

Odds & Ends

August 2011

General: As we start the new school year I want to welcome all of our new cadre. We have had a significant influx of new instructors and I am depending on our seasoned cadre to mentor, coach and assist our new instructors as they begin their new careers. We hope all of you have a great year and as always if any of you need assistance please contact us. Our contact information as well as a breakdown of functional areas of responsibility are listed on our website at www.ajrotc.us.

Budget: All FY 11 spending will stop on 2 SEP 11. Additional funds will not be made available until the FY 12 budget is released on or about 1 Oct 11. As soon as we receive the FY 12 budget we will push it to the field.

Communications: As most of you already know, all email that originates from this headquarters will be sent to your portal email address. So if you are not receiving email from the Brigade JROTC Division, check your portal email. Additionally, you can forward your portal email to any email address you desire. If you need assistance doing that, please contact us.

Key Dates/Events

- CMP Postal Competition:	1 Oct - 7 Dec 2011
- National Raider Competition:	4 Nov - 6 Nov 2011
- Brigade Workshop:	29 Jan - 2 Feb 2012
- CMP Army service Competition:	9 - 11 Feb 2012
- Essay Contest	15 Feb 12
- CMP National service Competition:	22 - 24 Mar 2012
- Brigade Raider BOB Championship:	17 Mar 2012
- USACC JROTC Drill Competition:	31 Mar 2012
- Brigade Drill BOB Championship:	14 Apr 2012
- US National Drill Competition:	5 - 7 May 2012

Note: For more detailed information on the above and other events go to the 4th Brigade website.

Training

➤ **Risk Management:** Safety is the most important thing we do. As a reminder, all training must be monitored continuously for safety at all times and the risk assessment must be updated continuously. Each training site must have a safety/evacuation plan and a dedicated vehicle in place to ensure a quick response to any emergency. During warmer weather it is required to have ice sheets and water on hand at all training sites. All risk assessments must be done on the new Composite Risk Management Worksheets (CRMW). You can find the CRMW on the 4th BDE Web Site under Regs, Pubs, and MOI's. The school principal will now sign all risk assessments as the Reviewer for all training as it affects his students. The Brigade Commander will sign as the Risk Decision

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Authority at the bottom of the worksheet for all medium risk training. The following training events are considered medium risk and require the brigade commander's signature and cannot be mitigated down to low risk.

- Rappelling
- Any air operations involving cadets
- Obstacles over 10' in height

Reminder: All Risk Management worksheets must be sent in to Brigade at least 30 days prior to training event for signature if required. Any question contact Steve Anderson, (910) 396-0136, or email steven.anderson@usacc.army.mil.

➤ Competitions:

- **Drill:** USACC JROTC has consolidated the Western and Eastern Regional drill competitions into one Army JROTC Championship Meet. It is scheduled for 31 Mar 12 in Louisville, KY.
- The new 4th Bde Drill MOI, dtd 15 Jul 11 is now available on the 4th Brigade JROTC web site under Regs, forms Pubs & MOI's. All competitions are encouraged to use the new MOI. It must be used to get into BDE Championship. The new MOI is based on national level standards (Challenge level). By following this MOI your team should be prepared for any competition as well as the championships. **IMPORTANT:** In order to compete in the BDE Best of the Best you must attend one of the brigade sanctioned state/regional meets. Each State will host one or two Brigade sanctioned state/regional meets depending on the number of schools in their specific areas. The top winners of each state/regional competition will be invited to the Bde championship which is scheduled for 14 Apr 12. Below is the list of locations and dates of the Bde sanctioned State/Regional Meets for this school year. Each state/regional meet will send out a separate LOI prior to their meet with all the specifics but will refer to the BDE MOI for standards. Schools can attend as many state or regional meet that they desire.

BEST OF THE BEST STATE/REGIONAL DRILL MEETS

- DC Meet: Dunbar High School (William H Rumsey Drill Meet) = 11 Dec 11(?)
- NC State/Regional East Meet: Overhills High School = 18 Feb 12
- NC State/Regional West Meet: Freedom High School = 29 Oct 11

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-MD/DE State/Regional Drill Meet: Patapsco High School = 29 Oct 11

-MD State/Regional Meet: Forestville Military Academy = (TBD)

-SC State Meet: Blythewood High School = 21 Jan 12

-VA State Meet: Richmond DAI (MLK Drill Meet) = 14 Jan 12

-VA State/Regional North Meet: TC Williams = 12 Nov 11

-WV State/Regional Meet West: Lincoln High School = (21 Jan 12)

-WV State/Regional Meet East: Nicholas County High School = (TBD)

** All meets must follow Brigade MOI dated 15 Jul 11

The POC for this action is Mr. Anderson 910-396-0136

➤ **Raider Challenge:** The new 4th Bde Raider MOI, dtd 15 Jul 11 will soon be posted to the 4th Brigade web site under MOI's. All competitions are encouraged to use the new MOI. It must be used to get into BDE Championship. **IMPORTANT:** In order to compete in the BDE Best of the Best you must attend one of the brigade sanctioned state/regional meets. Each State will host one or two Brigade sanctioned state/regional meets depending on the number of schools in their specific areas. The top winners of each state/regional competition will be invited to the Bde championship scheduled for 17 Mar 12. Below is the list of locations and dates of all the Bde sanctioned State/ Regional Meets for this school year. Each state/regional meet will send out a separate LOI prior to their meet with all the specifics. And refer to the BDE MOI as the standard. Schools can attend as many state or regional meet that they desire.

BEST OF THE BEST STATE/REGIONAL RAIDER MEETS

-SC State Meet: Ridgeview High School = 3 Mar 12

-NC State/Regional West Meet: East Rowan High School = 3 Dec 11

-NC State/Regional East Meet: Lee County High School = 3 Mar 12

-VA State Meet: Richmond DAI (Formally Raider North) = 5 Nov 11

-VA State/Regional West Meet: Magna Vista = 3 Mar 12

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-WV State Meet: Spring Valley High School = (TBD)

-DC/MD/DE Regional Meet: Forest Park High School = 29 Oct 11

** All meets must follow Brigade MOI dated 15 Jul 11

➤ **Marksmanship:** The Brigade plans to host a Best of the Best Shoulder to Shoulder Rifle Meet. Date and Location is TBD. Each State will host their own Shoulder to Shoulder match and those winners will advance to the Brigade Best of the Best Championship. We are currently seeking volunteers to organize and host State Shoulder to Shoulder Meets. Any questions please contact Steve Anderson at 910-396-0136.

➤ **JSOCC:**

- JSOCC Resident Course (Fort Knox, KY) currently, there are no JSOCC Resident Courses scheduled for the remainder of the Fiscal year 11.

- Starting in October we will have 2 types of JSOCC Resident Courses. The Basic Instructor Course and the Advanced Instructor Course. The basic course is for new instructors and must be attended within one year of hire. Experienced instructors will attend the advanced course approximately every 5 years. New instructors or those instructors over the five year requirement need to sign up immediately. Those instructors that do not sign up on their own initiative will be slotted for a class at the discretion of the Brigade. You can sign up by either going to the 4th Bde JROTC website at www.ajrotc.us and self nominate (click the "JSOCC Course Request" Tab) for a class that fits your schedule or contact Steve Anderson at 910-396-0136. The FY12 schedule will be posted on the Web Site under JSOCC Attendance Roster ASAP.

➤ **JSOCC DL:** The JSOCC DL is now controlled by the Army Learning Management System (ALMS). All instructors must be registered in the ALMS system through AKO. For more information go to the JROTC Web Portal under Operations and Training. Reminder, all cadres have 6 months from time hired to complete the basic DL courses. You have additional 1 year from hire to complete the four advanced courses. Instructors should periodically check their progress report on their home page to see if any courses have been added or modified. If courses are added or modified you must complete them as soon as possible.

➤ **Rappel Training:** The Brigade will attempt to run two Rappel Certification Training courses during SY 12. Locations and dates will be determined at a later date. Instructors desiring to participate should watch for a blanket email sent out from the brigade requesting volunteers. Any question contact Steve Anderson, (910) 396-0136, or email steven.anderson@usacc.army.mil. We will also provide

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information, as well as answer questions, on rappelling during the January Instructor Seminar.

➤ **Marksmanship:**

- US Army Cadet Command is now issuing the new Crossman air rifles. Units which received the Avanti 887s will continue to utilize them. There will be, no cross leveling of Crossman and Avanti Air Rifles.
- Reminder, the following requirements must be followed in order to have a marksmanship program:
 - For those that have the Daisy/Avanti 887s you must continue to follow the
 - Cadet Command guidance for CO2 usage. See policy Memo on the 4th BDE web site under "Cadre Training"
 - JMIC Certified Range (Range must be inspected and approved by a
 - JMIC Master Instructor - CMP)
 - MOU with School (Example can be found on the 4th Brigade web site under "Cadre Training")
 - Current JMIC (Coach) instructor - expires after 5 Yrs
 - JSOCC DL Marksmanship course (Annual Requirement)
 - Range SOP (see 4th Bde web site under "Cadre Training")
 - Cadet Safety Exam s and Safety Pledges (see 4th Bde web site under "Cadre Training")
 - The Brigade has identified/trained personnel in each state to provide CMP certification classes. Units needing training or initial range inspection need to contact Mr. Anderson to schedule. His contact info is steven.anderson@usacc.army.mil 910-396-0136.

➤ **JCLC:** We just completed reviewing the JCLC 11 inspector comments. As a whole JCLC 11 was outstanding. All cadre and cadets are to be commended for their dedication to excellence. We appreciate the outstanding support we received from all National Guard and active duty units. Comments/Issues noted were:

- Medical Waivers – cadets taking any type of medicine must have a doctor note recommending them for camp. Cadre should send a

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request for medical waiver with attached note to brigade for approval. Cadets failing to comply with JCLC MOI will be sent home from camp at parent's expense.

- Fitness – Cadets must score in the 30 percentile in all events on the MAPFT in order to qualify for JCLC.
- Cadre Attendance – All cadres must be prepared to attend JCLC unless excused by the Brigade Commander.
- Transportation – Units failing to submit JCLC transportation requests prior to JCLC will not be approved. IAW Army Regulation after the fact contracts are not authorized. Go to the brigade website for procedures for submitting transportation requests.

- Again, JCLC 2011 was outstanding. We accomplished our goal of providing challenging, exciting, and safe camps for over 3300 cadets. Thanks for all the support from those in attendance.

- We are still in the process of finalizing TDY vouchers and transportation contracts.

- JCLC 2012 commandants will be announced NLT the January 2012 Instructor Seminar. Tentative dates for JCLC 2012:

- JCLC Carolina 1	11-18 June 2012
- JCLC Carolina 2	20-26 June 2012
- JCLC Panther	11-17 June 2012
- JCLC Oak Ridge 1	11-16 June 2012
- JCLC Oak Ridge 2	18-23 June 2012
- JCLC Dawson	15-20 June 2012
- JCLC Success	18-23 June 2012
- JCLC Eagle	17-22 June 2012
- Alt-JCLC Cobra	11-13 July 2012
- JCLC Mountain	24-29 June 2012

- Questions or comments may be directed to Mr. Chuck Perry, Mr. George James or Mr. Steve Anderson.

➤ **JUMS/JCIMS Reports:** The Cadet Opening Enrollment, Unit Admin, Ethic Data, Intentions of Grads and PART reports are due to brigade on 1 October 2011. Make sure that you create your report using JUMS 3.3.2 (patch 32); and upload to JCIMS. We will check JCIMS for 4th Brigade units on 1 October 2011. If you need assistance contact Mr. George James at 910-396-8706.

Logistics Reminders

➤ **Financial Liability Investigation of Property Loss (FLIP-L):** Do not forget to submit a (FLIP-L) for any equipment that has been lost or stolen. This is

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a time sensitive document and must be completed within 14 days upon discovery of missing equipment. Should you need assistance completing this document contact one of the brigade's log techs for assistance.

Remember to keep your manual hand receipt in JUMS accurate and current at all times. A signed and dated copy of your manual hand receipt must be forwarded to brigade for your end of year inventory at the end of each school year.

➤ **Government Purchase Card (GPC):** Please certify your GPC card account on time each month. The GPC card account must be certified within 3 days after the billing cycle close date, no exceptions. You do not have to be present at school to complete this process it can be done any place you can access a computer. Notify Mrs. Davis or Mr. Ford in a timely manner if you can't certify your account for any reason. All GPC Purchases must be approved by the Approving Official in writing prior to the purchase. The card holder is the sole person authorized to use the GPC. Except for EMAIL, split purchases are not authorized. Failure to certify or abusing your account may result in suspension or closing the account and probation or decertification recommendations for the instructors.

➤ **Automation Equipment:** Notify the Bde Log Techs if you need any type automation equipment dues to shortages or replacement items. 4th Brigade Log Techs are Lynn Davis, Ph: 910-396-6399, email: marilyn.davis@usacc.army.mil and Anthony Ross, Ph: 910-396-6085, email: anthony.ross@usacc.army.mil.

➤ **Contracts:** The contract requirement for laundry, alterations and other small reoccurring expenditures has been place on hold. However, it is recommend that DAIs and large programs utilize the small contract process with an option for multiple years. Contact Mrs. Lynn Davis at 910-396-6399 for guidance.

Instructor Management

➤ **Weight Control:** The suspense for the annual weight verification is 17 Oct 2011. This is a requirement for all JROTC instructors and an effort to ensure you are in compliance with the height/weight and body fat content standards IAW CCR 145-2. If you were hired this year or recently attended JSOCC, you are still required to meet the suspense. Your results were obtained by Cadet Command for instructor certification and course attendance. Weight control is maintained at BDE level therefore, current results must be on record with us. Information and guidance concerning the Weight Control Program is located in CCR 145-2, section 8, chapter 4-27 through 4-32. All forms and instructions are located in appendix H under Instructor Weight Control Program. Please indicate the date your height/weight information was obtained in the upper right corner of the Weight Verification Sheet. Forms can be emailed, mailed, or faxed. Each

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school's SAI's and AI's should make an effort to collaborate and send your forms in together. Please direct all questions and concerns to Mr. Art James, arthur.james@usacc.army.mil; 910-396-5709.

➤ **Instructor Moves:** Please notify 4th Brigade if an instructor is hired, fired, resign, retire, transfer, or whenever an instructor is out of the classroom for more than thirty (30) days (i.e. sick, hospitalized, emergencies, etc). The following is a listing of instructor documents that should be submitted to BDE. These documents can be found on the 4th BDE website or contact Mr. Art James, arthur.james@usacc.army.mil; 910-396-5709.

- Hire letter: Sent to Brigade whenever a new instructor is hired or an existing instructor is hired at another school. (Please indicate the number of contract months and if the position is cost- shared or non cost-shared. Existing instructors seeking a position at another school must first submit a resignation letter).

- Resignation letter: Sent to Brigade whenever an instructor resigns or retire.

- Transfer letter: Sent to Brigade whenever an instructor relocates to another school within the same district (You do not need a hire or resignation letter; however you do need to submit new DD Forms 2767 and 2754)

- DD Form 2767 pages 1 and 2: Sent to Cadet Command whenever an instructor is hired, transfers to another school and annually for pay certification.

- DD Form 2754: Sent to Cadet Command whenever an instructor is hired initially or seeking a position at another school outside the current school district. All new instructors (first time instructors) must submit proof of dependents (i.e. marriage certificates, birth certificates of children up to the age of 23 and still attending school full time).

➤ **Instructor Transcripts:** AI's, please continue to submit your transcripts for degree completion. If your degree completion date change, please notify BDE for approval of your new anticipated completion date. Request will be handled on a case by case basis. AI's that has or will have 5 total years as an instructor in calendar year 2011, must have an minimum of an associate's degree by 31 Dec 2011. Please submit a Education Status Check Sheet NLT 30 Nov 2011.

Education Status Check Sheets can be found on the 4th BDE website.

Instructors that have not met the education requirement by the end of the 2010-2011 school year may be terminated. Instructors could be retained on a case by case basis depending on anticipated degree completion date and active involvement towards said date. Please contact Mr. Art James if you have any questions at 910-396-5709 or arthur.james@usacc.army.mil .

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Operations

➤ **Formal Inspections:** The Formal Inspection schedule for those units due an inspection is enclosed in this document and posted to the 4th Brigade JROTC website. Units are reminded that it is your responsibility to coordinate for uniform inspectors for the in ranks portion of the inspection. In ranks inspectors are required to wear, Class "A" or "B" ASU (Blue Uniform). POC is Mr. Buck Jenkins buck.jenkins@usacc.army.mil 910-396-6384.

➤ **Fourth Brigade Annual JROTC Workshop 2012:** The 4th Bde Annual JROTC Workshop is tentatively scheduled for 29 Jan – 2 Feb 2012 in Myrtle Beach, SC. The travel days are 29 Jan and 2 Feb 2012. In accordance with CCR 145-2, the instructors should attend the training on a rational basis as part of JROTC Instructor's continuing qualification. Additional information will be provided throughout the planning process. Please provide the POC with agenda input or any ideas that will enhance this training opportunity. We are seeking volunteers to serve as instructors or facilitators. The sky is the limit, so sound off if you have input. POC is rudolph.ford@usacc.army.mil; 910-396-8807.

➤ **Defense Travel System (DTS):** All reimbursable defense travel must be processed using DTS. It is extremely important to insure that your travel profile is current. Please inform the Bde if you desire changes to your direct deposit information. The preferred method to make changes or to initiate your profile is to provide a blank voided check via email to rudolph.ford@usacc.army.mil; marilyn.davis@usacc.army.mil; Arthur.james@usacc.army.mil; or fax to 910-396-8807.

➤ **Curriculum Manager (CM):** The command has completed Version 2 (CMv2) of the CM that can be obtained by updating the Version 1. Version 2 has the CPS built in, however you must run all the required plug ins on your computer in order for all of the features to work. Within the 4th Bde, CMs are issued to the unit based on the number of instructors assigned. Departing instructors will copy their personal files and leave their CMs at the unit when they depart. To reset a CM, Login: reset, password: jrotc. The Brigade has limited numbers of CMs for replacements, however a CM can easily be created by purchasing an external drive and copying one on hand. For more information contact rudolph.ford@usacc.army.mil; 910-396-8807.

Formal Inspection Schedule SY 11/12

SCHOOL NAME	CITY	ST	INSPECTION DATE
Bedford Science And Technology Center	Bedford	VA	10-Oct-11
Patrick County High School	Stuart	VA	11-Oct-11
Bassett High School	Bassett	VA	12-Oct-11
Magna Vista High School	Ridgeway	VA	13-Oct-11
Bluefield High School	Bluefield	WV	24-Oct-11
Montcalm High School	Montcalm	WV	25-Oct-11
Pike View High School	Princeton	WV	26-Oct-11
Princeton High School	Princeton	WV	27-Oct-11
James Monroe High School	Lindside	WV	VISIT
West Bladen High School	Bladenboro	NC	2-Nov-11
East Bladen High School	Elizabethtown	NC	3-Nov-11
Saint Pauls High School	Saint Pauls	NC	4-Nov-11
Newberry High School	Newberry	SC	1-Nov-11
Mid-Carolina High School	Prosperity	SC	2-Nov-11
Brookland-Cayce High School	Cayce	SC	3-Nov-11
Airport High School	West Columbia	SC	4-Nov-11
Bandy's High School	Catawab	NC	14-Nov-11
West Iredell High School	Statesville	NC	15-Nov-11
Statesville High School	Statesville	NC	16-Nov-11
West Rowan High School	Mt. Ulla	NC	17-Nov-11
South Rowan High School	China Grove	NC	18-Nov-11
Huntington High School	Huntington	WV	15-Nov-11
Spring Valley High School	Huntington	WV	16-Nov-11
Wayne County High School	Wayne	WV	17-Nov-11
Lincoln County High School	Hamlin	WV	18-Nov-11
East Rowan High School	Salisbury	NC	15-Nov-11
North Rowan High School	Spencer	NC	16-Nov-11
Central Davidson Senior High School	Lexington	NC	17-Nov-11
Lexington Senior High School	Lexington	NC	18-Nov-11
Dunbar High School	Washington	DC	29-Nov-11
Cardoza High School	Washington	DC	30-Nov-11
Theodore Roosevelt High School	Washington	DC	1-Dec-11
Calvin Coolidge High School	Washington	DC	2-Dec-11

Formal Inspection Schedule SY 11/12

SCHOOL NAME	CITY	ST	INSPECTION DATE
McKinley Teck High School	Washington	DC	5-Dec-11
Spingarn High School	Washington	DC	6-Dec-11
Anacostia High School	Washington	DC	7-Dec-11
Woodrow Wilson High School	Washington	DC	8-Dec-11
Options Public Charter	Washington	DC	9-Dec-11
C. B. Aycock High School	Pikeville	NC	29-Nov-11
E. T. Beddingfield High School	Wilson	NC	30-Nov-11
Thomas Dale High School	Chester	VA	5-Dec-11
Charles City High School	Charles City	VA	6-Dec-11
Prince George High School	Prince George	VA	7-Dec-11
Hopewell High School	Hopewell	VA	8-Dec-11
Petersburg High School	Petersburg	VA	9-Dec-11
North Central High School	Kershaw	SC	5-Dec-11
Andrew Jackson High School	Kershaw	SC	6-Dec-11
Great Falls High School	Great Falls	SC	7-Dec-11
Lancaster Senior High School	Lancaster	SC	8-Dec-11
Butford High School	Lancaster	SC	9-Dec-11
North Edgecombe High School	Tarboro	NC	6-Dec-11
Farmville Central HS	Farmville	NC	7-Dec-11
North Pitt High School	Bethel	NC	8-Dec-11
Washington High School	Washington	NC	9-Dec-11
Roanode High School	Robersonville	NC	VISIT
Ayden Grifton High School	Ayden	NC	13-Dec-11
J. H. Rose High School	Greenville	NC	14-Dec-11
D. H. Conley High School	Greenville	NC	15-Dec-11
South Central HS	Winterville	NC	16-Dec-11
Wil Lou Gray Opportunity Sch	West Columbia	SC	1-Feb-12
Gretna High School	Gretna	VA	27-Feb-12
Chatham High School	Chatham	VA	28-Feb-12
Tunstall High School	Dry Fork	VA	29-Feb-12
Dan River High School	Ringgold	VA	1-Mar-12
Halifax County High School	South Boston	VA	2-Mar-12
Hertford County High School*	Ahoskie	NC	28-Feb-12
Northampton County High School-East	Conway	NC	29-Feb-12

Formal Inspection Schedule SY 11/12

SCHOOL NAME	CITY	ST	INSPECTION DATE
Weldon High School	Weldon	NC	1-Mar-12
Northampton High School-West	Gaston	NC	2-Mar-12
Creswell High School	Creswell	NC	28-Feb-12
Plymouth High School	Plymouth	NC	29-Feb-12
John Holmes High School	Edenton	NC	1-Mar-12
Bertie High School	Windsor	NC	2-Mar-12
Cherokee High School	Cherokee	NC	6-Mar-12
A. C. Reynolds High School	Asheville	NC	7-Mar-12
Clyde A. Erwin High School	Asheville	NC	8-Mar-12
West Henderson High School	Hendersonville	NC	9-Mar-12
Garinger High School	Charlotte	NC	6-Mar-12
Marie G. Davis High School	Charlotte	NC	7-Mar-12
Myers Park High School	Charlotte	NC	8-Mar-12
Hopewell High School	Charlotte	NC	9-Mar-12
Surry County High School	Dendron	VA	12-Mar-12
Sussex Central High School	Sussex	VA	13-Mar-12
Central High School	Victoria	VA	14-Mar-12
Brunswick High School	Lawrenceville	VA	15-Mar-12
Greensville County High School	Emporia	VA	16-Mar-12
C.E. Murray High School	Greeleyville	SC	13-Mar-12
Kingstree High School	Kingstree	SC	14-Mar-12
Lake City High School	Lake City	SC	15-Mar-12
Hannah-Pamplico	Pamplico	SC	16-Mar-12
Person High School	Roxboro	NC	20-Mar-12
J. F. Webb High School	Oxford	NC	21-Mar-12
Hillside High School	Durham	NC	22-Mar-12
South Columbus High School	Tabor City	NC	27-Mar-12
East Columbus High School	Lake Waccamaw	NC	28-Mar-12
Whiteville High School	Whiteville	NC	29-Mar-12
West Columbus High School	Cerro Gordo	NC	30-Mar-12
Heide Trask High School	Rocky Point	NC	27-Mar-12
Pender High School	Burgaw	NC	28-Mar-12
Wallace Rose Hill High Sch	Teachey	NC	29-Mar-12
James Kenan High School	Warsaw	NC	30-Mar-12

Formal Inspection Schedule SY 11/12

SCHOOL NAME	CITY	ST	INSPECTION DATE
Thomas Walker High School	Ewing	VA	17-Apr-12
Grundy Senior High School	Grundy	VA	18-Apr-12
Wythe County Vocational School	Wytheville	VA	19-Apr-12
Carroll County High School	Hillsville	VA	20-Apr-12
Wake Forest-Rolesville HS	Wake Forest	NC	17-Apr-12
South Granville High School	Creedmoor	NC	18-Apr-12
Millbrok High School	Raleigh	NC	19-Apr-12
William G. Enloe High School	Raleigh	NC	20-Apr-12
Carver Vocational Tech High Sch	Baltimore	MD	17-Apr-12
Francis M. Wood High School	Baltimore	MD	18-Apr-12
Frederick Douglas High School	Baltimore	MD	19-Apr-12
Heritage High School	Baltimore	MD	20-Apr-12
Lansdowne High School	Baltimore	MD	23-Apr-12
Patapsco High School	Baltimore	MD	24-Apr-12
Southside Academy	Baltimore	MD	25-Apr-12
Forest Park High School	Baltimore	MD	26-Apr-12



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-1052

S: 28 Feb 11
29 Feb 12

ATCC-JR (145)

23 Apr 10

MEMORANDUM FOR Brigades

SUBJECT: Annual Army Junior Reserve Officers' Training Corps Essay Contest

1. The purpose of this memo is to provide information and assign responsibilities for the Army Junior Reserve Officers' Training Corps (JROTC) Essay Contest for School Year (SY) 10-11.
2. In order to provide additional planning time and address alternative scheduling scenarios in many school districts, Cadet Command is announcing themes for its essay contest for the next two school years.
 - a. SY 10-11 – "JROTC Differs from Other High School Courses"
 - b. SY 11-12 – "JROTC Helps Me Deal with Peer Pressure"

Announcing the contest theme a year in advance permits Cadets enrolled in JROTC the second semester of a school year an opportunity to participate. As an example, Cadets enrolled in JROTC the second semester of SY 09-10 could submit essays using the theme for SY 10-11, "JROTC Differs from Other High School Courses." These essays would then be judged, along with those submitted the first semester of SY 10-11, to select a school winner. Cadets enrolled in JROTC for an entire school year would continue to submit essays in the same timeframe as in past years.

3. Major areas to be considered in conducting the essay contest are:
 - a. Criteria. All students currently enrolled in Army Junior ROTC are encouraged to participate. Essays, which will be judged on content, organization, and structure, should be the work of the individual Cadet. Criteria should also include the development of the main idea or concept. Winning essays are often used for promotional purposes. Special attention should be given to grammar, punctuation, and template. The essays are to be 250-350 words in length; essays longer than this will not be evaluated. An essay template is at enclosure 1.
 - b. Judging. Since many instructors use these essays as learning activities and they are more familiar with the writing skills of individual Cadets, judging should begin at the local school level. It is therefore recommended that instructors submit only one winning essay to their Brigade. Each Brigade will submit one winning essay via email to Ms. Athlyne Tyler

ATCC-JR (145)

SUBJECT: Annual Junior ROTC Essay Contest

at Athlynne.Tyler@us.army.mil. This procedure will make judging the essay contest less time consuming for all levels.

c. Awards. The Essay Contest Sponsor will provide awards for the 1st, 2nd and 3rd Place National Winners. Winning Cadet's social security number will be require if savings bonds are awarded. The award will be mailed directly to the Cadet's home address. A JROTC Certificate and 2 Star Note will be provided as well. Awards should be presented by a senior officer at an appropriate ceremony.

4. Specific responsibilities:

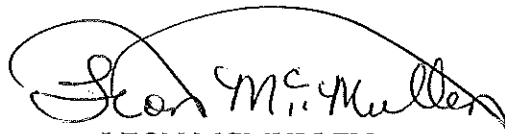
a. **Director, JROTC**

- (1) Conduct the JROTC Essay Contest and announce the annual theme.
- (2) Coordinate final judging of the National Winner and announce selection.
- (3) Acquire awards for each winner.
- (4) Prepare congratulatory letter to the National Winners for CG signature.

b. **Brigade Commanders**

- (1) Coordinate the judging of Brigade winners. Essays should be considered by a minimum of three judges. Forward one winning essay via email to Ms. Athlynne Tyler at Athlynne.Tyler@us.army.mil NLT 28 February 2011 for SY 10-11 contest.
- (2) Prepare congratulatory letter to winners and participation letters to school entrants as appropriate.
- (3) Coordinate local awards ceremony in recognition of winner(s).
- (4) Provide Cadet Command the winning Cadet's full name, rank, home address, school name, POC, and school address with your essay submission. A cover sheet is at enclosure 2.

5. Point of contact is Ms. Athlynne Tyler, Athlynne.Tyler@us.army.mil, 757-788-5488.



LEON MCMULLEN
Deputy Director, Army JROTC

2 Encls

1. Essay Template
2. Essay Cover Sheet