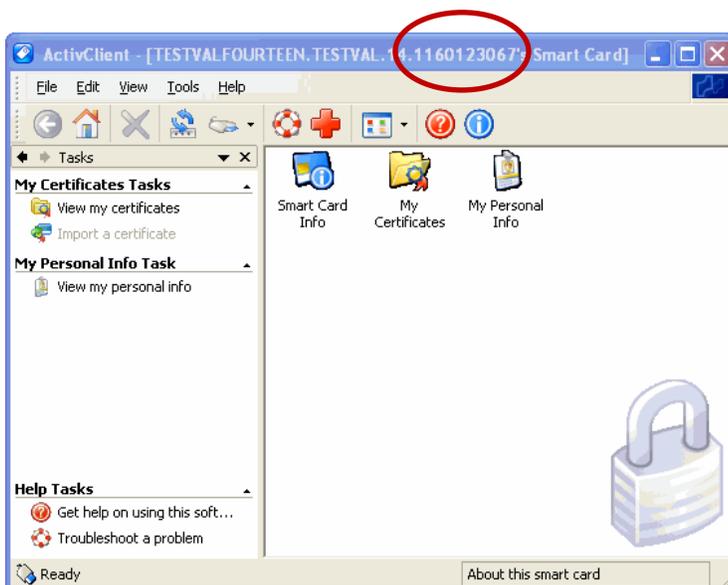
- Print Certificate
- Email to:

### **STEP 3: Command Access Card (ID CARD) EDIPI Number**

If you have access to a CAC reader you can obtain your Electronic Data Interchange Personal Identifier (EDIPI) Number using the following steps, prior to arrival. If not, then you will obtain this number during your in-processing period.

ActivClient

- Select the ActivClient Icon  located in the status bar
- The **ActivClient User Console** is then displayed.
- The 10 digit number following the user name is the EDIPI.



If there is no ActivClient Icon in status bar, go to Start Menu:

- Select All Programs
- Select ActivIdentity
- Select ActivClient
  - Select User Console

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STUDENT PARKING  
MAP

