



JROTC Unit Management System (JUMS) User's Guide

1 March 2016

Summary of Changes

JUMS User Guide

This revision, dated 1 March 2016

- Updates Chapter 3, paragraph 3-2, Import New Cadets from a File into JUMS
- Updates Chapter 3, paragraph 3-3, Enter Cadet Information into the Cadet Import File Template
- Updates Chapter 3, paragraph 3-4, Import Cadet Information from the Cadet Import File Template into JUMS
- Adds paragraph 10-10, Annual Clothing Wall to Wall Inventory Report
- Adds paragraph 10-11, Annual IM Wall to Wall Inventory Report
- Adds paragraph 10-12, School Unit Information Report
- Adds paragraph 10-13, Unit Statistic Report
- Adds Appendix D, JROTC Awards and Award Criteria

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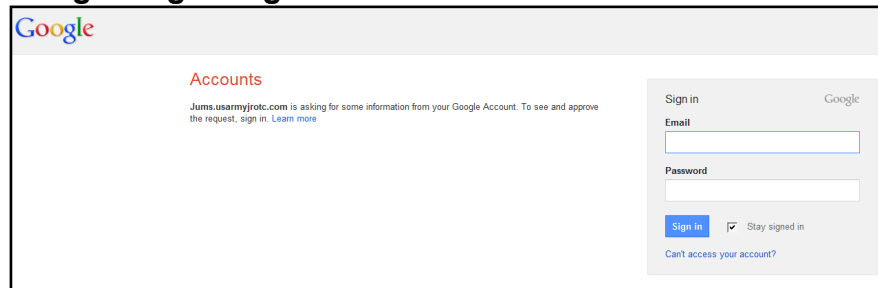
Chapter 1 - Logging Into JUMS and Password Reset

1-1 Logging into JUMS

From the JROTC home page, enter with your User ID and Password; once you have finished, click the **Login** button.

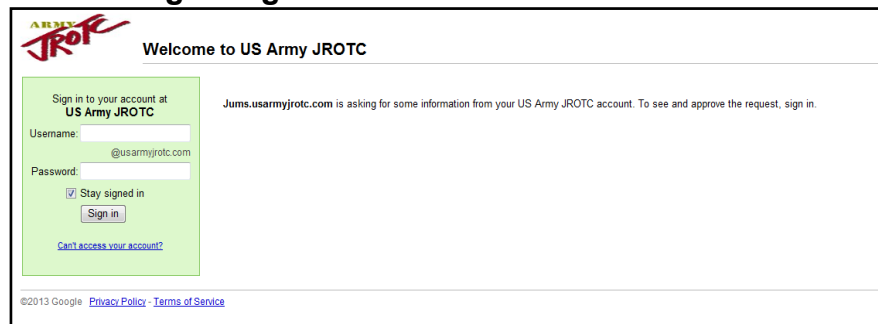
- From the right hand menu, select the **Automation Link** and then select the **Web-Based JUMS 4.0** link
- Under the heading “**The Web-Based JUMS is Active Now**” select the link: <https://jums.usarmyjrotc.com>
- Once you are at the JUMS Login Page, you can add this page to “Favorites” for ease of login later.
- Login as either a Cadet or Instructor
- There are two ways to login to JUMS: the first way is the “**Google login.**” For this login, you need to enter your **FULL** email address including the **@usarmyjrotc.com** and then enter your password. The second way is the “**JROTC login.**” For this login, type your User Name in your email address **WITHOUT** the **@usarmyjrotc.com**, and then enter your password.
- Click the **Sign-In** button. If you are having any login issues, verify which type of login you are using before continuing.

Google Login Page



The screenshot shows the Google login interface. At the top left is the Google logo. Below it, the word "Accounts" is displayed in red. A message states: "Jums.usarmyjrotc.com is asking for some information from your Google Account. To see and approve the request, sign in. [Learn more](#)". On the right side, there is a "Sign in" button with the Google logo next to it. Below this are input fields for "Email" and "Password". A "Sign in" button is located below the password field, along with a checkbox for "Stay signed in". At the bottom of the sign-in area, there is a link that says "Can't access your account?".

JROTC Login Page



The screenshot shows the JROTC login page. At the top left is the "ARMY JROTC" logo. Below it, the text "Welcome to US Army JROTC" is displayed. A message states: "Jums.usarmyjrotc.com is asking for some information from your US Army JROTC account. To see and approve the request, sign in." Below this, there is a green box containing the login form. The form has a "Sign in to your account at US Army JROTC" header. It includes input fields for "Username:" (with a placeholder "@usarmyjrotc.com") and "Password:". Below the password field is a checkbox for "Stay signed in" and a "Sign in" button. At the bottom of the green box, there is a link that says "Can't access your account?". At the bottom of the page, there is a footer that says "©2013 Google [Privacy Policy](#) - [Terms of Service](#)".

1-2 Changing Your Password after It Has Been Reset

NOTE: JROTC Instructor accounts are set-up and managed by the instructors' assigned brigade S6. New accounts and all requests for password resets **MUST** be submitted through the brigade JROTC staff to the assigned brigade S6. Please **DO NOT** email or call the JUMS Help Desk for assistance with your password.

- a. Once an Instructor's password has been reset in JCIMS, follow these steps to change the password.
- b. Go to www.google.com. The user's login will be in the upper right corner.
- c. Click the pull down arrow at the end of the login and click the **Account** link.
- d. Click **Security** under the account on the left side of the screen.
- e. Click **Change Password**.
- f. Enter the current password and enter the new password twice; then click **Change Password**.

Chapter 2 - School Year Set-up and Management

2-1 Overview of Annual School Year Set-up Requirements

- a. **The JUMS school year is 1 July – 30 June annually.** The JUMS school year resets on 30 June each year. The school year set-up **MUST** be completed each year, after 1 July for the new school year. On 1 July when JUMS resets for the new school year, the Home page will display the required School Year Set-up wizard. Users will not have full function of the JUMS menus until the school year set-up items are completed per the instructions below.
- b. The JUMS School Year Set-up steps must be completed in order as listed on the Set-up Wizard.

2-2 Review and Update Information about the School

- a. From the JUMS homepage, in the School Year Set-up Wizard, click the green **School** hyperlink and enter data in all fields with an asterisk (*). You may also reach this page by going to the top menu bar, scroll to **Manage Unit**, and select **School Information**.
- b. Enter the School Address.
- c. Enter a zip code in the Zip Code field, and then click **Find**, and the city and state will display.
- d. Select the school's Title 1 eligibility from the drop-down menu.
- e. If *eligible*, select if your school is 40% or more, or less than 40%.
- f. Select the school's program type from the grades drop-down menu.
- g. Select the school's GPA scale.
- h. Enter the number of credits required for graduation.
- i. Select the school's graduation month.
- j. Enter the dates for the student and Teacher Instructor first and last days.
- k. Select the Class schedule from the drop-down menu, If the school uses a Flexible or Accelerated Block schedule, a Text box for the Second Semester Start Date will appear, make sure that these fields are filled in.
- l. Click **Save** at the bottom of the screen when finished.

- m. Click **Home** at the top left of the screen.
- n. On the JUMS homepage, click the green **Mark Complete** hyperlink on the 'Review and Update information about the School' line.

2-3 Review and Update Information about the Unit

- a. From the JUMS homepage, in the School Year Set-up Wizard, click the green **Unit** hyperlink (You can also reach this page by going to the top menu bar, scroll to **Manage Unit** and select **Unit Information**; enter data in all fields with an asterisk (*).
- b. Enter the unit email.
- c. Enter the date of the unit's last formal inspection; if this is a new program, enter the date the program began.
- d. Select the military property specialist from the drop-down menu.
- e. Select the marksmanship program the program uses.
- f. Select the Senior Affiliation from the pull down list.
- g. Select yes or no for the DAI/SAI budget.
- h. Enter the school budget.
- i. Select yes or no for drill area, indoor and outdoor target range.
- j. Click Save at the bottom of the screen when finished.
- k. Click Home at the top left of the screen.
- l. On the JUMS homepage, click the green **Mark Complete** hyperlink on the 'Review and Update information about the Unit' line.

2-4 Graduate Last Year's Seniors

Note: In order to graduate a Cadet you must indicate graduation plans in each Cadets record, and all issued items must be returned to inventory or you will not be able to complete this step. To complete the Intentions of Graduate requirement follow these steps:

- a. From the JUMS homepage, click the green **Graduate Last Year's Seniors hyperlink** and enter data in all fields with an asterisk (*).

b. The Cadet Batch Actions page will open, Adjacent to Selected Cadets click **“Search.”**

c. Under the search criteria, select **“Grade 12”** to search for all Cadets in that grade level, then click on the **“Search”** button at the bottom of the page.

d. A list of your senior Cadets will be returned, Review the list of Cadets; uncheck the box next to listed Cadets who are not graduating. Once you have deselected the Cadets not graduating, click the **“Edit Selected in Group”** button, this will open the selected Cadets’ information in a group for editing, under the Cadet information, page click on the **Graduation link**.

e. Under the graduation section, select the Cadet’s plans from the provided drop-down lists; once you have completed all the applicable fields, click the **save button**.

Note: If the **Graduate Last Year’s Seniors hyperlink** is no longer visible or available from the top menu bar select the **Manage Cadets** tab, from the drop down menu select **Cadet Batch Actions**. When the Cadet Batch Actions screen opens, click the blue **Search link adjacent to Selected Cadets. Complete steps b – k below.**

a. Click the **Search** button next to **Selected Cadet**; the Search Cadet Screen will appear.

b. Select **“12”** from Grade drop down menu then click **Search**.

c. Select students that, graduated last school year (make sure that you select only the 12th graders who actually graduated).

d. Click the **Select Cadet** button at the bottom of the screen; this will take you back to the batch action page.

e. Click on the drop down next to the **Batch Action** button.

f. Select **Cadet Details**; scroll to the bottom of the page and select **Change Details**. Cadet details page will pop-up.

g. Select **Graduate** on the drop-down next the **Status**.

h. Select **“Yes”** to return the Cadets issued items back to your inventory shelf.

i. Click the **Save** button.

j. You will be taken to the “Cadet Batch Action” page. If your action was completed correctly, you will get a message with a green banner, **“Batch Processing Completed Successfully.”**

k. Click **Home**

l. On the JUMS homepage, click the green **Mark Complete** hyperlink on the 'Graduate Last Year's Seniors' line.

2-5 Assign Next School Grade, LET Level, and Class Period

These steps are completed for enrolled Cadets in grades 9, 10 and 11

- a. From the JUMS homepage, click the green **Assign Next School Grade, Let Level and Class Period** hyperlink and enter data in all fields with an asterisk(*)
 - b. Click the **Search** button next to **Select Cadet**; the Search Cadet Screen will appear.
 - c. Select criteria that you want to change (Grade, Let level or class period) from the drop down menus then click **Search**.
 - d. Selected students names will appear at the bottom of the screen.
 - e. Click the **Select Cadet** button at the bottom of the screen; this will redirect you to the **batch action page**.
 - f. Click on the drop down next to the **Batch Action** button.
 - g. Select **Cadet Details**; scroll to the bottom of the page and select **Change Details**. Cadet details page will pop-up.
 - h. Select the criteria you want to change (**Grade, Let level**, and/or class period) on the drop-down next the **Status**.
- Note:** You can change multiple fields from this screen. Example, **you can change grade and LET level at the same time.**
- i. Click the **Save** button.
 - j. You will be taken to the "Cadet Batch Action" page. If your action was completed correctly, you will get a message with a green banner, "**Batch Processing Completed Successfully.**"
 - k. Click the **Home** tab. **Repeat the process until all Cadets in each grade have been moved up to the appropriate grade and let level.**
 - l. Once all Cadets have been moved to their new grade, LET level, and class period, return to the JUMS homepage, click the green **Mark Complete** hyperlink on the 'Assign Next School Grade, Let Level, and Class Period' line.

2-6 Add New Cadets

Follow the instructions in paragraph 3-1 or 3-2 to enter new Cadets each year into JUMS.

Chapter 3 - Cadet Information - Adding, Searching, Editing Cadet Information, Create Cadet Roles and Manage Cadet Passwords

3-1 Add a New Cadet

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Search/Add Cadet**.
- b. Click on the **Add Cadets** button and enter data in all fields with an asterisk (*).
- c. First Name – Enter the Cadet’s first name.
- d. MI – Enter the Cadets middle initial.
- e. Last Name –Enter the Cadet’s last name.
- f. Birth Month – Enter the Cadet’s birth month.
- g. Birth Year – Enter the Cadet’s birth year.
- h. Gender – Enter the Cadet’s gender.
- i. Race – Enter the Cadet’s race.
- j. Status – Enter the Cadet’s status within the program.
- k. Corps – Select one from the drop down list.
- l. Medically excused from fitness testing – Enter the Cadet’s fitness testing status

Note: **Cadet photos, Cadet address, phone numbers, and e-mails, are no longer required to be entered in JUMS. These fields are scheduled to be deleted from JUMS; it is recommended that this information no longer be entered in JUMS.** If you click in the entry boxes for these you must complete the information, or JUMS will think your entry is incomplete. ***In JUMS, items marked with a red asterisk are required entries.***

- m. Enter a street address in address 1 box.
- n. Enter a zip code, then click the **Find** button and the city and state will display.
- o. Phone – select a country code, enter a phone number, and then click the **radio button** next to the primary phone contact number.
(the **radio button** is the little ‘dot’ next to the word ‘Primary’)

- p. Student Type – Select the student’s type.
- q. Attending a different school – Select the appropriate **radio button** for the Cadet. (The **radio button** is the little ‘dot’ next to the words ‘yes’ and ‘no’)
- r. Student ID – Enter the Cadet’s Student ID.
- s. Grade – Enter the Cadet’s grade.
- t. Expected Graduation – Enter the Cadet’s expected graduation date.
- u. Class Period – Enter the class period the new Cadet is assigned to.
- v. LET Level – Enter the Cadet’s LET level.
- w. Click the **Save** button at the bottom of the page (once the page is finished processing, your screen will remain on the current page).

Error Message – If you have not entered all required data, an error message will appear at the top of the page indicating the incorrect information (you may have to scroll to top of the page to see the message). Correct required information and click the save button at the bottom of the page.

Note: Only Instructors can add new Cadets into JUMS, JROTC Cadets are **NEVER** allowed access to add or remove Cadets.

3-2 Import New Cadets from a File into JUMS

Download the Cadet Import File Template from JUMS. Below are the JUMS menu steps in order, to download the file.

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Search/Add Cadet**.
- b. Click the **Import Cadets From File** button, located at the top of the page, the Cadet Import window will open.
- c. Click the **Download the Cadet Import Template** button.
- d. A new window opens - Click **Save as**, select desktop, the file name box will automatically populate, keep this file name, save the file as a Microsoft Office Excel Worksheet (*.xlsx).
- e. The import file has now been successfully saved to your desktop. Cadet information should be entered following the instructions in para 3-3 below.

3-3 Enter Cadet Information into the Cadet Import File Template

The Cadet Import Template File is an Excel spreadsheet.
There are two (2) tabs located at the bottom of the spreadsheet.
Tab 1 - Cadet Info
Tab 2 - Instructions

Below are the instructions for Importing Cadets (From the Cadet Import File Template, Instructions tab). Read all of the instructions below, before you begin entering your Cadet information into the Cadet Info tab of the spreadsheet.

1. Cadet information for the cadets to be imported is entered on the Cadet Info tab. You must enter data in all required fields. Required columns are highlighted in yellow on the spreadsheet.

Note: Do not change any of the information in the Cadet Info tab, row 1, do not resize the columns - the spreadsheet will not import into JUMS if these items are changed.

2. There are fourteen (14) required fields, the required fields are last name, first name, birth month, birth year, gender, race, student type, attending different school, class period, grade, LET, enrollment date, expected graduation month, and expected graduation year.

3. There are three (3) optional fields. It is optional to enter data into these fields or leave them blank. Optional columns are not highlighted.

4. You must make selections from the drop down selection boxes in the columns that have them. **The drop down selection boxes must be used to insure the formatting of these fields match JUMS.** Columns d, e, f, g, h, i, k, l, m, o, and p have drop down selection boxes.

5. Click the Cadet Info tab at the bottom of the spreadsheet. There are two sample rows of data provided. From the 'Cadet Info' tab, enter the required and desired optional information for each of your new Cadets. **You may save, and reopen the spreadsheet when entering the Cadet data, as many times as necessary.** Once all of your new Cadet information is entered into the spreadsheet, you are ready to do a final review of the information, and save the data in the import format, required to upload the Cadet data into JUMS.

6. Save the template as a CSV (Comma delimited (*.csv)) file from within Excel following the steps below.

Note: You must be viewing the 'Cadet Info' tab when you save the data as a .CSV file.

a. From the **Cadet Info** tab of the spreadsheet, click the **office button** in the top left corner of the spreadsheet. From the drop down menu, click **save as**, a new window will open.

b. Click **Save as**, select your desktop, in the File name box, **leave the current name**, from the save as type, selection list choose, **CSV (Comma delimited) (*.csv)**. Close the Excel spreadsheet. The spreadsheet will save in the new file format to your desktop.

7. When the file is saved as a *.csv file, the Instructions tab will not be saved to the new file.

8. You are now ready to import your new Cadets into JUMS from the spreadsheet.

3-4 Import Cadet Information from the Cadet Import File Template into JUMS

a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Search/Add Cadet**.

b. Click the **Select Import File** button, the Cadet Import window will open.

c. Select **Import File**, the Cadet Import File Upload window will open. Select **Browse**, a new window will open, select **desktop**, or the location you saved your import file. Locate the file and click on the **import file** to select the file - this will put the file name into the box in the import window. Click **open**, this will open the Cadet Import - File Upload window, click **upload**, this will upload your new Cadet's into JUMS. You will get a green box in JUMS that will give you the status (upload successful, error, or cancelled).

d. If an error message is displayed, it will provide the information necessary to correct the Cadet Import template so that it will successfully upload.

e. If there are errors in the Cadet information you entered, the errors will be displayed by row number and Cadet Name on the Cadet Import screen. Correct all displayed errors and follow steps b and c above to upload the Cadet information.

f. To verify the list of Cadets imported into JUMS, from the top menu bar, select **Manage Cadets**, from the drop down menu select **Search/Add Cadet**.

g. On the Search/Add Cadets page look for the bar titled "**Advanced Search Fields**"

- 1) Follow that bar to the right at the end of the bar will be a button with two arrows pointing down: Click on the **down arrows button**.
- 2) This opens the Advanced Search Fields... from here you can choose to search through your Cadets by specific fields.

h. Scroll down to the **Last Update box**. Using the calendar icons, select yesterday's date and today's date. Click the Search button on the bottom at the bottom left of the screen. A list of the Cadets imported into JUMS will be displayed.

3-5 Advanced Searches

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Search/Add Cadet**.
- b. On the Search/Add Cadets page look for the bar titled "**Advanced Search Fields**"
 - 3) Follow that bar to the right at the end of the bar will be a button with two arrows pointing down: Click on the **down arrows button**.
 - 4) This opens the Advanced Search Fields... from here you can choose to search through your Cadets by specific fields.
- c. Scroll down to the **Team Section**. Select the team name from the **drop down menu** list.
- d. Click the **Search** button on the lower left corner of the **Search/Add Cadets** page
- e. The search results will show all the Cadets that meet the criteria selected.

3-6 View or Edit a Cadet or Group of Cadets Data

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Search/Add Cadet**
- b. There are two ways to search for a Cadet.
 - 1) In the Search Criteria section of the Search/Add cadet page you may enter the Cadet's information such as name, let level, class period etc... then click the **Search** Button, the Cadets that match the search criteria will appear at the bottom of the page.
 - 2) The second way is to leave the Search Criteria BLANK, and click the **Search Button**, in the lower left corner of the Search/Add Cadet page. This will open your entire cadet roster, click the **Deselect All button**, you may then scroll through the names and **click on the box** in the **select column** next to the Cadets name you want to view or edit. You may select a single cadet, or multiple cadets to view or edit.
- c. Once, you have selected the Cadet or Cadets you wish to edit, click on the **Edit Selected In Group** button in the lower left corner of the screen. Cadet information that may be reviewed, updated or printed are annotated in blue

underlined categories or hyperlinks and include: **Cadet Detail, Awards, Positions, Academic, Counseling Consultations, Demerits, Rank, Events, Teams, Merits, Cadet Flags, Training, Fitness, Graduation, Instructional Material, Recommendations, Clothing, Recruits, and Notes.** Click on any of the category hyperlinks in blue to edit the Cadet's information. Once you have completed editing a Cadet's information click **save**, once the screen refreshes, if you have selected multiple Cadets for editing click on the **Next** button to move to the next Cadet and repeat the process.

3-7 Create or Change Cadet Logins and Passwords

- a. From the top menu bar, select the **Manage Lists** tab; from the drop down menu select the **Cadet Login List**.
- b. On the Cadet Login page, click the **Add New** button.
- c. In the Cadet Login List panel:
 - 1) Select the Cadet you want to update from the pull down list.
 - 2) Enter his role, S1, S3, S4, etc.
 - 3) Enter the Cadet's Login ID, (Last name, first initial or other selected login ID name).
 - 4) Enter the "new" password, and confirm the new password. Click the blue information icon for password requirements. You may also check the box next to "**Generate Password**" to have a random password created, this password will be shown to you after you click the **Save** button.
 - 5) The Start Date and Expiration Date may be changed to indicate when the Cadet's access begins and ends. **Cadet passwords automatically expire in 60 days regardless of a later date entered in the expiration date box.**
 - 6) Once all the fields are complete, click the **Save** button, this saves the Cadet's new login.
 - 7) A screen will appear with the Cadets password. **Write down** the Cadets username and password to give to the Cadet.
- d. The new Cadet login now appears in the list; if a Cadet forgets his/her password, or the password expires at the end of 60 days, you can also reset his/her password from this page.
- e. To reset a password, click the **Gold Key** icon under the **action column** adjacent to the Cadets name you need to reset a password. This opens the **reset password panel**.

f. In the **Reset Password panel**, enter the new password twice in the fields, or check the box next to generate password, to see password requirements, click on the blue information icon. Once you have entered the new password, click the **Reset** button.

g. Write down the new password to give to the Cadet.

3-8 Create Multiple Roles for a Cadet

a. From the top menu bar, select the **Manage Lists** tab; from the drop down menu select the **Cadet Login List**.

b. You may select multiple roles for a Cadet; to do this, click the **Replicate Icon** under the action column for the Cadet you want to assign another user role. This will open the **Cadet Login List** panel.

c. In the **Cadet Login List** panel

1) Select the Cadet's new role.

2) Enter a new Login ID for this role; ***each role requires a separate login ID and password.***

3) Enter the password twice. Click the blue information icon for password requirements. You may also check the box next to "**Generate Password**" to have a random password created, this password will be shown to you after you click the **Save** button.

Note: Cadet passwords ***EXPIRE every 60 days.***

4) The Start Date and Expiration Date may be changed to indicate when the Cadet's access begins and ends.

5) Once all the fields are complete, click the **Save button** to save the Cadet's new login.

6) A screen will appear with the Cadets password. **Write down** the Cadets username and password to give to the Cadet.

d. The Cadet Login List will now display the multiple roles for a Cadet.

Chapter 4 - Cadet Promotions, Demotions

4-1 Promote an Individual Cadet

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Search/Add Cadet**.
- b. Search for a Cadet by typing the Cadet's last name into the correct field in the Cadet Search Criteria panel, and clicking the **Search** button.
- c. A new window will open, the Cadet Information page, select the **rank** link.
- d. A Rank panel will open. Click the **Add New** button to open the rank information panel.
- e. On the Rank panel, enter the information into the fields on the rank information panel. All the fields marked with a red asterisk (*) are required fields.
 - 1) Input the earned and effective dates of the Cadet's new rank.
 - 2) Select the Cadet's new rank from the pull down list under Rank.
 - 3) Select Adjutant Name from the drop down list.
 - 4) Enter Adjutant Title.
 - 5) Once all the information is input, click the **Save** button and you will be returned to the Cadet Information page.
- f. The Cadet's new rank and dates of rank are now listed; to view the promotion order click the **printer icon** under action and select the report type you would like to view.
- g. When the view you have selected opens, you can review, export, and print the order.
- h. To prepare an order for printing click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon).
- i. Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads "**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com**" Click on the **Save drop down menu arrow** and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save**.
- j. Click the **X** in the top right corner to close the report panel.

- k. The orders may be printed from the saved location at any time.
- l. Rank orders may also be reviewed, rescinded or deleted by selecting **Manage Cadets** from the top menu bar and selecting **Rank Orders** from the drop down menu.

Note: The *printer icon does not work* on most school networks to print information from JUMS. Information must be exported to an Excel, PDF, or Word document and saved to another location on your computer to print per the instructions in step i above.

4-2 Promote a Group of Cadets Using Cadet Batch Actions

Note: Cadets of different ranks may be promoted using Cadet Batch Actions provided all of the Cadets are being promoted the same number of ranks. As an example selecting an PFC, SGT, CPT to promote one rank, each would be promoted one rank to CPL, SSG, and MAJ respectively.

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Cadet Batch Actions** link.
- b. The Cadet Batch Actions page will open, click on the **Search** link.
- c. Click the bottom **Search** button.
- d. The **Search Cadets** panel will open. Type in the appropriate search criteria, and click **Search**. Search results will reflect the Cadets who meet the criteria entered for the search. By default, all of the Cadets are selected, if you need to remove some of the listed Cadets, click the **Deselect All** button, and then click the check box next to the names of the Cadets you wish to promote.
- e. Click on the **Select Cadets** button at the bottom of the Search Results panel.
- f. You will be returned to the Cadet Batch Actions page; from the **Batch Action drop down list**, select **Ranks**. After selecting the **Ranks**, the Cadet Batch Ranks panel will open. Click the **Promote** button, this will open the Rank panel.
- g. On the rank panel enter:
 - 1) The Earned Date, (the date the Cadets earned the promotion).
 - 2) The Effective Date, (the date the Cadet's promotions will be effective).

3) Enter the Promotion Levels. Promotion levels are rank grades, as an example a Cadet is currently a PFC, one promotion level, promotes the Cadet to Corporal.

3) As desired enter the Reason and Order Reason.

4) Select the Adjutant Name from the drop down list.

5) Type in the Adjutant Title.

6) Click the **Save** button. You will get a message in a green box at the top of the page “Batch Action successfully completed”.

5) To review and print the promotion orders for the selected Cadets, from the top menu bar select **Manage Cadets**, select **Rank Orders** from the drop down menu. A Rank Orders page will open that displays all of your units promotion orders, by order number and order date.

6) On the Rank Orders page, **Action Column**, you can Rescind, print, or delete promotion orders.

Note: USE THE RESCIND ARROW, TO REVERT CADETS BACK TO THEIR PREVIOUS RANK. CADET RANK CANNOT BE CORRECTED BY DELETING ORDERS, DELETING THE ORDERS SIMPLY REMOVES THE ORDERS, IT DOES NOT REVERT THE CADETS BACK TO THEIR PREVIOUS RANK.

4-3 Rescind a Cadet or Group of Cadets Promotion

a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Rank Orders**.

b. A Rank Orders page will open that displays all of your units promotion orders, by order number and order date.

c. On the Rank Orders page, **Action Column**, you can Rescind, print, or delete promotion orders. Use the **green arrow** in the Action Column to **rescind** the appropriate promotion orders. This will revert **all of the Cadets listed** on the selected promotion order to their previous rank.

Note: CADET RANK CANNOT BE CORRECTED BY DELETING ORDERS, DELETING THE ORDERS SIMPLY REMOVES THE ORDERS, IT DOES NOT REVERT THE CADETS BACK TO THEIR PREVIOUS RANK. PROMOTION ORDERS SHOULD NEVER BE DELETED.

4-4 Demote a Cadet

a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Cadet Batch Actions** link.

- b. On the Cadet Batch Actions page, click on the **Search** link.
- c. When the search window opens, type the last name of the Cadet you want to demote in the last name box, Click the bottom **Search** button.
- d. The Cadet you entered will appear in the search result window, verify the correct Cadet has been displayed, and click the **Select Cadets** button at the bottom of the page.
- f. You are now back on the Cadet Batch Actions page; from the **Batch Action drop down list**, select **Ranks**. The Cadet Batch Ranks window will open.
- g. Verify the Cadet's name, and click the **Demote** button. The rank panel window will open. In the promotion/demotion levels box, **enter the number of ranks** you are reducing the Cadet. Complete the remainder of the rank panel items marked with a red asterisks. Click the **Save** button.
- h. The Batch Ranks Panel will reopen; verify the Cadet's new rank.

Note: A demotion cannot be deleted from a Cadets record except by rescinding the demotion order. If the demotion order is rescinded, the Cadet will revert to the rank they held prior to the demotion, effective the date the demotion order is rescinded.

4-5 Review and Print Cadet Promotion/Demotion Orders

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Rank Orders**.
- b. A Rank Orders page will open that displays all of your units promotion orders, by order number and order date.
- c. On the Rank Orders page, **Action Column**, you can Rescind, print, or delete promotion orders.
- f. To view and print the promotion order click the **printer icon** under action and select the report type you would like to view.
- g. When the view you have selected opens, you can review, export, and print the order.
- h. To prepare an order for printing click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon).
- i. Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads "**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com**" Click on the **Save drop down menu arrow** and click **Save As**, a new window will open, type

the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

j. Click the **X** in the top right corner to close the report panel.

5-1 Award Credits and Frequency of Awards

a. The frequency and type of awards that Cadets may earn are established in CC Regulation 145-2. Most Cadet awards are earned on an annual school year basis, please review the criteria for each award in CC Regulation 145-2. Instructors may not authorize or issue Cadets awards that have not been approved and authorized by the Department of the Army Heraldry.

b. Instructors must ensure that all Cadet awards are processed and award orders generated in JUMS for Cadets in the school year they are earned. **All awards earned by Cadets each school year must be finalized prior to the JUMS school year change over that occurs on 30 June each year.**

c. Award credits are assigned by SAI/AI personnel based on local school established criteria. Award credits should be adjusted the first time an award is used each school year. Award credits should not be changed once an award is used during a school year.

d. Award credits determine how awards may be awarded to Cadets in JUMS. To review award credits in JUMS navigate to **Manage Lists/Award List**. Once the awards list screen opens, each award is listed, adjacent to each award are columns titled **“Category”**, **“Required Credit”**, **“Show in List Starting”** **“Hide From List On”** and **“Action”**. Review the required credits for the award you will be working with. If you need to adjust award credits, click the **edit icon, located in the action column, adjacent to the award you are working with, and follow the instructions in step g below.**

e. To prepare an award order for an award to a Cadet through Cadet Batch Actions or directly to a Cadet in the Cadet information page, the award must have a **required credit of zero (0)**. Awards with a required credit of **zero (0)** are awarded directly to Cadets but **CANNOT** be attached to an event.

f. Awards attached to an event must have a required credit of at least **one (1)**. Awards with a required credit must be attached to an event(s), per the example below. Awards with a required credit **CANNOT** be awarded directly to a Cadet; the award credit must be earned by the Cadet through participation in an event. Event credits may range from one (1) to indefinite. The credit number determines the number of like events a Cadet must participate in to earn a specific award, one (1) credit equals required participation in one (1) event, four (4) credits equals required participation in four (4) events.

Awards Credit Example – The SAI determines that Cadets assigned to the Color Guard team must participate in four (4) color guard presentations to earn the N-3-6, Color/Honor Guard Ribbon. Once the award credits are adjusted per paragraph g to four (4), the award is attached to all Color Guard events per the procedures in paragraph 5-2. As unit events are created and Cadets attached to the events, JUMS will track each Cadets participation in Color Guard events. Once Cadets have participated in four (4) color guard events, JUMS will generate

the award orders for each of the Cadets attached to the four (4) events. The N-3-6 is an annual award, if the same Cadets are attached to eight (8) color guard events within the same school year, they will not receive a 2nd award.

f. To adjust or change credits assigned to an award from your top menu bar, select **Manage Lists**, from the drop down menu select **Award List**. A screen will open that lists all of the approved Cadet awards. Check the required credits assigned to an award by locating the award in the award list, and reading across to the **required credit** column.

g. Credits assigned to awards are adjusted by clicking the **edit icon, located in the "Action Column"** adjacent to each award. When the selected award edit screens opens, Required Credits are adjusted by changing the number in the **Required Credit box**. Once the number has been adjusted click **"Save"**. This will return you to the Awards List page; the adjusted credits will appear in the **"Required Credit"** column.

5-2 Naming "Optional by SAI" Awards

All Optional by SAI awards may be named once per JUMS school year. Once an Optional by SAI awards name is assigned, the name may not be changed again during the current school year. The award may be presented to Cadets throughout the JUMS school year, provided the Cadets meet the established criteria for the award.

- a. From your top menu bar, select **Manage Lists**, from the drop down menu select **Award List**.
- b. Once the awards list screen opens, each award is listed, adjacent to each award are columns titled **"Award"**, **"Category"**, **"Required Credit"**, **"Show in List Starting"** **"Hide From List On"** and **"Action"**. From the award list choose the **Optional By SAI** award you want to rename.
- c. Adjacent to the Optional By SAI award you want to rename, click the **edit** icon located under the Action column.
- d. A new window will open, Award List. Verify the **Required Credit** you want to assign to the award, **change the number of credits as required**.
- e. In the Optional Award text box, **type the name** you want to assign to the Optional By SAI award. Click **save**, you will be returned to the Awards List Page. The N designation along with the optional name will be placed on the Cadet award orders.
- f. The Award List page will refresh and the award you just edited will appear with the name assigned in the Award List. Verify the award name and number of Required Credits assigned.

- g. The newly named award may now be presented to Cadets directly or attached to an event per the procedures in the sections below.

5-3 Award an Individual Cadet an Award

- a. From your top menu bar, select **Manage Cadets**, from the drop down menu select **Search/Add Cadets**.
- b. Complete search criteria fields to find the Cadet you want to process for an award. Click **Search**.
- c. The page will refresh and show the results of your Cadet search, verify the Cadet name and click the **Edit Selected in Group** button.
- d. The page will refresh to the selected Cadets information panel.
- e. Click the blue **“Awards”** hyperlink.
- f. Scroll down to the awards panel, click the **“Add New”** button. This will open an Awards panel.
- g. Verify the earned date, and select the Award Category from the drop down menu. Next, select the award from the Award drop down menu.
- h. Click the **Save** button.
- i. The page will refresh back to the Awards panel. The new award will now be listed as an earned award for the selected Cadet.
- j. The award orders are now ready for review and printing. From your top menu bar, select **Manage Cadets**, from the drop down menu select **Award Orders**.
- k. The Award Orders screen will open. Click the **“Add New”** button. An Award Order panel will open. Select the award you have just created by clicking in the box adjacent to the award. Review the orders, select the Adjutant from the drop down menu. Click **“Save”**.
- l. The screen will refresh to the Award Orders page. In the **“Action”** column adjacent to the orders you just created click the **printer icon**.
- m. A pop up menu will open that lists the three (3) options you may select from to print the award order. Select your desired option by clicking on the

green hyperlink “**Click Here**”. The award orders will be generated and displayed on your screen.

Note: The *printer icon does not work* on most school networks to print information from JUMS. Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com**” Click on the **Save drop down menu arrow** and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save.**

5-4 Batch Action An Award to a Group of Cadets

Awards selected for Batch Action issue MUST HAVE a required credit of zero (0).

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the blue **Search** link.
- c. Complete search fields to identify the Cadet population you are searching for. Click the bottom **Search** button.
- d. Click the **Deselect All** button, and then click the check box next to the names of the Cadets you wish to generate an award for.
- e. Click on the **Select Cadets** button at the bottom of the search results panel.
- f. You are now back on the Cadet Batch Actions page; from the **Batch Action drop down list**, select **Awards**. The page will refresh, scroll down to the Cadet Batch Awards panel, click “**Add New**”.
- g. The Awards panel will open.
- h. Verify the earned date, and select the Award Category from the drop down menu. Next select the award from the Award drop down menu.
- i. Click the **Save** button.
- j. The page will refresh back to the Cadet Batch Actions page. A green banner will display at the top of the page “**Batch Processing completed successfully.**”

- k. The award orders are now ready for review and printing. From your top menu bar, select **Manage Cadets**, from the drop down menu select **Award Orders**.
- l. The Award Orders screen will open. Click the **“Add New”** button. An Award Order panel will open. Select the award you have just created by clicking in the box adjacent to the award. Review the orders, select the Adjutant from the drop down menu. Click **“Save”**.
- m. The screen will refresh to the Award Orders page. In the **“Action”** column adjacent to the orders you just created click the **printer icon**.
- n. A pop up menu will open that lists the three (3) options you may select from to print the award order. Select your desired option by clicking on the green hyperlink **“Click Here”**. The award orders will be generated and displayed on your screen.

Note: The *printer icon does not work* on most school networks to print information from JUMS. Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads **“Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com”** Click on the **Save drop down menu arrow** and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

5-5 Link an Award to an Event

- a. From the top menu bar, select the **Manage Unit** tab; from the drop down menu select the **Manage Events** link.
On the **Manage Unit Events** page, click the **radio button** next to the event the award is to be linked to (the **radio button** is the little ‘dot’ next to the name of the event).
- b. Click the **Add New** button under the “Awards Linked to XXXX” heading
- c. In the Event Instance Award panel:
 - 1) Select the category the award is located in from the Category drop down list.
 - 2) Select the award to attach to the event from the Award drop down list.

TROUBLE SHOOTING TIP

If the **award drop down list** is blank - Do this:

- From the top menu bar, select the **Manage List** tab, from the drop down menu select the **Awards List**
 - Identify the award you want to link to your event, in the action column click on the **edit icon**
 - If the **Required Credit box** has zero, change to one (1) or greater and click **save** - Awards **MUST HAVE** a required credit of at least one (1) to link the award to an event
 - Repeat steps a-c from above; the award should now appear in the drop down list
- 3) Enter the credits earned for the event.
 - 4) Click the **Save** button.
 - 5) The award now appears under the “Awards Linked to XXXX” heading.

5-6 Review and Print Award Orders

- a. From your top menu bar, select **Manage Cadets**, from the drop down menu select **Award Orders**.
- b. The Award Orders screen will open. Click the “**Add New**” button. An Award Order panel will open. Select the award you need to print by clicking in the box adjacent to the award. Review the orders, select the Adjutant from the drop down menu. Click “**Save**”.
- c. The screen will refresh to the Award Orders page. In the “**Action**” column adjacent to the orders you just created click the **printer icon**.
- d. A pop up menu will open that lists the three (3) options you may select from to print the award order. Select your desired option by clicking on the green hyperlink “**Click Here**”. The award orders will be generated and displayed on your screen.

Note: The **printer icon does not work** on most school networks to print information from JUMS. Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com**” Click on the **Save drop down menu arrow** and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

Chapter 6 - Creating and Managing Cadet Teams

6-1 Create a New Cadet Team Name

- a. From your top menu bar, select **Manage Lists**, from the drop down menu select **Cadet Team List**.
- b. On the Team List page, click the **Add New** button.
- c. In the **Team List Panel**, select the Team Type from the drop-down list.
- d. Enter the Name of the Team.
- e. Enter the dates for when the category will show and hide in your list.
- f. Click the **Save** button.

g. The new team will now show up in the **Cadet Team List** page.

6-2 Add a Cadet to a Team

a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Search/Add Cadet**.

b. Search for a Cadet by putting his first and last name into the correct fields and under Cadet Search Criteria, and clicking the Search button.

- 1) Last Name: Enter the Cadet's last name.
- 2) First Name: Enter the Cadet's first name.
- 3) Click the **Search** button.

c. On the Cadet Information page, select the **Teams** link.

d. Click the **Add New** button to open the **Teams information panel**.

e. On the **Teams panel**, enter the information into the fields provided. All the fields marked with a red asterisk (*) are required fields.

- 1) Input the **From** and **To** dates the Cadet will be assigned to the Team.
- 2) Select the **Team Type** from the Drop Down Menu.

TROUBLE SHOOTING TIP:

If the **Team Name drop down list** is blank - Do this:

- From the top menu bar, select the **Manage Lists** tab, from the drop down menu select the **Cadet Team List** link
- On the Cadet Team List page, click the **Add New** button.
- In the Team List panel, from the Team Type drop down menu select the team type.
- Type in the name you have selected for your new team in the box adjacent to **Team**.
- Enter the dates the new team will show and hide in your list.
- Click the **Save** button.
- Repeat steps a-h above. The team will now show up in the **Team Names drop down list** on the **Teams page**.

- 3) Select the **Team Name** you wish to assign the Cadet.

f. Click the **Save** button.

g. The Cadet's new team assignment is now visible on the Cadet's information page.

6-3 Batch Action Add Cadets to a Team

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the **Search** link.
- c. Click the bottom **Search** button.
- d. Click the **Deselect All** button, and then click the check box next to the names of the Cadets you wish to add to the team.
- e. Click on the **Select Cadets** button.
- f. You are now back on the Cadet Batch Actions page; from the **Batch Action drop down list**, select **Teams**. After selecting the **Teams**, click the **Add New** button.
- g. Under the **Cadet Batch Teams**, click the “**Add New**” button.
- h. The Team panel is now open enter:
 - 1) The From date, (the date the Cadet is added to the team).
 - 2) The To date, (the date the Cadet’s time on the team is over – this can be left blank).
 - 3) Select the Team Type from the drop down list.
 - 4) Select the Team Name from the drop down list.

TROUBLE SHOOTING TIP:

If the **Team Name drop down list** is blank - Do this:

- From the top menu bar, select the **Manage Lists** tab, from the drop down menu select the **Cadet Team List** link
- One the Cadet Team List page, click the **Add New** button.
- In the Team List panel, from the Team Type drop down menu select the team type.
- Type in the name you have selected for your new team in the box adjacent to **Team**.
- Enter the dates the new team will show and hide in your list.
- Click the **Save** button.
- Repeat steps a-h above. The team will now show up in the **Team Names drop down list** on the **Teams page**.

- 5) Click the **Save** button to save your changes.
- 6) Your Cadets are now all added to the team.

Note: Batch Actions will appear differently depending on the batch action selected from the drop down menu. Example - if you select **Instructional Material** from the **Batch Action drop down menu** the next selection would be **Issue Items** or **Return Selected**.

6-4 View Cadet Team List on the Search/Add Cadets Page

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Search/Add Cadet**.
- b. On the Search/Add Cadets page look for the bar titled “**Advanced Search Fields**”
 - 1) Follow that bar to the right at the end of the bar will be a button with two arrows pointing down: Click on the **down arrows button**.
 - 2) This opens the Advanced Search Fields... from here you can choose to search through your cadets by specific fields.
- c. Scroll down to the **Team Section**. Select the team name from the **drop down menu** list.
- d. Click the **Search** button on the lower left corner of the **Search/Add Cadets** page
- e. The search results will show all the Cadets that are assigned to the selected team.

Note: To print a Cadet Team roster, see para 7-1, Cadet Reports for instructions.

Chapter 7 – Creating and Managing Unit Events

Creating and Managing Unit Events is a two (2) step process. The first step in the process is to create an event name in Manage Lists, Event Name List. The second step in the process is to create the event in Manage Unit, Manage Events. The steps are explained in detail in paragraphs 7-1 and 7-2.

7-1 Create a New Event Name

TIP: When creating Event Names, create **generic event names** (Color Guard, Service Learning, Community Support, Cadet Formal). Generic event names can be used to set-up multiple new events, and can be used across school years. This will also help you effectively manage the size of the Event Name List, and quickly identify events by type for the PART, and Unit reports. **DO NOT ATTACH AWARDS TO EVENT NAMES, THIS WILL PREVENT YOU FROM ATTACHING CADETS TO AN EVENT WHEN THE EVENT NAME IS USED AGAIN, AND/OR IN ANOTHER SCHOOL YEAR.**

Awards are attached to specific events in Manage Unit/Manage Events per the procedures in paragraph 7-3.

- a. From your top menu bar, select **Manage Lists**, from the drop down menu select **Event Name List**.
- b. One the Event Name List page, click the **Add New** button.
- c. In the Event Name List panel, enter the title of the event in the Event Name text field.
- d. Enter the dates the new event will show and hide in your list.
- e. Click the **Save** button.
- f. The new event will now show up in the **Event Name List** page.

7-2 Create a New Event

- a. From the top menu bar, select the **Manage Unit** tab; from the drop down menu select the **Manage Events** link.
- b. On the Manage Unit Events, select the appropriate school year from the drop down list.
- c. On the Manage Unit Events, click the **Add New** button.
- d. On the Event Instance panel, select the event to manage from the **Event drop down list**.

TROUBLE SHOOTING TIP

If the **event drop down list** is blank - Do this:

- From the top menu bar, select the **Manage Lists** tab, from the drop down menu select the **Event Name List** link
 - One the Event Name List page, click the **Add New** button.
 - In the Event Name List panel, enter the title of the event in the Event Name text field.
 - Enter the dates for when the new event will show and hide in your list.
 - Click the **Save** button.
 - Repeat steps a-d above. The new event will now show up in the **Event drop down list** on the **Manage Events** page.
- e. Select the category the event falls under from the **Event Category drop down list**.

- f. Select the type of event from the **Event Type drop down list** (some of these selections will open more text fields to be filled in. Make sure to fill in all the fields marked with a red asterisk (*); these are required fields.
- g. Click the **Save** button.
- h. The event will now show up in the **Manage Unit Events** page.

7-3 Link an Award to an Event

- a. From the top menu bar, select the **Manage Unit** tab; from the drop down menu select the **Manage Events** link.
On the **Manage Unit Events** page, click the **radio button** next to the event the award is to be linked to (the **radio button** is the little 'dot' next to the name of the event).
- b. Click the **Add New** button under the "Awards Linked to XXXX" heading
- c. In the Event Instance Award panel:
 - 3) Select the category the award is located in from the Category drop down list.
 - 4) Select the award to attach to the event from the Award drop down list.

TROUBLE SHOOTING TIP

If the **award drop down list** is blank - Do this:

- From the top menu bar, select the **Manage List** tab, from the drop down menu select the **Awards List**
 - Identify the award you want to link to your event, in the action column click on the **edit icon**
 - If the **Required Credit box** has zero, change to 1 or greater and click **save** - Awards **MUST HAVE** a required credit of at least 1 to link the award to an event
 - Repeat steps a-c from above; the award should now appear in the drop down list
- 3) Enter the credits earned for the event.
 - 4) Click the **Save** button.
 - 5) The award now appears under the "Awards Linked to XXXX" heading.

7-4 Link Cadets to an Event

Note: **DO NOT** link cadets to an event until after the event has occurred and you have an accurate list of Cadets that participated in the event. If the event is linked to an award, the awards orders for all linked Cadets will be automatically generated per the note at the bottom of this section.

- a. From the top menu bar, select the **Manage Unit** tab, and select the **Manage Events** link.
- b. On the Manage Unit Events page, click the **radio button** next to the event the Cadet is to be linked to (the **radio button** is the little 'dot' next to the name of the event, this will open the event).
- c. Scroll down the page to the section that reads, "Cadets linked to" *your event name*.
- d. Click the **Add New** button.
- e. In the Search Cadets panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button.
- f. If you searched by all cadets, click the **Deselect All Button**, scroll down the list and select the Cadets to be linked to the event by clicking the check boxes next to the Cadet's names who participated in the event.
- g. Once all of the Cadets are selected, click the **Select Cadets Button** at the bottom to link the selected Cadets to the event.
- h. The Cadets you selected now appear under Cadets linked to your event section.
- i. Service learning hours will auto populate for each Cadet linked to a service learning event, based on the information entered in the Event Instance panel when the event is created. The PART Report, total service learning hours is auto populated from information entered in each service learning event.
- j. If this event is a community service event, enter the service hours, and service minutes in the columns adjacent to each Cadet's name that is linked to the event. The PART Report, total Cadet hours of community service is auto populated from information entered in each community service event.
- k. To save these changes, click the **Save button**.

Note: To view award orders linked to an event, from the top menu bar, select the **Manage Cadets** tab; from the drop down menu select **Award Orders**. Click on the **Add New Button** to see a list of all awards waiting to be finalized, exported, and

printed.

7-5 Create a Service Learning Event Name

- a. From your top menu bar, select **Manage Lists**, from the drop down menu select **Event Name List**.
- b. On the Event Name List page, click the **Add New** button.
- c. In the Event Name List panel, enter the title “**Service Learning**” or other name you choose, in the Event Name text field.
- d. Enter the dates the new event will show and hide in your list.
- e. Click the **Save** button.
- f. The new event will now show up in the **Event Name List** page.

Note: DO NOT ATTACH AWARDS TO THE SERVICE LEARNING EVENT NAME, THIS WILL PREVENT YOU FROM ATTACHING CADETS TO AN EVENT WHEN THE EVENT NAME IS USED AGAIN, AND/OR IN ANOTHER SCHOOL YEAR.

7-6 Create a Service Learning Event

- a. From the top menu bar, select the **Manage Unit** tab; from the drop down menu select the **Manage Events** link.
- b. On the Manage Unit Events, select the appropriate school year from the drop down list.
- c. On the Manage Unit Events, click the **Add New** button.
- d. On the Event Instance panel, **Event, Event drop down list, select “Service Learning,” or the event name you chose and set-up.**

TROUBLE SHOOTING TIP

If the **event drop down list** is blank - Do this:

- From the top menu bar, select the **Manage Lists** tab, from the drop down menu select the **Event Name List** link
- On the Event Name List page, click the **Add New** button.
- In the Event Name List panel, enter the title of the event in the Event Name text field.
- Enter the dates for when the new event will show and hide in your list.
- Click the **Save** button.

- Repeat steps a-d above. The new event will now show up in the **Event drop down list** on the **Manage Events** page.
- e. Select the category the event falls under from the **Event Type drop down list, Service Learning “Mandatory Project.”** An event instance panel will open.
- f. In the event instance panel enter the Service Learning Time; a minimum of 11 hours 0 minutes are required to obtain Unit Report credit, and points. The number of “Active Cadets on Event Date” will auto populate, **do not change this number**. In the “# of Staff box,” enter 2. In the “Academic Description” box, type the required description. In the “Service Description” box, type the required information.
- g. Click the double down arrows, on the right of “**Primary Project Checklist**” and complete the checklist. **NOTE:** If you fail to check, one of the boxes this will report on your Unit report as “False” and you will not receive points for the Service Learning event.
- h. Click the double down arrows, on the right of “**Project Group Evaluation**” and complete all of the required ratings. When complete, click **Save**. Your screen will return to the Manage Unit Events page.
- i. Under the select column, click the radio button adjacent to the Service Learning Event. A new window will open which allows you to link awards and Cadets to the Service Learning Event. To link an award, under the heading, “Awards linked to Service Learning,” click the **Add New** button. A new window will open, Event Instance Award, select the Category and Award from the drop down menus. Enter 1 in the “Required Credits” box, and 1 in the “Event Credit” box. Click the **Save** button.
- j. To link Cadets, under the heading, “Cadets linked to Service Learning,” click the **Add New** button. A new window will open, Search Cadets, enter search criteria, and click **Search**. Select the Cadets to link to the Service Learning Event by either selecting **Select All**, or clicking the **Deselect All**, and clicking the box adjacent to the Cadets name you want to link. A **minimum of 15 Cadets** must participate, be selected, and attached to the event to receive Unit Report points for Service Learning. Click the **Select Cadets** button at the bottom of the Cadet name listing. This will link the selected Cadets to the event. Enter a minimum of “**11**” in the “**Service Hours**” column box for linked Cadets.
- k. Click the **Save** button. The Service Learning Event is complete, and will auto populate your Unit Report with the Service Learning information when the report is created.

7-7 Create a Cadet Formal Event Name

- a. From your top menu bar, select **Manage Lists**, from the drop down menu select **Event Name List**.
- b. On the Event Name List page, click the **Add New** button.
- c. In the Event Name List panel, enter the title “**Cadet Formal**” or other name you choose, in the Event Name text field.
- d. Enter the dates the new event will show and hide in your list.
- e. Click the **Save** button.
- f. The new event will now show up in the **Event Name List** page.

7-8 Create a Cadet Formal Event

- a. From the top menu bar, select the **Manage Unit** tab; from the drop down menu select the **Manage Events** link.
- b. On the Manage Unit Events, select the appropriate school year from the drop down list.
- c. On the Manage Unit Events, click the **Add New** button.
- d. On the Event Instance panel, **Event, Event drop down list, select “Cadet Formal,” or the event name you chose and set-up.**

TROUBLE SHOOTING TIP

If the **event drop down list** is blank - Do this:

- From the top menu bar, select the **Manage Lists** tab, from the drop down menu select the **Event Name List** link
 - On the Event Name List page, click the **Add New** button.
 - In the Event Name List panel, enter the title of the event in the Event Name text field.
 - Enter the dates for when the new event will show and hide in your list.
 - Click the **Save** button.
 - Repeat steps a-d above. The new event will now show up in the **Event drop down list** on the **Manage Events** page.
- e. Select the category the event falls under from the **Event Type drop down list, Formal Events**. An event instance panel will open.
 - f. In the event instance panel verify the information, and add comments as desired. Click **save**. You will be returned to the Manage Unit Events page.

- g. On the Manage Unit Events page, click the **radio button** next to the formal event, (the **radio button** is the little 'dot' next to the name of the event, this will open the event).
- h. Scroll down the page to the section that reads, "Cadets linked to" *your event name*.
- i. Click the **Add New** button.
- j. In the Search Cadets panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button.
- k. If you searched by all cadets, click the **Deselect All Button**, scroll down the list and select the Cadets to be linked to the event by clicking the check boxes next to the Cadet's names who participated in the event.
- l. Once all of the Cadets are selected, click the **Select Cadets Button** at the bottom to link the selected Cadets to the event.
- m. The Cadets you selected now appear under Cadets linked to your event section.
- n. Scroll down to the bottom of the page, underneath the linked Cadets, until you see "**Number of Cadets Linked to Event.**" Adjacent to this is another box, "**Number of Cadets that Participated**" type in the number of Cadets that participated in the formal event in this box. ***If you fail to enter this number, when you create your unit report, you will not receive points for the formal event.***
- o. Click the **Save** button. The Formal Event is complete, and will auto populate your Unit Report with the Formal Event information when the report is created.

Chapter 8 - Cadet Batch Actions

In a Cadet Batch Actions, you can edit **Awards, Cadet Details, Cadet Flags, Clothing, Counseling Consultations, Demerits, Instructional Materials, Merits, Notes, Positions, Ranks, Teams, and Training**, for several Cadets at once. Using Cadet Batch Action saves, you time.

8-1 Cadet Batch Actions

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the **Search** link.
- c. Click the bottom **Search** button.
- d. A search results box will open that displays all of the Cadets who matched your search criteria. By JUMS default all of the Cadets are “**Selected**”. If you do not want to perform the batch action on all of the Cadets, click the **Deselect All** button, and then click the check box next to the names of the Cadets you wish to perform the batch action selected in the next step.
- e. Once you have chosen the Cadets for the batch action, click the **Select Cadets** button. The screen will refresh.
- f. You are now back on the Cadet Batch Actions page; from the **Batch Action drop down list**, make a selection **from the available list of actions**. After selecting the **batch action**, the screen will refresh.
- g. Follow the selected batch action screens to complete the action for the selected Cadets. Batch Actions screens will appear differently depending on the batch action selected from the drop down menu. Example - if you select **Instructional Material** from the **Batch Action drop down menu** the next selection would be **Issue Items** or **Return Selected**.
- h. Once the action requirements have been entered and the action saved, the page will refresh back to the Cadet Batch Actions page. A green banner will display at the top of the page “**Batch Processing completed successfully.**”

Chapter 9 - Unit Supply Management

9-1 Adjust the Clothing Shelf Inventory

- a. From the top menu bar, select the **Manage Supplies** tab, from the drop down menu select the **Clothing** tab, and select the **Clothing Adjust Shelf** link.
- b. Here we will manage our actual inventory.
 - 1) From the **Location drop down list**, select **Catalog** to search the Catalog, or select **Shelf** to search the unit shelf.
Note: When you select “catalog” or “shelf” as the search location a minimum of one additional search criteria is required.
 - 2) Select “catalog” or “shelf” from the location drop down menu, and enter at least one additional search criteria in the drop down lists or text fields.
 - 3) Click the **Search** button to search through the catalog or shelf for the item.
- c. The item that you searched for will appear under “search results”; *enter the number of items on hand in the **Actual Inventory text box** adjacent to each item you need to adjust. Do not add the number of items on your shelf and the number you have issued - enter the number of items ON YOUR SHELF.*
- d. Click the **Save** button to update your clothing shelf inventory.

9-2 Manually Add an Clothing Inventory Item

Note: **DO NOT USE THIS FUNCTION TO ADD CLOTHING ITEMS INTO YOUR JUMS CLOTHING SHELF THAT HAVE AN NSN. Add clothing items with an NSN by selecting the Manage Supplies tab, from the drop down menu select the Clothing tab, and select the Clothing Adjust Shelf, from the Location drop down list, select Catalog. IF YOU CANNOT FIND AN ITEM WITH AN NSN IN THE CATALOG, EMAIL THE JUMS HELP DESK WITH THE NSN, ITEM DESCRIPTION, AND PRICE. THE HELP DESK TEAM WILL ENTER THE ITEM INTO THE CATALOG IN JUMS.**

This function is used to enter an item into the Unit Clothing Shelf that is not normally in the catalog, or does not have an NSN (examples include: unique school patches, school PT gear etc.)

- a. From the top menu bar, select the **Manage Supplies** tab, from the drop down menu select the **Clothing** tab, and select the **Search/Add Clothing** link.
- b. On the Search/Add Clothing page, click the **Add Clothing** button.
- c. On the Clothing panel, add the following information:
 - 1) Description – description of item being added.
 - 2) Category –Select category from the drop down list.
 - 3) Size – select the item size (optional).
 - 4) LIN – Enter the LIN (optional).
 - 5) Unit Price – Enter the price per unit of the item being added.
 - 6) Unit of Issue – Enter the number of units to be issued.
 - 7) Select Standard or Non-Standard.
 - 8) Expendable – Select whether the item is expendable or not.
 - 9) Low Level, High Level, and Shelf ID – Optional.
 - 10) Gain by Inventory – Enter the number if items entering your inventory.
 - 11) Click the **Save** button.
 - 12) Click the **Save** button to update your inventory.

9-3 Create a Cadet Clothing Bag

- a. From the top menu bar, select the **Manage Lists** tab, from the drop down menu select the **Clothing Bag List**, when the Clothing Bag List window opens, click **Add New**.
- b. In the Clothing Bag List window, clothing bag description box, enter the name you want assigned to your new clothing bag, and click **save**.
- c. A new window will open - Clothing Bag List, the name you entered in the description box will be listed.
- d. Under the action column adjacent to the name of you clothing bag click on the green icon, a new window will open - Add Items in Clothing Bag.

- e. From the Category drop down menu, select the appropriate category of clothing for your bag. Click the **Search** button.
- f. A new window will open with the results of the search displayed. Select the items you want to add to the clothing bag. When you are done selecting items, click **Add Selected Items**.
- g. A new window will open - In the action column click on the **view icon** (looks like a magnifying glass) to review your clothing bag. Additional clothing items may be added in this view. When you are satisfied, your clothing bag is correct, click **close**.

9-4 Add a Clothing Bag to the Unit Shelf Inventory

- a. From the top menu bar, select the **Manage Supplies** tab; from the drop down menu select the **Clothing, Search/Add Clothing**. When the clothing window opens, click **Add Clothing**.
- b. A new window will open – Clothing
 - 1) Description – In the description box, enter the name of the clothing bag you created in manage lists.
 - 2) Price – Enter the dollar value of the clothing bag items.
 - 3) Unit of Issue – Select Each
 - 4) Expendable – Select yes or no.
 - 5) Gain by Inventory – Enter the number of clothing bags you are creating, this is the number of clothing bags that will be added to your shelf for issue to Cadets.
- c. Click **save**, this will return you to the search add clothing page
- d. To verify your new clothing bag, in the search location box, **select shelf**, in the category drop down menu, **select the category you used to set-up your clothing bag**, in the clothing bag drop down menu, select **all** and click search. Your new clothing bag will be displayed in the search results display at the bottom.

9-5 Batch Action Issue a Clothing Bag to Cadets

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select the **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the **Search** link.

- c. In the search boxes – Enter criteria for the search (example, LET level, period), and click the **search** button.
- d. Once the Cadets are selected that you want to issue the clothing bag, click **Select Cadets**.
- e. The Cadet Batch Action window reopens, from the Batch Action drop down menu, select **clothing**, and click the **Issue Items** button. The Issue Clothing window opens.
- f. In the search description box, **type the name of the clothing bag** you want to issue, and click **search**, or **scroll through the list of items available for issue until you find the clothing bag**.
- g. In the search results the clothing bag you selected will be listed, in the “Quantity per Cadet” box, enter the quantity per Cadet, of the bag you are issuing to each cadet (1).
- h. The number of Cadets you selected appears in the “Move To” column. Click the **green arrow in the action column** to issue the clothing bag to the Cadets you have selected. This will issue the clothing bag to the selected cadets and return you to the Cadet Batch Actions window, which will display a message, in a green box at the top of the page, “Batch processing completed successfully” or an error message.

9-6 Batch Action Issue Instructional Materials to Cadets

- a. From the top menu bar, select **Manage Cadets**, from the drop down menu select the **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the **Search** link.
- c. In the search boxes – Enter criteria for the search (example, LET level, period), and click the **search** button.
- d. Once the Cadets are selected that you want to issue the instructional materials, click **Select Cadets**.
- e. The Cadet Batch Action window reopens, from the Batch Action drop down menu, select **Instructional Material**, and click the **Issue Items** button. The Issue Instructional Material window opens.
- f. In the search description box, **type the name of the instructional material** you want to issue, and click **search**, or **scroll through the list of items available for issue until you find each of the instructional materials you want to issue**.

g. In the search results the instructional materials you selected will be listed, in the “Quantity per Cadet” box, from the drop down menu, enter the issue condition, of each of the materials you are issuing, and then enter the quantity per Cadet, of the instructional materials you are issuing to each cadet (1).

h. The number of Cadets you selected appears in the “Move To” column. Click the **green arrow in the action column** to issue the instructional materials to the Cadets you have selected. This will issue the instructional materials to the selected cadets and return you to the Cadet Batch Actions window, which will display a message, in a green box at the top of the page, “Batch processing completed successfully” or an error message.

9-7 Issue Cadets Clothing

- a. From the top menu bar, select the **Manage Cadets**, from the drop down menu select the **Search/Add Cadets** link.
- b. On the Cadet Search Criteria page, enter the following information; enter the search parameters such as the Cadet’s first and last name and click the **Search** button.
- c. The search results now appear under the “Search Results” heading, Click the selection box next to the Cadet(s)’ name and click the **Edit Selected in Group** button to open the Cadet Information page.
- d. On Cadet Information page, Click the **Clothing** link, this opens the Clothing panel in the information page; next click on the **Issue Items** button.
- e. On the Clothing page, find the item to issue then enter the number of items issued to the Cadet in the “Quantity to Move” text box adjacent to each item being issued.
- f. Click the **Move All** button to issue this item(s) to the Cadet.
- g. The issued items now appear under the selected Cadet’s clothing.
- h. If you have selected multiple Cadets to issue clothing, after you complete the issue to a Cadet, under the **Search Results bar**, click **Return to Cadet**. When the page reloads, click the **Next button** box to move to the next Cadet to issue clothing. Repeat until all selected Cadets are issued clothing.

9-8 Create the Cadet Clothing or Instructional Materials Hand Receipt

- a. From the menu at the top of the page, select **Reports**, from the drop down menu select the **Clothing: Cadet** link.

- b. From the list of “Available Reports,” select **Cadet Clothing/Instruction Materials Record**.
- c. On the Cadet Search Criteria page, enter the search parameters such as the Cadet’s first and last name and click the **Search** button, or under Advanced Search Fields, click the **Search button** to display a list of all Cadets.
- d. Click the **Deselect All button**. Click the check box next to the Cadet’s name under the Select Column that you are creating hand receipts for.
- e. Click the **Next** button.
- f. When the Report Filter opens, click the **Select All**, **Deselect All button**, or manually select the items to be in the filter by clicking the appropriate check box.
- g. Click the **View Report** button to open and review the report.
- h. Review the report by clicking on the page arrows on the top left of the menu bar; from here you can save and prepare the reports to print by clicking the **Export button** icon.

Note: To prepare a Cadets Hand Receipt for printing click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save.**

- i. When you are finished, click the **X** in the upper right corner to close the report panel.

9-9 Create a New Clothing Order

This function is scheduled for deletion from JUMS and is not to be used. Please review the Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

9-10 Receiving a New Clothing Order

This function is scheduled for deletion from JUMS and is not to be used. Please review the Changes in Information Requirements Maintained in the

JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

9-11 Consolidating NSN Numbers

- a. To consolidate duplicate NSN items on your shelf: From the top menu bar, select **Manage Supplies**, from the drop down menu select the **Clothing** link, then select the **Clothing NSN Consolidation** link.
- b. Search for the item(s) to be consolidated.
- c. Adjacent to the item you want to consolidate, in the Action column, click the **Convert From** (basket with up arrow) or **Convert To** (basket with down arrow) to populate the convert form at the bottom of the page.
- d. Click the **Convert** button, this will combine the items into one entry, - A green dialog box will appear at the top of your screen "Items have been successfully converted."

9-12 Make Items Unserviceable

- a. To make an item unserviceable so that you may place a lost or damaged item into a property survey: From the top menu bar, select **Manage Supplies**, from the drop down menu select **Clothing**, then select the **Search/Add Clothing** link.
- b. Enter **Shelf** for the search location.
- c. Enter the item into the **Description** box.
- d. Click the **Search** button.
- e. In the search results, enter the number of the items to be moved in the **Quantity to Move** box.
- f. From the **Move To** dropdown menu, Select **Unserviceable**.
- g. Click the green **Move** arrow adjacent to the item, or if you are moving multiple items, click the **Move All** button at the bottom of the page. A green dialog box will open at the top of the screen "Move of clothing items was successful."

9-13 Survey Unserviceable Items

- a. To survey an item that is unserviceable so that you may generate a report and remove the item from your system: From the top menu bar, select **Manage Supplies**, select the **Clothing** link, and from the drop down menu select the **Survey Clothing** link.

- b. From the **Survey Category** dropdown menu, select **Unserviceable**.
- c. From the **Reason for Survey** dropdown menu, select the reason for the items becoming surveyed. (Lost, damaged, unusable etc...)
- d. Enter the date in the **Date Loss Discovered** section.
- e. Optional: You may enter a **Document Number** in the box listed and add notes or comments under the sections “**Circumstances under which property was:**”, and “**Action taken to correct circumstances:**”
- f. Select the **Responsible Officer (Instructor)** from the dropdown menu.
- g. Enter the quantity of the item being surveyed in the **Incident Quantity column** box adjacent to the item being surveyed.
- h. Click the **Generate Report** button.
- i. Once the report is generated, export and print the report by selecting the **Export** button. *Save and print the file for your records.*
- j. Click the **Submit button**, this sends the Survey Report to your Brigade and removes the surveyed items from your JUMS clothing shelf inventory.

Note: The steps used above to make clothing unserviceable and created a survey report are the same steps required to make **property unserviceable** and create a property survey report. The only change is in the Manage Supplies tab you would select **Property** instead of clothing.

9-14 Lateral Transfer Clothing

This function is scheduled for deletion from JUMS and is not to be used. Please review the Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

9-15 Receive or Decline a Lateral Transfer of Clothing

This function is scheduled for deletion from JUMS and is not to be used. Please review the Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

9-16 Add a Purchase into the GPC Description List

This function is scheduled for deletion from JUMS and is not to be used.

9-17 Add a Supplier into the GPC Supplier List

This function is scheduled for deletion from JUMS and is not to be used.

9-18 Add a Property into the Property Description List

This function is scheduled for deletion from JUMS and is not to be used. Please review the Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

9-19 Manually Add a Property Item

This function is scheduled for deletion from JUMS and is not to be used. Please review the Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

9-20 Add a Supplier into the Property Manufacturer List

This function is scheduled for deletion from JUMS and is not to be used. Please review the Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

9-21 Property Batch Actions

This function is scheduled for deletion from JUMS and is not to be used. Please review the Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

9-22 Lateral Transfer Instructional Materials

This function is scheduled for deletion from JUMS and is not to be used. Please review the Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

9-23 Receive or Decline a Lateral Transfer of Instructional Materials

This function is scheduled for deletion from JUMS and is not to be used. Please review the Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

Chapter 10 - Reports

The following reports are located at the **Reports Tab**:

- a. **Cadet** - Academics, Alpha List by Corps, Alpha List By LET Level, Cadet Flags, ***Cadet Record**, Clothing, Contact Information, Counseling with Remarks, Fitness Overview, Fitness Summary, Merits-Demerits, Notes, Positions, Privacy Act Statement, Rank, Recruits, Status, Teams, and Training.

Note: ***Cadet Record** – The Cadet Record report contains a **Cadet Record Filter** that will allow you to choose a list of other reports to include: **Communications, Academic, Awards, Cadet Challenge, Cadet Flags, Clothing, Counseling, Demerits, Events, Graduation, Instructional Material, Merits, Notes, Positions, Ranks, Recommendations, Recruits, Teams, and Training.**

- b. **Cadet: Awards & Events** - Awards, and Events
- c. **Clothing** - Clothing Gain-Loss History, Clothing Inventory By Location, Clothing Inventory By Value, Clothing Inventory Summary, Clothing LIN Summary, and Clothing Record
- d. **Clothing-Cadet** - Cadet Clothing/Instruction Materials Record, and Cadet Items by Tag & Description
- e. **Property** - Computer Tracking, Property Inventory By Value, Property Inventory Summary, Property LIN Summary, and Property Record

Note: The functions in para e, the Annual Property Wall to Wall Inventory, and the Annual Sensitive Items Report are scheduled for deletion from JUMS and are not to be used. Please review the Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

- f. **Unit** - Annual Clothing Wall to Wall Inventory, Annual IM Wall to Wall Inventory, Annual Property Wall to Wall Inventory, Annual Sensitive Items Report, and Unit Statistics Report
- g. **Submitted History** - A list of reports that have been submitted through the JUMS system

Trouble Shooting Tip: In order to generate the reports listed in **a, b and d** above, the Cadet's information must first be entered into JUMS. To enter Cadet information for these reports go to **Manage Cadets, Search/Add Cadets**. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search button** located under **Advanced Search Fields**. Once you have selected that Cadets you wish to enter information for, click on **Edit Selected In Group**. A new page will open with information on the first Cadet you selected displayed. Click **the appropriate link** for the type of information you want to enter, a new screen will open, enter the information for the cadet, when you are finished click **Save**. Use the **Next Arrow button** located at the top of the screen to move to the next Cadet and enter the selected information. Repeat as required until all selected Cadets information has been entered.

The following unit reports are located at the **Manage Unit Tab, Upline Reporting Data**:

- a. Enrollment Report
- b. GPC Report
- c. Manage Control Report
- d. P.A.R.T Report
- e. Unit Intentions of Graduates Report
- f. Unit Report

10-1 Cadet Reports

Available Cadet Reports - Academics, Alpha List by Corps, Alpha List by LET Level, Cadet Flags, ***Cadet Record**, Clothing, Contact Information, Counseling with Remarks, Fitness Overview, Fitness Summary, Merits-Demerits, Notes, Positions, Privacy Act Statement, Rank, Recruits, Status, Teams, and Training.

Note: ***Cadet Record** – The Cadet Record report contains a **Cadet Record Filter** that will allow you to choose a list of other reports to include: Communications, Academic, Awards, Cadet Challenge, Cadet Flags, Clothing, Counseling, Demerits, Events, Graduation, Instructional Material, Merits, Notes, Positions, Ranks, Recommendations, Recruits, Teams, and Training.

Follow these steps to generate any of the Cadet Reports listed above:

- a. From the top menu bar, select **Reports**, from the drop down menu select the **Cadet** link. From the list of **Available Reports**, select the **report** you need to generate.
- b. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button located under **Advanced Search Fields**.
- c. If you searched by all cadets, click the **Deselect All Button**, scroll down the list and select the Cadets want to include in the report you have selected to generate.
- d. Once all of the Cadets are selected, click the **View Report Button** at the bottom to generate the report.
- e. A report will generate that lists the selected Cadets, and the report information.
- f. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, **“Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.”** Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save**.
- g. When you are finished, click the **X** in the upper right corner to close the report panel.

Trouble Shooting Tip: If the report you selected is blank, the Cadet information has not been entered into JUMS. To enter Cadet information go to **Manage Cadets, Search/Add Cadets**. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search button** located under **Advanced Search Fields**. Once you have selected that Cadets you wish to enter information for, click on **Edit Selected In Group**. A new page will open with information on the first Cadet you selected displayed. Click **the link for the type of information you want to enter**, a new screen will open, enter the information for the cadet, when finished click **Save**. Use the **Next Arrow button** located at the top of the screen to move to the next Cadet and enter their information. Repeat as required until all selected Cadets information has been entered.

10-2 Create a Master Cadet Roster by LET Level

- a. From the top menu bar, select **Reports**, from the drop down menu select

the **Cadet** link. From the list of **Available Reports**, select **Alpha List by LET Level**.

b. In the **Cadet Search Criteria** panel, search for all Cadets by clicking the **Search** button located under **Advanced Search Fields**.

c. This search will generate a list of all Cadets enrolled in your program, the **Select All Button**, is selected by default.

d. Scroll to the bottom of the page; click the **View Report Button** at the bottom to generate the report.

e. A report will generate that lists all of the Cadets in your program, which have been entered in JUMS, alphabetically, by LET level.

f. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel**, to export the list to a printable file. A bar will open at the bottom of your screen that reads, **“Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.”** Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

g. When you are finished, click the **X** in the upper right corner to close the report panel.

h. The Master Cadet Roster by LET level that you saved in Excel, may now be used throughout the school year to assist you in managing events and activities for your Cadets.

10-3 Cadet: Awards & Events Reports

Follow these steps to generate a **Cadet Awards** or **Event Reports**:

a. From the top menu bar, select **Reports**, from the drop down menu select the **Cadet: Awards & Events** link. From the list of **Available Reports**, select the **report** you want to generate.

b. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button located under **Advanced Search Fields**.

c. If you searched by all cadets, click the **Deselect All Button**, scroll down the list and select the Cadets want to include in the report you have selected to generate.

d. Once all of the Cadets are selected, click the **View Report Button** at the bottom to generate the report.

e. A report will generate that lists the selected Cadets, and the report information.

Note: If your report is blank see the Trouble Shooting Tip in para 1 above.

f. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save.**

g. When you are finished, click the **X** in the upper right corner to close the report panel.

10-4 Print and/or View Cadet Challenge Score Sheets

a. From the top menu bar, select **Reports**, from the drop down menu select the **Cadet** link. From the list of **Available Reports**, select **Cadet Record**.

b. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button located under Advanced Search Fields. It is recommended this report be generated by LET level and class period, if you search all Cadets this may cause your system to time-out before the search is completed.

c. If you searched by all cadets, click the **Deselect All Button**, scroll down the list, and select the Cadets you want to include in the Cadet Challenge Report, you will select in the next steps.

d. Once all of the Cadets are selected, click the **Next Button** at the bottom of the page; a Cadet Record Filter window will open.

e. Place a check mark in the Cadet Challenge box, and click **View Report**.

f. A new window will open, and a Cadet Challenge score report will be displayed for each Cadet you selected.

Note: The Cadet Challenge Score Report was not specifically designed to be used to record Cadet Challenge Scores. This report is currently the only option available in JUMS to print individual Cadet scorecards. If a Cadet has scores from previous tests that were input into JUMS, those scores will be displayed in the event boxes at the bottom of the page by date. Some Cadet reports will include an additional row of blank boxes that may be used for recording the current test scores. If your Cadets reports do not have a blank row, current scores, may be written underneath each event column. Once the

reports are saved in MS Word format, your Cadet S1, may insert a blank row for recording new scores into the table prior to printing the reports.

g. To save the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **MS Word** to export the score sheets to a printable file. A bar will open at the bottom of your screen that reads, **“Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.”** Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

h. When you are finished, click the **X** in the upper right corner to close the report panel.

10-5 Create Cadet File Labels

a. Generate a report, Alpha List by LET Level, per the instructions in paragraph 2-5. Save the report to your computer in an Excel document format.

b. Open the Excel document and delete the header information lines on the Excel spreadsheet. Do not delete the column title row. To delete these rows click on the number 1, hold the shift key and click on the number of the last row you need to delete. This will highlight those rows, right click your mouse and select delete. **PLEASE NOTE – ALL OF THE EXCEL REPORTS EXPORTED FROM JUMS ARE NOT IDENTICAL IN FORMATTING. YOU MAY HAVE TO MAKE SOME MINOR ADJUSTMENTS TO THESE INSTRUCTIONS, DEPENDING ON THE EXPORTED EXCEL FILE FORMAT FROM JUMS.**

c. Delete columns A, B, C, and D from the spreadsheet. This requires you to manipulate the columns to make them more visible.

d. Click on column A, hold the SHIFT KEY and click on column B, the columns will both be highlighted. On the top menu bar, click on **UNMERGE CELLS**. The last name will now be in column A, and column B will be blank. Delete the blank column. Your spreadsheet should now have 6 columns

Last Name	First Name	MI	Student ID	LET Level	LET Period
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Delete any additional columns that you do not want to print on your labels. Once you have completed these steps, **SAVE and CLOSE the Excel spreadsheet**.

e. Open a blank document in MS Word.

f. Once the blank document opens, on the top menu bar click **MAILINGS**. This will open a new menu bar at the top of the page. Select **START MAIL MERGE**, from the drop down menu, select **LABELS**. The **Label Options window** will open. Select 30 per page on the options window and click OK. A message window will open, **Click OK**.

g. From the top menu bar select, **SELECT RECEIPIENTS**, from the drop down menu, select **USE AN EXISTING LIST**. A new window will open, **SELECT DATA SOURCE**. Select the Excel spreadsheet you saved in step d above. A new window will open, **SELECT TABLE**, **click OK**. The previously blank MS Word document will now populate with «Next Record». This is where each of your Cadet labels will appear.

h. From the top menu bar, click on **INSERT MERGE FIELD**, from the drop down menu **select F1**, (this is the field on the Excel spreadsheet that contains your Cadets last name.) Once «F1» appears in you document, **type a comma and hit the space bar once**, click on **INSERT MERGE FIELD**, from the drop down menu **select F2**, (this is the field on the Excel spreadsheet that contains your Cadets first name.) Once «F2» appears in your document, **hit the space bar once**, click on **INSERT MERGE FIELD**, from the drop down menu **select F3**, and (this is the field on the Excel spreadsheet that contains your Cadets middle initial. Once «F3» appears in your document, without moving your cursor, press the **ENTER KEY**, this will move you to the 2nd typing row of your label template. From the top menu bar, click on **INSERT MERGE FIELD**, from the drop down menu **select F4**, (this is the field on the Excel spreadsheet that contains your Cadets student ID.) Once «F4» appears in your document, **hit the space bar three times**, click on **INSERT MERGE FIELD**, from the drop down menu **select F5**, (this is the field on the Excel spreadsheet that contains your Cadets LET level.) Once «F5» appears in your document, **hit the space bar twice**, click on **INSERT MERGE FIELD**, from the drop down menu **select F6**, (this is the field on the Excel spreadsheet that contains your Cadets class period.)

i. Once you have entered all of the merge fields you want to print on your labels, from the top menu bar, click **UPDATE LABELS**. This will populate all of the label fields on your document. From the top menu bar click on **PREVIEW RESULTS**, this will populate the document with your Cadets information. I you are satisfied with the results, from the top menu bar, click **FINISH AND MERGE**, from the drop down menu select **EDIT INDIVIDUAL DOCUMENTS**. A new window will open, **MERGE TO NEW DOCUMENT**, **click OK**. This merges all of the Cadets listed on your Excel spreadsheet into an individual label in you MS Word document. You may have multiple pages, depending on the number of Cadets you selected.

j. From the top menu bar, click **FILE, SAVE AS**, select the location to save your file, and type the name of your file name, click **SAVE**.

k. Your Cadet file labels have been created, saved, and are ready to print.

10-6 Print and/or View a Specific Cadet Team List

a. From the top menu bar, select **Reports**, from the drop down menu select the **Cadet** link. From the list of **Available Reports**, select **Teams**.

b. Click the **Down arrows in the Advanced Search Criteria** panel, scroll down to the Team search panel, from the drop down menu, select the Team you want a Cadet member listing for, and click the **Search** button located at the bottom of the page. The search result returned will be the Cadets who are assigned to the team you selected.

c. Click the **View Report** button, a new window will open, and a Cadet Team report will be displayed.

d. To save the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **MS Word** to export the score sheets to a printable file. A bar will open at the bottom of your screen that reads, "Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com." Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the File Name box, and select the location where you want the file saved to from the list on the left, and click **save**.

10-7 Clothing Reports

Follow these steps to generate **Clothing Gain-Loss History, Clothing Inventory By Location, Clothing Inventory By Value, Clothing Inventory Summary, Clothing LIN Summary, and Clothing Record** reports.

a. From the top menu bar, select **Reports**, from the drop down menu select the **Clothing** link. From the list of **Available Reports**, select the **report** you want to generate.

b. In the **Clothing Search Criteria** panel, search clothing by entering search criteria or search all clothing by clicking the **Search** button located in the bottom left of the **Clothing Search Criteria** panel .

c. If you searched by all clothing, click the **Deselect All Button**, scroll down the list and select the clothing want to include in the report you have selected to generate.

d. Once all of the clothing is selected, click the **View Report Button** at the bottom to generate the report.

e. A report will generate that lists the selected clothing, and the report information.

f. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

g. When you are finished, click the **X** in the upper right corner to close the report panel.

10-8 Clothing: Cadet Reports

Follow these steps to generate **Cadet Clothing/Instruction Materials Record or Cadet Items By Tag & Description** reports.

a. From the top menu bar, select **Reports**, from the drop down menu select the **Clothing: Cadet** link. From the list of **Available Reports**, select the **report** you want to generate.

b. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all Cadets by clicking the **Search** button located in the bottom left under the **Advanced Search Field** panel.

c. If you searched by all Cadets, click the **Deselect All Button**, scroll down the list and select the Cadets want to include in the report you have selected to generate.

d. For the **Cadet Clothing/Instruction Materials Record** report, click the **Next button** located at the bottom of the screen. A new screen will open, select the information you want included in your report, and click the **View Report Button**.

e. For the **Cadet Items By Tag & Description report**, once all of the Cadets are selected, click the **View Report Button** at the bottom to generate the report.

f. A report will generate that lists the information.

g. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or**

Word to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.
h. When you are finished, click the **X** in the upper right corner to close the report panel.

10-9 Property Reports

Reports / Property. The Computer Tracking, Property Inventory By Value, Property Inventory Summary, Property LIN Summary, and Property Record reports are scheduled for deletion from JUMS and are not to be used. Please review the Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS) memorandum, dated 22 Sep 15, at Appendix C.

10-10 Annual Clothing Wall to Wall Inventory Report

Follow these steps to generate **Annual Clothing Wall to Wall Inventory, Annual IM Wall to Wall Inventory, School Unit Information Report, and Unit Statistic Report** reports.

a. From the top menu bar, select **Reports**, from the drop down menu select the **Unit** link. From the list of **Available Reports**, select the **report** you want to generate.

b. For all of these **reports**, the only option available is, click the **View Report Button** to generate the report.

c. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

d. When you are finished, click the **X** in the upper right corner to close the report panel.

10-11 Annual IM Wall to Wall Inventory Report

Follow these steps to generate **Annual Clothing Wall to Wall Inventory** report.

a. From the top menu bar, select **Reports**, from the drop down menu select the **Unit** link. From the list of **Available Reports**, select the **Annual Clothing Wall to Wall Inventory** report.

b. Click the **View Report Button** to generate the report.

c. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save.**

d. When you are finished, click the **X** in the upper right corner to close the report panel.

10-12 School Unit Information Report

Follow these steps to generate the **School Unit Information** report.

a. From the top menu bar, select **Reports**, from the drop down menu select the **Unit** link. From the list of **Available Reports**, select the **School Unit Information** report.

b. Click the **View Report Button** to generate the report.

c. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save.**

d. When you are finished, click the **X** in the upper right corner to close the report panel.

10-13 Unit Statistic Report

Follow these steps to generate **Unit Statistic** report.

a. From the top menu bar, select **Reports**, from the drop down menu select the **Unit** link. From the list of **Available Reports**, select the **Unit Statistic** report.

- b. Click the **View Report Button** to generate the report.
- c. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, **“Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.”** Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.
- d. When you are finished, click the **X** in the upper right corner to close the report panel.

10-14 Submitted History Report

From the top menu bar, select **Reports**, from the drop down menu select the **Submitted History** link. A list of reports that have been submitted for the selected school year will be listed by Report Name, Submitted Date, and Submitted By. Reports that display may be reviewed and/or printed in PDF format by clicking on the **paper icon** in the **Action** column located adjacent to the report you want to view.

10-15 Enrollment Report

- a. From the top menu bar, select the **Manage Unit** tab; from the drop down menu select the **Upline Reporting Data** tab, then select **Enrollment Report**.
- b. To create a new Enrollment Report click the **“Add New”** button. A pop up box opens asking **“Do you want to pre-populate the School Data with existing School Data for you latest Enrollment Report? Click “NO”**.
- c. The report page will refresh. **“Is this the Opening Enrollment Report”** click the radio button next to **“Yes”**.
- d. Scroll down to the Enrollment section and enter the number of students for the School Enrollment for Freshmen, Sophomores, Juniors, and Seniors in the appropriate boxes. **The unit JROTC information will auto populate in the appropriate boxes.**
- e. Enter the Ethnic Breakout of Males and Females for the School in the appropriate boxes. The total for the School Enrollment and grand total for the School Ethnic Breakout must match. **The unit JROTC information will auto populate in the appropriate boxes.**

- f. Once all the required fields are complete, click the **Save** button, once you save, the **Create Report** button will become active.
- g. To create and review your report, click the now active **Create Report** button.
- h. Once you have reviewed your report, click the **Submit** button, and the submitted report will be listed under the **Reports tab, Submitted History** link.

10-16 Create a GPC Report

- a. From the top menu bar, select the **Manage Unit** tab, from the drop down menu select the "**Upline Reporting Data** link, and then select the **GPC Report** link.
- b. On the GPC Purchases page, click the **Add New** button.
- c. On the **GPC Billing Information** panel, fill in all the required fields.
 - 1) The Report Year and Report Month will default to the current month and year. If you are working on a different month or year, then select it from the pull down.
 - 2) Enter your GPC Starting Balance.
 - 3) Enter the name of the Card Holder.
 - 4) Enter the name of the Billing Official.
- d. Once completed, click the **Save** button.
- e. The new GPC report now shows up on the GPC Purchases page.

Note: The balance amount of the GPC is located at the bottom of the GPC Purchases page.
- f. Select the new report by clicking the **radio button** under Select column. (The **radio button** is the little 'dot' next to the name of the report)
- g. Under the **GPC Purchase** section, click the **Add New** button.
- h. On the GPC Purchase panel, fill in all the required fields.
 - 1) Enter the Control Number.
 - 2) Enter the Date Ordered; this field will default to the current date. Select a new dates if different.

3) Select the Supplier from the dropdown list.

TROUBLE SHOOTING TIP

If the **Supplier drop down list** is blank - Do this:

- From the top menu bar, select the **Manage List** tab, from the drop down menu select the **GPC Supplier List**
- Click on the **Add New** button
- Enter the GPC Supplier you want to add and complete all of the information marked with an red asterisk
- Click **Save**
- Repeat steps a-h from above; the GPC Supplier should now appear in the drop down list

4) Select the Description from the dropdown list.

TROUBLE SHOOTING TIP

If the **GPC Description List drop down list** is blank - Do this:

- From the top menu bar, select the **Manage List** tab, from the drop down menu select the **GPC Description List**
- Click on the **Add New** button
- Enter the GPC Description you want to add and complete all of the information marked with an red asterisk
- Click **Save**
- Repeat steps a-h from above; the GPC Description should now appear in the drop down list

5) Enter the number of items.

6) Enter the Authorization – this field is optional.

7) Enter the Date Received; this field will default to the current date.

8) Select a new date if different.

9) Enter the total price.

i. Once completed, click the **Save** button.

j. To review and submit the GPC Report, click the **printer icon** under Action under **GPC Purchases** to open the report panel.

k. Once, you have reviewed the report, to print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from**

jumstraining.usarmyjrotc.com.” Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

l. Click on the **Submit** button to submit your report.

m. The submitted report is now listed under the **Reports** tab, **Submitted History** link.

10-17 Create a Program Assessment Rating Tool or P.A.R.T. Report

a. From the top menu bar, select the **Manage Unit** tab; from the drop down menu select the **Upline Reporting Data** link, and select the **P.A.R.T Report** link.

b. On the P.A.R.T Report Information page, select the School Year from the drop down list.

c. Under Success Stories, enter the total number of students receiving the President’s Student Service Award and any Testimonial(s) you wish to enter.

d. Under Partnered Organizations, check all that apply.

e. Enter the total number of Partnered organizations on all service events.

f. Scroll down the page...

g. Under Adopt-a-School, click on the **Add New** button.

h. In the Adopt-a-School panel, fill in all the required fields.

1) Enter the School Name and check all that apply under Program Type.

2) Once completed, click the **Save** button.

i. To review and submit your report, click the **Save** button: once you save, the **Create Report** button will become active.

j. To create and review your report, click the now active **Create Report** button.

k. Once, you have reviewed the report, to print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, **“Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.”** Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file

in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

l. Click on the **Submit** button.

m. The submitted report is now listed under the **Reports** tab, **Submitted History** link.

TROUBLE SHOOTING TIP

If the community service and/or the service learning hours are not populated, or incorrectly displayed on your PART Report do this:

- From the top menu bar, select the **Manage Unit** tab, from the drop down menu select the **Manage Events**
- Verify that all of your units community service and/or service learning events have been entered in JUMS
- As required, open each event, by clicking the radio button located in the first column adjacent to the event name to review and verify all of the event information was correctly entered in JUMS.
- Open each community service event, and verify community service hours were correctly entered for each Cadet participating in community service events. Verify appropriate Cadets were attached to the event. Correct missing or incomplete information as required, and click **save**.
- Open each Service Learning event, and verify service learning event hours were accurately indicated when the event was created and Cadets attached. A minimum of 11 hours must be entered. The service learning events have additional criteria, and or checklists which must be entered/completed in the event panels. Review the set-up instructions for these events for specific requirements. Correct missing or incomplete information as required, and click **save**.
- Create and submit a new PART Report.

10-18 Create Unit Intentions of Graduates Report

a. From the top menu bar, select the **Manage Unit** tab, from the drop down menu select the **Upline Reporting Data** link, and select the **Unit Intentions of Graduates Report** link.

b. On the Unit Intentions of Graduates page, select the School Year from the reporting year drop down list.

c. Under the **Cadet Graduates**, click the **edit icon under Action** and enter the graduation plans for each senior.

Note: If you have already filled out the Cadet's graduation plans, the information will automatically populate the correct fields.

- d. In the **Graduation panel**, fill in the Cadet's plans for after graduation (you must do this for each graduating senior) once complete, click the **Save** button.
- e. Once you have added all the graduations plans for each senior, go to the top menu bar, select **Manage Cadets** tab, from the drop down menu select **Cadet Batch Actions**.
- f. In the Cadet Batch Actions window, click the **Search** link, enter grade 12 for the search criteria. If all of your 12th grade Cadets are graduating, in the search results, leave the default of **Select All** selected, and click the **Select Cadets** button at the bottom of the Cadet list.
- g. The Cadet Batch Actions window will reopen. From the Batch Action drop down menu, select **Cadet Details**. Scroll down to Cadet Batch Details and select **Change Detail**. A new window will open, **Cadet Detail**, from the **Grade** drop down menu, select **12**, next from the **Status** drop down menu select **Graduate**. This will graduate all of the seniors you selected.
- h. From the top menu bar, select the **Manage Unit** tab, from the drop down menu select the **Upline Reporting Data** link, and select the **Unit Intentions of Graduates Report** link.
- i. Scroll down the page and in the **Under School/Unit Information** section, enter the Average GPA Scale for the school.
- j. Enter the Average SAT and ACT scores (SAT and ACT scores can be entered for each Cadet in the Academic link under Manage Cadets. The average scores will display in the System Derived for Unit column).
- k. Enter the number of dropouts and suspensions.
- l. Enter the average daily attendance.
- m. Enter the number of graduates for the school and unit.
- n. To review and submit your report, click the **Save** button, once you save, the **Create Report** button will become active.
- o. To create and review your report, click the now active **Create Report** button.
- p. Once, you have reviewed the report, to print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, "**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**" Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file

in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save.**

q. Once you have reviewed the report, click on the **Submit** button.

r. The submitted report is now listed under the **Reports** tab, **Submitted History** link.

10-19 Create a Unit Report

a. From the top menu bar, select the **Manage Unit** tab, from the drop down menu select the **Upline Reporting Data** link, and select the **Unit Report** link.

b. Select the school year from the drop down list.

c. Click the **radio button** for Yes or No for probation, and fill in the “Probation Reason” if applicable. (the **radio button** is the little ‘dot’ next to question)

d. Click the appropriate radio button for Yes or No if you participated in JLAB.

e. Enter any Principal Comments.

f. Select the DAI/SAI/AI from the drop down list, and enter any staff comments.

g. To review and submit your report, click the **Save** button, once you save the **Create Report** button will become active.

h. To create and review your report, click the now active **Create Report** button.

i. Once, you have reviewed the report, to print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save.**

j. Once you have reviewed the report, click on the **Submit** button.

k. The submitted report is now listed under the **Reports** tab, **Submitted History** link.

TROUBLE SHOOTING TIP

A Unit Report help file is available at Appendix A. The help file explains the different categories of points and the types of events that are valid for each category.

If category points are not awarded, incorrectly awarded, or not displayed on your Unit Report complete these steps to verify event information:

- From the top menu bar, select the **Manage Unit** tab, from the drop down menu select the **Manage Events**
- Verify that all of your units competitive events, parades, color guards, community service, formal events, cadet challenge, JCLC, and service learning events have been entered in JUMS
- As required, open each event, by clicking the radio button located in the first column adjacent to the event name to review and verify all of the event information was correctly entered in JUMS. The service learning and unit formal events have additional criteria, and or checklists which must be entered, and, or completed in the event panels. Review the set-up instructions contained in this JUMS User Manual for these events for specific requirements. Correct missing or incomplete information as required, and click **save**.
- Create and review a new Unit Report. If the unit report is still not correct, repeat the steps above until all of your unit events have been entered and checked.

10-20 Create a Management Control Report

- a. From the top menu bar, select the **Manage Unit** tab, from the drop down menu select the **Upline Reporting Data** link, and select the **Management Control Report** link.
- b. Select the SAI or AI name from the drop down list.
- c. Click the **calendar icon** and select the suspense date.
- d. Click the **calendar icon** and select the date the School Fund Control (CCR 11-2) was completed **OR** check the box adjacent to **“Exempted Under CCR 11-2”**
- e. Click the **calendar icon** and select the date the Postal Service (CCR 11-2) was completed **OR** check the box adjacent to **“Exempted Under CCR 11-2”**
- f. Click the **calendar icon** and select the date the Local/Long Distance Telephone Service (CCR 11-2) was completed **OR** check the box adjacent to **“Exempted Under CCR 11-2”**
- g. Click the **calendar icon** and select the date the Logistics checklist in CCR 145-8 was completed.

h. Click the **calendar icon** and select the date the Government Purchase Card checklist was completed.

i. Click the **calendar icon** and select the date the Budget Execution checklist was completed.

j. Type comments as needed or required in the “**Weakness Found/Action Taken**” text box.

g. To review and submit your report, click the **Save** button, once you save the **Create Report** button will become active.

h. To create and review your report, click the now active **Create Report** button.

Appendix A - Unit Report Information/Help and Points by Categories - Event Types

Unit Report Information Help and Points by Categories - Event Types

Unit Report Points

Unit Report Category	Unit Report Points Awarded Per Qualifying Event	Minimum Number of Required Events	Maximum Number of Qualifying Events Per Category	Maximum Possible Unit Report Points
Competitive Events	5	6	10	50
Miscellaneous Events	10	4	8	35
<i>* Parade</i>	10	1	2	<i>* see note</i>
<i>* Non-Parade</i>	5	3	6	<i>* see note</i>
Formal Events	40	1	1	40
Color Guard	5	4	8	40
Community Service School Support	5	6	10	50
Community Service Community Support	10	1	6	60
JCLC Participation	50	1	1	50
Cadet Challenge	1	1	1	50
Service Learning	25	1	1	25
Maximum Unit Report Points				400

**** Note – A maximum of 35 points may be achieved on the unit report in the Miscellaneous Events category; the points awarded are a combination of the parade and non-parade events, and the associated point calculations.***

Unit report points based on the categories detailed above are automatically calculated when the unit report is generated in JUMS, provided the events have been correctly set-up in JUMS, and all of the required information has been entered. Specific requirements and details for each unit report category are explained in detail on the following pages.

Competitive Events

Unit Report Points - minimum 30 points, maximum 50 points

Competitive events include the following types of Cadet participation events:

- Academic
- Air Rifle
- Cadet Challenge
- Color Guard
- Drill
- Orienteering/Land Navigation
- Physical Fitness
- Raider
- JLAB

Schools that participate in curriculum related competitions (i.e., marksmanship, drill team, raider challenge, orienteering, JLAB, and LEAD game) will receive 5 points for participation in each event of the competition, not to exceed 5 events or 25 points per competition (this includes multiple competitions under one umbrella).

The competitions must be against another JROTC program, inter-battalion competitions do not qualify for credit. An additional 10 unit report points will be awarded to units that sponsor, and host Cadet competitions.

For unit report point's calculations, each event of a competition must be entered into JUMS as a separate event to achieve the 5 maximum unit report points per event, per the example below.

Example:

25 Cadets attend a drill meet competition consisting of 3 events
 10 Cadets participate in event A
 15 Cadets participate in event B
 25 Cadets participate in event C

Entering this event as a single event in JUMS with 25 Cadets participating would result in a score of 5 points on the unit report. To maximize unit report points, three separate events (with the applicable cadet counts) must be entered in JUMS utilizing unique, descriptive, event names for each of the competitive events; this will result in a unit report score of 15 points.

Miscellaneous Events – Parade and Non-Parade Events

***Unit Report Points - minimum 25 points, maximum 35 points**

***Points are a combined total for parade and non-parade events.**

A miscellaneous event is defined as an activity that includes Cadet participation in community related events. All miscellaneous events must involve at least five Cadets. Unit relaxation trips such as an amusement park, pizza party, skating party, etc., do not qualify for unit report points. For unit report point calculations, miscellaneous events are sub-divided into two categories, parade, and non-parade types of events.

a. Miscellaneous Parade. Cadet parade and reviews are included in this category. Parade, and review events must involve participation by at least 50% of the unit Cadets, with a minimum of 30% of the unit Cadets marching in the parade or participating in the review. Brigades may make exceptions to these requirements with valid justification.

Units must perform at least one parade or review each school year. Parade or review events, up to the first two, will earn 10 unit report points each. Subsequent parades or reviews, as well as all other events in this category will earn 5 unit report points per event.

b. Miscellaneous Non-parade. Miscellaneous non-parade activities count five unit report points and include, but are not limited to, drill team demonstrations, visits or tours to significant points of interest, and adventure activities such as rappelling or rafting. Examples of miscellaneous non-parade events include:

- Adventure Activity
- Cadet Ride
- Dedicated Fundraisers
- Field Day

Formal Events

Unit Report Points - minimum 40 points, maximum 40 points

Units are required to participate in at least one formal event during the school year. At least 50% of the unit must participate in the formal event; however, only 30% of the Cadets must attend the event. Participation is defined as planning, coordination, and implementation of the event. Unit report credit will not be awarded for Cadets who attend a formal event hosted by another school. Examples of formal events include:

- Awards Banquet
- Dining In
- Dining Out
- Military Ball

Color Guard

Unit Report Points - minimum 20 points, maximum 40 points

Cadet color guards are competitive events, a minimum of 4 Cadets must participate in each color guard event. Unit report points are awarded for each color guard event where Cadets present, and post colors. The daily raising and lowering school flags are not considered color guard events, and do not earn unit report points.

The list below is examples of events that Cadet color guards may support:

- Community Events
- Sporting Events
- Veterans Organizations Events

- Graduation Ceremonies

Community Service - School Support

Unit Report Points - minimum 30 points, maximum 50 points

Support is defined as "giving freely of one's time or talents without monetary reward." Fundraisers do not qualify as support in this category. School support events must involve at least five Cadets for unit report credit of 5 points for each activity. Events entered in this category must benefit and support high school/junior high school campuses or property, per the examples below:

- High school student support includes mentoring/tutoring programs at HS level
- Daily Cadet activities include Flag Detail, announcements, and Pledge
- Host School Support (pre and post event) includes: graduation, athletic events, ushers at school events, school cleanup, courtesy patrols, and parking details
- Middle School visits may be credited to this category only when they are part of the high schools scheduled middle school visit/program; otherwise, the visits should be recorded in the Community Service - Community Support category to receive credit

A maximum of 10 unit report points per service per year, are earned where service is grouped by category/activity, and event name when entered in JUMS. As an example:

Your Unit provides Cleanup, Traffic/Parking Control, and Usher Services for all of the school Athletic Activities and you consider all of these activities to be School Support/Host School Support Activities. If all of these Events are entered in JUMS as "School Support-Host School Support-Athletic Events", you will earn a maximum of 10 points for the year, regardless of how many events you enter based on the service grouping.

To maximize your points in this category enter unique event names in JUMS to allow for the unit report point distribution when grouping services.

Example event names that may be entered into JUMS

- Athletic Event Parking
- Athletic Event Traffic Control
- Athletic Event Post Event Cleanup
- Athletic Event Usher

Community Service - Community Support

Unit Report Points - minimum 10 points, maximum 60 points

Community support projects include pre and post event activities that provide related assistance at community level activities such as adopt-a-highway, blood drives, food banks, ushers, convalescent home assistance. Support is defined as "Giving freely of one's time or talents without monetary reward." Events entered in this activity should

benefit, and support the community, or elementary, and middle schools. Unit fundraisers do not qualify as support in this category. 10 unit report points may be awarded for each activity. At least 25% of the unit Cadets must be involved in the projects over the school year.

- Assistance to Individuals
- Elem/Middle School Student Support
- Disaster Relief Assistance
- Environmental Cleanup
- Public Support/Awareness
- School District Support
- Blood Drives

JCLC Participation

Unit Report Points - minimum 50 points, maximum 50 points

The unit goal or quota is to have 10% or 10 Cadets, whichever is less, participate in a valid JCLC in accordance with CCR 145-2. The unit quota is calculated based on active Cadets on the date of the event. Brigades may constrain a unit to a quota less than the calculated quota.

A maximum of 50 points unit report points are awarded for JCLC participation based on the following formula:

$$50 * \text{Participants/Quota}$$

Cadet Challenge

Unit Report Points - minimum 50 points, maximum 50 points

All JROTC programs are required to administer the Cadet Challenge fitness test to all medically qualified Cadets a minimum of once per school year. Unit report points are awarded based on the administration of the Cadet Challenge fitness test and the entry of information into JUMS.

Service Learning

Unit Report Points - minimum 25 points, maximum 25 points

Service learning is the use of active learning strategies in the classroom that include a related service project as an integral part of the instruction. Instructors can choose to use these strategies within available curriculum materials. These programs may be used to fulfill most POI requirements as they fit across the entire curriculum - areas where they are particularly appropriate are in parentheses:

- You the People - LET 1 and 2, change 1; LET 3 and 4 (Citizenship, Military History)
- Chief Justice - LET 3 (Citizenship, Military History)
- Cadet Ride - (Military History), or enhancement programs

- Lions-Quest - (Citizenship, Communications, Leadership)
- High School Financial Planning Program (Career Opportunities, Communications)
- Groundhog Job Shadow Day (Career Opportunities, Communications, Leadership)

These programs may count toward required Program of Instruction hours as noted in parentheses above as well as portions of any other areas that they cross. Skills maps (Communications, Leadership), available to each program, will be used as pre and post assessments before and after the projects (no more than one time per year).

Ideas for projects and further explanation about particular programs may be found on several web pages: www.servenet.org, www.quest.edu, www.nefe.org, www.jobshadow.org, www.chiefjustice.com, www.intellearn.org, and www.youthpeople.com.

All Cadets in the class must participate in some way in the service learning project planning, administration or execution. The minimum number of Cadets required is 15. In units with small classes, more than one class, or LET level may be required to participate to achieve the minimum number of Cadets. Each project is worth 25 points and will have at least ten, 45-50 minute or five 80-90 minute lessons associated with it, as well as one, 45 - 90 minute class period dedicated to an exploratory project. Units must have available a list of Cadets working the service learning project, as well as examples of outcomes produced by the Cadets such as logs, essays, after action reports, tests, briefings, etc. Cadets will brief evaluators during formal inspections on what they did, how it benefited them personally, the community and/or the class, and how they will apply what they have learned.

To receive unit report credit, the following information must be set-up in a “Service Learning” event in JUMS: date, project name, academic description, service description, number of Cadets (minimum of 15 Cadets), 1 Instructor, and a minimum duration of 11 hours are required for all service learning projects. To qualify for unit report points the Project Checklist must be 100% complete, and the Group Evaluation must be 100% complete. Both the checklist and evaluation are completed in JUMS on the service learning event screen.

Optional service learning projects may be utilized to earn optional points (up to 25 per optional project) in the Competition, Miscellaneous (Parade & Non-Parade), and Color Guard Categories, provided the primary service learning project is complete.

Service learning projects points are captured on the unit report, and Cadet/Instructor participation count, and service hours are automatically input into the unit PART Report when the service learning event is created in JUMS.

If category points are not awarded, incorrectly awarded, or not displayed on your Unit Report in JUMS, complete these steps to verify event information:

- From the top menu bar, select the **Manage Unit** tab, from the drop down menu select the **Manage Events**
- Verify that all of your units competitive events, parades, color guards, community service, formal events, cadet challenge, JCLC, and service learning events have been entered in JUMS
- As required, open each event, by clicking the radio button located in the first column adjacent to the event name to review and verify all of the event information was correctly entered in JUMS. The service learning and unit formal events have additional criteria, and or checklists which must be entered, and, or completed in the event panels. Review the set-up instructions for these events for specific requirements. Correct missing or incomplete information as required, and click **save**.

Create and review a new Unit Report. If the unit report is still not correct, repeat the steps above until all of your unit events have been entered and checked.

Appendix B - Cadet Access Matrix for JUMS by Cadet Role

Cadet Access Matrix for JUMS			
JUMS Access Legend for Cadets = Read, Update, None			
Cadet Assigned Role	Cadet S1	Cadet S3	Cadet S4
JUMS Function			

Cadet Access Matrix for JUMS

JUMS Access Legend for Cadets = Read, Update, None

Cadet Assigned Role	Cadet S1	Cadet S3	Cadet S4
JUMS Function			
Award Category List	U	U	N
Award List	U	U	N
Cadet Flag List	U	N	N
Class Periods List	U	N	N
Clothing Catalog List	N	N	U
Clothing Bag	N	N	U
CORPS	U	N	N
Counseling Topics List	N	N	N
Country Code	N	N	N
Credit Category	N	N	N
Demerits List	N-PII	N-PII	N-PII
Event Name List	U	U	N
GPC Description List	N	N	N
GPC Supplier List	N	N	N
Homepage Messages	N	N	N
Instructional Material Description List	N	N	U
Manufacturer	N	N	U
IM Material Condition	N	N	U
IM Media	N	N	U
IM Category	N	N	U
Merits List	N-PII	N-PII	N-PII
Note Topics List	N-PII	N-PII	N-PII
Office Version	N	N	N
Operating System	N	N	N
Point of Contact List	N	N	N
Positions List	U	U	N
Processor List	N	N	N
Property Description List	N	N	U
Relationship	N	N	N
Senior Affiliation	N	N	N
Team List	U	U	N
Training	U	U	N
Manage User Login	N	N	N
Maintain Cadet Personal Information	U	N	N

Cadet Access Matrix for JUMS

JUMS Access Legend for Cadets = Read, Update, None			
Cadet Assigned Role	Cadet S1	Cadet S3	Cadet S4
JUMS Function			
Maintain Cadet Family and Emergency Contact Information	N-PII	N-PII	N-PII
Maintain Cadet Photo Information	U	N	N
Import Cadet Information	N-PII	N-PII	N-PII
Manage Batch Cadet Processing	U-PARTIAL	U-PARTIAL	U-PARTIAL
Clothing/IM - Manage Unit Supply Information	N	N	U
Maintain Property Information	N	N	U
Create Reports	U-PARTIAL	U-PARTIAL	U-PARTIAL
Maintain P.A.R.T. Information	N	N	N
Consolidate Award Information	U	U	N
Maintain Enrollment Information	N	N	N
Maintain Unit Intentions of Graduates	N	N	N
Manage Government Purchase Card Information	N	N	N
Managed Management Control Report Information	N	N	N
Manage Cadet Supply Information	N	N	U
Search/Add Clothing/IM - Search Supply	N	N	U
Manage Unit Supply Orders Information	N	N	U
Maintain Unit Supply Location Information	N	N	U
Manage Batch Unit Supply Processing	N	N	U
Search/Add Property - Search Property	N	N	U
Maintain Unit Report Information	N	N	N
Manage Cadet Information	U	U	U
Maintain Unit Events Information	U	U	N
Maintain Unit Award Orders Information	U	U	N
Manage Batch Property Processing	N	N	U
Manage Surveyed Property Information	N	N	U
Transfer Cadet Information	N	N	N
Receive Transferred Cadet	N	N	N
Manage Unit Promotion and Demotion Orders Information	U	N	N
Maintain Unit Supply Order Item Detail	N	N	U

Cadet Access Matrix for JUMS

JUMS Access Legend for Cadets = Read, Update, None

Cadet Assigned Role	Cadet S1	Cadet S3	Cadet S4
JUMS Function			
Information			
Maintain Cadet Academic Information	N	N	N
Maintain Cadet Award Information	U	U	N
Maintain Cadet Clothing Information	R	N	U
Maintain Cadet Counseling Consultations	N	N	N
Maintain Cadet Event Information	U	U	N
Maintain Cadet Fitness Information	U-PII	U-PII	N
Maintain Cadet Intentions of Graduation Information	N	N	N
Maintain Cadet Instructional Material Information	R	N	U
Maintain Cadet Merit Information	N-PII	N	N
Maintain Cadet Note Information	N-PII	N	N
Maintain Cadet Position Information	U	N	N
Maintain Cadet Rank Information	U	N	N
Maintain Cadet Recruit Information	N-PII	N	N
Maintain Cadet Team Information	U	U	N
Maintain Cadet Training Information	U	U	N
Maintain Cadet Flag Information	N-PII	N	N
Print Cadet Information	N-PII	N-PII	N-PII
Maintain Cadet Recommendation Information	N-PII	N	N
Maintain Cadet Demerit Information	N-PII	N	N
Award Orders	U	U	N

Appendix C - Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS)

ATCC-JRT

22 Sep 2015

MEMORANDUM FOR Brigade JROTC Chiefs, United States Army Cadet Command

SUBJECT: Changes in Information Requirements Maintained in the JROTC Unit Management System (JUMS)

1. Reference: AR 710-2-1 (Supply Policy Below the National Level), 28 Apr 2008
2. The purpose of this memorandum is to establish a change in procedures for property accountability with regards to JUMS functions.
3. The JUMS database program was not designed, or intended to be an Army property accountability system. Army property will be accounted for IAW the procedures established in AR 710-2-1. Effective immediately brigade JROTC staff, DAI personnel, and JROTC school programs will no longer enter equipment information, or utilize the functions listed below in JUMS:
 - a. Manage Lists/Property Description List
 - b. Manage Lists/Property Manufacture List
 - c. Manage Unit/Manage Transfers/Clothing Transfers
 - d. Manage Unit/Manage Transfers/Instructional Material Transfers
 - e. Manage Unit/Manage Transfers/Property Transfers
 - f. Manage Supplies/Property/Search/Add Property
 - g. Manage Supplies/Property/Property Annual Inventory Date
 - h. Manage Supplies/Property/Property Batch Actions
 - i. Manage Supplies/Property/Survey Property
 - j. Reports/Property/Computer Tracking

- k. Reports/Property/Property Inventory By Value
- l. Reports/Property/Property Inventory Summary
- m. Reports/Property/Property LIN Summary
- n. Reports/Property/Property Record
- o. Reports/Unit/Annual Property Wall to Wall Inventory
- p. Reports/Unit/Annual Sensitive Items Report
- q. Reports/Unit "Government Owned Computers"
- r. Reports/Unit "Government Owned Air Rifles"

4. Effective immediately, the clothing and instructional materials transfer function in JUMS will not be used to transfer clothing or instructional materials. Cadet clothing and instructional materials transferred from brigades, DAI shops, or among school JROTC programs will be accomplished by preparing a DA Form 3161, lateral transfer, IAW the procedures established in AR 710-2-1. Once executed, copies of the DA Form 3161 will be provided to the losing and gaining unit Property Book Officers (PBO) for updating of property books and hand receipts. Upon receipt of a DA Form 3161, lateral transfer, the gaining and losing schools will adjust their clothing or instructional material shelf inventory in JUMS to facilitate the issue of these items to Cadets. A copy of the DA Form 3161 will be maintained by the JROTC unit hand receipt holder, until an adjusted hand receipt is provided by the PBO, and signed by the JROTC unit property hand receipt holder.

5. Cadet uniforms and instructional materials will remain a JUMS requirement. All Cadet uniforms and instructional material will be input into the unit shelf, maintained, and issued to Cadets through the established procedures and menu functions in JUMS. Cadet clothing and instructional materials hand receipts generated from JUMS will remain the required method of accounting for clothing and instructional items issued to Cadets.

6. Equipment or other property transferred from brigades, DAI shops, or among school JROTC programs will be accomplished by preparing a DA Form 3161, lateral transfer, IAW the procedures established in AR 710-2-1. Once executed, copies of the DA Form 3161 will be provided to the losing and gaining unit PBOs, for updating of property books and hand receipts. A copy of the DA Form 3161 will be maintained by the JROTC unit hand receipt holder(s), until an adjusted hand receipt is provided by the PBO, and signed by the JROTC unit property hand receipt holder(s).

7. The property functions listed in paragraph 2a through 2r are no longer subject to inspection, and are scheduled for deletion from the JUMS program.

8. All government owned property, including equipment; air rifles, clothing and instructional materials issued to JROTC unit school programs will be safeguarded, inventoried, and accounted for IAW the procedures established in AR 710-2-1.

9. The primary POC for this action is Ms. Gracie Park, gracie.m.park.civ@mail.mil , 502-624-1327. The alternate POC is Mr. Jim Wood, james.e.wood20.civ@mail.mil, 502-624-1793.

// Original Signed//
THOMAS G. BELL
COL, FA
Director, JROTC

CF:
Brigade Commanders
JROTC DAI Personnel
JROTC Instructors

Appendix D - JROTC Awards and Award Criteria

JROTC Awards and Award Criteria

Reference: CCR 145-2, Appendix L – JROTC Awards

N-1 Series ACADEMIC AWARDS

N-1-1 Distinguished Cadet Award for Scholastic Excellence

Criteria: Awarded annually to one Cadet who exhibits the degree of excellence in scholastics.

Awarded by: Superintendent

N-1-2 Academic Excellence Ribbon

Criteria: Awarded annually to one Cadet in each LET level for achieving the highest academic grades.

Awarded by: Principal

N-1-3 Academic Achievement Ribbon

Criteria: Awarded annually to those Cadets who maintain a grade of “A” in JROTC and a “B” in the remaining academic subjects.

Awarded by: The Director of Army Instruction or Senior Army Instructor in a single unit.

N-1-4 Perfect Attendance Ribbon

Criteria: Awarded to Cadets with no unexcused absences during each quarter/semester.

Awarded by: Senior Army Instructor

N-1-5 Student Government Ribbon

Criteria: Elected to a student government office.

Awarded by: Principal

N-1-6 Leadership Development Service Ribbon

Criteria: Awarded to Cadets successfully completing first quarter/semester of training of each LET year.

Awarded by: Senior Army Instructor

N-1-7 through N-1-10 Optional by SAI

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructor

N-2 Series ATHLETIC AWARDS

N-2-1 Varsity Athletic Ribbon

Criteria: Awarded annually to Cadets in varsity sports.

Awarded by: Principal

N-2-1 Varsity Athletic Ribbon

Criteria: Awarded annually to Cadets in varsity sports.

Awarded by: Principal

N-2-2 Physical Fitness Ribbon

Criteria: Awarded annually to Cadets who maintain excellent physical fitness. The ribbon will be presented to Cadets receiving an 85-percentile rating or better in all 5 Cadet Challenge events.

Awarded by: Senior Army Instructor

N-2-3 ROTC Athletic Ribbon

Criteria: Awarded annually to Cadets who maintain a basic, yet challenging level of physical fitness. The ribbon will be presented to Cadets receiving a 50-percentile rating or better in all 5 Cadet Challenge events.

Awarded by: Senior Army Instructor

N-2-4 and N-2-5 Optional by SAI

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructor

N-3 Series MILITARY AWARDS**N-3-1 Directors of Army Instruction/Senior Army Instructor Leadership Ribbon**

Criteria: Awarded annually to the one Cadet in each LET level who displays the highest degree of leadership.

Awarded by: Senior Army Instructor

N-3-2 Personal Appearance Ribbon

Criteria: Awarded annually to Cadets who consistently present an outstanding appearance.

Awarded by: Senior Army Instructor

N-3-3 Proficiency Ribbon

Criteria: Awarded annually to those Cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

Awarded by: Directors of Army Instruction/Senior Army Instructor

N-3-4 Drill Team Ribbon

Criteria: Awarded annually to drill team members.

Awarded by: Senior Army Instructor.

N-3-5 Orienteering Ribbon

Criteria: Awarded annually to Cadets who are members of the orienteering teams.

Awarded by: Senior Army Instructor

N-3-6 Color/Honor Guard Ribbon

Criteria: Award annually to members of color/honor guard.

Awarded by: Senior Army Instructor

N-3-7 Marksmanship Team Ribbon

Criteria: Awarded annually to rifle team members.

Awarded by: Senior Army Instructor

N-3-8 Adventure Team Ribbon

Criteria: Awarded annually to Cadets who are members of adventure training type units.

Awarded by: Senior Army Instructor

N-3-9 Commendation Ribbon

Criteria: Awarded to Cadets whose performance of duty exceptionally exceeds that expected of Cadets of their grade and experience.

Awarded by: Senior Army Instructor

N-3-10 Good Conduct Ribbon

Criteria: Awarded annually to Cadets who have demonstrated outstanding conduct throughout the school.

Awarded by: Senior army Instructor

N-3-11 JCLC Participation Ribbon

Criteria: Awarded to Cadets for JCLC participation.

Awarded by: Awarded by: Senior Army Instructor

N-3-12 through N-3-15 Optional by SAI

May be awarded based upon criteria developed locally.

Awarded by: Senior Army Instructor

N-4 Series MISCELLANEOUS AWARDS**N-4-1 Parade Ribbon**

Criteria: Awarded to Cadets who have participated in local community parades; for example, Veterans' Day, Memorial Day, etc.

Awarded by Senior Army Instructor

N-4-2 Recruiting Ribbon

Criteria: Awarded to Cadets who recruit students into the JROTC program each quarters/semester.

Awarded by: Senior Army Instructor

N-4-3 through N-4-5 Optional

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructor

N-4-6 Service Learning Ribbon

Criteria: Awarded annually to Cadets who participate in service learning projects.

Awarded by: Senior Army Instructors.

N-4-7 Excellent Staff Performance Ribbon

Criteria: Awarded annually to Cadet Staff Officers for excellent performance.

Awarded by: Senior Army Instructor

Air Rifle Marksmanship Qualification Awards

Qualification Badge	Firing Positions	Air Rifle AR-1 Target	Air Rifle BMC Target
Marksman	10 shots standing, 10 shots prone	110-129	175-187
Sharpshooter	10 shots standing, 10 shots prone	130-200	188-230
Expert	10 shots prone, 10 shots standing, 10 shots kneeling	230-300	290-300

Refer to CCR 145-2, Appendix N for qualification requirements and standards for Marksmanship Qualification Awards

Other Authorized Cadet Awards

CC Reg 145-2, paragraph 12–5. U.S. and Foreign Awards

Awards, including decorations, medals, badges, ribbons, and appurtenances of the United States and foreign nations as prescribed in AR 600-8-22, are authorized for wear by those to whom they have been or are awarded. Such awards may be worn, under these circumstances, on issue or Cadet-type uniforms prescribed for wear in JROTC. They will be worn as prescribed in AR 600-8-22. The SAI will obtain a certified record of the award and authority concerned for each individual wearing such awards at his/her institution.

Award orders for US, Foreign, DA, and Association awards will not be entered into JUMS. Documentation for these types of awards will be provided by the agency responsible for preparing, submitting, or approving the award. The SAI will provide a certified record of the award documentation to the Cadet receiving the award.

The SAI will file a certified record of the award in the Cadets portfolio.