

# Checklist for NAVAC BCC

This is the required first page of your BCC Application (7/21/2025)

Name:

Position:

Work Location / VA:

Address:

Work Email:

Private Email:

Work Phone:

Cell:



1. \_\_\_\_\_ **Ministry:** Are you a Current VA Chaplain? (not required)
2. \_\_\_\_\_ **Education:** Master of Divinity from an institution recognized by the Department of Education.
3. \_\_\_\_\_ **Ecclesiastical Endorsement:** Must be from an endorsing body recognized by the Department of Veterans Affairs
4. \_\_\_\_\_ **Four units of CPE:** Must be from a training organization accredited by the United States Department of Education, or four units of Clinical Pastoral Education from ACPE.
5. **Ministry Experience:** (You must check one of these and show documentation)
  - \_\_\_\_\_ One year as a Full-Time FTE VA Chaplain, Full-Time Civilian Hospital Chaplain, or Military Chaplain
  - \_\_\_\_\_ Full-Time GS-9 VA Chaplain who has completed one year of service. Verified by Service Chief's recommendation.
  - \_\_\_\_\_ Completed a full one-year VA-sponsored Chaplain Fellowship  
(This is not a 2<sup>nd</sup> year CPE residency)
6. \_\_\_\_\_ **Letters of Recommendation:**
  - Chaplain Service Chief
  - Two NAVAC BCC Chaplains
7. \_\_\_\_\_ **CPE Evaluations:**

8. \_\_\_\_\_ **Two verbatims:**
9. \_\_\_\_\_ **Current resume:** (3-5 pages)
10. \_\_\_\_\_ **Autobiography of Faith Journey:** (2 pages)
11. \_\_\_\_\_ **Writing Assignment: Demonstration of BCC Competencies:**  
(Four Essays each to be 4 to 6 pages)

This requirement will present to the BCC review board the philosophy and practice of your ministry as a chaplain. It is important that you show your understanding and integration of each of these competency sections in the way that you conduct spiritual care to patients. Your BCC review board will be looking for a sense of balance between your theory of ministry and the way you work with patients at your facility.

All competencies must be demonstrated individually in four essays each covering a competency section (ITP, PIC, PPS, OL). All competencies except PIC8 and PIC9, must be addressed in one of the four competency essays. Page length for all sections must be no less than four (4) and no more than six (6) pages in length. Each essay must be double-spaced, twelve-point (12-point) font, and one-inch (1-inch) margins. Essays are to be written at a graduate level. It is recommended that the applicant is explicit about which competency they are addressing throughout the essays.

12. \_\_\_\_\_ **Chaplain Service Chief Endorsement:** Your completed BCC application has been reviewed by your Chief of Chaplain Service, and letter of endorsement and recommendation is attached.

12. \_\_\_\_\_ **Payment:** Please send the \$130 payment check to:  
NAVAC,  
PO Box 1631  
Newport News, VA 23601

13. \_\_\_\_\_ **Submit Application:** Please scan you BCC application into a PDF file and email it to Chaplain David Lefavor at: [navacbcc@gmail.com](mailto:navacbcc@gmail.com)

