

# Odds & Ends

## June 2008

**General.** As most of you know, we have seen some major changes in both the 4<sup>th</sup> Brigade and JROTC in general over the past several months. COL Glover has retired and his replacement, COL Johnson is not yet onboard. He is scheduled to arrive at Cadet Command on or about 7 Jul 08. Additionally, COL Wiseman has left 4<sup>th</sup> Brigade and is now the Cadet command Chief of Staff. The new 4<sup>th</sup> Brigade commander is COL Ronald P. Elrod. See encl 1 for COL Elrod's bio; photo will be provided at a later date.

JCLC is well underway and so far so good. Please make sure the cadets remain hydrated and pay particular attention to the high temperatures we have experienced lately. Safety is our primary concern. Many thanks to all of you that continue to work toward providing our cadets with a challenging and safe summer training opportunity.

Fourth Brigade will assume control of 57 additional JROTC programs between Sep 08 and Jan 09. Our footprint will change to encompass Washington DC and following states: DE, MD and WV. Along with this change, will be an additional DAI office and 2 or 3 new NDCC programs. The end result will be 316 JROTC/NDCC programs and 5 DAI shops under the control of 4<sup>th</sup> Brigade.

Please make sure you read the entire Odds & Ends as there are some key suspense dates and training requirements that you need to be aware of. If you have any questions, contact the listed POC. Staff contact information is contained at encl 2.

### 1. Key Dates.

- 21 – 26 Jun – JCLC Clarks Hill Cycle 2
- 21 -25 Jun 08 – JCLC Oak Ridge Cycle 3
- 9 – 11 Jul 08 – JCLC Cobra
- 15 Jul 08 – Unit Report Due
- 18 – 24 Jul 08 – JCLC Mountain
- 28 – 31 Jul 08 – Rappel Training
- 1 Sep 08 – PII Training Requirement for ALL
- 1 Sep 08 - Assume control of DC, DE and MD JROTC programs
- 15 Sep 08 – Master Training Schedules Due
- 1 Oct 08 – 100% Inventory Due
- 15 Oct 08 – Weight Control Forms Due
- Oct 08 – Electronic Reports Due
- 1 Jan 09 – Assume control of WV JROTC programs
- 25 – 28 Jan 09 – Brigade Instructor Training Seminar
- Feb 09 – Eastern Marksmanship Competition
- Feb 09 – Eastern Drill Competition
- Feb 09 Essay Contest
- Mar 09 – DAI Workshop
- May 09 – National Drill Competition
- Apr 09 – 4<sup>th</sup> Bde Drill Meet

# Odds & Ends

## June 2008

### 2. Training.

- **PARTS Report** – Due now. Make sure you have JUMS 3.2.5 loaded prior to running the report. See instructions on brigade website. If you have questions contact Mr. George James, Steve Anderson, or Chuck Perry.
- **Instructor Rappel Training.** Dates are 28 – 31 July. Individuals interested in receiving rappel certification should contact Mr. Anderson ASAP. Make sure you can attend before asking for a slot. Once given a slot by Mr. Anderson you are required to attend unless released by the Brigade Commander.
- **Legion of Valor** nominations were due to brigade headquarters NLT 1 June. See CCR 145-2 for nomination requirements. POC is Ms. Sylvia Greene.
- **JCLC.**
  - Cadre attendance is mandatory. Instructors tasked to attend JCLC will be placed on probation for non-attendance.
  - ITO's with blank voucher will be sent to the JCLC S-1 for distribution to the instructors.
  - Upon return from JCLC make sure you complete the following:
    - i. Submit voucher to brigade. Instructors must file within 10 days of returning from JCLC. Do not hesitate; funds may not be available if you wait until the beginning of next school year. An example is on the back of each voucher, just follow directions.
    - ii. Complete transportation. You and the vendor need to complete the statement of services rendered and send to brigade. If you have questions or concerns contact Ms. Sylvia Greene.
- **Marksmanship.** Do not forget to keep your certification up to date. CMP certification is good for five years and DL must be completed annually. If you need a CMP class, go to their website or contact our office for details.
- **Rappel Training.** The Swiss Seat will no longer be used during JROTC sponsored rappelling operations. The harness is the only authorized system for use. Contact Mr. Steve Anderson or Mr. Chuck Perry if you have questions.

### 3. Operations.

- **Unit Report:** The unit report is due to Fourth Brigade NLT: 15 July. You must fill out the unit report in your JUMS program, print it out and mail, e-mail or fax to Fourth Brigade. If your program is a four by four block you may have problems with the score you get for parades or cadet challenge. If you encounter problems: Print out the unit report. Put the correct score in red pen and send it in. We will give you credit for the scores if your corrections are valid. You must use the current form from JUMS. Old forms will not be accepted.

# Odds & Ends

## June 2008

- **Credit Card:** Please insure that you have an alternate approving official for your credit card. The Bde staff will not serve as alternate approving officials. A recommended way to accomplish this task is to have a SAI from another school to serve as your alternate and you serve as their alternate.
- Additionally, all fort Bragg supported programs will transition from C.A.R.E to Access beginning 1 Aug 08. The transition will be complete on 11 Aug 08. See encl 3 for details and training requirements.
- **Annual Training Seminar:** The Bde Annual Training Seminar is tentatively scheduled in Myrtle Beach South Carolina during the period 25-28 Jan 2009. This seminar is a mandatory training event for all DAIS, and at least one instructor per program including NDCCs and programs that fall under a DAI. The objective is to train all instructors; therefore the attending instructor should be one that did not attend last year if possible. Schools that have one instructor should coordinate with school official for a substitute teacher in order to attend this training. Schools that have more than two instructors may be allocated additional slots based on available of funds. More information will be provided via MOI, email, and the Bde website.
- **George C Marshall:** There is no change in the George C Marshall process at this time. Cadet command has given the contractors until 30 Jun 08 to accept the contract. More infor to follow.
- **Hire Letters, Transfers, and Resignations:** Refer to CCR 145-2, para 4-15-16 for the correct procedure. You may also refer to an email from Arthur James on 9 May 2008 that outlines the procedure and provides sample letters.
- **Formal Inspections:** Mr. Jenkins will begin coordinating the coming school year formal inspection schedule with schools and DAIs during early August. Schools will be scheduled in geographical clusters. Formal inspection trends and procedures will be published as part of the next Odds & Ends.
- **Staff Assistance Visits:** Each school not receiving a formal inspection will receive a staff assistance visit during each school year. Staff assistance visits will also be scheduled in geographical clusters.
- **Laptop Security and PII.** Both laptop security and PII continue to be high priorities for the command. See 2 Star Note at encl 4 and PII training requirement at encl 5.

#### 4. Logistics.

# Odds & Ends

## June 2008

- *All* serviceable BDUs are to be turned-in to your support installations **to include the ones that have been worn**. Remember wear out date for the BDU is April 2009, so place your orders for ACUs and all ACU items immediately if you have not done so. Should you encounter any problems turning in your BDUs at your support installation please inform Brigade, include the name and phone number of the person(s) refusing to allow turn-in.
  - No update on gray berets, request still pending.
  - Don't forget to get your annual 100% inventory completed and a copy forward to Brigade, ATTN: Lynn Davis, **NLT 1 October 2008**.
  - No air rifles have been shipped due to unresolved issues with contracting for purchase of said rifles and no date has been given at this time as to when shipment will begin.
  - The new drill rifles are being shipped; however, cannot give exact date they will arrive at your location because that is determined by the vendor. The shipments are done in increments of 32 schools per Brigade, we made all attempts to ensure the schools currently without rifles received priority and all others were done alphabetically. **ONCE YOU HAVE RECEIVED YOUR NEW DRILL RIFLES TURN THE OLD RIFLES INTO YOUR SUPPORT INSTALLATION. AGAIN, IF YOU ARE REFUSED TURN-IN PLEASE INFORM BRIGADE.**
  - If you have any unserviceable equipment please turn it in to your support installation, afterwards make sure that your hand receipt is updated to reflect the removal of all turned-in items. Also if you have *serviceable* excess equipment that maybe utilized elsewhere please inform Lynn Davis, 396-6399 or email: [marilyn.davis@usacc.army.mil](mailto:marilyn.davis@usacc.army.mil)
  - Price List for new computers (Lifecycle replacements):
    - Transource Desktop \$1,075.00 / Monitor \$200.00
    - HP Desktop \$805.00 / Monitor \$240.00
    - HP Laptop \$1,124.00 / Docking Station \$129.00
- Note: You cannot request a particular computer such as a laptop or desktop for lifecycle replacements as the type of computer you will receive has already been determined during the contracting phase.**
- For all missing/stolen *government* property you must submit a Financial Liability Investigation of Property Loss (FLIP-L), DD Form 200. This procedure replaced the old Report of Survey. Along with the DD Form 200 you must submit a DA Form 7531, a copy of the hand receipt that shows the missing/stolen item, a copy

## **Odds & Ends**

### **June 2008**

of the police report, and a copy of the SIR. This completed packet must be forward to Brigade, ATTN: Lynn Davis. This is time sensitive so it must be done within 5 days of the loss/discovery of the loss. This packet is also required if you discovery equipment missing during your inventory. This paperwork must be processed in order to have the item(s) removed from your hand receipt. You will have to forward via mail because original signatures are required on the DD Form 200 and the DA Form 7531.

*Should you have any questions or need assistance regarding logistical issues please contact Lynn Davis, 910-396-6399 or email: [marilyn.davis@usacc.army.mil](mailto:marilyn.davis@usacc.army.mil)*

## **COLONEL RONALD P. ELROD**

COL Elrod graduated from Florida Southern as a Distinguished Military Student in 1986 with a Bachelor of Science in Political Science. He holds a Masters Degree in Counseling and Leadership Development from Long Island University and a Masters Degree in Strategic Studies from the United States Air War College. He was commissioned in the Field Artillery and has completed the Field Artillery Basic and Advance Courses, U.S. Army Command and General Staff College, U.S. Joint Forces Staff College, and the Air War College.

COL Elrod has commanded at every level from captain through lieutenant colonel and has held staff positions up through corps level. COL Elrod's major assignments include Battery Commander with the 3<sup>rd</sup> Battalion 29<sup>th</sup> Field Artillery, Fort Carson CO, Company Tactical Officer, United States Military Academy NY, G1 with III Corps Artillery, Fort Sill OK, J1 with the Joint Intelligence Center, Pearl Harbor HI, and Professor of Military Science at Florida State University.

COL Elrod has been awarded the Legion of Merit, the Defense Meritorious Service Medal, the Meritorious Service Medal (third award), the Army Commendation Medal (third award), the Joint Service Achievement Medal, and the Army Achievement Medal (five awards). He is Airborne and Air Assault qualified.

In May of 2008, COL Elrod assumed command of the 4<sup>th</sup> Brigade, United States Army Cadet Command.

COL Elrod is an avid hunter, fisherman, and struggling golf enthusiast. COL Elrod and his wife have one son and one daughter.

## Contact Info

NAME	POSITION	WORK	BB	PERSONAL CELL
John Sovine	Chief	396-4066	910-354-0640	910-964-8613
Chuck Perry	Chief, Tng	396-8606	910-354-0696	
Rudy Ford	Chief, Ops	396-8807	910-354-0701	
Buck Jenkins	Ops	396-6384	910-354-0724	
George James	Tng	396-8706	910-354-0665	
Steve Anderson	Tng	396-0136	910-587-7387	
Art James	Ops	396-5709	910-286-1439	
Lynn Davis	Ops/Log	396-6399	910-587-7451	
Sylvia Greene	Admin	432-4499	N/A	
Vacant	Tng			
Vacant	Ops			

## Functions

Admin	Ops Section TM 2 Tm Chief + 4	Training Section TM 1 Tm Chief + 3
Suspense File	Formal Inspections	JCLC
Mail and internal distro	Unit/Assist Visits	JSOCC
Instructor/cadet Awards	Master Tng Schedules	JSOCC DL
Assist in ITO process	Unit Reports	Instructor Training
Pubs and RPI accounts	GCM Symposium	Rappelling
Heraldry Actions	Academic Bowl	Brigade/State Comps
Assist Travel Actions	Essay Contest	Raider Challenge
	Establishments/Disestablishments	Marksmanship
	Vacancies	Drill
	Probations/Decertifications	Risk Assessments
	Weight Control	Electronic Reports
	Interviews	GPC – Eustis Card
	Instructor Tng Seminars	Master Calendar
	Unit Ratings (orders)	Internal Staff Training
	Curriculum	JUMS/JCIMS SME
	Commander's Inquires	
	<b>Logistics</b>	
	FLIP-Ls	
	CTA/TDA Actions	
	Supply Discipline	
	Unit Log Assistance	
	Automation LSR	
	Air & Drill Rifle Management	

All,

As many of you already know, C.A.R.E. will go the way of the dinosaur on 2 Aug 08. The new system "Access" will replace it on 11 Aug 08. As usual, nothing is painless and this is no different. July will be the last time you certify your account using C.A.R.E. and in order to have access to the new system you will need to complete the mandatory training no later than 1 Aug 08. The bottom line is all cards will be suspended 1 thru 11 Aug 08 and will not be reinstated until you complete all mandatory training (Access WBT, DAU and Bragg if required) and provide Diane Smith a copy of your certificates. See the instructions below. If you have any questions, please contact Diane Smith at 910-907-4170.

This is primarily for the Bragg supported schools. Many of you are already working with your support installations regarding the Access training. Please continue to follow their guidance in that regard.

John W. Sovine  
Chief, JROTC  
4th Brigade

Ph: (910) 396-4066 DSN 236  
FAX: (910) 396-3854

## **WBT Instructions**

1. **Log on to the WBT link** at <https://wbt.access.usbank.com/>
2. **Enter the password in the Lesson Only Login and click Go.** Passwords are at the bottom of this document.
3. **Complete all training modules.**
4. **Click Go to start the lesson.** The "How To Use WBT" link (top middle section of the page) provides WBT instructions.
5. You'll be able to print your training certificate once all modules are completed.
6. Send a copy of the training certificate to you're A/OPC.
7. Additionally, if any of your annual training (DAU or Installation) is due, you must complete that training as well before your GPC will be reinstated.

In addition, all passwords expire in 60 days. Therefore, contact U.S. Bank Tech Help Desk/Customer Service or [dodaccessonline@usbank.com](mailto:dodaccessonline@usbank.com) if you cannot access any of the sites below.

From the U.S.–call (800) 254-9885, prompt 2 for Access Online, prompt 3 for an account coordinator

From overseas–call collect: (701) 461-2232

## **Access Online WBT Lessons**

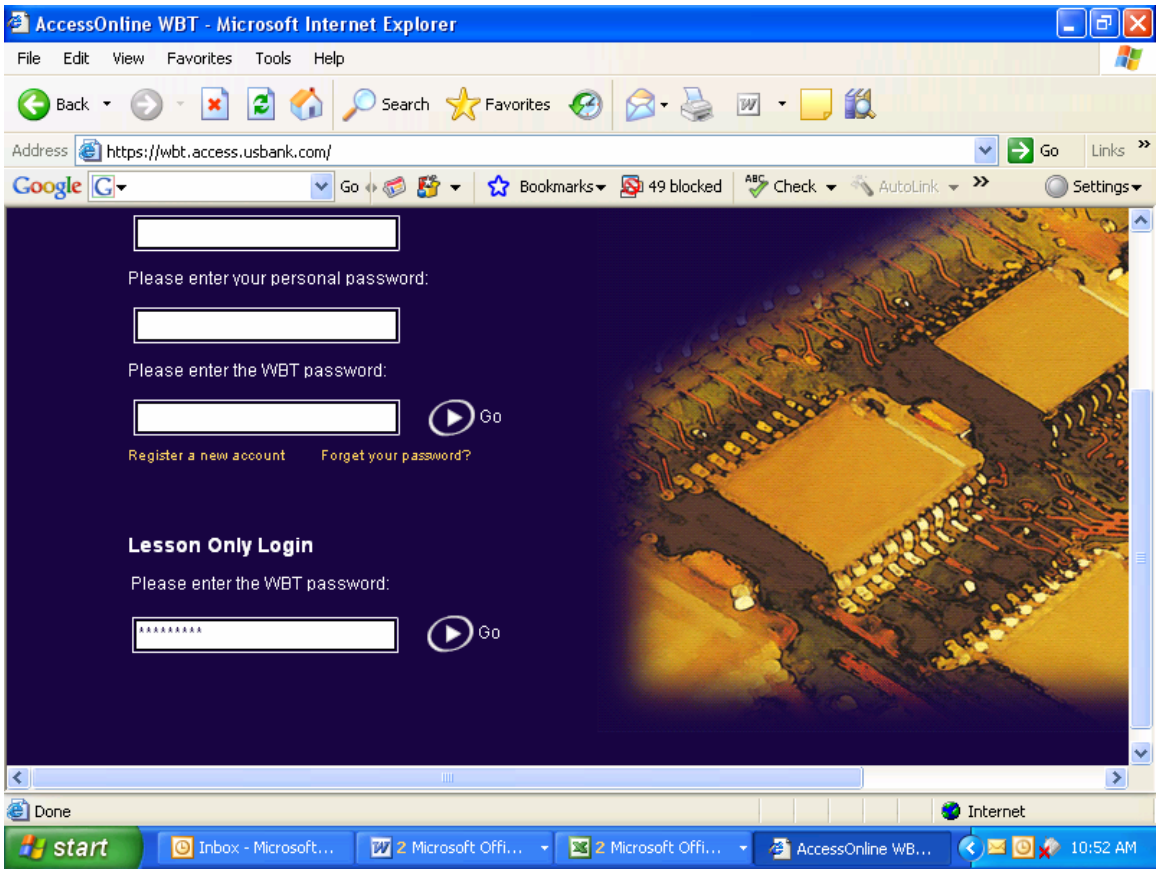
Website: <https://wbt.access.usbank.com>

**Passwords:**

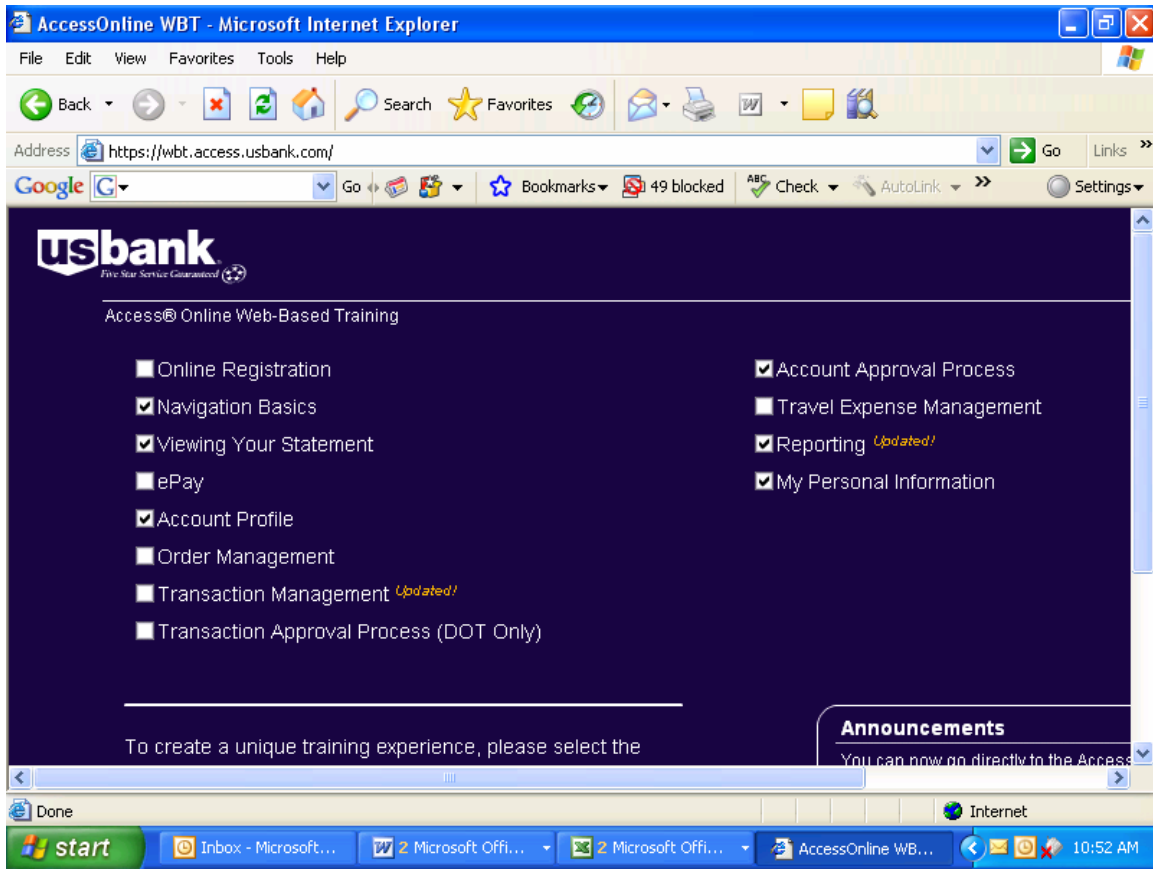
**Billing Officials: Arctic**

**Cardholders: Fairbanks**

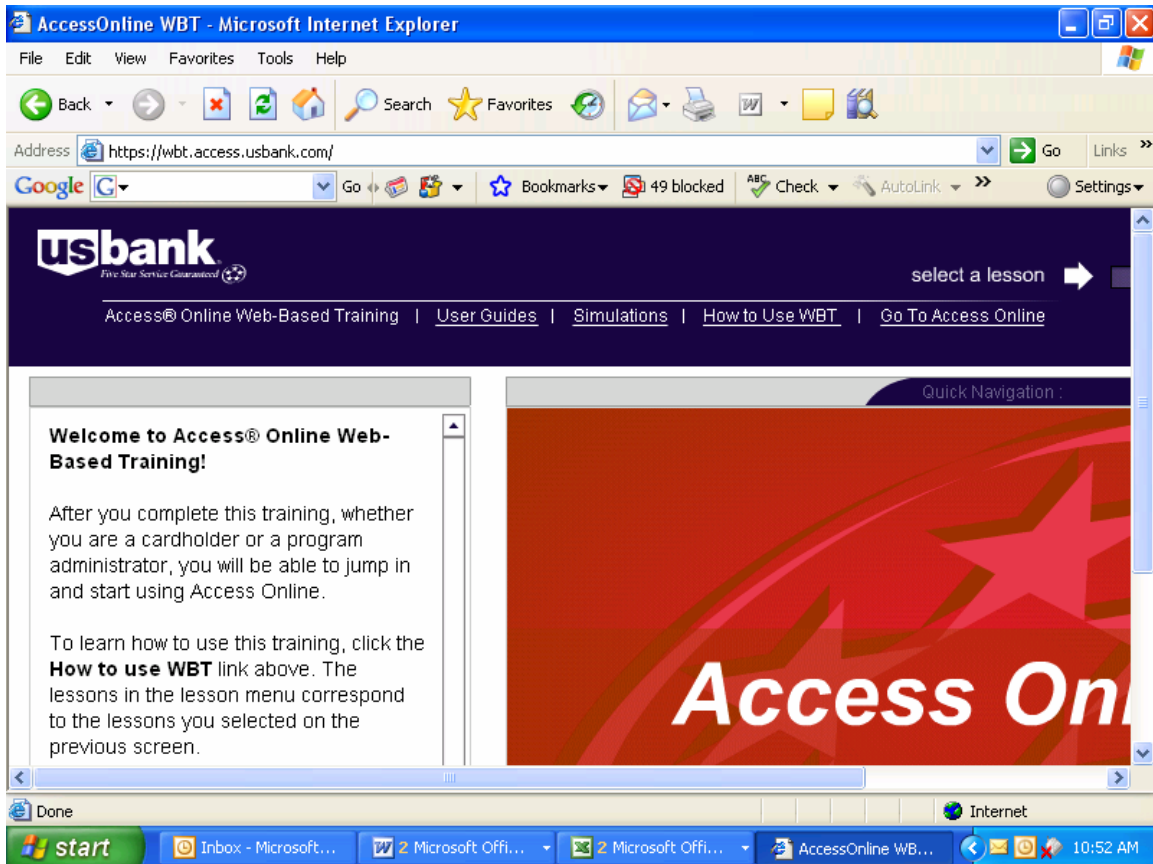




THIS IS WHERE YOU WILL LOG IN WITH THE PASSWORD I PROVIDED FOR YOU.



**THIS IS THE PAGE THAT SHOWS YOU HOW MANY DIFFERENT UNITS YOU HAVE TO READ. AT THE BOTTOM OF THE PAGE CLICK ON “GO TO LESSONS”**



LOOK RIGHT ABOVE THE RED AREA IN THE SLIDE YOU WILL SEE IN SMALL PRINT THE WORD "SIMULATIONS".



**Message from the Commanding General  
United States Army Cadet Command**

**LAPTOP SECURITY AND PERSONALLY IDENTIFIABLE INFORMATION (PII)**

Team,

I want to reemphasize information sent out in February 2007 and in USACC Policy #17 concerning the protection of PII and the protection of our laptops. Three critical elements that must be included in SIRs about stolen laptops are:

1. Was there any PII on the laptop?
2. Was the laptop secured via anti-theft cable and was the area/office containing it locked?
3. Was encryption applied to the laptop's hard drive?

The original information below, sent out in 2007, is still relevant and must be followed, in conjunction with USACC Policy 17. We will also review all of our OIP checklists to ensure we cover the critical points of the guidance below.

To further your education on PII, the G3 will send out a tasker, within the next 30 days, for all to take mandatory training on PII. It is very important we protect the personal information of our Cadets, prospects, and Cadre.

**This guidance must be followed by all personnel assigned to the command.** If a loss is caused by negligence, not following the enclosed guidelines, adverse action may result. Leaders at each level of the command need to conduct regular vulnerability and property control inspections to ensure we protect our data and equipment. The unit IASO must do the spot checks on the unit's PCs/Laptops to ensure sensitive data isn't being stored. The OIP inspections will further emphasize the importance of security of our equipment and protection of data.

POC for any questions regarding the guidance contained in this message is Steve Friederich, (757) 788-5452; [steve.friederich@us.army.mil](mailto:steve.friederich@us.army.mil).

PMSs, acknowledge receipt of this email to your Brigade Commanders; Brigade Commanders, do a roll-up and acknowledge to your Region Commander. USACC Headquarters primary and special staff principals, acknowledge receipt through the Chief of Staff.

**TRAIN TO LEAD – WE MOTIVATE – WE COMMISSION**

**W. MONTAGUE WINFIELD  
Major General, U.S. Army  
Commanding**

**WINFIELD SENDS # 2-08  
6 JUNE 2008**

ENCL 4

**UNITED STATES ARMY CADET COMMAND  
GUIDANCE ON THE PROTECTION OF LAPTOPS  
AND  
PERSONALLY IDENTIFIABLE INFORMATION (PII)**

Command Guidance on the Protection of laptops and Personally Identifiable Information (PII) Update 1, 6 June 2008

We continue to see the loss of the Command's laptops in both the JROTC and ROTC programs. We must take every action possible to stop the losses. Most of these thefts are crimes of opportunities. The guidance below will significantly reduce the loss of laptops and the possibility of losing Personal Identifying Information (PII).

Personal data, which is considered reportable for Privacy Act purposes, is quite extensive and includes not only SSNs but also data such as marital status, mother's maiden name, date of birth, employment data and medical data. Much of this data is required to initiate a request for security clearance (SF86) and may be captured and stored by the ROO on the ROO laptop or downloaded from CCIMS to desktops.

1) Goal: Minimize our loss of personal/sensitive data. Practices:

- a. Avoid storing complete SSNs on any Laptop, memory stick, or PC or including them in downloaded reports from CCIMS. With very few exceptions, there is no value added with including SSNs in reports from CCIMS. If SSNs are required in any document kept on a PC, it must be in an encrypted folder and deleted when no longer needed.
- b. Leave only active prospects on any computer/laptop. Applicant records must be removed from the laptop after the prospect is: contracted, determined not qualified, or not interested.
- c. Use the Encrypted File System (EFS), built into XP, to encrypt any sensitive data on the laptop or even on the desktops. Instructions for EFS are found on the Right Site.
- d. Before any laptop is taken out of the office, the Information Assurance Security Officer (IASO) needs to verify it contains no sensitive information and if it does, that sensitive information is required, must have EFS encrypted activated, and has been labeled that is it authorized to be removed from the office. (Note: Instructions and labels are available from the BDEs).
- e. All personnel will complete the mandatory training on PII. This training is an annual requirement and an in-processing requirement for new personnel.

2) Goal: Minimize theft of laptops and computers. Practices:

- a. Do not leave laptops or PCs in an unsecured office. Double barrier protection is required. Ensure the entire area of responsibility is secured during non-business hours and all Laptops are secured with an authorized locking device/cable. (Key type devices are preferred over a combination system) (Each BDE and BN will local purchase cable locks for their laptops using their GPC. This requirement is inspected via the OIP.
- b. If the laptop is in a private office, lock the door during non-business hours and when the office is not occupied.

**UNITED STATES ARMY CADET COMMAND  
GUIDANCE ON THE PROTECTION OF LAPTOPS  
AND  
PERSONALLY IDENTIFIABLE INFORMATION (PII)**

c. Key control: Know who has keys to your office area, and ensure all keys are accounted for. (Monitor the use of keyed access and determine which individuals “must” have a key). This requirement is inspected via the OIP.

d. If possible, have the janitorial service done during duty hours, rather than non-duty hours.

e. Don't leave any laptop in plain site when taken outside of the office, i.e. car seat, motel room, etc.

f. Don't ship your laptop with your luggage when flying.

g. Report any lost computers/laptops via the SIR reporting process within 24 hours of discovering the loss. If there was PII on the lost or stolen equipment or there is a possibility of any PII, the initial report must be sent up within one hour of the discovery of the loss. The report needs to include all details known about the loss which includes the following information:

(1) A statement about any sensitive data on the PC/laptop.

(2) A statement on the compliance with CC Policy 17, EFS encryption applied and appropriate label on the laptop.

(3) A statement about compliance with the double barrier protection (locked area/office and anti-theft cable attached to the laptop).

h. Do not give anyone your password for CCIMS, your PC/Laptop or your CAC PIN.

i. All PCs require the CAC to access (Note: University Employees are an exception since they are not allowed to receive a CAC).

j. Conduct regular vulnerability assessments of your physical security.

k. Your IASO should do spot inspections of data on your unit's computers to ensure sensitive data isn't being stored and EFS encryption is applied.

S: 1 Sep 08

**Mandatory On-line Training Tasker for all Instructors and DAI personnel assigned to 4th Brigade JROTC:**

SUBJECT: Protection of Personally Identifiable Information (PII) Training

1. SUSPENSE DATE: 1 September 2008

2. SITUATION: The loss of PII is a matter of concern for everyone. This training is extremely important to protect the personal information of our Cadets and Cadre. Despite protective measures and policies, Cadet Command continues to face challenges protecting PII and safe guarding portable data devices such as laptops and memory sticks. It is imperative everyone emphasize the importance of protecting PII. Responsibility and accountability must be the prevailing thought of individuals using PII to perform their duties. The loss of PII places our personnel in jeopardy. Any loss or compromise of PII is reported all the way up the chain of command.

3. MISSION: **ALL** JROTC Instructors, to include all DAI personnel, must complete the Protection of PII Training (Distance Learning) NLT 1 September 2008.

4. GENERAL INSTRUCTIONS:

a. The on-line Protection of PII Training can be accessed in two ways. First, you may directly access the site by going to [http://iase.disa.mil/eta/pii/pii\\_module/pii\\_module/index.html](http://iase.disa.mil/eta/pii/pii_module/pii_module/index.html) or through the 4th Brigade JROTC web site at [www.ajrotc.us](http://www.ajrotc.us). The second way is from the 4<sup>th</sup> Bde JROTC website click on the "PII TRAINING" tab. Once you have accessed the course, Click **Launch New Personally Identifiable Information** and follow the steps indicated on the web site. Upon completion of the course print your certificate for your records. Once you have your certificate in hand go to 4th Brigade web site, click on the "PII COMPLETION FORM" and complete the online form. This will confirm to Brigade that you have completed the course. If you are unable to access the web site for any reason contact the below listed POC.

b. Instructors will keep the completion certificate for their records. Note – a signature on the certificate of completion is not necessary.

**STEP BY STEP**

STEP 1: Access the training site

STEP 2: Access the training module

STEP 3: Complete the training module

STEP 4: Print your certificate

STEP 5: Complete the online training verification form located on the 4<sup>th</sup> Bde JROTC website

ENCL 5

5. SPECIAL INSTRUCTIONS:

- a. Please note Cadets are exempt from this requirement for reporting, but can complete the training for situational awareness.
- b. Please ensure all newly assigned Instructors have completed training at their previous unit or they will be required to complete the training within 60 days of arrival to a JROTC.
- c. Direct any questions to Mr. Anderson (910)396-0136, or [steven.anderson@usacc.army.mil](mailto:steven.anderson@usacc.army.mil).