

# Odds & Ends

## December 2009

**General:** The inspection season is upon us once again and it seems to be going rather well. Additionally, we are in the planning phase for JCLC. Additional information on that subject should be available very soon. Please continue to check the Brigade JROTC website as well as the JROTC Web portal for new information. In addition to posting new information on our website we also attempt to provide all updates and changes via email or by hardcopy but that process takes a little time. The 4<sup>th</sup> Brigade JROTC website is routinely and usually contains the current information. We hope all of you have a very merry, happy and safe great holiday season. As always, please make sure you read the entire Odds & Ends as there are some key dates and important information that you need to be aware of. If you have any questions, contact the listed POC.

### Key Dates.

➤ JLAB Level 2 Competition	13-25 Jan 10
➤ Martin Luther King Drill Meet	16 Jan 10
➤ Lincoln County HS Drill Meet	23 Jan 10
➤ 4 <sup>th</sup> Bde Instructor Seminar	24-28 Jan 10
➤ Manchester HS Raider Meet	30 Jan 10
➤ C E Murray HS Drill Meet	06 Feb 10
➤ USAAC Ari Rifle Championships	18-21 Feb 10
➤ Jaguar Drill Meet (Overhills HS)	20 Feb 10
➤ Forestville Mil Acad Drill Meet	06 Mar 10
➤ Lee County HS Tri-Meet	06 Mar 10
➤ DAV Raider Meet (Harnett Central HS)	13 Mar 10
➤ Century HS Drill Meet	20 Mar 10
➤ Eastern Drill Championships	20 Mar 10
➤ Hoke County HS Drill Meet	20 Mar 10
➤ Magna Vista HS Border Clash Raider Meet	20 Mar 10
➤ NRA NC State Sectional (Lexington HS)	20 Mar 10
➤ Army Rifle Championships	20-23 Mar 10
➤ National Rifle Championships	25-28 Mar 10
➤ 4 <sup>th</sup> Bde Best of the Best Drill Competition	27 Mar 10

Note: For more detailed information on the above and other events visit the 4<sup>th</sup> Brigade website at [www.ajrotc.us](http://www.ajrotc.us).

**Budget:** As a result of the reorganization, the old method of compiling a SOF will no longer work. However, Cadet Command is working very hard on providing an accurate status of funds for each of our units. In the interim continue to manage your budget and follow the spending guidance as indicated below.

## Spending Guidance

Date	Event
1-Oct-2009	New Budget Year Begins
30-Dec-2009	Schools 40% Spent
15-Feb-2010	Schools 60% Spent
15-May-2010	Schools 90% Spent
15-Jun-2010	School's & DAI Shops 100% Spent - Budgets Close
30-Aug-2010	JROTC 100% Spent - Budgets Close

### Marksmanship:

- CMP certification will be taught at the Brigade Instructor Seminar during the evening. Instructors desiring to get their certification or recertification may sign up at the seminar registration desk.

- Units which received the new Daisy 887 Air Rifles last SY must cease fire and comply with a memo that was sent to you from Daisy. Memo details instructions for you to return said rifles to Daisy to be inspected. If you have any questions contact Mr. Rodney Clark. Also remember that units receiving 887 rifles must comply with the instructions below prior to firing. The Model 887 is a sporter class target air rifle that fires a .177 caliber pellet at a nominal velocity of 500 fps. The Model 887 is powered by a removable refillable cylinder that holds 2.5 ounces of liquid carbon dioxide (CO<sub>2</sub>) – enough for 250 or more shots. Empty cylinders are refilled from a bulk tank. A fill adaptor and digital electronic scale are issued with the rifles. Instructions for use are packaged with the fill adapter. More detailed guidance on re-filling air rifle cylinders is contained in the JMIC student text. A poster showing step-by-step procedures as well as a video demonstrating correct technique is available on the Civilian Marksmanship website. Unit requirements are as follows:

- a. Prior to using the newly issued Model 887 rifles, coaches/marksmanship instructors must view the CMP video, *Fill Procedures for Air Rifle CO<sub>2</sub> Cylinders* at <http://www.odcmp.com/CoachingResources.htm> and report completion to brigade headquarters.

- b. Units that do not already use CO<sub>2</sub> or compressed air rifles must execute a new MOU with the school to cover the use of refillable CO<sub>2</sub> cylinders and storage/use of a bulk CO<sub>2</sub> tank. Other range and training requirements addressed in the MOU will remain unchanged.

- c. Only JROTC cadre (or school-approved adult coaches/assistants) will fill CO<sub>2</sub> cylinders or install/remove them from air rifles. **Cadets will not install, remove, or fill CO<sub>2</sub> cylinders.**

d. Liquid CO2 can be obtained locally from industrial gas or welding supply companies. These companies will usually lease the tank. Units are authorized to use OMA funds to purchase CO2 and rent or lease bulk tanks. If you determine that buying a tank would provide a cost savings to the government, you may request authorization to do so and provide justification through your brigade to HQ Cadet Command. The Model 887 air rifles are issued with the necessary equipment (fill station and scale) to allow units to refill their own cylinders; however units are not required to do so. Units may have rifle cylinders refilled by gas suppliers or paintball shops if preferred.

**Competitions and Instructor Uniforms:** All brigade score sheets will be changed immediately to reflect a point deduction for any instructor who accompanies cadets participating in a Brigade sponsored competitive event. It is mandatory for at least one instructor from the competing school to accompany the JROTC cadets and it is mandatory for that instructor to be in the same uniform as the competing cadets. Failure to do this will result in a significant point reduction.

**Drill:** The new 4th Bde Drill MOI with annexes and score sheets are located on the 4th Brigade web site under MOI's. All competitions are encouraged to use the new MOI (Must use to get to 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:** If you are hosting a Drill Competition and want your teams to compete for a slot in the Brigade Best of the Best Drill Competition (Top teams in the seven states will be selected to compete in Winston Salem, NC on 27 Mar 10 for the Brigade Championship) follow the below guidance:

- Register your event with Bde (Submit form to Brigade (Annex E, see MOI)
- Follow the new 4th Bde MOI
- Upon completion of your event you must send your results to Bde. Use the Results tab under Competitions in the 4th Bde web site or submit the score results form in Annex F. The POC for this action is Mr. Anderson 910-396-0136

**JSOCC:**

- JSOCC Resident Course (Fort Monroe, VA)
  - a. Reminder, all Instructors are required to go to the resident JSOCC course (Ft Monroe) within one year of hire and return every five years. If you know your getting close to the five or one year mark we recommend signing up for one of the courses ASAP. Instructors over the five year requirement or those instructors new to JROTC 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](http://www.ajrotc.us) and self nominate (click the "JSOCC Course Request" Tab) for a class that fits your schedule or give us a call. The FY-09 schedule is posted on the Web Site under JSOCC Attendance Roster

b. Because of changes to the Training Guidance some of the JSOCC course dates have changed. Everyone that has signed up for a JSOCC Residence Course so far needs to check the roster on the 4th BDE Web site to see if their specific course has moved. The shift should have minimal impact. If you see an issue please contact us ASAP 910-396-0136.

**JSOCC DL:** Reminder, all cadres have 6 months from time hired to complete the basic DL courses. You have additional 2 years 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. Courses have been added and modified since 2005 to JSOCC DL. Don't assume you have met the requirement. Go into your account and make sure you have completed the requirement. Don't get caught in this category because the brigade has been directed to put instructors on probation that have not completed DL. If you have questions and don't understand the requirement please call.

**Rappel Certification Training:** The Brigade will run two Rappel Certification Training courses during FY 10 at Oak Ridge Military Academy. The scheduled dates are to be determined. Instructors desiring to participate should contact Rodney Clark or Steve Anderson, (910)396-0136, or email [rodney.clark@usarmy.mil](mailto:rodney.clark@usarmy.mil) ; [steven.anderson@usacc.army.mil](mailto:steven.anderson@usacc.army.mil). We will provide information, as well as answer questions, on rappelling during the January Instructor Seminar.

**Risk Management:** All Risk Assessments should be done on the new Composite Risk Management Worksheets (CRMW). You can find the CRMW on the 4<sup>th</sup> BDE Web Site. All Rappel Training is considered High Risk Training and must be signed by the Brigade Commander. It can be mitigated down to medium risk but not low risk. Reminder the School Principal will now sign all risk assessments as the reviewer for all rappel training as it affects the school. The Brigade Commander will sign as the Risk Decision Authority at the bottom of the worksheet. All Risk Management worksheets must be sent in to Brigade at least 30 days prior to training event for signature if required.

### **Raider Challenge:**

- Raider North was conducted on 7 November at Powhatan Park in Virginia. It was a great event hosted by DAI, Richmond Public Schools. Forty five schools competed with top three finishers being; Magna Vista HS (Champions), Patrick Henry HS (2<sup>nd</sup>). Congratulations to all who competed.

- Raider South was conducted on 5 December on the campus of UNCC in Charlotte, NC. Another great event hosted by the cadre and cadets of UNCC. Twenty schools competed with the top three finishers being; Fred T. Foard HS (Champions), South Rowan HS (2<sup>nd</sup>) and East Rowan HS (3<sup>rd</sup>). Congratulations to all who competed.

## **JCLC:**

- See attached for a list of approved JCLC events as well as locations and dates. Final unit assignments and TDA's will be on the brigade website prior to attendance at the brigade seminar in January. Units should come to seminar prepared to discuss JCLC duty assignments, along with initial JCLC IPR.
- Instructors requesting to be excused from JCLC must submit a written request to the Brigade Commander no later than 22 Jan 2010

## **Instructor Seminar 2010 Update:**

- ITO Request: The suspense for the on line ITO request was 10 Dec 2010. If you have not completed the ITO request, please go to <http://ajrotc.us/>, click on Instructor Seminar 2010 and complete the ITO request. Seminar ITO will be published during the Christmas Break. A copy of your orders will be emailed to you. Additionally, a copy of your orders will be in your welcome packet provided at the conference.
- Seminar Hotel Reservation: The suspense for the Seminar Hotel Reservations is 19 Dec 2009. Please call 1-888-600-6932 and reference code 5039 not later than 19 Dec 2009 and make your reservations. Room cost is \$60.00 per night plus 11% tax. Be prepared to pay for the first night stay in advance. The government will not be responsible for upgrades nor the cost for additional guess.
- Air Travel: Brigade will coordinate air travel itinerary and pay for electronic tickets. Coordinate with Mrs. Lynn Davis at 910-396-6399, [Marilyn.davis@usacc.army.mil](mailto:Marilyn.davis@usacc.army.mil) for desired flight times. Authorized flight dates are 24 Jan 2010 for arrival and NET 1200 28 Jan 2010 for departure.
- POV Travelers: POV travelers with more than 400 miles one way will be authorized to begin travel on 23 Jan 2010 and end travel on 29 Jan 2010. Mileage and one overnight stay each way will be authorized.

**JLAB:** Congratulations to all the schools advancing to JLAB Level II next month! A complete listing can be found at: [www.collegeoptionsfoundation.net](http://www.collegeoptionsfoundation.net)  
A recent email from CC has generated some confusion about JLAB Level II and the location for this portion. JLAB Level II is still an online event. However, some universities volunteered to host JLAB teams and allow them to use their facilities for the event and then tour the university. We (4th Bde) only have one university in our AO that volunteered and that university is ECU. Nearly all of our programs will participate online at their own school. Mr. Art James will be contacting a number of schools that may be able to participate in Level II at ECU. All others will participate online at their own school.

The following is a list of important dates:

<b>Practice Quiz (optional)</b>	<b>Completed</b>
<b>Registration Begins</b>	<b>Completed</b>
<b>Level I – The Challenge</b>	<b>Completed</b>
<b>Level II – Zero Hour Threat</b>	<b>January 13 - 25, 2010</b>
<b>The Leadership Symposium and Academic Championship</b>	<b>June 25 – 29, 2010</b>

**Weight Control:** The suspense for the annual weight verification was 15 Oct 2009. 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 within the past year or previously attended JSOCC, you were 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. If you are unsure whether your weight verification was received by BDE, please logon to JCIMS and verify. Please fax weight information to BDE if it is not current.

Information and guidance concerning the Weight Control Program is located in CCR 145-2, section 8, chapter 4-26 through 4-31. All forms and instructions are located in appendix H under Instructor Weight Control Program. Forms can be emailed or faxed. Please direct all questions and concerns to Mr. Art James at [arthur.james@usacc.army.mil](mailto:arthur.james@usacc.army.mil) or 910-396-5709.

**Academic Worksheet/Plan:** SAI's that have not met the educational requirement for an bachelor's degree and AI's that have not met the educational requirement for an associate's degree, from an accredited college or university, must complete the attached document and return to BDE no later than 18 Dec 09. This is an effort to assess your educational status and determine your future plans for employment as a JROTC instructor. Upon completion, please fax or email back to BDE at 910-396-3854. Additionally, some instructors that are receiving disability from VA may qualify for educational assistance under the Vocational Rehabilitation Program. Check with your local VA office. I have attached the memo from Cadet Command to support your request with VA.

**ACUs:** We have noticed an increasing number of units violating the authorized wear of ACUs during our visits and inspections. Units are showing us slides presenting colors at ball games, marching in parades, and on service learning visits in ACUs. Other units are wearing ACUs for normal class periods. There is no change to CCR 145-2 on the authorized wear of ACUs.

**Curriculum DVD Sets:** See attached.

**Formal Inspection Trends:** The following is a list of Formal Inspections Trends that were encountered by the inspection teams during the first semester.

- Staff briefing: Instructors are doing a great job preparing the staff for their briefings.
- In Ranks Inspections: Some units had large numbers of cadets in uniforms that needed to be altered. In some cases the cadets were walking on the trouser legs.
- Uniform Inspectors: Attempt to have your uniform inspectors dressed in the Class A, Class B or Blues.
- Curriculum Knowledge: Cadets are generally well prepared for this exercise.
- Color Guard:
  - Sequence: Some schools are following competition sequences instead of the sequence in CCR 145-8-3.
  - Facing movements/manual of arms: Units are using incorrect movements on the initial command of POST. Some units are assuming the incorrect position for their organizational/state flags when at parade rest.
  - Marching movements: Color guard movements are to be executed at normal cadence; 30 inch steps and 120 counts per minute. Some units are using slow motion.
  - Customs and Courtesies of National Colors: When the colors are uncased and the command PRESENT Arms is given, the guards should be facing the National Flag and not each other.
  - Commands: Some units are introducing unauthorized commands such as COLORS Salute into their sequence. Also, the preparatory command to call a color guard to attention or to halt the color guard is COLORS Attention or COLORS Halt. Some units are using the preparatory command COLOR Guard. The preparatory command COLOR Guard is only used to move members of the color guard when the colors not present; the colors have been posted for an example. P.S. COLOR GUARD Halt is printed 2 times in the sequence, these command should be COLORS Halt. We are attempting to get CC to change those command and have not been taking off points during inspections.
- Drill Demonstration: Sequence must be performed at a 30 inch step and 120 counts per minute. This is a platoon/company event and can't be performed in a squad. The requirement is at least 12 members of the marching squad and one leader.

- Staff Inspections: The use of JUMS is required for cadet records, promotion orders, award orders, cadet challenge, clothing records and shelf list management.
- Inspection Checklist: It is recommended that the instructors provide the cadet staff with the checklist when preparing for the inspections.

### **Logistics:**

- Property accountability is a must; please ensure that your installation hand receipt and your JUMS property record are always accurate (correct serial numbers) and updated. Upon receipt/purchase of new equipment you must complete a DD Form 250 and forward a copy to your support installation PBO and the Brigade (ATTN: Lynn Davis). If you have not done your 100% inventory and or supply inspections this school year, please do so and forward a copy to Brigade NLT 30 Jan 2010.
- Make sure that your weapons inventory is done monthly by serial number. Each serial number must be verified and any discrepancies must be annotated immediately upon discovery. If weapons are signed out to cadets at any time a 100% by serial number inventory must be done immediately once all weapons have been returned; please do not wait until the end of the month to verify 100% accountability.
- Upon discovery of any missing Army equipment a FLIP-L must be completed and forwarded to Brigade ASAP (ATTN: Lynn Davis) as this is a time sensitive document.
- We are still having problems with people not certifying their GPC account on time, each month the billing cycle ends on the 19th, three days afterwards everyone should have completed their certification. Reminder, three consecutive months of late certification of your GPC account will result in indefinite suspension of your GPC.
- The Dell Laptops will ship as soon as Dell has resolved the imaging problem. If you still have automation equipment needs, please inform Ms. Davis via email: [marilyn.davis@usacc.army.mil](mailto:marilyn.davis@usacc.army.mil), especially if you have acquired an additional classroom.
- Your CPS clickers come with a lifetime warranty, any problems with the clickers you must contact tech support at 888-333-4988.
- If you still need a DoD Email account set up please contact Lynn Davis via email: [marilyn.davis@usacc.army.mil](mailto:marilyn.davis@usacc.army.mil)



4<sup>TH</sup> BRIGADE  
JCLC 10  
PRIMARY

<u>CAMPS</u>	<u>DATES</u>	<u>CYCLE</u>	<u>SUPPORT</u>	<u>ATTENDANCE</u>	<u>SUPPORT</u>	<u>PROJ</u>	<u>COMMANDANT</u>
			<b>ROTC</b>	<b>UNITS</b>	<b>Chaperones</b>	<b>Cadets</b>	
JCLC Carolina-- Ft Jackson (SC)	5 - 11 Jun	1	114	48	23	850	COL GEORGE 843-488-6888
JCLC Carolina-- Ft Jackson (SC)	13 - 19 Jun	2	114	48	23	850	COL UNDERWOOD 910-429-2800
JCLC Bud Schiele (NC)	11 - 16 Jun	1	94	47	18	500	TBD 980-343-0631
JCLC Oak Ridge (1) (NC)	13 - 17 Jun	1	20	15	6	167	COL JESSUP 336-381-7747
JCLC Oak Ridge (NC)	18 - 22 Jun	2	20	15	6	167	COL HALES 336-751-5905
JCLC Oak Ridge (NC)	23 - 27 Jun	3	20	15	6	167	COL REED 336-703-6716
JCLC Dawson - Camp Dawson (WV)	19 - 25 Jun	1	35	20	10	200	LTC TAYLOR 304-326-7230
JCLC Success - AP Hill (VA)	21 - 26 Jun	1	88	44	18	500	COL ELAM 202-671-6231
JCLC Eagle- Pickett (1) (VA)	20 - 26 Jun	1	75	46	10	500	COL MIFFLIN 804-598-5710
JCLC Cobra - Hanover, (VA)	7 - 9 Jul	1	15	1	0	100	COL THORNTON 804-780-6221
JCLC Mountain - Eustis (VA)	16 - 22 Jul	1	60	25	12	400	COL THORNTON 804-780-6221





DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND  
FORT MONROE, VIRGINIA 23651-5000

REPLY TO  
ATTENTION OF

ATCC-JR

7 April 2009

MEMORANDUM FOR All JROTC Certified Instructors

Subject: Educational Requirements for Army JROTC Instructors

This memorandum supersedes memorandum dated 30 January 09;  
Subject: Educational Requirement.

1. References:

a. Cadet Command Regulation (CCR) 145-2, U.S. Army JROTC, dtd 9 August 2004.

b. National Defense Authorization Act (NDAA) 2007, Section 539; Subject: JROTC Instructor Qualifications

c. Office of the Undersecretary of Defense Memorandum dtd 15 June 2007; Subject: Junior ROTC Instructor Certification

d. U.S. Army Cadet Command (USACC) Memorandum, dtd 30 January 2009; Subject: Educational Requirement.

2. Background. In 2004, as a result of the "No Child Left Behind Act of 2001" and the ever increasing teacher qualifications in the public high school setting, Army JROTC took the initiative to increase the level of education within our instructor ranks. US Army Cadet Command Reg 145-2, dtd 9 Aug 2004 increased the educational requirements for Army JROTC Instructors. The timeline established by CC Reg 145-2 (Aug 04) was five years from the date of the regulation or five years from the date of employment (whichever is later). December 2009 is the deadline to meet the educational requirements for those instructors employed before August 2004. Instructors employed after August 2004 will have five years from the date of their employment to comply with the educational requirements identified in CC 145-2.

A subsequent memorandum from the Office of the Under Secretary of Defense, dated 15 June 2007, standardized requirements for all services; but does not supersede or negate the Army's timeline for JROTC Instructor Educational Requirements.

ATCC-JR

Subject: Educational Requirements for Army JROTC Instructors

3. Therefore, in accordance with the CC Regulation 145-2, all JROTC instructors will have a degree from an accredited college or university that is recognized by the Department of Education by 31 December 2009 or within five years of the date originally hired as a JROTC instructor (whichever is later).

a. All Senior Army Instructors (SAI) hired into that position before August 2004 shall have, as a minimum, a Baccalaureate Degree from an accredited college or university not later than December 31, 2009. SAIs who do not have a Baccalaureate Degree, but have greater than 60 credit hours toward a Baccalaureate degree; attainable within a reasonable and designated time, will retain their position as SAIs as long as they are satisfactorily progressing toward that goal. SAIs who do not meet their educational goal will be placed on probation in January 2010 and subsequently removed from their SAI position at the end of the 2009-2010 school year. They may apply for an AI position if they meet the Associates Degree requirements, but will be hired at the discretion of the school.

b. All Army Instructors (AI) hired before August 2004 shall have, as a minimum, an Associates Degree or greater not later than December 31, 2009. Greater is defined as 60 credit hours plus matriculation with an accredited college or university, a plan to complete a baccalaureate degree with that institution, and a projected graduation date within a reasonable time.

c. Instructors who do not have a degree and elect not to enroll in the required degree producing program will be placed on probation immediately. Their probation letter will identify their educational goals and the deadline to achieve those goals. The probation letter will also identify the date when decertification proceedings will begin due to failure to meet Cadet Command standards.

d. All instructors originally hired after 2004 must have, as a minimum, either a Baccalaureate Degree (SAI) or Associates Degree (AI) or greater within five years of employment by December 31 of the corresponding year (e.g. instructors hired for the first time in 2005 have until December 31 2010 to complete the requirement).

ATCC-JR

Subject: Educational Requirements for Army JROTC Instructors

4. Degree verification

a. All instructors must verify their educational status in JROTC Command Information Management System (JCIMS) not later than 30 April 2009.

b. Area Coordinators will ensure all JROTC instructors educational status is updated in JCIMS and report any discrepancies and/or corrections to assigned Human Resources Assistants, Instructor Management Division, Fort Monroe, Virginia.

5. Hard to fill areas. Brigades will work with individuals to establish a plan requiring reasonable progress toward a degree completion goal while they search for a qualified replacement.

6. Decertification. Instructors who fail to achieve the necessary educational qualifications and are removed from their positions will be decertified and subsequently not eligible for rehire as a JROTC instructor until they attain a Baccalaureate or Associates Degree. Those instructors will not be given the 5-year educational window given to first-time hires.

7. For further assistance, please contact Mr. Louis Jordan, Chief, Instructor Management Division at 757-788-3435 or [louis.jordan@usacc.army.mil](mailto:louis.jordan@usacc.army.mil).

  
JOHN VANDERBLEEK  
COL, IN  
Director, Army JROTC

**US ARMY CADET COMMAND**  
EDUCATION STATUS CHECK / PLAN FOR DEGREE COMPLETION

Name \_\_\_\_\_

Rank \_\_\_\_\_ SAI \_\_\_\_\_ AI \_\_\_\_\_

School \_\_\_\_\_

City, State \_\_\_\_\_

Date of Initial Hire as JROTC Instructor \_\_\_\_\_

**Degree Requirements IAW CCR 145-2:**

- SAIs must have Bachelor's degree
- AIs must have Associate's degree NLT 31 December 2009 or NLT 5 years after date of employment.
- IAW Change 1 to CCR 145-2, over 60 credit hours and actively working toward completion of a Bachelor's degree may substitute for Associate's; however, this was not specifically stated in the 2007 NDAA law passed and is currently under review by HQ Cadet Command.
- Both Bachelor's and Associate's degrees must be from accredited institutions of higher learning recognized by the U.S. Department of Education. Accreditation status may be verified at <http://www.chea.org/search/default.asp> or <http://ope.ed.gov/accreditation/Search.aspx>

My current education status:

\_\_\_\_\_ I have completed my degree requirements:

Degree earned \_\_\_\_\_ Date of completion \_\_\_\_\_

College/University, City, State \_\_\_\_\_

\_\_\_\_\_ I am working toward degree completion:

Degree working toward \_\_\_\_\_ Current total credit hours \_\_\_\_\_

College/University, City, State \_\_\_\_\_

Expected degree completion date \_\_\_\_\_

Date of most recently completed coursework \_\_\_\_\_

(NOTE: Plan for attaining degree should be available for discussion/review during  
Brigade visits.)

**ACTION REQUIRED RELATED TO DEGREE COMPLETION STATUS**

Name \_\_\_\_\_

Rank \_\_\_\_\_ SAI \_\_\_\_\_ AI \_\_\_\_\_

School \_\_\_\_\_

City, State \_\_\_\_\_

Degree Completion Suspense Date: \_\_\_\_\_ 31 December 2009

\_\_\_\_\_ Other Date \_\_\_\_\_  
(based on 5 years after date of employment)

\_\_\_\_\_ I will not be able to meet the degree requirement by the suspense date but am actively working toward it and wish to remain employed as a JROTC instructor. I request an extension on the suspense date until \_\_\_\_\_.  
(month/year)

\_\_\_\_\_ I am not working toward degree completion and plan to resign/retire from my JROTC Instructor position. I request an extension for the purpose of completing the 2009-2010 school year.

\_\_\_\_\_ I am not working toward degree completion and plan to resign/retire from my JROTC Instructor position NLT 31 December 2009.

\_\_\_\_\_ Other:

Signature: \_\_\_\_\_

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**Subject:** [U] RE: RE: FW: FW: Curriculum DVD sets

UNCLASSIFIED//

Ladies and Gentlemen,

After speaking with a few of the Brigade Chief's and several instructor's, I am resending the message regarding the DVD sets to provide clarification.

The DVD sets are not "new" curriculum. This stockage is not the "Hard Drive Curriculum" Mr Bryon Hand was demonstrating at the conferences this summer. These DVD sets are only reprints of the existing DVD sets.

Instructors who attended JSOCC since March of 2009, were issued a set of these DVD's.

At the request of a Brigade Chief, I am listing the DVD's in this set and the current version number. If your instructors already have a current set of these DVD's, there is no need to order another set.

LET Core Curriculum DVD V 3.1  
Unit 1 V 3.1  
Unit 2 V 3.1  
Unit 3 V 3.1  
Unit 4 V 3.0  
Unit 5 V 3.0  
Unit 6 V 3.0  
Unit 7 V 3.1  
Thinking Maps Video Training  
Thinking Maps Software  
Interactive Nights Out "Friday Night"  
Interactive Nights Out "On the Road"  
Just 2 Days  
Hate Comes Home  
Challenge 1&2  
Saving SGT Pabletti 1&2

I have included the directions to the 12-R, Publications catalog and order form on the JROTC portal below:

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To order publications:



Step 1 Log on to the JROTC Portal

Step 2 Select "Curriculum" from the menu bar on the left of the screen

Step 3 Choose "Forms And Publications" from the Curriculum drop down menu.

Step 4 Open "JROTC Publication catalog" and select the publications you wish to order.

Step 5 When you have identified the publications you want, open the "How To Order Curriculum Materials" link

Step 6 E-Mail the completed Excel spreadsheet to [ida.amlette@conus.army.mil](mailto:ida.amlette@conus.army.mil)

Step 7 your publications will arrive in 7 to 10 days, ensure that SOMEONE is available to sign for the shipment.

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To complete a 12-R:

Step 1 Log on to the JROTC Portal

Step 2 Select "Curriculum" from the menu bar on the left of the screen

Step 3 Choose "Forms And Publications" from the Curriculum drop down menu.

Step 4 Open "How to establish a publications account: Sample and blank/fillable 12-R".

Step 5 Select the "Blank/Fillable 12R" tab on the bottom of the Excel spreadsheet

Step 6 Fill in blocks 1, 2, 3, 4, 8c, 9a, 9b, 9c, 11a, 11b, 11c

Step 7 Scan and E-Mail or fax the completed Excel spreadsheet to your Brigade Headquarters for their signature.

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I hope this has helped to remove any lingering confusion caused by my initial email.

UNCLASSIFIED//

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