



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY CHAPLAIN CENTER AND SCHOOL
10100 LEE ROAD
FORT JACKSON, SOUTH CAROLINA 29207-7090

ATSC-TD-C4

20 October 2014

MEMORANDUM FOR Incoming Chaplain Captains Career Course (C4) Students

SUBJECT: Important Information for Course Attendance

1. Welcome to the United States Army Chaplain Center and School Chaplain Captains Career Course. Please read the following information very carefully.
2. C4 students are to report in ACUs at 0800 on the first day of class to Classrooms 7, 8 and 9 at USACHCS, Bldg. 10100, Lee Road. This will be your newcomer's brief and initial welcome to C4. This event will last the full duty day. You will then be given time to in-process both the post and USACHCS. (Do **NOT** begin in-processing Fort Jackson prior to this initial meeting date.)
3. Class start and end dates will be provided once you've been identified for course attendance. Please be mindful of local school dates if you are bringing your family and children with you. The School District website is <http://www.richland2.org/> if you need further information.
4. Prior to departing your current unit and duty station, **you MUST have the original signed copy of your DA 31 signing you out of your current unit and Blocks 14a, b & c must be completed** (telephonic signing out is NOT authorized for PCS moves).
5. Sign-in dates for you to report to Fort Jackson are noted on your Assignment Instructions. If you desire an early report date, you are permitted to report and begin the process outlined below for signing out on PTDY or ordinary leave. If you are arriving before the designated report date, you are permitted to do so, provided that you remain within a 100 mile radius of Fort Jackson and report in daily for assigned work. If you do sign in early, you will need to report to the course manager or designated cadre representative **each day at 0900** unless otherwise directed.
6. Upon arrival to Fort Jackson **during duty hours** (prior to 1600 on a weekday), please note and adhere to the following:
 - a. If you are on PTDY, your DA31 **must be authorized and signed in block 13** by an officer in a Command Level of 0-5 or above (this applies only if you requested PTDY from your losing unit) (AR 600-8-10, Para 5-31(a)). You must

ATSC-TD-C4

SUBJECT: Important Information for Course Attendance

have your DA31 stamped by housing at the Housing Office at 4514 Stuart Ave. (803) 751-7566/5788/9323) IOT receive PTDY and not lose leave dates. This office is directly across Marion Ave from the Strom Thurman Building.

b. Once you received your housing stamp proceed to USACHCS - at the corner of Lee and Benning Roads. Report to the C4 Course Manager's office in the Training Directorate on the second floor (Room #1221) with two copies of your orders.

c. If you are **not** taking PTDY, report to the C4 Course Manager ASAP. We will sign you in from leave and provide you with additional information.

7. If you arrive at Fort Jackson **after duty hours, (1600 or on the weekend)** please adhere to the following procedures:

a. If you are **not** taking PTDY, check in at USACHCS with the Course Manager the next business day.

b. If you **are** taking PPTY, report to the Housing Office (see paragraph 6.a. above) the next duty day to have them stamp your PTDY authorization.

8. Please note that Fort Jackson's policy is all in-processing must be conducted in **duty uniform**. This includes signing in at USACHS.

9. If you intend to pursue on-post housing, you must report to the Fort Jackson Housing Office in person with your orders, DA31 w/PTDY annotated, and ID Card to have your name placed on the housing list. The Fort Jackson Housing Office can be contacted at (803)751-7566/5788/9323 (DSN 734) and via their website at <http://www.ftjacksonfamilyhousing.com/>.

10. A height/weigh-in will be conducted in conjunction with your record APFT during the first week of the course. A specific date for the height/weigh-in will be provided upon reporting. If required, body fat taping will be conducted. All students will be weighed in accordance with AR 600-9. Students will wear the standard Army PT uniform for the APFT. If you are on a permanent profile, you must provide a copy of the profile upon reporting. If you are on a temporary profile you CANNOT attend C4. APFT and/or the height/weight failures will be retested no earlier than 7 days and no later than 24 days after first test. Failure of the retest will result in being dropped from the C4 program and reassignment at the needs of the Army.

11. The typical duty day in C4 runs from 0800 to 1700. Please attempt to have all recurring appointments (i.e. dental exams, DEERS, etc.) completed before your arrival. Policies and procedures for scheduling appointments required during the course will be discussed during inprocessing.

ATSC-TD-C4

SUBJECT: Important Information for Course Attendance

12. You must report with a valid driver's license, proof of insurance, ASU, ACU, summer and winter PT Uniforms. We strongly recommend that you hand carry all critical records/documents; i.e. awards, OERs, orders, etc, and not place them in storage. This is a PCS move and not TDY.

13. While you are attending C4, you will be issued a government laptop for usage. Please go to this link <https://ia.signal.army.mil/DoDIAA/default.asp> and complete the DoD Cyber Awareness Challenge Training prior to arrival. At the conclusion of the training print out the certificate and bring it with you during inprocessing. Ensure, before you PCS, that your S-6/installation NEC deletes your account and S1/Unit DTS representative ensures you are "DETACHED" from their DTS. We will not be able to process you in DTS system until you are detached from your losing unit.

14. Please note the C4 Student Information Sheet provided. You will need to fill this out and email it back prior to reporting. You will be provided with an email contact and suspense date for this action once you are identified for course attendance.

15. You may submit questions about this course to the USACHCS Registrar at usarmy.jackson.usachcs.mbx.registrar@mail.mil.

FOR THE DIRECTOR OF TRAINING

\s\

THOMAS E. ALLEN
Chaplain (MAJ) USA
C4 Course Manager