

# WELCOME GUIDE

## CHAPLAIN CAPTAINS CAREER COURSE (C4) (RESIDENT)

U.S. Army Chaplain Center & School  
10100 Lee Road  
Fort Jackson, SC 29207





## **Welcome to C4 (Resident) Class 16-001!**

Thank you for your service to God and Country and welcome to the United States Army Chaplain Center and School (USACHCS) Chaplain Captains Career Course (C4) (Resident) Class 16-001. As the C4 (Resident) Course Manager, I look forward to meeting you and your family and to serving you during your time in C4. To introduce yourself to the C4 Leadership Team, **please complete the attached C4 Student Data Sheet and return it to me by email as soon as possible.**

It is the desire and goal of the whole C4 Leadership Team that C4 will be a wonderful time of growth, connection and healing for you as you continue the incredible privilege of serving God and Country as an Army Chaplain.

To help ensure your success, please read and follow the information contained in this guide very closely. On the last page of this guide is a **C4 (Resident) Welcome Guide Statement of Acknowledgement**. When you finish reading this Welcome Guide, please acknowledge that you've read and understood its instructions and requirements by **digitally signing the Statement of Acknowledgment and returning it to me by email as soon as possible.**



1. **Reporting Instructions.** Dates for you to report to Fort Jackson are noted on your Assignment Instructions in your PCS Orders. Your orders instruct you to report on **8 JAN 16**, with an early authorized report date of **5 JAN 16**. You are not authorized to report earlier than **5 JAN 16**. You are to report in duty uniform (ACUs: UCP or OCP; Multicam Uniform) **between 0900-1600 hours**. You must arrange your travel to ensure that you report as directed above **NLT 1600 on Friday, 8 JAN 16**. If you report before the **8 JAN 16** report date, you must remain within a 100 mile radius of Fort Jackson and establish accountability daily for assigned work. If you do report early, you will need to establish accountability with me or my appointed representative **each day at 0900** unless otherwise directed.

a. If you are **taking Permissive TDY (PTDY)**, in conjunction with your leave, 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)). No PTDY will be authorized or taken once you report and sign into USACHCS. Prior to beginning your PTDY period, you must have your DA 31 stamped by the Housing Office at 4514 Stuart Ave. (803) 751-7566/5788/9323) in order to receive PTDY and not lose leave dates. This office is on Marion Ave. directly across from the Strom Thurmond Building. After you have received your housing stamp, when you are ready to report (**5-8 JAN 16**) proceed **between 0900-1600 in duty uniform** to USACHCS, corner of Lee and Benning Roads and park in the lower parking lot facing USACHCS on Benning Road. After parking and walking up to USACHCS please use your personal cell phone or the phone to the right of the main USACHCS door and call 803-751-4199 or 803-751-8050 and let CH (MAJ) Weaver or I know that you are reporting to C4. If you are unable to gain access to the building, stand by and one of the C4 cadre members will come down and greet you and let you in the building. If you are able to gain access to the building, please have a seat in the waiting area downstairs as you enter the main building of USACHCS, and one of the C4 cadre members will be down to greet you shortly.

b. If you are **not taking PTDY**, when you are ready to report (**5-8 JAN 16**) please proceed **between 0900-1600 in duty uniform** to USACHCS, corner of Lee and Benning Roads and park in the lower parking lot facing USACHCS on Benning Road. After parking and walking up to USACHCS please use your personal cell phone or the phone to the right of the main USACHCS door and call 803-751-4199 or 803-751-8050 and let CH (MAJ) Weaver or I know that you are reporting to C4. If you are unable to gain access to the building, stand by and one of the C4 cadre members will come down and greet you and let you in the building. If you are able to gain access to the building, please have a seat in the waiting area downstairs as you enter the



main building of USACHCS, and one of the C4 cadre members will be down to greet you shortly.

c. When reporting to USACHCS in duty uniform, ensure that you have the following items with you (at a minimum):

1) Original signed copy of your DA 31, PCS Leave Form signing you out of your current unit and Blocks 14a, 14b, and 14c must be completed (**telephonic signing out IS NOT AUTHORIZED for PCS moves**). **If you arrive to C4 without having been properly signed out from your losing unit, you will have to reach back and coordinate with your losing unit in order to get a proper DA 31 with signatures.**

2) Two (2) copies of your PCS Orders (with any amendments).

3) Two (2) copies of your Permanent Profile (if applicable). **If you are on Temporary Profile, you CANNOT attend C4 and must immediately contact your Chaplain Personnel Manager (CPM) upon receiving a Temporary Profile.**

4) A copy of your Annual Information Assurance Training Certificate (cf. 6. Other Required Tasks below).

d. When you report in to myself or one of the C4 Small Group Leaders, we will sign you in from leave, provide a quick in-briefing for you, exchange contact information, and answer any questions you may have.

e. When arriving to USACHCS for the C4 course, students will have in their possession a valid driver's license, proof of insurance, ASU (including bowtie) and Class B uniforms, Duty uniforms (ACUs: UCP or OCP; Multicam uniform), summer and winter PT Uniforms, and 3-4 business casual outfits to include appropriate footwear to accompany a business casual outfit. Students are strongly recommended to hand-carry all critical records/documents (Orders, Awards, OERs, etc.) and not place them in storage. This is a PCS move and not TDY.

f. If you are planning on traveling beyond a 200 mile radius of Fort Jackson over the weekends of **9-10; 16-18; 23-24; or 30-31 JAN 16**, you will (1) need to fill out a DA 31 requesting a Pass from the HHC, USACHCS Commander, as well as (2) complete a TRiPS Online Risk Assessment for each weekend you will be traveling beyond 200 miles of Fort Jackson. **Attached is a Sample DA 31.** To complete the TRiPS Assessment, students will go to: <https://trips.safety.army.mil/> and complete the assessment for your travel ensuring that the report is emailed to their email address that they have access to. Please complete a DA 31 and TRiPS for each weekend in January you will be traveling beyond 200 miles of Fort Jackson, digitally sign each



form, and email each form to me (christopher.e.dickey2.mil@mail.mil) as soon as you have your travel plans finalized.

**The suspense for submitting DA 31 and TRiPS forms for the weekends in January listed above is Friday, 4DEC15. Do not wait until you report (5-8 JAN 16) to try and submit any DA 31s/TRiPS requesting a Pass.**

2. **Inprocessing.** You are to report in duty uniform (ACUs: UCP or OCP; Multicam uniform) on Monday, **11 JAN 16 NLT 0750** to Classrooms 7,8, and 9 (2<sup>nd</sup> Floor) at USACHCS. On **11 JAN 16** you will receive your initial welcome briefing to the C4 (Resident) course, and you will receive the mandatory group inprocessing briefings such as Finance, ACS, and Tricare. Plan to be in class until 1700 on **11 JAN 16**. In order to complete your inprocessing, it is vital that you bring the following with you (at a minimum):

- a. Ten (10) copies of your PCS Orders (with any amendments).
- b. Five (5) copies of your **final DA 31 including all signatures signing you out of your losing unit and into USACHCS.**
- c. Two (2) copies of all receipts from your travel (hotels, etc.).
- d. The Inprocessing Forms that you receive in a subsequent email from the C4 (Resident) Course Manager. You will need these forms to have them signed by the Fort Jackson representatives who will conduct the Group Inprocessing briefings for the class.
- e. Any additional paperwork that you may need in inprocessing. Failure to bring the above documents may result in a delay of the processing of your travel pay claim, and thus delay payment of your travel pay entitlements.

From **12-15 JAN 16**, students will Inprocess both USACHCS and Fort Jackson utilizing the Inprocessing Forms you will be provided. **Please schedule any appointments (Household Goods delivery, POV pickup, etc.) during this timeframe unless it is not possible for you to do so.**

3. **Height and Weight Screening / APFT.** A Height and Weight Screening (ICW AR 600-9) will be conducted on **Tuesday, 12 JAN 16 at 0500** at USACHCS in Fox and Poling Labs which is located downstairs in the CHBOLC education area. A record Army Physical Fitness Test (APFT) will be conducted on **Thursday, 14 JAN 16 at 0500** at Darby Field on Marion Ave (the same location where CHBOLC conducts Physical Readiness Training). You will park in the parking lot on the corner of Marion



and Semmes, and safely walk across Marion to the PT track where the APFT will be conducted. The uniform for both the Height and Weight Screening and the APFT is the Army PT uniform (IPFU or APFU). For both of these events, it is imperative that you arrive **NLT 0450**. Both the Height and Weight Screening and the APFT are mandatory events for graduation from C4. Failure of the Height and Weight Screening or the APFT will require a re-screening/re-test no earlier than 7 days and no later than 24 days after the first screening or test. Failure of the re-screening/re-test will result in the student being removed from the course. Please see the attached **AD2012-20** Document for further guidance on the mandatory nature of these two events for graduation from C4.

**4. C4 (Resident) Class Startdate / C4 (Resident) Convocation and Commandant's Reception.** Monday, **18 JAN 16** is Martin Luther King Day and will be a holiday. C4 (Resident) Class 16-001 begins on Tuesday, **19 JAN 16 at 0800** in the C4 Classrooms 7,8, and 9. On the afternoon of **19 JAN 16 at 1500**, you will participate in the **C4 Convocation and Commandant's Reception** at the Armed Forces Chaplaincy Center (AFCC) adjacent to USACHCS. Family members are encouraged to attend this great kickoff event and get to know the C4 Leadership Team and other Families of C4. Childcare will not be provided during the Convocation or Commandant's Reception. Food and refreshments will be provided during the Reception.

**5. C4 (Resident) Class 16-001 Duty Day / Key Events and Dates.** The typical duty day in C4 (Resident) runs from 0800-1700. As with any Army organization, some duty days will begin earlier than 0800 and some will run longer than 1700. **Please attempt to have all recurring appointments (PHA, Dental Exams, etc.) completed before your arrival to USACHCS.** The following are some of the key events and dates for C4 (Resident) Class 16-001:

a. **C4 Retreat.** We are planning a Retreat for C4 students and their Families which is **tentatively** scheduled for **17-19 Feb 16**. The C4 Retreat is **tentatively** planned to be conducted at Great Wolf Lodge in Concord, NC. This will be a time of learning and fellowship for students and their spouses (if applicable). This event is mandatory for all students to attend whether their spouse and Family members are able to attend or not. Lodging and meals will be provided for students and their Family members. Students who are single or who will not be accompanied by their spouse at the C4 Retreat, will share a room with a fellow student. Notice this event is during the duty week and not a weekend. In order to plan and contract this event, it is vital that students fill out the information concerning spouse and Family members' Retreat attendance on the attached **C4 Student Data Sheet** accurately and completely. **This event will be contracted before your arrival at C4 based on the information you**



**provide on the C4 Student Data Sheet.** It is our hope that this event will afford your C4 Leadership Team a chance to encourage and care for you and your Family.

b. **C4 Historical Staff Ride to Charleston.** We are planning a Historical Staff Ride to Charleston for students (not Family members) on a date TBD. Students will be placed on TDY for this event and will receive per diem for their meals. **Students are required to use a Government Travel Card (GTC) for the Staff Ride (cf. 6.d. below).**

c. **Graduate Record Examination (GRE).** As part of the C4 course, you will be required to register for and take the Graduate Record Examination (GRE). Students will be required to register and pay for the GRE online using a personal debit or credit card. The cost of the GRE is approximately \$200. After taking the GRE, students will submit a reimbursement form and will be reimbursed for the cost of taking the GRE. Students are encouraged to seek out GRE preparation materials and begin to prepare for the GRE now. The C4 (Resident) course does not include class time designated to prepare for the GRE, only to take the GRE.

6. **Other Required Tasks.** The following are other tasks and paperwork required for attending C4:

a. **Information Assurance Training.** While attending C4 (Resident), you will be issued a government laptop for usage during the course. **Before arriving at USACHCS**, you are required to complete the annual Information Assurance Training and submit your training certificate when reporting (cf. Reporting Instructions above). To complete the training, go to: <https://ia.gordon.army.mil/dodiaa/default.asp> and click on the Annual Information Assurance Training. At the conclusion of the training print out the certificate and bring it with you when you report along with the other documents listed above.

b. **Network Account Release.** **Before you PCS from your current unit**, ensure that your S6/IMO turns off your network account so that there will not be any constraints to you being added to the network at Fort Jackson.

c. **Defense Travel System (DTS) Detachment.** **Before you PCS from your current unit**, ensure that your unit DTS representative “detaches” you from the unit profile so that you can be added to the USACHCS profile during Inprocessing.

d. **Government Travel Card (GTC).** As mentioned above staff and students are required to use a GTC during the C4 Historical Staff Ride. If you do not yet have a GTC, **before you PCS from your unit**, meet with your S4 or respective Finance



section and apply for and obtain a GTC. Do not wait on this requirement as it will take several weeks to obtain the GTC through the mail.

7. **Point of Contact.** The point of contact for the above information is the undersigned at the following: christopher.e.dickey2.mil@mail.mil, Office: 803-751-8050, or Cell: 910-494-4234. Again, welcome to C4! Please contact me if you have any emergencies or questions not covered in this Welcome Guide. Thank you, again, for your ministry to Soldiers and Families for God and Country.

FOR THE DIRECTOR OF TRAINING

Encl

CHRISTOPHER E. DICKEY  
Chaplain (MAJ), USA  
C4 (Resident) Course Manager



## **Chaplain Captains Career Course (C4) (Resident) Welcome Guide Statement of Acknowledgement**

1. The undersigned acknowledges to having read and understood the instructions and requirements of the C4 (Resident) Welcome Guide for C4 (Resident) Class 16-001.
2. The undersigned agrees to follow the instructions and guidelines listed in the C4 (Resident) Welcome Guide for C4 (Resident) Class 16-001.

Student Signature