

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:  
CDR J P HEDGES, CHC, USN

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

Professional Naval Chaplaincy - Basic Leadership Course  
Welcome Aboard/Student Guide

From: Director of Training  
To: Professional Naval Chaplaincy - Basic Leadership Course  
Phases 1,2,& 3

Subj: HELPFUL INFORMATION ABOUT YOUR TRAINING IN FORT JACKSON

1. Chaplains and Chaplain Candidates, we at the Naval Chaplaincy School and Center are excited about your scheduled arrival in Fort Jackson as you launch your career as a Navy Chaplain. The opportunities that you will have to serve the personnel and families of the Navy, Marine Corps and Coast Guard will provide you with many lasting memories. Hopefully they will also be a source of pride and consolation for years to come. Have no doubt that the Lord will use you as His instrument and that your ministry will be a blessing to others!

2. Furthermore, we are grateful to your faith group for allowing you to undertake this very special form of ministry. We are aware that many faith groups are experiencing a shortage of clergy and ministers in the civilian world, and that you're coming to the military may be an occasion of sacrifice for them as well as you. Please express our profound thanks to your Endorsing Agent.

3. I highly encourage you to read carefully everything that you will find in this information booklet. It is to acquaint you with the Professional Naval Chaplaincy - Basic Leadership Course Phases 1,2,& 3.

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

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**1. COURSE OFFICER INFORMATION:**

**COURSE OFFICER:**

LCDR Bruce W. Crouterfield, CHC, USN  
(803) 751-8948  
[bruce.crouterfield@us.army.mil](mailto:bruce.crouterfield@us.army.mil)

**COURSE COMPANY COMMANDER:**

GySgt Robert K. Foster, USMC  
(803) 751-9024  
[robert.k.foster@us.army.mil](mailto:robert.k.foster@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  
10100 Lee 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.

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**3. COURSE PREREQUISITE REQUIREMENTS:**

All Professional Naval Chaplaincy - Basic Leadership Course (PNC-BLC) training courses require:

- Commissioned in the Chaplain Corps or the Chaplain Candidate Program Officer program
- Successfully completed Officer Development School (ODS)

Professional Naval Chaplaincy - Basic Leadership Course Phase 1 (P-5G-4301) specific requirements:

- Must comply with Navy BCA (Body Composition Assessment). A Navy PRT (Physical Readiness Test) will be required at the end of PNC-BLC (Phase 1) course, for those students continuing on to RMTEX (Phase 2). Read RMTEX (Phase 2) prerequisites for more details.

Professional Naval Chaplaincy - Basic Leadership Course Phase 2 RMTEX (V-5G-0001) specific requirements:

- RMTEX is designated as High Risk Training. IAW OPNAVINST 1500.75b (POLICY AND PROCEDURES FOR CONDUCTING HIGH RISK TRAINING), all students must successfully complete the Navy PFA (Physical Fitness Assessment) prior to starting the course. The Navy PFA includes both the Navy PRT (Physical Readiness Test) and Navy BCA (Body Composition Assessment).
- Successfully completed PNC-BLC, Phase 1
- Successfully completed RP "A" school (enlisted only)

Professional Naval Chaplaincy - Basic Leadership Course Phase 3 TEAMS (V-5G-0002) specific requirements:

- Successfully completed both PNC-BLC, Phase 1 and RMTEX, Phase 2
- 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.

**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.

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For newly commissioned Chaplains going to an overseas assignment, it is imperative you contact your Course Officer and Company Commander regarding the completion of an Overseas Screening.

**BERTHING:**

Student billeting is arranged by the Naval Chaplaincy School & Center with the Ft. Jackson billeting officer based on a class roster developed through the online registration process. CLASS REGISTRATION IS IMPERATIVE!

**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 Chaplain Candidate Program Officers and Naval Reservists. Please ensure that when you request orders in NROWS or directly from the CCPO managing officer that you include "advance per diem".

All PNC-BLC Pipeline students who are going through ODS prior to NCSC, should read the [ODS' Required Paperwork](#) page for more information regarding pay/record and entitlements.

PNC-BLC students that are Chaplain Reserves and CCPOs, who have already completed ODS and are returning to PNC-BLC for follow on training, should ensure that their pay is turned on prior to departure and that they have a complete list of contact information for their command POCs.

**OFFICER DEVELOPMENT SCHOOL (ODS):**

It is recommended that all PNC-BLC Pipeline students who are planning to attend ODS prior to PNC-BLC, review the ODS' web site for information.

- ODS' Web Site: <http://www.ocs.navy.mil/ods.asp>
- ODS' Uniform Requirements:  
[http://www.ocs.navy.mil/ods\\_uniform.asp](http://www.ocs.navy.mil/ods_uniform.asp)
- ODS' Required Paperwork:  
[http://www.ocs.navy.mil/ods\\_requiredpaperwork.asp](http://www.ocs.navy.mil/ods_requiredpaperwork.asp)
- ODS' FAQ: [http://www.ocs.navy.mil/ods\\_faq.asp](http://www.ocs.navy.mil/ods_faq.asp)
- ODS' Chaplain's contact:  
<http://www.ocs.navy.mil/chaplain.asp>

**PHYSICAL READINESS:**

Before you report to Officer Development School you should already be engaged in a physical fitness program. Since

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completing a full Physical Fitness Assessment is a requirement for graduation from Naval Basic Chaplain Course phase 1, it would be wise to target the PRT and BCA requirements for your age group as goals to have achieved before reporting to ODS.  
<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.

**GRADUATION UNIFORM:**

Service Dress Blue or Summer White must be worn.

**PHYSICAL TRAINING UNIFORM:**

Navy Physical Training Uniform

**UNIFORM LIST:**

Use ODS' ([http://www.ocs.navy.mil/ods\\_uniform.asp](http://www.ocs.navy.mil/ods_uniform.asp)) required uniform list as a guideline for NCSC uniform requirements.

**6. PAPERWORK/ITEMS REQUIREMENTS:**

**PAPERWORK/ITEMS:**

Use Officer Development Schools ([http://www.ocs.navy.mil/ocs\\_requiredpaperwork.asp](http://www.ocs.navy.mil/ocs_requiredpaperwork.asp)) required paperwork/items to bring 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.

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**CELL PHONES:**

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

**7. ARRIVAL INFORMATION:**

**REPORT TO:**

Since most classes at ODS graduate on a Friday, 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)  
10100 Lee 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. Physical Training is led by the Marine Instructor and will be done at 0530 or 1630, depending on the season and weather. Physical Readiness is composed of two parts;

- Body composition assessment (BCA) or body fat percentage.
- A physical readiness test (PRT) or measurement of your fitness using various exercises and timing as parameters.

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**MEALS:**

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

**9. COURSE OVERVIEW:**

The purpose of this course is to provide the required training to prepare and equip qualified students to be basically trained chaplains prepared to serve the Navy, Marine Corps, or Coast Guard through performing religious ministry. The course is designed to challenge the mind, the body, and the soul. There is an emphasis on leadership, spirituality, and fidelity. Military Ministry in the Sea Services is dynamic, demanding, and requires dedication; the Professional Naval Chaplaincy - Basic Leadership Course is designed to bring a grounded awareness to these realities so students are prepared as they enter into their ministry settings.

Professional Naval Chaplaincy - Basic Leadership Course training pipeline is broken into three phases:

- **Professional Naval Chaplaincy - Basic Leadership Course Phase 1: 4 wks**; covering topics like "Constitutional Authority for Freedom of Religion," "Naval Doctrine and Policy," and "Combat Ministry."
- **Professional Naval Chaplaincy - Basic Leadership Course Phase 2 - Religious Ministry Training Exercise: 1 wk**; covering field and expeditionary training.
- **Professional Naval Chaplaincy - Basic Leadership Course Phase 3 - Tools, Empowerment and Ministry Course: 2 wks**; covering topics like "Warrior Transition," "Interpersonal Counseling Skills", and site visits to active duty units.

**PROFESSIONAL NAVAL CHAPLAINCY - BASIC LEADERSHIP COURSE, PHASE 1**

- Purpose: Professional Naval Chaplaincy - Basic Leadership Course (P1) is designed to train and educate new Chaplains to professionally function as junior naval staff officers and Chaplains in the religiously pluralistic context of the United States Sea Services.
- Course Overview: Professional Naval Chaplaincy - Basic Leadership Course focuses on the four "Core Competencies": facilitate, provide, care and advise, and their associated tasks.

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- Leadership and Management
- Naval Orientation and Naval Science
- Technical Foundations
- Personal and Personnel Excellence and Fitness and Navy/Marine Corps Fitness and Wellness Programs
- Chaplain Professional Foundations (Appendix D)
- Additionally, Professional Naval Chaplaincy - Basic Leadership Course focuses on training and educating the five Religious Ministry Tasks as outlined in the OPNAVINST 1730.1D.
  - Command Advisory Task
  - Religious Ministry and Accommodation Task
  - Pastoral Care Task
  - Training and Education Task
  - Supervisory and Management Task

**(PNC-BLC) RELIGIOUS MINISTRY EXPEDITIONARY COURSE, PHASE 2**

- Purpose: The Religious Ministry Team Expeditionary Course - RMTEX (P2) provides an indoctrination program for officer and enlisted active duty, reservists, and Chaplain Candidate Program Officers (CCPOs), designed to provide practical tools and programming that empower the Religious Ministry Team to respond immediately to the needs of expeditionary commands.
- Course Overview: Students will demonstrate knowledge and ability in pastoral care programs pertinent to operational unit needs, to include:
  - Specialized Ministry Skills
  - Ministry in Combat Environment
  - Field Worship
  - Ministry in the Range of Military Operations
  - USMC Orientation
  - Religious Ministry Training (RMT) Expeditionary Operations
  - Field Survival Skills
  - Field Hygiene
  - Camouflage, Cover and Concealment
  - Confidence/Obstacle Course
  - Team Building
  - First Aid
  - Field Communications
  - Land Navigation

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- Chemical, Biological, Radiological, Nuclear and High Yield Explosives Warfare Defenses

**(PNC-BLC) TOOLS, EMPOWERMENT, AND MINISTRY SKILLS, PHASE 3**

- Purpose: The TEAMS course provides an indoctrination program, immediately preceding accession to active duty, designed to provide practical tools and programming that empower Religious Ministry Teams (RMTs) to respond immediately to the needs of commands.
- Course Overview: Chaplains will demonstrate knowledge and ability in pastoral care programs pertinent to operational unit needs, to include:
  - Ethics and character development
  - Combat Operational Stress Control
  - Crisis Counseling Skills
  - Wellness Programs
  - Interpersonal Relationship Counseling skills
  - Public Affairs Training
  - Social Etiquette Development

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 - Basic Leadership Course - Pipeline Training (Phase 1, 2, &3) contributes to the qualification toward assignment of officer billet 3710.

**11. FAILURE TO REPORT:**

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

If for any reason you are unable to report for training at ODS or 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 ODS or NCSC to report the fact to Naval Education and Training Command by official Naval Message. Unless you have

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informed the Detailer, your NOSC or the CCPO office 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:**

(USPS):  
Naval Chaplaincy School & Center  
ATTN: PNC-BLC PHASE 1,2&3  
STUDENT RANK & FULL NAME  
10100 Lee Road  
Ft Jackson, SC 29207

(UPS & FEDEX):  
Naval Chaplaincy School & Center  
ATTN: PNC-BLC PHASE 1,2&3  
STUDENT RANK & FULL NAME  
10098 Lee 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:**

PNC-BLC Students are authorized to use a POV during their training period. Temporary vehicle passes may be obtained from Gate 2 (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:**

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

**13. LINKS:**

**FORT JACKSON:**

- [Fort Jackson Web Site](#)

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

**NAVY PERSONNEL COMMAND:**

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

**OFFICER DEVELOPMENT SCHOOL:**

- [ODS' Web Site](#)
- [ODS' Uniform Requirements](#)
- [ODS' Required Paperwork](#)
- [ODS' FAQ](#)
- [ODS' Chaplain](#)