

WELCOME ABOARD
PACKAGE

29 November 2010



NAVAL CHAPLAINCY SCHOOL & CENTER
10098 BENNING 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 COMPANY COMMANDER:

GySgt Steven J. Washechek, USMC
(803) 751-9024
steven.j.washechek@us.army.mil

COURSE OFFICER:

LCDR Bruce W. Crouterfield, CHC, USN
(803) 751-8948
bruce.crouterfield@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 803-751-9018
DSN 734-9018
FAX: 803-751-5399
EMAIL: 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 3). Read RMTEX (Phase 3) prerequisites for more details.

Professional Naval Chaplaincy - Basic Leadership Course Phase 2 TEAMS (V-5G-0002) specific requirements:

- Successfully completed both PNC-BLC, Phase 1 and RMTEX, Phase 3
- Must comply with Navy BCA (Body Composition Assessment).

Professional Naval Chaplaincy - Basic Leadership Course Phase 3 RMTEX (V-5G-0001) specific requirements:

- PNC-BLC 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)

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:

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ORDERS: Upon receipt of original set of orders(NOT A DRAFT SET), we request you email/fax a copy to the Student Registrar john.f.leel@us.army.mil as soon as possible. For newly commissioned Chaplains going to an overseas assignment, it is imperative you contact your Company Commander and Course Officer 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". Out of pocket costs while here at NCSC are approximately \$200.00.

As part of your professional training while a student at the Naval Chaplaincy School and Center, you will be required to attend several off-site training evolutions which will necessitate the purchase of meals and incidentals.

Recognizing that each student's financial situation is unique, the Resident Training Staff wants to make every effort to give you ample opportunity to prepare for these expenses, so please plan accordingly. Of special note, RMTEX costs will be discussed at length by GySgt Washechek and the graduation reception and class gifts are to be determined by the class.

Basic Course Wardroom Obligations:

<u>EVENT</u>	<u>COST</u>
Class Coffee Mess	\$10.00/month
Navy Ball Tickets	\$45.00 (Fall Class Only)
Parris Island Dining Fac	\$ 4.25
Victory Ranch	\$15.00
RMTEX	
Camouflage face paint	\$10.00
Battery Powered Razor	\$12.00
INOVA Red Flash light	\$10.00
FAST Cruise/Mayport	\$ 8.50

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Graduation Reception/Gifts TBD by Class

The Duty Chaplain will be responsible for collecting the money and handing it over to the Course Officer on the "Due By" date unless otherwise specified.

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.

CCPO's and Reservists need to be **PREPARED TO COVER UP TO \$2500.00 IN LODGING FEES** (probably by credit card) until their travel, lodging, and per diem costs can be processed by their respective commands.

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
- ODS' Required Paperwork:
http://www.ocs.navy.mil/ods_requiredpaperwork.asp
- ODS' FAQ: http://www.ocs.navy.mil/ods_faq.asp
- ODS' Chaplain's contact:
<http://www.ocs.navy.mil/chaplain.asp>

SPOUSE ORIENTATION:

A "Spouse Orientation" is hosted by the Naval Chaplaincy School and Center for the spouses of all graduates. The orientation is held during the two mornings prior to graduation day. The spouses of all graduates are expected to have their spouses attend the orientation. This is an opportunity for chaplain spouses to get a 'head-start' in their Sea Service experience. The orientation is hosted by the spouses of the Naval Chaplaincy School and Center Staff--all experienced in the Naval Chaplain Corps way of life.

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PHYSICAL READINESS:

Before you report to Officer Development School you should already be engaged in a physical fitness program. Our Marine Instructor leads PT since completing a full Physical Fitness Assessment is a requirement for participation in Professional Naval Chaplaincy Basic Leadership Course phase 2, 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 (Sleeves down, all year).

GRADUATION UNIFORM:

Service Dress Blue or Summer White must be worn (Bring both).

PHYSICAL TRAINING UNIFORM:

Complete Navy Physical Training Uniform

UNIFORM LIST:

Use ODS' (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) required paperwork/items to bring as a guideline for NCSC paperwork/items requirement to include Page 2 (Emergency Data and Dependent

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form), DD214 if applicable, if ultimate duty station is overseas you'll need to bring certified copies/originals of birth certificates, marriage certificates, social security cards, No-fee passports, and shot records for each family member.

LAPTOPS:

Laptops are recommended, but not required. Student handouts have been reduced and compiled onto a CD. PowerPoint and MS Word are the most common programs used.

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 0700 the first Monday following ODS graduation. 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.

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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.

MEALS:

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

- Meal Rates are as follows:
 - Breakfast - \$2.30
 - Lunch - \$4.25
 - Dinner - \$4.25

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 (PNC-BLC) training pipeline is broken into three phases:

- **Professional Naval Chaplaincy - Basic Leadership Course - Phase 1 (PNC-BLCP1): 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 - Tools, Empowerment and Ministry Course (PNC-BLCP2-TEAMS): 2 wks**; covering topics like

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"Warrior Transition," "Interpersonal Counseling Skills", and site visits to active duty units.

- **Professional Naval Chaplaincy - Basic Leadership Course - Phase 3 - Religious Ministry Training Exercise (PNC-BLCP3-RMTEX): 1 wk**; covering field and expeditionary training.

**PROFESSIONAL NAVAL CHAPLAINCY-BASIC LEADERSHIP COURSE - PHASE 1
(PNC-BLCP1)**

- Purpose: PNC-BLC-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: PNC-BLC-P1 focuses on the four "Core Competencies": facilitate, provide, care and advise, and their associated tasks.
 - 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 - PHASE 2 - TOOLS, EMPOWERMENT, AND MINISTRY SKILLS
(PNC-BLCP2-TEAMS)**

- Purpose: PNC-BLC-TEAMS-P3 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.

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- 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
 -

**PNC-BLC- PHASE 3 - RELIGIOUS MINISTRY EXPEDITIONARY COURSE
(PNC-BLCP3-RMTEX)**

- Purpose: PNC-BLC-P3-RMTEX 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
 - Chemical, Biological, Radiological, Nuclear and High Yield Explosives Warfare Defenses

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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 / NOBC :

Successful completion of Professional Naval Chaplaincy - Basic Leadership Course - Phase 1, 2, & 3 contributes to the qualification toward assignment of officer billet 3710, Tactical Chaplain.

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 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, UPS, & FEDEX):
Naval Chaplaincy School & Center
ATTN: PNC-BLC PHASE 1,2&3
STUDENT RANK & FULL NAME
10098 Benning Road
Ft Jackson, SC 29207

LIBERTY:

There is no off-base liberty the first 14 days of the PNC-BLCP1. 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.

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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](#)
- [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](#)

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Subject: Fort Jackson Computer User Agreement/Acceptable Use Policy (AUP)

As a user of an automated Information System (IS) on the Fort Jackson unclassified/classified LandWarNet (NIPRNet/SIPRNet), the following applies:

Section A

STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL
DEPARTMENT OF DEFENSE (DOD) INFORMATION SYSTEM USER AGREEMENTS

By signing this document, you acknowledge and consent that when you access DoD information systems:

- You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.
- You consent to the following conditions:
 1. The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
 2. At any time, the U.S. Government may inspect and seize data stored on this information system.
 3. Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.
 4. This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy.
 5. Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.

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Under these circumstances, such communications and work product are private and confidential, as further explained below:

a. Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.

b. The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications or data for personnel misconduct, law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.

c. Whether any particular communication or data qualifies for the protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.

d. Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DoD policy.

e. A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, and such actions do not negate any applicable privilege or confidentiality.

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f. These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized privileged communications and data to ensure they are appropriately protected.

g. In cases when the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigative searching, (i.e., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DoD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise-authorized use or disclosure of such information.

h. All of the above conditions apply regardless of whether the access or use of an information system includes the display of a Notice and Consent Banner ("banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this user agreement.

Section B

As a user of an automated information system on the Fort Jackson LandWarNet , I will adhere to the following:

1. I will complete all user security awareness-training modules and participate in all training programs as required (inclusive of the threat identification, physical security, acceptable use policies, malicious content and logic identification, and non-standard threats such as social engineering) before receiving network/system access.
2. I will use government information systems (IS) (i.e., computers, systems and networks) only for authorized purposes. I understand that access to Army resources is a revocable privilege and is subject to content monitoring and security testing.

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3. I will not install any unlicensed, unaccredited or unapproved software on any Government system (computer, system or network). If such is required; prior to purchasing and installation of software I will contact my Information Management Officer (IMO), Information Assurance Security Officers (IASO) or Systems Administrator (SA).

4. I will not install/connect any hardware on any government system (computer, system or network). If such is required, I will contact my IMO, IASO, SA or NEC.

5. I will not try to access data or use operating systems or programs, except as specifically authorized by regulatory guidance, policies, and procedures.

6. I will be issued a Common Access Card (CAC) / Personal Identification Number (PIN) or a user identifier (USERID) and a password to authenticate my computer account. After receiving these:

a. I understand that I am the only authorized user of this account. I will not allow anyone else to have or use my PIN/password. If I know my PIN/password has been compromised, I will report this to the IMO or IASO.

b. I am responsible for all activities that occur on my individual account once my PIN/password has been issued to me.

c. I will ensure that my password is changed no less frequently than every 90 days and protect them from disclosure.

d. I understand that I will generate, store, and protect passwords and that the minimum requirement is a 14-character case sensitive password and will be a mixed of uppercase and lowercase letters, numbers, and special characters including at least two of each of the four types of characters (for example Mh@nT\$vt1l2cw!). I will not include such reference as social security numbers (SSN), birthdays, USERID(s), names, slang, military acronyms, call signs, phone numbers or dictionary words as passwords.

e. If my account is on a classified network, I understand that my password is classified at the highest level of information on that network, and I will protect it in the same manner as that information.

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f. I will not store my PIN/password on any processor, computer, personal digital assistant (PDA), personal electronic device (PED) or any magnetic or electronic media.

g. I will not tamper with my computer to avoid adhering to Fort Jackson security policies.

7. I know that it is a violation of policy for any computer to try to mask his/her identity, or to try to assume the identity of someone else.

8. I will scan all magnetic media (disks, CD, etc.) for malicious software (i.e., viruses and worms) before using it on an IS connected or disconnected from any Army and/or Fort Jackson network.

9. If using a Mobile Computing Device (MCD) such as a laptop or net-book, I will ensure that an approved Data-At-Rest application such as Microsoft Encryption File System (EFS) or Windows Bit-locker has been deployed, configured and activated in order to protect my Personally Identifiable Identification (PII). PII refers to information that can be used to identify, contact or locate an individual which can result in identity or sensitive information from being obtained or stolen.

You can find "MyEFS" folder within your "My Documents" folder. It will be displayed with a green highlight. You can find "BitLocker" by going into your "Control Panel", choosing the BitLocker Drive Encryption icon, which should indicate it is "On". If you are missing one or the other, please contact the NEC Customer Service Desk at 751-GNEC (4632) / DOIM (3246) for assistance.

10. I will not forward chain e-mail or virus warnings. I will report chain e-mail and virus warnings to my IMO or IASO and delete the message.

11. I will not run "sniffer" or any hacker-related software on any government system (computer, system or network).

12. I will not download file-sharing software (including MP3 music and video files) or games onto any government system (computer, system, or network).

13. I will not connect any personal IT equipment (PDA(s), PED(s)) to my computer, or a personal computer to the Fort Jackson network, without written approval by the Fort Jackson

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Installation Information Assurance Manager (IAM) and Designated Approval Authority (DAA).

14. I will ensure that my Anti-Virus software on my computer is updated at a minimum on a weekly basis. I will check on the status by right-clicking the Symantec icon, located on the lower right System tray, and identify which definition file is applied. If it is older than 1 week, I will contact my IASO for assistance.

15. I will not use Internet "CHAT" or instant messenger services (i.e., AOL, MSN, Yahoo, etc.) from my IS. If chat service is required, I will use the chat service established with my Army Knowledge Online (AKO) account.

16. If I observe anything on the system I am using that indicates inadequate security, I will immediately notify my IMO or IASO. I know what constitutes a security incident and know that I must immediately report such incidents to the IMO or IASO.

17. I will use a password-protected screensaver and remove my CAC or log off government workstations when departing the area.

18. I will comply with the security guidance and best business standards issued by the Fort Jackson IAM, IMO, IASO and SA.

19. If I have a Public Key Infrastructure (PKI) certificate installed on my computer (i.e., software token), I am responsible for ensuring that it is removed when no longer required. If the certificate is no longer needed, I will notify my SA and the issuing trusted agent of local registration authority.

20. I understand that each IS is the property of the U.S. government and is provided to me for official and authorized uses. I further understand that each IS is subject to monitoring for security purposes and to ensure that use is authorized. I understand that I do not have a recognized expectation of privacy in official data on the IS and may have only a limited expectation of privacy in personal data on the IS. I realize that I should not store data on the IS that I do not want others to see.

21. I know that if connected to the classified LandWarNet (Secret Internet Protocol Router Network (SIPRNet)), my system operates at least at the U.S. "SECRET" system-high mode.

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a. Any magnetic media used on the system must be immediately classified and protected at the system-high level, regardless of the implied classification of the data (until declassified or downgraded by an approved process).

b. I must properly protect all material printed out from the classified LandWarNet (SIPRNet).

c. I will not enter information into a system if the information has a higher classification than that for which the system is rated. I will not enter information that is proprietary, contractor-excluded, or otherwise needs special protection or handling, unless approved in writing by the IMO or IASO.

d. I will have the appropriate clearance necessary to access the system.

e. Magnetic and compact disks will not be removed from the computer area without the approval of the local commander or director.

22. If I am a SIPRNet user, I will ensure that I maintain an appropriate physical separation of at least 36 inches between NIPRNet and SIPRNet workstations and its associated system components and cabling. I will not move hardware or alter communications connections.

23. I understand this agreement and will keep government computer systems secure. If I am serving in a leadership capacity (Commanders, Directors, Division/Branch/ Section /Team/Group Chief, Site Supervisor, IMO, IASO, or SA) I will ensure that all users in my area of responsibility sign this agreement.

24. I know I am subject to disciplinary action if I violate the Fort Jackson's Network Security Policy. If I fail to comply with this policy, I may be subject to adverse administrative action or punishment under Article 92 of the Uniform Code of Military Justice (UCMJ). If I am not subject to the UCMJ, I may be subject to adverse action under the United States Code or Code of Federal Regulations.

This agreement must be digitally signed by the User prior to issuance of a network account and password. Each user will be required to upload their signed User Agreement to be centrally

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**stored at the Army Training & Certification Tracking System
website located at the <https://atc.us.army.mil/iastar/index.php>
website.**

User Name: _____ User Signature: _____
Date: _____

IMO/IASO Name: _____ IAMO/IASO Signature: _____
Date: _____