



## DEPARTMENT OF THE NAVY

NAVY RECRUITING COMMAND  
5722 INTEGRITY DRIVE  
MILLINGTON, TENNESSEE 38054-5057

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Dear Colleagues in Ministry,

I became a Navy Chaplain because another Navy Chaplain took time to invest in me and encourage me to pursue this amazing ministry. I began as a Chaplain Candidate Program Officer (CCPO) and later superseded to active duty. Navy Chaplains were integral all along my journey to Naval Chaplaincy. Perhaps your story is similar to mine. Maybe, another Navy Chaplain was instrumental in your decision to seek God's direction that led you here.

I am calling on you today to partner with me in our recruiting effort and to help others navigate their way to Naval Chaplaincy. We are looking for fit, well-educated, well-experienced, motivated men and women to join our Chaplain Corps and we need your help. You may assist in the following ways:

1. Seek out and engage prospects who meet our rigorous qualifications and whom you believe would adhere to the tenets of Professional Naval Chaplaincy and provide high-quality ministry to our service members. Lead these prospects to one of our Chaplain Program Officers (CHOPOs) who will assist them through the process of application. Enclosure (1) provides contact information for our CHOPO team.
2. Be intentional in your own denominational meetings to wear your dress uniform and openly convey the message of Naval Chaplaincy. These events are proven fertile ground for recruitment. If you need materials for these meetings, contact a CHOPO for assistance.
3. Be available to speak in local worship venues, seminaries and other institutions of higher learning. Schedule a meeting with the dean of your alma mater to promote Naval Chaplaincy and recruitment.
4. Write a letter to your endorser explaining your positive ministry experience as a Navy Chaplain. Encourage your endorser to share your story with potential applicants.
5. If you are an active duty Captain or milestone-screened Commander, please be available to conduct personal interviews with our applicants.

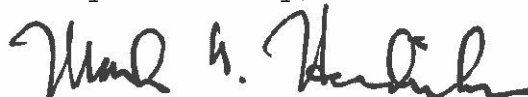
As you look for fully qualified men and women for Naval Chaplaincy, please consider the following:

- Applicants must obtain a denominational endorsement.
- Applicants must have a baccalaureate degree of no less than 120 hours and a Masters-level degree, with a religious concentration, from an accredited institution, of no less than 72 hours. The Master's degree must be completed with at least 48 semester hours in-residence. Clinical Pastoral Education is highly valued.
- Applicants for active duty or reserves must have no less than 2 years of full-time (30 hours or more per week) ministry leadership experience including sermons, weddings, funerals, memorial services, sacraments, ordinances, and supervision of other staff.
- Applicants for active duty or reserves should be no older than 41 at the time of their application. Age waivers are possible for those with special skill-sets or extensive experience. CCPO program applicants must be at least 21 years of age and commissioned before age 38, unless they have prior military experience.
- Applicants should be of such physical condition to tackle the rigorous demands of operational ministry and must be able to pass a medical screening.
- Applicants must be of the highest moral character and be able to successfully obtain a security clearance.
- Applicants must be a U.S. citizen.

Yes, "every Chaplain is a recruiter". You possess the unique perspective of your own experience and when you share your story with others, you may well be the catalyst and conduit for someone pursuing God's call to military ministry and service. Your efforts greatly influence the quality and future of our Navy Chaplain Corps.

Thank you for your commitment to this end and thank you for being available. Please let me know if you have any questions or suggestions. Happy recruiting!

Very sincerely,



M. R. Hendricks  
Captain, U.S. Navy  
Director, Chaplain Programs

**Program Manager**

CAPT Mark Hendricks, [mark.r.hendricks1@navy.mil](mailto:mark.r.hendricks1@navy.mil),  
Office: (901) 874-9216

**CCPO Program Manager**

LCDR Chris West, [christopher.j.west@navy.mil](mailto:christopher.j.west@navy.mil),  
Office: (901) 874-9436

**Southwest (Los Angeles, San Diego, Denver, Phoenix)**

CDR Jaisen Fuson, [jaisen.e.fuson@navy.mil](mailto:jaisen.e.fuson@navy.mil), Cell: (949) 769-1775

**Northwest (San Francisco, Portland, Seattle)**

LCDR John Ault, [john.ault@navy.mil](mailto:john.ault@navy.mil); Cell: (831) 776-6652

**Gulf Coast (Dallas, Houston, San Antonio, New Orleans)**

LCDR Diane Hampton, [diane.m.hampton1@navy.mil](mailto:diane.m.hampton1@navy.mil);  
Cell: (817) 320-4310

**Midwest Area (Saint Louis, Chicago, Minneapolis)**

LT Alexander Cho, [alexander.cho@navy.mil](mailto:alexander.cho@navy.mil); Cell: (636) 222-1164

**Southeast (Jacksonville, Atlanta, Miami, Raleigh)**

LCDR John Scanlon, [john.p.scanlon@navy.mil](mailto:john.p.scanlon@navy.mil); Cell: (904) 509-1191

**North-Midwest Area (Ohio, Nashville, Michigan, Pittsburg)**

LCDR Joel DeGraeve, [joel.degraeve1@navy.mil](mailto:joel.degraeve1@navy.mil); Cell: (614) 301-3747

**Northeast (Richmond, Philadelphia, New York, New England)**

LCDR David Daigle, [david.daigle@navy.mil](mailto:david.daigle@navy.mil); Cell: (917) 485-3360

Enclosure (1)