

U.S. NAVY CHAPLAIN CANDIDATE ON-THE-JOB (OJT) TRAINING MANUAL

NAVY RECRUITING COMMAND

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INTRODUCTION

This On-the-Job Training (OJT) manual provides a comprehensive guide for Chaplain Candidate Program Officers (CCPOs) and their OJT Supervisors. It outlines the objectives, standards, responsibilities for the OJT phase of the Chaplain Candidate Program. It also provides the foundation for a successful OJT experience. Both CCPOs and OJT Supervisors are expected to be thoroughly familiar with its contents and the referenced program documents to ensure the highest quality of training and professional development.

INTRODUCTION TO OJT

On-the-Job Training (OJT) is a critical learning engagement within the Chaplain Candidate Program. Following the successful completion of Officer Development School (ODS) and Professional Naval Chaplaincy – Basic Leadership Course (PNC-BLC), OJTs provide CCPOs with practical, hands-on experience in diverse ministry contexts. The primary goal of OJT is to introduce CCPOs to Professional Naval Chaplaincy (PNC) and the practical application of religious ministry within the Sea Services. It serves as a bridge between formal education and the realities of serving as a Navy Chaplain.

OJT PROGRAM OVERVIEW

Duration: OJTs are 18 days in length. Training days may include weekends to maximize the educational opportunity. Ideal OJTs include ministry while underway on a naval vessel, ministry in an accessions/training command, or ministry in the field with a Fleet Marine Forces (FMF) unit.

Frequency: CCPOs must complete a minimum of one OJT annually after finishing PNC-BLC to be eligible to supersede to officer status (4100/4105). As funding allows, CCPOs may complete an additional OJT in a single year.



INTRODUCTION (CONTINUED)

OJT LEARNING OBJECTIVES

Terminal Learning Objective (TLO):

- Introduce CCPOs to PNC and the delivery of religious ministry within the Sea Services.

Enabling Learning Objectives (ELOs):

- Introduce CCPOs to religious ministry within the Sea Services.
- Introduce CCPOs to PNC and its collaborative partners (e.g., medical department, Fleet and Family Support Center).
- Complete Personnel Qualification Standards applicable to OJT site (see Appendix). At minimum complete the 100 and 200 series, and the appropriate 300, 400, or 500 series based on location.





RULES AND RESPONSIBILITIES

CCPO RESPONSIBILITIES

Preparation: Send a professional biography to your assigned OJT Supervisor at least four weeks prior to the OJT start date.

Performance:

- Operate solely within the "Provision" core competency and the expectations of your Religious Organization (RO).
- Diligently complete all tasks assigned by the OJT Supervisor.
- Complete Personnel Qualification Standards applicable to OJT site. At minimum complete the 100 and 200 series, and the appropriate 300, 400, or 500 series based on location.
- Adhere to all guidance provided in the CCPO OJT Training Manual.

Conduct: CCPOs are strictly prohibited from carrying, training with, or qualifying on any weapons.

Administration: Submit your travel claim to the Assistant CCPO Program Manager no later than five days after completing the OJT.

OJT SUPERVISOR RESPONSIBILITIES

Preparation:

- Familiarize yourself with the CCPO OJT Manual.
- Develop a comprehensive training plan designed to meet the OJT learning objectives.

Mentorship & Training:

- Mentor the CCPO according to the Professional Navy Chaplaincy Core Competencies.
- Provide opportunities for the CCPO to observe and participate in religious ministry.



RULES AND RESPONSIBILITIES (CONTINUED)

Evaluation & Debrief: At the conclusion of the OJT, you must:

- Complete a Performance Information Memorandum (PIM). The PIM must include:
 - A written assessment of the CCPO's strengths and areas for growth.
 - A recommendation for the CCPO's continuation in the program.
 - Debrief the CCPO on their performance as documented in the PIM.
 - Provide a signed copy of the PIM to the CCPO before they detach.

Administration:

- Arrange the CCPOs lodging by identifying the closest NGIS and reserving their rooms.
- Endorse the CCPO's orders upon arrival and checkout.
- Forward a signed copy of the PIM and the completed Supervisory Feedback Form to the CCPO Program Manager. FITREPs and Reporting – BUPERSINST 1610.10H, Chapter 12, applies, which states that all inactive reservists on ADT orders longer than 10 days but less than 90 days will receive a PIM. This is vital for the documentation of training and essential when the CCPO goes before the Chaplain Accessions and Retention Eligibility Advisory Group (CARE AG) when applying to supersede. The CCPO Supervisory Chaplain is responsible to ensure the CCPO receives a signed copy of their PIM prior to detaching.





GENERAL INFORMATION

ADMINISTRATION

Orders:

- OJT orders are officially known as Active Duty for Training (ADT) orders. During an OJT, a CCPO is administratively handled the same as any other reservist on active training orders. Orders are typically written 30-60 days prior to the beginning of the OJT. Orders are written in the Navy Reserves Order Writing System (NROWS) by the Administrative Clerk at the CCPO Program office, and sent to the CCPO via secure transfer site.
- **Important:** Be sure to check the orders regarding quarters and messing. If the orders read "Gov Quarters Available," a Certificate of Non-Availability is required for stay in a civilian hotel, including Navy Lodge/NGIS. If the orders are not correct regarding quarters and messing, contact the CCPO Program Manager.

Check In and Check Out:

- CCPOs are detailed and ordered to the unit to which the CCPO Supervisory Chaplain is assigned. **The unit endorses the CCPO's orders upon check in, processes orders for pay, eMusters them via NSIPS, and endorses orders again upon check out.** The CCPO Supervisory Chaplain is responsible to monitor these administrative processes.

Logistical Support:

- The CCPO Supervisory Chaplain is the sponsor for the CCPO and may delegate that duty to another Chaplain. Navy Sponsor Program rules apply.
- Travel via POV is only allowed when advantageous to the government. Gaining commands must arrange transportation to/from the training site if a rental car is not required and the CCPO does not have a POV. "In-and-around" miles are not authorized for POV/rental cars. When there are two or more CCPOs on the same OJT at the same time, CCPOs will carpool to/from training sites.

Qualifications/Training Status:

- CCPOs come to you, the Supervisory Chaplain, with an accredited Bachelor's degree, and will have at least two semesters of graduate education completed, with some having already completed their graduate degree. Some may come with significant pastoral experience, while others may have little to no pastoral experience.
- CCPOs are IRR officers under instruction **BUPERSINST 1001.39F CH-1. OPNAVINST 1120.9A** provides details on the CCPO Program. CCPOs receive appointments as officers to the Individual Ready Reserve, designator 1945. As Unrestricted Line Officers in a training designator, they are not Chaplains. Because of this, CCPOs wear line officer insignia and do not wear Chaplain Corps Staff insignia. To avoid being mistaken as other line officers.
- CCPOs operate solely within the "Provision" core competency and the expectations of their Religious Organization (RO).
- CCPOs are addressed by their rank or as Chaplain Candidate.



FUNDING / FINANCIAL

FINANCIAL PACKAGE

Funding Source:

- Commander, Navy Recruiting Command (COMNAVCRUITCOM) manages the Chaplain Candidate program via funding from Commander, Navy Reserve Forces Command (COMNAVRESFOR).

Compensation:

- While they receive pay on OJT, CCPOs serve without pay during the year. The CCPO Program does not provide tuition assistance, stipends, or financial aid. **Take special care to ensure CCPOs do not incur unnecessary expenses, which could negatively affect their theological studies.** Ensuring they are eMustered properly and are processed with your N1 or CPPA to endorse orders is required.

Basic Pay and Allowances:

- Pay and allowances are determined in NROWS. If the CCPO believes they are entitled to certain pay and allowances, they should first contact the CCPO Program Manager. CCPOs should read their orders in their entirety. Guidance will be provided so they are fully aware of their authorized entitlements.

Advance Travel Option:

- Officers in the IRR are not eligible for a government travel credit card (GTCC), however, they are eligible for travel advances on per diem (lodging and meals). CCPOs may request the advance through the CCPO Program Office. Advances should be made 30 days in advance to allow time for processing.

Travel Claims:

- A final travel claim must be submitted to the CCPO Program office, even if an advance was issued, within five (5) business days of completion of orders. Failure to do so will delay payment and cause the CCPO to be delinquent per Joint Travel Regulations (JTR). Supervisors can assist in the process by ensuring the command administrative offices stamp CCPO's orders upon check in and check out.



MISCELLANEOUS

BCA and PRT:

- CCPOs are required to meet Navy BCA standards. Official PRTs are not required for CCPOs while on OJT orders. Any CCPO who arrives at an OJT out of standards should be reported to the CCPO Program Manager.

Medical:

- During their OJT, CCPOs should complete their annual physical (DD2807-1 and DD2808).

Leave and Time Off:

- Leave and special liberty is not authorized for CCPOs. In the rare event that an OJT exceeds 30 days, leave days may accrue. The CCPO Supervisory Chaplain has authority to make a policy exception if an emergency occurs. Special Liberty up to four days would be appropriate for an emergency. Any additional costs incurred during an emergent special liberty situation will not be reimbursed.

Holidays:

- CCPOs on orders during holidays will follow the routine of their gaining command as printed in the Plan of the Day or Plan of the Week. The CCPO Supervisory Chaplain has authority to make a policy exception if the CCPO is training with a unit during a holiday.

Civilian Employment:

- Returning to one's employer to conduct a funeral, wedding, or visit a critically ill member is not authorized. The CCPO is responsible for securing a substitute in their absence. CCPOs will make prior arrangements for coverage with their employers to include pulpit supply, pastoral coverage, and administrative support.

Graduate Studies:

- Driving back and forth to an educational institution to attend classes is not authorized. Online studies may not interfere with the training environment, or with the participation in religious ministries. Educational institutions may grant graduate credit for military OJTs. In those cases, supplemental reading or papers written to analyze or summarize the OJT for credit is authorized during the duty day. CCPO Supervisory Chaplains may choose to review this work as part of the supervision and debriefing time.

Order Modification:

- Curtailment for emergencies will normally be approved. The CCPO Supervisory Chaplain will call and inform the CCPO Program Manager who will amend the orders. Curtailments for personal convenience are not authorized and will not be approved. No training will be canceled, or curtailed, because of employer relationship issues.



MISCELLANEOUS

Security Clearance Problems:

- Chaplain Candidates in the IRR are under the authority of their Navy Recruiting District concerning security clearances and should contact their recruiter to update their security information or address issues with their clearance.

ID Cards:

- CCPOs in an IRR status can only obtain Common Access Cards (CACs) while on orders. Issues with DEERS preventing CCPOs from obtaining ID cards are to be directed to the CCPO Administrative Clerk.

CCPO PROGRAM MANAGER

LCDR Steven J. Clark, CHC, USN
Chaplain Candidate Program Manager
Navy Recruiting Command
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APPENDIX

CCPO PERSONNEL QUALIFICATION STANDARDS

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INTRODUCTION TO THE CHAPLAIN CANDIDATE PROGRAM

101 Purpose of the Chaplain Candidate Program

101.1

Describe the purpose of the CCPO Program. (OPNAVINST 1120.9A, Encl. 1)

Signature/Date: _____

102 Roles and Responsibilities of the CCPO

102.1

Describe the roles and responsibilities of the CCPO. (OPNAVINST 1120.9A, Encl. 1)

Signature/Date: _____

CORE COMPETENCIES OF RELIGIOUS MINISTRY IN THE NAVY

NOTE: This section is meant to review & reinforce topics taught at PNC-BLC

201 Professional Religious Ministry

201.1

Describe and discuss the term "Professional Naval Chaplaincy." (SECNAVINST 1730.7E; Navy Warfare Publication (NWP) Religious Ministry in the U.S. Navy 1-05, 1.4.1)

Signature/Date: _____

201.2

Describe and discuss the standards for Professional Naval Chaplaincy. (SECNAVINST 1730.7E, Encl. 2)

Signature/Date: _____

201.3

State and discuss the three requirements related to religion as identified by Navy policy. (NWP 1-05, 1.7)

Signature/Date: _____

201.4

Describe and discuss how religious ministry in the Navy provides for the free exercise of religion. (OPNAVINST 1730.1F)

Signature/Date: _____



APPENDIX

201.5

Describe and discuss how religious ministry in the Navy provides for the free exercise of religion. (OPNAVINST 1730.1F)

Signature/Date: _____

202 The "Provide" Competency

202.1

Describe and discuss the "provide" competency. (SECNAVINST 1730.7E; NWP 1-05, 1.4)

Signature/Date: _____

203 The "Facilitate" Competency

203.1

Describe and discuss the "facilitate" competency. (SECNAVINST 1730.7E; NWP 1-05, 1.4)

Signature/Date: _____

203.2

Describe and discuss the process to facilitate for the religious needs of someone from an RO other than your own.

Signature/Date: _____

204 The "Care" Competency

204.1

Describe and discuss the "care" competency to include various responsive care issues. (SECNAVINST 1730.7E; NWP 1-05, 1.4; 2.6)

Signature/Date: _____

205 The "Advise" Competency

205.1

Describe and discuss the "advise" competency. (SECNAVINST 1730.7E; NWP 1-05, 1.4)

Signature/Date: _____

205.2

Describe and discuss the various types of advisement (SECNAVINST 1730.10A).

Signature/Date: _____



APPENDIX

206 Meeting Religious Needs

206.1

Describe and discuss the role of the chaplain in meeting religious needs within the command. (NWP 1-05, 2.2)

Signature/Date: _____

206.2

Describe and discuss the Command Religious Program. (SECNAVINST 1730.7E; OPNAVINST 1730.1F)

Signature/Date: _____

207 Ceremonies, Religious Services, and Prayer

207.1

Describe and discuss common ceremonies chaplains may facilitate for or participate in. (NWP 1-05, 2.4)

Signature/Date: _____

207.2

Describe and discuss religious services and public worship chaplains may conduct or facilitate. (NWP 1-05, 2.3)

Signature/Date: _____

207.3

Describe and discuss prayer as it relates to the functions of the chaplain. (NWP 1-05, 2.5)

Signature/Date: _____

208 Chaplain Noncombatant Status

208.1

Describe and discuss the chaplain noncombatant status. (NWP 1-05, 1.5)

Signature/Date: _____

209 Confidential Communications

209.1

Describe and discuss confidential communications. (NWP 1-05, 1.6; SECNAVINST 1730.11)

Signature/Date: _____



APPENDIX

210 Laws, Policies, and Instructions

210.1

Describe and discuss the importance and use of laws, policies, and instructions that guide Professional Naval Chaplaincy in the Sea Services. (NWP 1-05, 1.1; 1.2)

Signature/Date: _____

211 Leading, Supervising, and Mentoring

211.1

Describe and discuss the differences between cooperation, tolerance, and mutual respect. (NWP 1-05, 4.17)

Signature/Date: _____

211.2

Describe and discuss the pluralistic nature of chaplaincy in the sea services. (NWP 1-05, 4.17)

Signature/Date: _____

211.3

Describe and discuss the role of the supervisory chaplain in the sea services. (NWP 1-05, 4.17)

Signature/Date: _____

211.4

Describe and discuss the relationship and role of the RMT. (SECNAVINST 1730.7E)

Signature/Date: _____

211.5

Describe and discuss chaplain career progression. (See Community Brief found on Navy Personnel Command website)

Signature/Date: _____

211.6

Describe and discuss the Fitness Report. (BUPERSINST 1610.10E)

Signature/Date: _____



APPENDIX

RELIGIOUS MINISTRIES IN THE FLEET FORCES

301 Fundamentals and Organization

301.1

Describe and discuss OPCON, TACON, ADCON (NWP 1-05, 4.1)

Signature/Date: _____

301.2

Describe and discuss the distinct levels of Fleet Religious Ministry and the roles of the supervisory chaplain and senior supervisory chaplains. (SECNAVINST 1730.7E; NWP 1-05, 4.1.2)

Signature/Date: _____

301.3

Describe and discuss the various models of ministry delivery in the Fleet. (NWP 1-05, 4.1.3)

Signature/Date: _____

301.4

Describe and discuss the different forces (Surface, Submarine, Air, Naval Expeditionary, Cyber, and Special Operations) and the differences of ministry in each setting. (NWP 1-05, 4.4- 4.9)

Signature/Date: _____



APPENDIX

302 Religious Ministry in the Fleet Forces

302.1

Describe and discuss deck-plate ministry. (NWP 1-05, 4.1.3)

Signature/Date: _____

302.2

Describe and discuss pastoral care and counseling. (NWP 1-05, 4.1.3)

Signature/Date: _____

302.3

Describe and discuss the lay leader program. (NWP 1-05, 4.1.3)

Signature/Date: _____

303 Caring For Welfare and Morale in the Fleet Forces

303.1

Describe and discuss the AMCROSS process. (NWP 1-05, 4.1.3)

Signature/Date: _____

303.2

Describe and discuss Operational Stress, Sexual Assault and Suicide Prevention. (NWP 1-05, 2.6)

Signature/Date: _____

303.3

Describe and discuss referral resources. (NWP 1-05, 2.6)

Signature/Date: _____

303.4

Describe and discuss the role of MWR and religious ministry.

Signature/Date: _____

303.5

Describe and discuss Community Relation Projects. (NWP 1-05, 2.6)

Signature/Date: _____



APPENDIX

304 Ministry in Operational Contingencies

304.1

Describe and discuss humanitarian and civic assistance in the operational setting. (NWP 1-05, 4.16)

Signature/Date: _____

304.2

Describe and discuss disaster response operations in the operational setting. (NWP 1-05, 4.16)

Signature/Date: _____

304.3

Describe and discuss Mass Casualty/Emergency Management in the operational setting. (NWP 1-05, 4.16)

Signature/Date: _____

304.4

Describe and discuss at-sea contingencies in the operational setting. (NWP 1-05, 4.16)

Signature/Date: _____

305 OJT Practicum

305.1

Provide, in accordance with guidance from CCPO's Religious Organization, and discuss a worship service in an operational setting.

Signature/Date: _____

305.2

Observe and discuss a worship service of a different faith group.

Signature/Date: _____

305.3

Observe an evening prayer in an operational setting.

Signature/Date: _____



APPENDIX

305.4

Write a public prayer and receive feedback from your supervisor.

Signature/Date: _____

305.5

Observe and discuss lay ministry in the fleet operational setting.

Signature/Date: _____

305.6

Observe the daily operations of the assigned platform in the operational setting.

Signature/Date: _____

RELIGIOUS MINISTRIES IN THE U.S. MARINE CORPS

401 Fundamentals and Organization

401.1

Describe and discuss the fundamentals and mission of the RMT in the U.S. Marine Corps. (MCTP 3-30D.1-1)

Signature/Date: _____

401.2

Describe and discuss the function of the RMT and the roles of the Chaplain and Religious Programs specialist in the Command Religious Program (CRP). (MCTP 3-30D.1-(4-7))

Signature/Date: _____

402 Religious Ministry Principles for the USMC

402.1

Describe and discuss the four core RM competencies as related to religious needs in USMC. (MCTP 3-30D.2-(1-8))

Signature/Date: _____



APPENDIX

403 Command Religious Program Administration

403.1

Describe and discuss how RMTs support the command within the civilian community via Community Relations Projects (COMRELS) for the expression of the unit's beneficence. (MCTP 3-30D.3-7)

Signature/Date: _____

404 Ministry In Operational Contingencies

404.1

Describe and discuss the fundamentals of operational ministry with Marines. (MCTP 3- 30D.4-(1-2)

Signature/Date: _____

404.2

Describe and discuss the three levels of a MAGTF and the roles of RMT at each level. (MCTP 3-30D.4-(2-7)

Signature/Date: _____

405 Training and Resource Support

405.1

Describe and discuss the various training opportunities and expectations of RPs and chaplains serving in Marine Corps units. (MCTP 3-30D.5-(1-5))

Signature/Date: _____

406 Reserve Component RMT Integration

406.1

Describe and discuss the Reserve Marine Corps RMT component and how it is integrated to enhance the active component. (MCTP 3-30D.6-(1-5)

Signature/Date: _____

407 OJT Practicum

407.1

Provide, in accordance with guidance from CCPO's Religious Organization, expeditionary worship service. (NAVMC 3500.85B)

Signature/Date: _____



APPENDIX

407.2

Observe and discuss the "care" competency from a Chaplain conducting RMT movement in the field. (NAVMC 3500.85B)

Signature/Date: _____

407.3

Observe and discuss mass casualty response ministries. (NAVMC 3500.85B)

Signature/Date: _____

RELIGIOUS MINISTRIES SHORE INSTALLATIONS

501 Fundamentals and Organization

501.1

Describe and discuss the fundamentals and mission of the RMT on Shore and Training Installations. (SECNAVINST 1730.7E)

Signature/Date: _____

501.2

Describe and discuss the function of the RMT and the roles of the Chaplain and Religious Program Specialist in the Command Religious Program (CRP). (SECNAVINST 1730.7E)

Signature/Date: _____



APPENDIX

502 Chapel Ministry

502.1

Describe and discuss the guidelines for donations to the Religious Offering Funds. (SECNAVINST 7010.6B)

Signature/Date: _____

502.2

Describe and discuss the role of lay leaders and volunteers in shore installation ministry. (OPNAVINST 1730.1F)

Signature/Date: _____

502.3

Describe and discuss the provide competency as it pertains to the shore installation's Command Religious Program.

Signature/Date: _____

503 CREDO

503.1

Describe and discuss the background of CREDO and the scope of its programing. (OPNAVINST 1738.1B)

Signature/Date: _____

503.2

Describe and discuss how the current CREDO programs offered in the region increase operational readiness and personnel resiliency.

Signature/Date: _____



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