



**DEPARTMENT OF THE ARMY  
OFFICE OF THE CHIEF OF CHAPLAINS  
RESERVE COMPONENT INTEGRATION  
10098 LEE ROAD  
FORT JACKSON, SC 29207**

DACH-RCZ

10 February 2021

**MEMORANDUM OF INSTRUCTION**

**SUBJECT: Application for FY21 Army Reserve Chaplain Candidate Practicum**

Chaplain Candidate Practicums are voluntary and an additional opportunity to broaden experience within the context of military ministry. Candidates will integrate ministry praxis, seminary education, and military experience.

**1. FILLING OUT THE DA FORM 4187:**

a. You must fill out the DA Form 4187 completely. The form is very easy to fill out. A template has been included to provide assistance. In the event you do have a question, please do not hesitate to email me for clarification.

b. Once you have completely fill out your DA Form 4187, double-check for errors. After you are confident that your DA Form 4187 is complete, sign the form and submit for your Commander or their authorized representative's signature. Your form will be returned to you without action if you fail to get your commander or their authorized representative's signature. Please assure your unit that your orders are not locally funded, the funding for the Practicum program is provided by HRC. The order will be an Active Duty for Training (ADT) order.

**2. SUBMITTING YOUR COMPLETED DA FORM 4187:**

a. Once your commander or their authorized representative has signed your DA Form 4187, return it along with all other documentation to the Chaplain Candidate Manager at: [virginia.a.emery.mil@mail.mil](mailto:virginia.a.emery.mil@mail.mil).

b. Multiple requests for the same practicum site/date will be prioritized by the Chaplain Candidate Manager. Make sure you give three choices on your 4187. The Cadet Command practica must be filled before any future potential practicum opportunities.

**3. PRACTICUM FUNDING AND REQUIREMENTS:**

a. All orders for your practicum will be published by the Reserve Component Integration Office (DACH-RCI). All practica are subject to change or cancellation

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based on availability of funding, and/or changing medical or force protection conditions.

b. You must be a CHBOLC graduate to participate in practicums.

c. You cannot be under suspension for favorable action (i.e. you cannot be “flagged”

d. You must meet HT/WT requirements, and be able to perform Physical Training

**4. TRANSPORTATION:**

a. POV: If your home of record is under 400 miles from your practicum location, you may request to drive your POV. If approved, you will be reimbursed only up to the cost of a government airfare round trip ticket.

b. Flying: Instructions for securing airline tickets will be included in your orders.

c. Whether flying or driving, you are allowed one travel day prior to the start date of your practicum. You must report on the day your training starts.

d. If you fly, you may request a rental car. If approved, you may be required to have passengers or you may be a passenger.

5. POC is the undersigned at [virginia.a.emery.mil@mail.mil](mailto:virginia.a.emery.mil@mail.mil) or 803-751-9729.

VIRGINIA A. EMERY  
Chaplain (LTC) USA  
USAR Chaplain Candidate Manager