

General: Welcome back from your summer vacation. Nothing major has occurred over the summer with the exception of the old AC being absorbed into the 4th Brigade. As I stated before this will have little to no impact on your day to day operations and is actually working very well from our perspective. As always please read this document completely and pay special attention to the suspense dates. A copy of this will also be posted on our website.

Suspense Items:

Item	Due Date	Remarks
Annual Proof of Insurance/Bond for all Assigned Govt Property	Annual	CCR 700-1
Orders Signed by HOEI Appointing a Military Property Specialist	Annual	CCR 700-1
Americas Promise Report	2 Oct 06	You must use the JUMS to JCIMS interface to submit these reports.
Intentions of Graduates Report	2 Oct 06	
Opening Enrollment Report	2 Oct 06	
Unit Admin Report	2 Oct 06	
Ethnic Data Report	2 Oct 06	
Weight Control Form	15 Oct 06	Include tape results is necessary
Essay Contest	20 Feb 07	See previous memo.
Management Control Reports	Mar 06	Select Few that are Delinquent

Formal Inspections: We are in the process of scheduling the FIs for this coming year. We anticipate posting a complete schedule no later than 21 Sep 06.

Budget:

- **FY06 Budget:** Close out is in full swing and may possibly be complete by the time you receive this. We did not manage to expend our total budget this year. I think there were many reasons for this not the least of which were the spending restrictions places on the OMA side of the house. However, even after addressing all of the MPA end

of year spending request we still had funds remaining as a command. Several of you still do not have a government purchase card. If that applies to you get one ASAP. POC is Mr. John Sovine, (910) 396-4066 or john.sovine@usacc.army.mil.

- **FY07 Budget:** I have not seen the FY07 numbers yet but I suspect we will again be funded at a level below 100%. As always, spend your funds as you receive them. Routinely we do not receive funding until the end of October or the middle of November. Be prepared for this and have your requisitions loaded into Warfighter or have the hard copy forms ready to drop when the funds are made available. Additionally, keep this in mind. On 15 August 07 I will consolidate all funds by support installation under the control of 4th Bde JROTC. This does not mean you have to quit spending on that date but it does mean you must coordinate with this office prior to spending after that date. I'll remind you again as the time nears but mark your calendar. The reason for this consolidation is to fend off the sharks upstream. We routinely have individual programs that under spend their AFP. This allows me to utilize their funds to meet the needs of other programs in the form of end of year buys and it also allows us to utilize a greater percentage of our overall budget. Lastly, if you do not have a GPC you will not be allocated funding for FY 07.

Contracts: This is very important and impacts on **all** of your service contracts. In accordance with the current VSCA guidance all service contracts regardless of cost must be approved by a General Officer. In addition all contracts over \$2500 must be approved by a General Officer regardless of the type of contract. See enclosures 1 & 2 for the necessary paperwork. The guidance is:

1. The Request to Initiate a Contract (Encl 1) is for all procurements over \$2,500.
2. The Request for Exception (Encl 2) is needed before a new contract can be awarded.
3. The entire process takes upwards of 3 weeks.
4. Both forms must be submitted, thru 4th Bde.
5. Do not fill in the AMSCO/MDEP information. Thanks.

Annual Inventories: Many of you are behind in completing your annual inventories. See CCR 700-1, Chapter 2, para 2-8 for details. The below extract should get you started.

“b. Inventories. Commanders and HOEI will ensure compliance with procedures in [DA Pamphlet 710-2-1](#), Chapter 9, for conducting inventories; i.e., annually for property book/hand receipt holder, and change of PBO/MPC (see sample memorandum, [Figure 2-4](#)). Record inventory results on [ROTC CDT CMD Form 194-R](#) (Inventory Control Listing) and furnish HQCC (ATCC-RM) and the brigade a copy of the annual inventory. File a copy of the annual inventory at the ROTC agency. Inventory all weapons monthly to include M-1/M-1903 demilitarized rifles. Exception: Inventory air rifles at least semi-annually. Compare serial numbers with property records. Record the results of weapons, including air rifles, on [ROTC CDT CMD Form 195-R](#) (Monthly Inventory (Weapons/Ammunition/ Sensitive Items)) and furnish HQCC (ATCC-RM) and the brigade a copy of each year’s September inventory. Account for lost, damaged, and destroyed property, IAW paragraph [2-16](#) below.”

Manual Property Book: For many of you your support installation is no longer maintaining a consolidated property book of items under the \$5000.00 threshold. The only items that are on your support installation hand receipt are TDA items such as demilitarized drill rifles, air rifles, etc. Cadet Command Regulation 700-1, para 2-1a. states that “a. Formal accountability for property will be through either consolidated installation property book (under automated procedures at the support installation), or by manual property book procedures maintained at the ROTC agency level.” Additionally, para 2-4b. states that “Where the property book function is not done by the support installation, the ROTC agency shall maintain a manual property book to account for the type property listed in paragraph 2-4a, above (see [Chapter 6](#) for vehicle accounting). The ROTC agency supply representative complies with DA procedures.”

Basically this means anything not on your support installation hand receipt must be formally accounted for by means of a manual property book maintained by the JROTC unit. This does not apply to uniforms, which must be accounted for informally.

Dell Laptop Battery Replacement: As all of you should know by now many of the new laptops you received last year have defective batteries and are being recalled. This is a safety issue since some of the batteries have caught on fire or exploded. To determine if your battery has been recalled go to the link listed below and follow the instructions.

<https://www.dellbatteryprogram.com/>

Laptop Security: Please secure your laptops. If the laptop will be in the classroom the entire day I recommend it be secured with a cable designed for this purpose. The cables are around \$30.00 dollars. A small price to pay for the security of a \$1600 laptop. You can normally purchase these items a local computer store or off the Dell site on the web.

Essay Contest: The essay contest guidance for the next two school years has been mailed and is also available on the 4th Bde JROTC website. If you have any questions please contact Mr. Chuck Perry or Mr. George James at (910)396-8606 or (910) 396-8706 respectively.

Event Calendar:

a. Appalachian State Drill Meet	7 Oct 06
b. East Rowan Raider/Rifle Meet	7 Oct 06
c. George C. Marshall Symposium	11 Oct 06
d. Scotland HS Drill Meet	14 Oct 06
e. Southern Lee HS Drill/Rifle Meet	21 Oct 06
f. 4th Bde Raider North	4 Nov 06
g. 4th Bde Raider South	2 Dec 06
h. 4th Bde Marksmanship Competition	9 Dec 06

Note: For more complete and detailed information go to the Fourth Brigade JROTC website at www.ajrotc.us.

Legion of Valor: Congratulations to the following cadets on being awarded the Legion of Valor. Representatives from the Legion of Valor will be contacting the SAI to set up a time to award the medal. If you have any questions contact Chuck Perry or George James at 919-396-8606/8706.

a. Cadet Samantha Greeno	Great Falls High School, SC
b. Cadet Asia Griffin	Oak Ridge Mil Academy, NC
c. Cadet Abigail Bucher	West Rowan High School, NC

GEORGE C. MARSHALL: Congratulations, the following programs are selected to represent 4th Brigade JROTC in this year's George C. Marshall Symposium.

Odds & Ends
Sep 06

- a. Spotsylvania High School, VA
- b. Union High School, NC
- c. J. H. Rose High School, NC
- d. Eastern Randolph High School, NC
- e. Heide Trask High School, NC

JSOCC Attendance: The table below shows the first JSOCC courses for FY 07 along with the dates and individuals selected to attend. If you need to go (never been before or it has been 5 or more years since you last attended) go the 4th Bde JROTC website and self-nominate for the class of your choosing. At the end of October we will start filling the remaining slots as necessary. Additionally, you must complete JSOCC-DL prior to attending JSOCC. Cadet Command intends to enforce this requirement beginning with the first class in October. You have plenty of time to complete JSOCC-DL if you get started now. If you are not yet enrolled contact me at (910) 396-4066.

Course Number	Dates	Name	School
CC 201-07	22 Oct/23 Oct/ 27 Oct	COL Glen Alan Brunson	Green Sea Floyds HS
CC 201-07	22 Oct/23 Oct/ 27 Oct	COL Rayburn G. Smith	Halifax County HS
CC 201-07	22 Oct/23 Oct/ 27 Oct	SFC Gordon W. Hunter Jr.	Orange County HS
CC 201-07	22 Oct/23 Oct/ 27 Oct	1SG Clayton H. Plumley	Benedictine High School
CC 201-07	22 Oct/23 Oct/ 27 Oct	MSG John L. Roberts	Swansea HS
CC 201-07	22 Oct/23 Oct/ 27 Oct	CSM Cleveland Penn	Hopewell HS
CC 201-07	22 Oct/23 Oct/ 27 Oct	SFC Amile L. Summers	Spartanburg High School
CC 201-07	22 Oct/23 Oct/ 27 Oct	MAJ Herbert L. Daniel	Gretna HS
CC 202-07	10 Dec/11 Dec/15 Dec	SGM Bernard C. Branch	Benedictine High School
CC 202-07	10 Dec/11 Dec/15 Dec	SFC Tommy Sessions	Spotsylvania High School
CC 202-07	10 Dec/11 Dec/15 Dec	SFC Ricky Jelen	West Rowan High School
CC 202-07	10 Dec/11 Dec/15 Dec	1SG Connell Anthony	Lee Central HS
CC 202-07	10 Dec/11 Dec/15 Dec	SFC Kenneth Brayboy	Red Springs HS
CC 202-07	10 Dec/11 Dec/15 Dec	1SG William Keaton	Richmond SHS
CC 202-07	10 Dec/11 Dec/15 Dec	MSG Ray Drewry	South Robeson HS
CC 202-07	10 Dec/11 Dec/15 Dec	COL Ellsworth E. Mayfield Jr.	Colonial Forge HS

Advanced DLC Courses: This is worth repeating. As all of you are aware 4 advanced courses were added to JSOCC-DLC in August 2005. Those instructors employed as of Aug 05 must complete the 4 advanced courses no later than Aug 07. Those instructors employed after Aug 05 have two years from the date of employment to complete the courses. Failure to complete the courses may result in decertification.

JCLC: OMA funding for JCLC will not be available in FY07. We will discuss this topic at the JCLC AAR/IPR as well as the continuation of non-centralized JCLC encampments. More to come on how we can accomplish this. We are encouraging each of you to plan, IAW current regulations, an alternate JCLC at "NO OMA COST" to the government. With that said, there should be MPA funds available which can be used to defray the cost of feeding cadets at these alternate JCLC events. These MPA funds can only be use to feed cadets. They cannot be used for travel, billeting or to feed cadre/chaperones. Programs desiring to conduct alternate JCLC's must submit requests for approval to 4th Brigade JROTC. We are in the process of rewriting our JCLC MOI which will include instructions for getting alternate JCLC's approved. If you have any questions contact Chuck Perry or George James at 910-396-8606/8706.

Anti-Virus Software: McAfee Anti-Virus is now available for you to download on the Automation section of the JROTC WEB Portal.

JUMS: The latest update to the JUMS program is version 3.2.0 and both the program update patch as well as the full version is now available for download on the web portal. You must log into the Web portal, using your portal ID and password – click on "Automation", look in the JUMS section for installation instructions. Windows 95 is not supported by this version. This version of JUMS must be installed prior to submitting 2 October 2006 reports. These reports are the Intention of Graduates Report, the Americas Promise (PART) Report, and the Opening Enrollment Report. If you have any questions contact Chuck Perry or George James at 919-396-8606/8706.

JCIMS: The JCIMS Instructor Update page accessed by the instructor at a school has been updated. A one page guide is attached (Encl 3) for your use.

Marksmanship: Reminder that units desiring to conduct marksmanship training for cadets must comply with the Cadet Command Marksmanship MOI located on the 4th Brigade JROTC website. Many instructors have forgotten the annual requirement to complete Marksmanship DL on the JSOCC DL site. Ranges that were inspected by CMP and have not changed location will be re-inspected during this year's Unit Visit or Formal Inspection.

Rappelling.

a. Again, do not forget to keep your rappelling certification current. We are coordinating to have our next rappel certification training class sometime in October/November at Oak Ridge Military Academy. Once coordination is finalized, we will inform the field. After a thorough review of current files, there are only three AC Bragg Junior ROTC programs that are approved to conduct tower rappel training for this SY 06/07, IAW CC Reg 145-2 and the Fourth Brigade JROTC Rappel MOI. The following documents should be included with the submission of the Master Training Schedule each year for approval and on file at Fourth Brigade.

- Rappel Master Certification Training Certificate\Rappel Trainer Certification Certificate (good for 5 years). Rappel training will only be conducted with a minimal of two properly trained certified instructors.

- A Tower Inspection sheet utilizing the USACC Rappelling Checklist 385A. Rappel site inspections are an annual requirement.

- A Risk Management Assessment Worksheet (submitted for approval prior to conducting any rappel training with cadets or students)

b. The following documents should be included in each of your approved Rappel Packets and on file at the rappel site or at the School:

- Approval Memorandum from Fourth Brigade for the current school year.

- Statement of Rappel Currency (has conducted rappel training in the past 6 months).

- A Tower Inspection sheet utilizing the USACC Rappelling Checklist 385A.

- A Risk Management Assessment Worksheet

REQUEST TO INITIATE SERVICE CONTRACT REVIEW PROCESS

**A. Name of Army Command, Major Subordinate Command, or Direct Reporting Unit
Organization:** HQ CADET COMMAND

B. Unit Identification Code: W4SYAA

C. Project Name for Contract:

D. Contract Number, and if applicable, Task Order/Delivery Order Number:

E. Estimated Labor Cost: FY 06:\$ FY 07: \$ FY 08: \$ FY 09: \$ FY 10: \$

F. Estimated Travel Cost: FY 06:\$ FY 07: \$ FY 08: \$ FY 09: \$ FY 10: \$

G. Estimated CMEs: FY 06 FY 07 FY 08 FY 09 FY 10

H. Justification for contract, provide the following information:

1. What TRADOC priority does this contract support?
2. What TRADOC core functional area does this contract support?
3. If an IT contract for over \$25K, provide Reporting & Acquisition Decision # and Approval #.

4. Is this mission mandated by regulation, directed by higher HQ, etc? Explain.
5. Is this a new contract? ____ If no, what option year of the contract is being renewed?
6. Was this function contracted prior to this contract? If so, for how long?
7. Are funds available? What is the source of funds (Army Funded, GWOT, Working Capital Funds, etc.)?
8. Do you propose to go to a contracting activity other than NRCC, i.e., offload?
9. What is the period of performance (start/end date)?
10. Where does this contract fall in your Commander's priorities?
11. What is the operational impact if this contract is not awarded?

I. Endorsement/approval for Contract Review Process:

	Initiate Process	Stop Action	Signature	Date
USACC CDR Approval			W. MONTAGUE WINFIELD, MG, CDR	
USAAC CDR Approval			R. L. VAN ANTWERP, LTG, CDR	

J. Name of Commander: William S. Wallace, General, U.S. Army, Commanding

Form dated 17 Jul 06

Previous editions obsolete

Instructions

- A** - Enter the Organization.
- B** - Enter the UIC Code.
- C** - Contract Title.
- D** - Enter the contract/MIPR/Delivery Order/Task Order number.
- E** - Enter the labor cost by fiscal year.
- F** - Enter the travel cost by fiscal year.
- G** - Enter the contract manyear equivalent (1 CME = 2087 manhours of work) by fiscal year.
- H1** - What TRADOC priority does this contract support?
- H2** - What TRADOC core functional area does this contract support?
- H3** - Provide the Reporting & Acquisition Decision #s and Approval #s for IT contracts over \$25K
- H4** - Enter the regulation or policy mandated by a higher HQ.
- H5** - Answer yes or no if the contract is new. If yes, indicate the proposed contract length.
- H6** - Was this function contracted prior to this contract? Yes or no. If so, for how long?
- H7** - Answer yes or no if the funds are available? What is the source of funds? Indicate the source of funds: Army Funded; Externally Funded (Other Services); GWOT; Army Working Capital Fund; and Civil Works. Enter any additional source to clarify how the contract is being funded.
- H8** - Yes or no if you are going to use an agency other than NRCC. Answer when and how much?
- H9** - Enter the proposed contract start and end dates.
- H10** - Enter the Commander's priority.
- H11** - The operational impact statement will serve two purposes. The first purpose is to show the impact on the command if not funded and second purpose is to show why it needs to obtain an exception to the VCSA funding restrictions. Why is this contract need to be funded now?
- I** - Endorsement. In addition to the endorser signature, please include the typed name, rank, and title of the endorser.

REQUEST FOR EXCEPTION TO VCSA FUNDING RESTRICTIONS

1. Name of Organization: U.S. Army Cadet Command

2. Contract Title: 3. Contract/MIPR Number, if applicable:

4. Estimated Contract Cost:

5. AMSCO MDEP Source of funds

6. Contract award needed by:

7. What is the operational impact if this contract is not awarded?

8. Endorsement/Approval for Exception

	Approved	Disapproved	Signature	Date
USACC Approval of Exception			W. MONTAGUE WINFIELD, MG, CDR	
USAAC CDR Approval of Exception			R. L. VAN ANTWERP, LTG, CDR	
DCG/CofS Approval of Exception			THOMAS F. METZ, LTG, DCG/CofS	

Form dated 17 Jul 06
Previous versions are obsolete

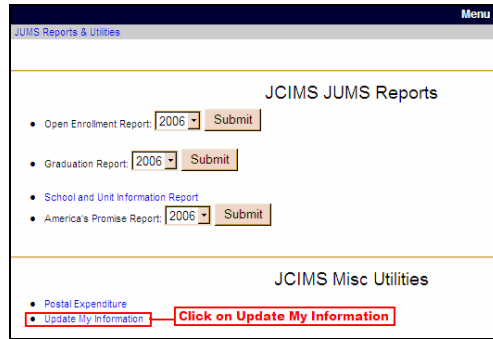
Instructions

1. Enter the organization requesting/requiring the contract
2. Enter the title of contract
3. Enter contract or MIPR number if known.
4. Enter the estimated cost of the contract.

- 5.** Enter the AMSCO and MDEP. Indicate the source of funds: Army Funded; Externally Funded (Other Services); GWOT; Army Working Capital Fund; or Civil Works. Enter any additional source to clarify how the contract is being funded; e.g., another TRADOC organization.
- 6.** Date contract award is needed.
- 7.** The operational impact statement serves two purposes. To show the impact on the command if not funded, and why it needs an exception to the VCSA funding restrictions--why it must be funded now.
- 8.** Endorsement. In addition to the endorser signature, please include the typed name, rank, and title of the endorser.

Instructor Update Instructions

Log into the JCIMS with your user ID and password then follow the instructions below:



Instructor Information(AI): MR TIMOTHY H RANG SSN IS HERE

LUTHER L WRIGHT HS IRONWOOD, MI 49938-2206

▼ Display Instructor Basic Information (contains required fields for personal information)

* -- Indicates Required Fields

Only make relevant changes to the address. Please refrain from making cosmetic changes such as ST to Street or LN to Lane.

*Street Address 1: 123 NORTH EAST-WEST ST SOUTH
 Street Address 2:
 City: IRONWOOD State: MI *Zip: 49938
 *Address Type: Home *Birth Date: 01/01/1901 Photo Date: 12/30/2004 Physical Date: 1/6/2004
 Degree Type: Under 60 hrs no Associate Degree **The dates will appear in red if out of range.**
To update the Degree Type, fax a copy of your degree from an accredited school to 757-788-3805 or email a scanned copy to JROTCIM@usaac.army.mil.

State Preferences: Preference 1: Preference 2: Preference 3:

▼ Display Instructor Phone Information (contains optional fields for personal information)

Home Phone Number: (1) (555) 932 - 1212 Ext.
 Business Phone Number: (1) (555) 932 - 1313 Ext.
 Cell Phone Number: (01) () - -
 Other Phone Number: (01) (555) 932 - 1414 Ext.
In the event of a major disaster in your home area, such as a hurricane, enter the number of someone outside your area that would most likely know your location and condition.

▼ Display Instructor Email Information (contains optional fields for personal information)

Home E-Mail:
 Business E-Mail: timothy.rang.49938@usarmyjrotc.com

▼ Display Instructor Emergency Contact Information

If Emergency Contact Name supplied, either address OR phone contact information required

Emergency Contact Person Name: Mr.
 Street Address 1:
 Street Address 2:
 City: State: Zip: -
 Address Type: Unknown
 Home Phone Number: (01) () - - Ext.
 Business Phone Number: (01) () - - Ext.
 Cell Phone Number: (01) () - -
 Other Phone Number: (01) () - - Ext.