

CHAPLAIN CANDIDATE PROGRAM OFFICER (CCPO) SCHOOL/OJT APPLICATION					
YOU MUST SUBMIT REQUEST 90 DAYS IN ADVANCE					
Date:	Rank:	Last Name:	First Name:	M I:	
Home phone: - -		Cell phone: - -		E-mail:	
Current address:					
City:		State:		ZIP Code:	
FAITH GROUP INFORMATION					
Faith Group:			What is your endorsing agency?		
ADT/OJT ELIGIBILITY REQUIREMENTS					
	Yes		Yes		
I have completed ODS on (date)	☐	I have submitted request 90 days in advance.	☐		
I completed CCOC or PNC-BLC on (date)	☐	Date of last physical:			
I am within the height/weight standards.	☐	Height	Weight		
I have completed Annual Cert. of Physical Condition.	☐	I am medically qualified.	☐		
I am a full time seminary student.	☐	I am ordained or licensed.	☐		
I am working toward completion of faith group requirements for ordination or ecclesiastical endorsement.			☐		
I have a valid credit card to use for my lodging and rental car (reimbursed when travel claim is filed)			☐		
ADT/OJT GUIDELINES					
OJT is granted based on available training days.		ODS and CCOC or PNC-BLC are required for OJT.			
Travel will commence from and return to your residence. Driving is only authorized <400 miles from the orders site.					
DATES AVAILABLE FOR SCHOOL/OJT					
First possible day:			Last possible day:		
MODE OF TRAVEL					
Closest Departure Airport?					
***REQUEST TYPE: ODS ☐ PNC-BLC Phase 1 ☐ OJT ☐ ***					
ASSISTANT CCPO PROGRAM MANAGER AND PROGRAM MANAGER SIGNATURE BELOW					
ASSISTANT PROGRAM MANAGER INITIALS		SIGNATURE:			
PROGRAM MANAGER INITIALS		SIGNATURE:			
RECENT OJT EXPERIENCES (NOT ODS OR NCSC)					
Date from:	Date to:	Location:			
Date from:	Date to:	Location:			
SIGNATURE					
PRIVACY ACT STATEMENT: Authority to request this information is derived from United States Code, 301 Department Regulations. The principal purpose is to keep your records up to date. This information will be used by the Department of the Navy. This form is subsequently filed in an individual's office personnel record for any routine personnel management action required. Disclosure of the information requested is mandatory.					
Signature of CCPO:					
CCPO OFFICE CONTACT INFORMATION					
U.S. Navy Chaplain Candidate Program c/o CNRC 5722 Integrity Drive, Bldg. 784 Millington TN 38054		LCDR Steven J. Clark E-mail: steven.j.clark92.mil@us.navy.mil Phone: (901) 874-9436 / (901) 679-2626			

Do not check the box stating that you have a valid credit card if you do not have one.

INSTRUCTIONS TO FILLING OUT THIS FORM

Request Information:

- Name, date, contact information. Hopefully self explanatory.

Faith Group Information

- Faith Group: This is denomination. Not religion. Please do not put "Christian" "Protestant" "Jewish" "Catholic" "Islam". If you are Presbyterian, are you PCA, PC(USA), or some other variation? If you are Jewish, are you reformed, reconstruction, or orthodox? If you are Catholic, are you Roman or Ukrainian? Please specify.
- Endorsing Agency: This is not a person's name (although that can be helpful if you know it.) Please list the name of the organization which endorses you to the DoD. Sometimes this is the same as your denomination, sometimes it is not.

OJT Eligibility Requirements

- If you do not answer yes, just leave it blank
- PNC-BLC stands for Professional Navy Chaplaincy – Basic Leadership Course. Chaplain Candidate Orientation Course or CCOC is a program that some CCPO's have attended but is not offered after FY22, you need one or the other in order to attend OJT. Obviously you won't answer "yes" to this if you are requesting ODS.
- Requests not submitted more than 45 days in advance will not be considered.
- I am within height/weight standards. This is a must. ODS will not accept you if you are overweight. Likewise, you do not want special treatment from Gunny at NCBC if you are overweight!
- Annual Certificate of Physical Condition: This is a form called a NAVMED 6120 and it is filled out by your recruiter at the NTAG. Does not apply for newly commissioned CCPOs
- Medically Qualified: means you passed your Annual Cert. of Phys. Condition
- I am working toward completion of...: should always be yes. Remember, the goal is to supersede.
- I have a valid credit card for travel: If you do not have more than \$2000 of disposable income, you need to submit a request through the program office for ADVANCE TRAVEL. Otherwise you will be carrying around the debt of your travel on your credit card for 60-90 days.

Dates Available for School/OJT

- Please list the dates you are free, not the dates of the school you are requesting. Dates of schools are subject to change. Ensure you are free those dates. Failure to execute orders is grounds for discharge from the program and the Navy.

Mode of Travel

- You will only receive one day of travel. If you can't make it to your School/OJT site in one day, mark airport. Your departure airport needs to be the closest airport to the address you put on your request and Annual Update.

Duty Preferences (for OJT)

- If you are requesting a school, only mark the school/other box. PLEASE specify ODS, NCBC, AMEX, TEAMS or combination thereof.
- For OJT's, remember to diversify. That means you MARINES! If you have already done a USMC OJT, select Ship/Group/Squadron (to include subs), Coast Guard, or Other (Training Command).

Recent OJT Experiences

- Please list only Navy OJT experiences for which you received orders

Signature

- CCPO will sign legibly, clearly, and will provide a "wet" signature.
NOTE: CCPO assistant program manager will sign and initial on behalf of the program manager and on behalf of the Deputy Director unless otherwise directed.

Assistant Program Manager and Program Manager are responsible for routing all training request to the Deputy Director.