

Welcome to Naval Chaplains Basic Training (NCBT) Pre-arrival Information

Congratulations on your call to service in the United States Navy Chaplain Corps. We know you have a range of questions and hope this information will answer some of them. Please contact the NCBT Administrative Officer via phone at (401) 841-7031 or e-mail at micheal.p.moreno@navy.mil so he can get your contact information and send you a welcome aboard package.

(Click on question...)

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1. Where do I get orders?

- Active Duty: contact the Navy Personnel Command (BUPERS) Chaplain Corps Distribution and Assignments Office at 901-874-3996 (The Detailer)!
- Reservists: Work through your Reserve Center Training Officer for AT or ADT orders. If they need assistance, contact COMNAVRESFOR (N01GA) in New Orleans, 1-800-245-4546.
- Chaplain Candidates: Call the Naval Chaplains School – NRSE Chaplain Student Unit Office [CCPO] at 1-800-535-9026.
- You must receive orders before coming to Naval Chaplains School.
- Keep your orders in hand while you travel. Do not put them in checked luggage.
- As applicable leave a copy of your orders with family members.

2. What official documents do I bring to Chaplains School?

- Bring immunization and military medical, dental records you may have. Especially those with prior military service BRING YOUR DISCHARGE DOCUMENTS i.e. DD214.
- BRING A COPY OF YOUR OATH OF OFFICE! This is imperative to get your pay started!!!
- Bring the following as applicable:
 - 5 copies of orders
 - Certified true copies of family member birth certificates
 - Marriage, divorce and child custody documents
 - Direct deposit is not optional. Bring your bank account number and financial institution's routing number (RTN) for your direct deposit. You will be offered the opportunity to open an account with Navy Federal Credit Union but this is not required.

3. What if I am being stationed over seas?

Your orders will specify that you are to “complete all overseas screening requirements within 30 days of receipt of orders.” This must be done for you and your family (if applicable) before your arrival at Chaplains School. When you receive your orders for overseas contact the NCBT Administrative Officer at (401) 841-7031 or e-mail at micheal.p.moreno@navy.mil.

- Visit this web page for Overseas Screening Requirements:
<http://www.bupers.navy.mil/pers451/osr.html>
- Suitability Form: Proceed to the nearest Military Treatment Facility (military base hospital) to complete NAVPERS 1300/16 (hyperlink to form) and NAVMED 1300/1 (hyperlink to form). Both medical and dental screening forms for service and family members as applicable must be signed by a competent medical authority
- Passports and visa may be required. Visit these web pages to find out more information:
 - Passport/visa requirements:
https://www.dp.hq.af.mil/dpz/passportmatters/Visas/Visa_Info.cfm
 - No Fee Passport/visa procedures:
https://www.dp.hq.af.mil/dpz/passportmatters/ppm_mainpage.cfm
 - Additional Passport/visa and travel information:
http://travel.state.gov/passport_services.html

4. What should I be doing before I arrive at Chaplains School?

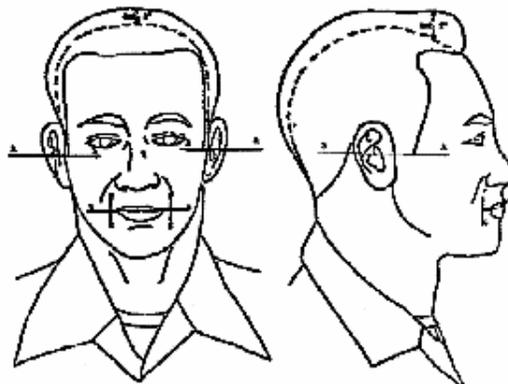
- Identification Cards: Upon receipt of orders, take your oath of office and orders to enroll yourself and family members if applicable in DEERS (Defense Enrollment Eligibility Reporting System) at the nearest personnel office on a military base. After you are enrolled, apply for an active or reserve ID Card depending on your orders (CCPO's should get a reserve ID with a termination date as listed on your orders). Getting your ID may not be possible before arrival; in that case you will get your ID here in Newport. Those with family members insure you leave a copy of your orders with them.
- Active Duty Only: Take multiple copies of your orders to the nearest personal property office or transportation management office on a military base to start your household goods shipment. We will review this paperwork during your first week of training.
- Fill out and mail to the school your biographical information sheet ([Hyperlink](#)) and your Physical Fitness and Swim Qualification Notification ([Hyperlink](#).)

Priority Mail these forms to:

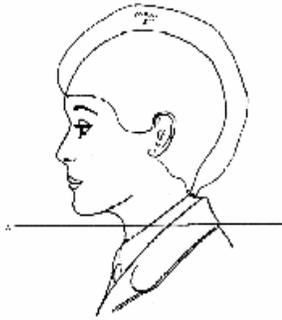
Naval Chaplains School
Attn: NCBT Admin Officer
114 Porter Rd
Newport, RI 02841-1210

Grooming (If you're wondering if you need a haircut...you do)

- Grooming: Basic military grooming standards, outlined below, are in effect upon arrival. Military bearing is not optional. Specific grooming standards will be further explained during week one of training.
- Men: Beards are not authorized, only regulation-trimmed mustaches. Arrive with a fresh, military-style haircut.



- Women: Hair may not fall below the shirt collar. Longer hair must be worn neatly in either a bun or braid[s], secured to the head with barrettes or combs that match your hair color. Ponytails and pigtails are not authorized.



- For men and women, fingernails must not protrude beyond one-quarter inch as measured from the fingertip. For women, nail polish is authorized in colors complimentary to skin tone. We will discuss jewelry, cosmetics, and other uniform appearance items during your first week of training. “Conservative” is the operative word.
- For detailed grooming standards, uniform regulations, ribbon and medals information visit <http://www.persnet.navy.mil/uniform/uniform.html>

5. How do I get to Newport Naval Station?

- By air: If you fly into Providence or Boston during the day, ground transportation to Newport is fairly easy. Cozy Cab, an airport shuttle, runs from T.F. Green Airport in Providence daily 'til midnight. Reservations are recommended. Call (401) 846-2500 or 1-800-846-1502. Cozy cab will drop you off at Gate 1 of Naval Station. Bonanza Bus Line connects the South Station in Boston to the Gateway Visitors Center in downtown Newport. Call (401) 846-1820 for reservations. The bus drops you off at Gateway Visitor Center in Newport. You will need to take a cab from Gateway Visitors Center to Gate 1 (cost roughly \$6.00). The Chaplains School will run a shuttle from Gate 1 at Naval Station Newport from 1200-1700 on the day you are instructed to report.
- By car: Maps of the base and driving directions are found on the Naval Station Newport website, <http://www.nsnpt.navy.mil/>. With the current world situation, security on base is at an increased level. You need to enter through Gate 1 of Naval Station Newport, where you will be directed to the Pass & ID Office for a temporary pass that will be valid for the duration of training.

Automobiles (Where's My Car?)

There are advantages to bringing your personally owned vehicle (POV) to school. The Newport-Boston and Groton areas have many scenic and historic attractions, but be advised that for the first three weeks, you have limited liberty and limited opportunities for using your vehicle. You will need to secure a base pass for your automobile.

Requirements for a pass are:

- Military identification card or a copy of your orders
- A valid operators license
- Your automobile's registration card
- Proof of automobile insurance

Parking is available southeast of King Hall, to the right of the football field as you face King Hall. Use the lot not designated for staff parking. Do not park behind King Hall by the shore. Directions to King Hall are available at Gate 1.

Keep all travel receipts for possible reimbursement for travel to Chaplains School. To secure plane tickets, work with your recruiter, reserve center, or the CCPO office. The government pays for your transportation to and from school, typically making your arrangements through SATO (Scheduled Airline Ticket Office). Naval Chaplains School is not responsible for your transportation to Newport, nor should you have to pay for this out of your own pocket.

6. What do I need to bring to Chaplains School?

Clothing and uniforms: Travel to Chaplains School in civilian clothes. Bring your clerical attire [solid colors and conservative attire are customary] and any “inspectable” uniforms you may have. Avoid purchasing new uniforms until you arrive. On the first day of training you will go to the Uniform Shop to purchase your initial issue. A typical, full-issue uniform bill for those going on active duty is \$1,250.00.

You are required to purchase a full sea bag of uniforms. During your first week of training you will receive instruction on the types and care of uniforms. Those with follow-on orders to a Marine unit most likely will purchase appropriate Marine Corps uniforms when you arrive at your ultimate duty station. [Note: Chaplain Candidates are not required to purchase a full issue of uniforms.]

Active-duty uniform allowance is \$600 (a one time allowance). Reservist and CCPO uniform allowance is \$400. Your uniform allowances will be deposited directly into your account during Chaplains School. Chaplains and Chaplain Candidates should check their orders for authorization of payment of the initial uniform allowance. For those who don't wish to pay their uniform bill, all at once, during Chaplains School the Navy Exchange authorizes interest-free payback over 12 months. Enrollment in this program takes place the first day of training.

Other clothing needed for Chaplains School includes quality running shoes, jockstraps or sports bras, white socks, a plain swimming suit, and shower shoes. A conservative, plain, knee-length bathrobe is required. Purchase good running shoes, but hold off on buying gym shorts and shirts: for class uniformity, these items must be purchased at the Uniform Shop. Men should bring tasteful informal attire (e.g. collared sports shirt, a sports coat, dress slacks and tie), and women should bring equivalent attire.

For those who have already attended the Naval Chaplains Basic Course: If you have orders to the Division Officer Capstone, Amphibious/Expeditionary [AMEX], or Tools, Empowerment, and Ministry Skills [TEAMS] courses, bring all serviceable uniforms to Chaplains School. Contact the Basic Training Administrator to clarify uniform requirements [telephone: (401) 841-7031].

Purchasing boots. Each week of training you will participate in a conditioning hike with full pack and helmet. Some students prefer to purchase and break in their new boots before they arrive. One popular and authorized boot is the:

- 924 Men's Bates Durashock Black Jungle Boots
- 724 Women's Bates Durashock Black Jungle Boots

Simply do a search on the www and find the best buy if you desire to purchase and break your boots in before you arrive. Your cammies will be tailored for Navy Regs. Those going to the Marine Corps will purchase digital style cammies and boots when you report to your ultimate duty station; while at the Naval Chaplains School you will be in Navy Regs.

7. How do I report aboard?

The upcoming Naval Chaplains Basic Course convenes 7 Jun 04. ALL STUDENTS ATTENDING NCBC MUST ARRIVE AT OTCN KING HALL, ON THE SECOND DECK (I.E. FLOOR) BETWEEN 1200 AND 1700 (NOON AND 5:00 PM), EASTERN TIME ON SUNDAY 6 JUN 04. For those reporting to DOC you must arrive on 15 July 04, reporting for AMEX arrive on 22 July 04 and for TEAMS arrive on 29 July 04.

Check in at the Chaplains Duty Hut in King Hall [2nd deck, middle wing, room 3225]. The Duty Chaplain will enter your arrival time in the log and on your orders. You can enter King Hall on the first deck which is the Commands "Quarterdeck." When you enter the quarterdeck respectfully identify yourself as a Chaplain student, and ask the person on duty to guide you to the second deck of King Hall.

If you encounter problems while traveling to Chaplains School that will delay your arrival beyond the required reporting time, you must contact us as soon as possible. During normal working hours (0730-1630), call (401) 841-2557. After working hours and on weekends, call the Chaplains School Staff Duty beeper at 1-888-686-8969 and the duty person will call back. If you have any problems upon arrival, first call the Chaplains Duty Hut at (401) 841-3481. If you are unable to reach someone there, call the staff duty beeper number (1-888-686-8969

8. What physical condition should I be in before arriving (Start running now!)

Since Navy and Marine Corps duty is rigorous, physical conditioning is required. All Chaplains and Chaplain Candidates participate in the Chaplains School physical training program. A Marine Corps Gunnery Sergeant is on staff, dedicated to helping maintain and/or improve your physical conditioning. Start a calisthenics and jogging regimen NOW! If you are not in shape, or if there are medical problems that might preclude your participation, get documentation from your doctor and let us know immediately. Please fill out and return the physical-fitness statement ([hyper link](#))

You will take part in the Navy's Physical Fitness Assessment [PFA] during the first week of class to gauge your physical condition, and again at the end of the Basic Course. Additionally, a third-class swim qualification test is given to all Chaplain students. Since this is a requirement for graduation, swimming lessons will be given to those who are not able to qualify when they arrive.

9. When do I get paid and how much? (Show me the money!)

Navy paydays are normally the 1st and 15th of the month. Experience shows that you need to bring about \$500 to cover meals and expenses prior to receiving your first Navy paycheck, roughly the first three weeks of training. Naval Officers pay out pocket for all meals including field rations (MRE). Meals at Ney Hall cost approximately \$10.00 a day for three meals, for a total of about \$280 for the first three weeks. In addition you will incur other expenses at Navy Exchange, School activities, etc. You will receive “per diem” (daily expenses) pay in addition to normal (or basic) pay, as well as other allowances to assist with food and other transient living expenses. Student per diem is roughly \$26 per day. Reservists and CCPO’s are not able to collect per diem and other travel allowances until end of school and you file your travel claim.

Visit DFAS to learn more about your pay. <http://www.dfas.mil/>

10. Where will I sleep?

You will have assigned rooms. You will be sharing a room with another student Chaplain. All Chaplains and Chaplain Candidates will stay in the King Hall barracks for the duration of training. Students will be expected to clean their rooms and the common passageway, laundry room, and other common areas. Also, you can expect to participate in weekly cleaning assignments and scheduled room inspections.

Rooms have very limited storage space. Radios are allowed, but small electrical appliances for cooking and food preparation are not allowed.

Pillows, bedding, and linens are provided. Bring washcloths, towels, toiletries, and a padlock for your wall locker (a combination closet and chest-of-drawers), where your personal possessions can be stored.

11. Do I get time off, leave and liberty?

Leave: As a student of Naval Chaplain Basic Training, you are not authorized leave during the academic program, except for emergencies, for instance the death of an immediate family member.

Liberty: The first three weeks of the course are designed to help bring about unit cohesion and teamwork. For this reason, liberty (i.e. free time) is restricted. After the third week, most weekends are free, with the exception of the Amphibious/Expeditionary [AMEX] course, or if you are scheduled for duty or worship services. There are limits on distances you are authorized to travel during free weekends. This is explained upon arrival. Not returning from liberty at the appointed place and time (ordinarily at King Hall, by 10pm Sunday night) may result in you being UA [Unauthorized Absence]. Chaplains are always expected to be on time, which is reinforced in our training.

12. Can my family come with me to school?

If you are considering bringing your spouse or other family members with you to Newport, here are some facts you must know:

- Bringing your family to Newport before graduation is not recommended, except for possibly an occasional visit.
- In the first three weeks of Basic Training, liberty is limited to the base.
- You are not eligible for government housing for family members during Basic Training.
- You are not eligible for government funding to move family members or household effects to Newport. The government only pays for the movement of family members and household effects to your permanent duty station if you are going on active duty.
- You may store your household effects at government expense while you are at Chaplains School if you are going on active duty.

If you have questions or concerns, contact the Basic Training Administrator.

13. What is the school's contact information so I can receive mail?

ENS, [LTJG, or LT] "First" "MI" "Last," CHC [or CCPO], USNR
Naval Chaplain Basic Training Student
Naval Chaplains School, OTCN [Code 50]
114 Porter Ave.
Newport, RI 02841-1210

Please give the following phone numbers to persons who may need to contact you in an emergency:

Monday-Friday, 7:30 a.m.-4:30 p.m. (0730-1630): (401) 841-2557
Monday-Friday, 4:30 p.m.-7:30 a.m. (1630-0730): (401) 841-3481
Weekends: (401) 841-3481.

14. Will I have access to computers, e-mail and the internet?

Chaplains School houses a student computer lab. Students receive a computer familiarization class before having access to the lab. Navy e-mail accounts are established for each student. Access to commercial e-mail servers, i.e., AOL, Yahoo, etc., on government computers is prohibited. However, arrangements can be made with commercial servers to have e-mail forwarded to your official Navy account. In addition, free Internet access is available on base at the computer café (located near the NEX), where you may access your common e-mail server. Students may bring a personal laptop, but are responsible for its security. The schoolhouse does not have phone lines available for connecting personal computers to the Internet.

Personal cell phones are not authorized for wear while in uniform. Additionally, cell phones will be turned off while in class and not used on breaks. The Department of Defense has strict computer usage policies. You will be briefed on these policies and sign a usage statement. Be advised inappropriate use of computers is punishable under the Uniform Code of Military Justice (i.e. knowingly accessing an unauthorized website).

15. Will I have medical and dental care while at Chaplains School?

While you are attending Chaplain Basic Training you will receive your medical care through the Naval Ambulatory Care Center here in Newport; unless it is an after hours emergency. You will be briefed on your medical and dental care upon arrival.

Visit: <http://www.tricare.osd.mil>

16. Where will I eat during training?

Ney Hall, the student dining facility, is adjacent to your barracks. The Officers' Club is located on Coastal Harbor Island, close to Chaplains School. Deli's are located in the Navy Exchange and Commissary. There are some snack and soft-drink machines on each deck of King Hall. The Naval Chaplain Basic Training lounge in King Hall and Brett Hall has a TV, microwave oven, and refrigerator available for use. Each class can establish a coffee mess, which will be discussed during week one. Kosher and vegetarian diets need to be discussed with Basic Training Admin Officer prior to arrival. Additionally, you will be eating Meals Ready to Eat (MRES) during your field exercise. You will pay the Marine Corps Instructor for these meals before departing to AMEX.

Also, most classes organize a coffee mess which will be accessible at the school typically during the second week. Covered beverage mugs are required. Participating in the coffee mess is optional. There are some additional meals along the way during your training to include... eating at the Coast Guard Academy, lunch at Camp Edwards, Etiquette training meal, Graduation Dinner and Reception.

Kosher and other special dietary needs: Please contact the NCBT Admin Officer to discuss dietary issues. Also, indicate on your BIO form if you have special dietary requirements.

17. How do I contact my ultimate duty station and find out who my sponsor is?

Visit www.navy.mil or www.usmc.mil and do a search for your duty station listed on your orders just under the header "Ultimate Duty Station." You will be under the supervision of a senior Chaplain. For example if you are going to the 1st Marine Division you might call the Division Chaplains office to make preliminary contact. Word to the wise "first impressions are lasting impressions." Thus, comport yourself as a Naval officer i.e. saying "yes sir," "yes ma'am" as applicable in response to questions is getting off to a good start. American vernacular tolerates "ain't" and "yeah," but not in the military.

You will write an official letter while at Chaplains School to your Commanding Officer and senior supervisory Chaplain. Your command should provide you with a sponsor. Visit www.lifelines.navy.mil for exciting and up to date information focusing on Navy and Marine Corps quality of life.

18. When will I graduate?

Naval Chaplains Basic Training consists of four consecutive courses. The first six weeks is Naval Chaplains Basic Course (NCBC), followed by one week on Naval leadership (DOC), then one week of Amphibious Expeditionary course (AMEX field exercise), then the last two week course is Tools, Empowerment and Ministry Skills (TEAMS).

All new accession active duty Chaplains will attend all four courses. Chaplain Candidates typically attend the first three courses then when they supersede they will return and attend TEAMS. Reservists come in a variation of training formats. Some come to all ten weeks, others only the first six weeks then return later for the other courses. For most reservists it really depends on the flexibility of the faith community serve or current job.

Thus, the GRADUATION CEREMONY is the next to the last day of TEAMS training and the day before you detach. Thus, for those attending 1, 2, or 3 of the 4 courses we have a ceremony at the end of each course to present “certificates of completion.” The graduation dinner which is planned by the students is the night before graduation. There is a student planned reception after graduation. Family members and friends are invited to the graduation dinner and graduation.

19. When will I depart? (Show Me the Way Home!)

Typically, CCPO's and reservists make their return transportation arrangements prior to coming to Chaplains School. For those going on active duty, Personnel Support Detachment begins work on transfers to ultimate duty stations during the first week of training. Check the last page of your orders to find the number of days [up to 10] of leave you receive between the completion of training and the report date at your ultimate duty station. Note: On your orders, your Estimated Date of Arrival [EDA] to your ultimate duty station is only the month and year (for example APR04, i.e. April 2004). The specific date of your arrival to your ultimate duty station will be clarified during your in-processing, and, in dialogue with your command. While at Chaplains School, you will write a letter to your commanding officer introducing yourself and disclosing your leave intentions and estimated reporting date.