

## **ODDS AND ENDS**

### **September 2012**

**Chiefs Comments:** As this is the first Odds & Ends of the new school year, I'd like to wish all of you a great SY 12/13. This Odds & Ends is rather long but it contains key information that each of you need to be aware of. Also, Cadet Command has a new CSM Roger Howard. See enclosure 3 for bio and photo. Please take the time to read the entire document as many changes have taken place and many key dates are fast approaching. Some key areas that deserve highlighting are:

**FY 12 Budget:** We encountered a significant problem this past year with reallocating. All GPCs are set to default to MPA. That means, when an OMA purchase is made, the expenditure must be relocated during the approval/certification process. Many of you failed to reallocate a single transaction the entire year. That caused a major problem with the end of year budget close-out. This is addressed in more detail later in this Odds & Ends. If you have any questions regarding the reallocation process, contact either Mrs Davis or Mr. Ross.

**FY13 Budget:** The FY13 budget has not yet been approved and I do not expect it to be approved by 1 Oct. I suspect we will again be operating under a continuing resolution but no information has been provided as of yet. As soon as guidance is provided we will disseminate the information. **FOR NOW, ALL SPENDING IS PROHIBITED.**

**Annual Instructor Training Workshop:** Attendees to the instructor workshop scheduled for Jan 13 will be identified by 4<sup>th</sup> Brigade. This will insure instructors attend the workshop on a rotating basis as required by CCR 145-2.

**Fund Codes:** Effective 1 Oct 12 all purchases in Email/Warfighter must be made using a fund code. The use of a GPC is prohibited. Detailed information on how to make this transition is addressed later in this document. Be sure to make the appropriate changes in Email before 1 Oct.

**Use of Email:** Your primary vendor is DOD EMALL (Warfighter) for all cadet uniforms and uniform items as well as office supplies. In the event an item cannot be found on the DOD EMALL site, you must contact the Brigade for authorization to use an alternate vendor. POCs at 4<sup>th</sup> Brigade are Mrs. Davis, Mr. George James or Mr. Sovine.

**Certification of GPC Accounts:** Each billing official is responsible for certifying their own GPC account each month. Failure to do so will result in the account being suspended and possible probation of the billing official. Each late certification costs the Army money, don't be late.

**GPC billing Official Requirement:** Each GPC account must have a billing official. Effective 1 Oct 12, those accounts without a billing official will be suspended until a billing official is in place. The Brigade will no longer be the billing official for school level GPC accounts.

## 1. Key Dates.

JLAB Registration	1 - 22 Oct 12
CMP Postal Competition	1 Oct – 7 Dec 12
JLAB Level I	1 - 15 Nov 12
National Raider Competition	3 - 4 Nov 12
Brigade Best of the Best (BOB) Marksmanship Championship	8 Dec 12
4 <sup>th</sup> Brigade Instructor Workshop	27-31 Jan 13
JLAB Level II	1 - 15 Feb 13
Essay Contest	8 Feb 13
Army JROTC CMP Service Competition	14- 17 Feb 13
CMP Nationals	21-24 Mar 13
Brigade BOB Raider Championship	23 Mar 13
Army National Drill Competition	6 Apr 13
Brigade BOB Drill Championship	13 Apr 13
National Drill Competition	3-5 May 13
JLAB Final	21 - 25 Jun 13

\* Special Congratulations to the following schools and Cadets for their outstanding performance:

- BOB Marksmanship Championship:  
1<sup>st</sup> Place-Pelion HS / 2<sup>nd</sup> Wagner Salley HS / 3<sup>rd</sup> North Brunswick HS
- BOB Raider Championship:  
1<sup>st</sup> Place-Fred T. Foard HS / 2<sup>nd</sup> Landrum HS / 3<sup>rd</sup> East Surry HS
- BOB Drill Championship:  
1<sup>st</sup> Place- Bandy's HS / 2<sup>nd</sup> Wagner Salley / 3<sup>rd</sup> Airport HS
- Brigade Essay Winner: Cadet Elizabeth Ray- Bassett HS
- Brigade JLAB winners: Academic - West Iredell HS / Leadership - Sussex Central HS

\*\*Congratulations to all teams that participated in the different competitions throughout the school year! We are not able to recognize/list all those that placed in the various competitions so please understand.

2. Competitions. Below is the plan for the Bde Best of Best (BOB) Drill and Raider competitions for SY 12/13. In order to compete in the Bde BOB you must attend one of the Bde sanctioned state/regional meets (see below). All meets must follow the Bde SOP's dated 28 Aug 12 for Drill and Raider. You can find the updated Drill/Raider SOP's on the 4th Bde web site under MOI's. Each State will host one or two Bde sanctioned state/regional meets depending on the number of schools or distances in their specific areas. The top winners of each state/regional competition will be invited to the Bde championship (BOB) which is scheduled for 13 Apr 2013 for Drill and 23 Mar 2013 for Raider. The number of invites to the Bde championship meet (BOB) is based on the number of attendees at that specific state meet. Below are locations and

dates of all Bde sanctioned State/Regional Meets for this school year. Each state/regional meet will send out a separate LOI prior to their meet with specifics but will refer to the Bde SOP's for rules and scoring. Teams can attend any meet they desire:

#### **BEST OF THE BEST STATE/REGIONAL DRILL MEETS**

- DC Meet: Dunbar High School (William H Rumsey Drill Meet) = 8 Dec 12
- NC State/Regional East Meet: Overhills High School = 16 Feb 13
- NC State/Regional West Meet: Freedom High School = 27 Oct 12
- MD/DE State/Regional Drill Meet: Atholton High School = 22 Oct 12
- MD State/Regional Meet: Forestville Military Academy = 2 Mar 13
- SC State Meet: Airport High School = 8 Dec 12
- VA State/Regional North Meet: TC Williams = 10 Nov 12
- WV State Meet: Lincoln High School = 19 Jan 13

#### **BEST OF THE BEST STATE/REGIONAL RAIDER MEETS**

- SC State Meet: Blythewood High School = 16 Feb 13
- NC State/Regional West Meet: Fred T. Foard High School = 10 Nov 12
- NC State/Regional East Meet: Lee County High School = 2 Mar 13
- VA State Meet: Manchester High School = 9 Mar 13
- VA State/Regional West Meet: Magna Vista High School = 2 Mar 13
- WV State Meet: Spring Valley High School = 2 Mar 13
- DC/MD/DE Regional Meet: Fredrick Douglass High School = 3 Nov 12

#### **BEST OF THE BEST STATE/REGIONAL MARKSMANSHIP MEETS**

The Bde Best of the Best (BOB) Shoulder to Shoulder Marksmanship championship meet is scheduled for 8 Dec 2012 at Lexington High School. The concept is different than Drill and Raider. Any CMP sanctioned match within the Bde foot print will become a BOB qualifier (CMP will track scores). Additionally, all schools must at a minimum participate in the CMP postal to qualify (Registration starts in Oct – go to <http://www.odcmp.com/3P/JROTC.htm> to register). Each state is guaranteed one team slot to the Bde BOB Championship based on that state's highest team score. The remaining allocations will be given out from the CMP consolidated master spreadsheet to the highest shooting teams. Total of 25 team slots will be offered.

- DC Meet: Any CMP Sanctioned Match
- MD State Meet: Any CMP Sanctioned Match
- DE State Meet: Any CMP Sanctioned Match
- VA State Meet: Any CMP Sanctioned Match
- WV State Meet: Any CMP Sanctioned Match
- NC State Meets: Any CMP Sanctioned Match
- SC State Meet: Any CMP Sanctioned Match

**The JROTC Leadership Symposium and Academic Bowl (JLAB):** JLAB is the Army JROTC “Super Bowl”; the final round will be held at George Mason University. The USACC HQs JROTC Directorate will develop and publish a MOI in Aug 12 for the FY13 JLAB competitions. Participation in JLAB – Level I is mandatory for all Army JROTC units; all

JROTC programs will register and compete with at least one Academic and/or one Leadership team in the 1<sup>st</sup> Round competitions. Participation is recommended for first year units. Bdes will ensure maximum participation by units within their areas of operation. **Failure to participate in at least JLAB Level I with one Academic or Leadership team will result in a 1-year probation for the unit's SAI.** For the most up to date information, visit <http://cofcontests.com/>. Tentative dates for JLAB phases:

<u>JLAB Phases</u>	<u>Tentative Dates</u>
Army JROTC Practice Round – Online	1 - 22 Oct 12
Registration begins for all Army teams (Academic & Leadership teams)	22 Oct 12
Level I Competition (Academic & Leadership teams)	1 – 15 Nov 12
Level II Practice	15-31 Jan 2013
Level II Competition (Academic & Leadership teams)	1 Feb – 15 Feb 13
Army JLAB Finals	21 – 25 Jun 13

**Essay Contest:** The suspense for the SY 12/13 Annual Army JROTC Essay Contest is 8 Feb 13/14. Cadet Command is announcing themes for the next two school years. The SY 12-13 theme is “Why did I Enroll in JROTC?”. The SY 13-14 theme is “JROTC Builds Character and Leadership”. See 4<sup>th</sup> Brigade JROTC website for more details. URL follows:

[http://www.ajrotc.us/PDFs/essay/essay%20080213\\_14.pdf](http://www.ajrotc.us/PDFs/essay/essay%20080213_14.pdf)

Essays **must** be submitted in MS Word format by email to [steven.anderson@usacc.army.mil](mailto:steven.anderson@usacc.army.mil) No other format will be accepted.

### 3. Training.

**Rappel Training:** All rappel training must be conducted in accordance with Bde Rappel SOP dated 1 Sep 2012 and CCR 145-2 (1 Feb 12). The Bde will attempt to run two Rappel Certification Training courses tentatively scheduled for the May-Jun time frame. Exact date/location will be determined at a later date. Instructors desiring to participate should look for a blanket email from Bde requesting volunteers. Any questions contact Robert Dawson, (910) 396-4277, or email [robert.dawson@usacc.army.mil](mailto:robert.dawson@usacc.army.mil). Clarification for the conduct of Rappel Training: Only current Bde Certified Rappel Trainers (Changing the name to Rappel Safety Officer - RSO) can conduct rappel training within the Bde. Note: If you attended a one day course elsewhere (Fort Jackson, etc.) you are **NOT** Bde Certified. To maintain currency: All Rappel Safety Officers (RSO) must maintain currency by completing the following tasks every 6 months. These tasks **must** be witnessed and signed in memorandum format by another current Certified Rappel Safety Officer (formally Rappel Trainer) and kept onsite with risk assessment. The four critical tasks are:

- Show proficiency in tying knots
- Rigging a tower (Does not need to be a tower. Can be any fixed site)

- Rappel Master Personal Inspection
- Hook-up rappeller

Recertification every 5 years: All Rappel Safety Officers must attend a one day recertification course conducted by Bde. This is to refresh and update all trainers. In order to conduct any rappel training you must send the following to the Brigade 30 days prior to training event:

- Properly signed Composite Risk Management Worksheet (see below “Risk Management”).
- Proof of currency.
- Tower inspection conducted by the Rappel Safety Officer (formally Rappel Trainer)
- Structural Tower Inspection conducted within 12 months (must be conducted by a competent safety or structural engineer.

**High Ropes Course:** A ropes course is a challenging outdoor personal development and team building activity which usually consists of high and/or low elements. Low elements take place on the ground or only a few feet above the ground. High elements are usually constructed in trees or made of utility poles and require a belay for safety. Ropes courses are referred to using several different names, including Challenge Courses, Ropes Challenge Courses, Teams Course, and Low Ropes as well as more idiosyncratic names such as Challenging Outdoor Personal Experience (Project COPE) course (used by the Boy Scouts of America). The POC for the High Ropes course, is Robert Dawson, 910-396-4277 [robert.dawson@usacc.army.mil](mailto:robert.dawson@usacc.army.mil)

**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 warm weather ice sheets and water must be on hand at all training sites. All risk assessments must be done on Composite Risk Management Worksheets (CRMW). You can find the CRMW on the 4<sup>th</sup> Bde Web Site under Regs, Pubs, MOI’s. The school principal will sign all risk assessments as the Reviewer. The Bde Commander will sign as the Risk Decision Authority at the bottom of the worksheet for all medium risk training. The following training events are considered medium risk and require the Bde Commander’s signature and cannot be mitigated down to low risk.

- High Ropes
- Rappelling
- Any air operations involving cadets
- Specific Obstacles (see JROTC Training Guidance FY 12 on portal)

Reminder: All Risk Management worksheets must be sent to Bde at least 30 days prior to training event for signature if required. Any question about rappelling contact Robert Dawson 910-396-4277 or Steve Anderson, (910) 396-0136.

**Marksmanship:** The Civilian Marksmanship Program (CMP) has limited its scholarship awards to high school seniors only. Since current ROTC Cadets are no longer eligible to apply, we are removing CMP scholarships from CC REG 145-1 and CC PAM 145-1. This year's application deadline is 2 March 13. If you have any questions about the program or the

application, please contact Kathy Williams at 419-635-2141, ext 1109, or email [kwilliams@odcmp.com](mailto:kwilliams@odcmp.com). The CMP link is <http://www.odcmp.com/index.htm>.

The Civilian Marksmanship Program (CMP) ROTC Scholarship Program annually provides one-hundred \$1,000 college scholarships to high school seniors who excel in rifle marksmanship, who are enrolled in JROTC, and who have excellent academic and leadership records. The CMP Scholarship Program is available to Army, Navy, Air Force and Marine Corps JROTC cadets through agreements that the CMP established with the U.S. Army Cadet Command, the U.S. Naval Education and Training Command, USMC Training and Education Command and the Air Force Training and Education Command. CMP Scholarships may be used to pursue a post-secondary education during the upcoming school year. Scholarships are one-year awards that may be used to fund any accredited post-secondary education or vocational program. The scholarships are paid to the scholarship recipient but must be countersigned by the financial aid offices of the college where the student is enrolled. The check may then be used to pay other fees or expenses that are not covered by other awards or grants. Additional information may be found at <http://www.odcmp.com/Competitions/Scholarships.htm>.

A. Eligibility. Eligibility requirements for CMP scholarships are:

- .Be a U.S. Citizen.
- .Be of good moral character.
- .Have achieved a minimum 2.5 cumulative grade point average.
- .Be a high school senior.
- .Demonstrate acceptance to a university, college or trade school leading to a diploma or trade certification.
- .Qualified for CMP JROTC Service Championships.

OR

Demonstrate rifle or pistol marksmanship competition experience

B. Application

(1) Applicants must complete the Civilian Marksmanship Program Scholarship Application Form. Application forms will be provided annually to JROTC, high school, 4H, American Legion, Boy Scouts and club programs. Copies of the application form can also be downloaded from the CMP web site at <http://www.odcmp.com/Competitions/Forms/2012ScholarshipApplication.pdf>.

(2) The application forms are to be completed and postmarked no later than 5 March 2012. Late or incomplete applications will not be considered.

(3) Complete application must include:

- a. A completed Scholarship Application Form.
- b. A certified copy of the applicant's high school transcript
- c. Letter of Nomination from the Coach, Instructor or Adult Leader.

c. Letter of Recommendation. (Other than the writer of the nomination) e. A letter from the applicant including the reasons for applying and how the scholarship will help in pursuit of the applicant's goals.

d. Documentation of marksmanship activity (copies of results bulletins, etc).

e. All applications must be sent to: Civilian Marksmanship Program Headquarters, Attn: Scholarships, P O Box 576, Port Clinton, OH 43452. Applications must be postmarked no later than 5 March 2012.

### C. Final Selection and Acceptance

(1) Applicants will be notified by 20 April 2012.

**Approved Marksmanship Programs:** See enclosure 2 for a list of programs that are currently approved to conduct marksmanship training. If you have questions, contact Mr. Erik Shay at 910-396-8807 or email [erik.shay@usacc.army.mil](mailto:erik.shay@usacc.army.mil) .

**Procedures for Establishing a New Range:** The instructor must find a suitable location for the range in accordance with CMP guidelines. You might want to come up with an alternate location for your range location in the event that your primary does not meet the CMP Guidelines. The school must have a Memorandum of Understanding between the school and the JROTC unit (available on web portal and the 4<sup>th</sup> BDE website). If your rifles uses CO2 canisters your MOI must address how it will be stored, who is authorized to handle the CO2, and procedures. JROTC Unit must adopt and be knowledgeable of prescribed Standing Operating Procedures (SOP) for Air Rifle Safety and Air Rifle Range Management (available on web portal and the 4<sup>th</sup> BDE website). JROTC Instructor(s) must complete the Online Distant Learning (DL) Marksmanship training and pass the online test with a score of 100% (available on AKO). JROTC Instructor(s) must have proof of completion of one of the following:

CMP Rifle Safety Training Course (JMIC)

Two Day NRA/USAS/CMP Shooting Coach Certificate Rifle Course

Master Instructor Training Course (JMIC)

New Online JMIC Training Course

All JROTC Cadets participating in the Marksmanship program must complete LET Unit 7 Lessons 1 &2 and score a 100% on written examination (**available on web portal and the 4<sup>th</sup> BDE website**). All Cadets participating in the Marksmanship Program must sign the "Safety Pledge" (**available on web portal and the 4<sup>th</sup> BDE website**). Once you have completed all requirements contact Mr. Shay @ 910-396-8807 for coordination of getting your range inspected by a CMP Representative. When the Brigade receives the Inspection checklist from the CMP Inspector, your D/L Marksmanship Certificate, and your JMIC Certificate, an email will be sent to the school JROTC Instructors authorizing the use of the range.

**To Maintain Range Certification:** The following criteria must be met to maintain your Range Certification:

Must have Current JMIC Certificate (in the last 5 years).

Must have Current D/L Marksmanship Certificate (Annual).

Must have range inspected by certified CMP Inspector or Brigade Representative during Staff Visit or BFI (Every 2 years).

**Note: All range documentation must be maintained in a marksmanship binder and will be inspected during Staff Visits or BFI's.**

**JSOCC/JSOCC-DL:** To obtain certification, the instructor must complete the Basic DL Course within 6 months of hire and attend the Basic JSOCC Instructor Course within 1 year of hire. To maintain certification, the instructor must complete the Advanced DL Course within two years of hire and a resident JSOCC Instructor Training Course – Advanced (ITC-A) after five years. Each instructor must attend ITC-A every five years thereafter.

**JROTC Basic Distance Learning Course (BDL):** All new instructors are required to sign up for and complete JROTC Basic Distance Learning Course (BDL). This must be completed within the first 6 months of hire. The JROTC BDL is a prerequisite for all instructors before going to the JSOCC Instructor Training Course – Basic (ITC-B).

**The Distance Learning Advanced Course (DLAC):** The Distance Learning Advanced Course (DLAC) will be completed within 24 months of hire. These four online courses are designed to allow instructors to apply classroom experiences to emerging theories, strategies, and techniques in the areas of classroom management, educational psychology, learning and the brain and secondary education issues and trends. Failure to complete these courses will result in termination of certification.

**The Distant Learning program:** The Distant Learning program is part of the Army Learning Management System (ALMS) located at the AKO website. ALMS has a 24 hours, 7 Days a week help desk that can be contacted at the following number: 1-877-251-0730; press option 3 when prompted.

**JSOCC Instructor Training Course – Basic (ITC-B):** Instructors need to attend this course within the first 12-months of hire. The Resident ITC-B Course is for new instructors. The ITC-B is a five-day course conducted by the JROTC School of Cadet Command (JSOCC). The purpose is to provide new instructors with a hands-on environment to develop the skills and techniques required to execute the JROTC program in support of both JROTC and school goals.

**JSOCC Instructor Training Course – Advance (ITC-A):** All Instructors are required to complete the Recertification Course every 5 years from the completion date of the Basic JSOCC Certification Course.

Instructors need to keep track of these requirements and be proactive in keeping themselves current. 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 request to attend a JSOCC Class one of the following ways: Contact me via email [erik.shay@usacc.army.mil](mailto:erik.shay@usacc.army.mil) or phone (910)396-8807. Log on to <http://www.ajrotc.us/> and look for the link on the right side of the home page.



## 4<sup>TH</sup> Brigade Instructor Workshop

We will conduct a 4 day instructor training seminar during the period, 27– 31 January 2013. The workshop will take place at the Koger Convention Center located at 1021 Koger Center Blvd., Richmond, VA 23235. Each JROTC Unit is required to send one (1) instructor to the workshop. In accordance with CCR 145-2, units with two or more instructors will attend on a rotational basis. Instructors that plan to terminate their positions at the end of the school year for any reason should not be selected to attend this training. Only the Brigade Commander may excuse an individual from this requirement. POC is Mr. Chuck Perry at 910-396-8606.

### 4. Automation

#### Curriculum Manager (CM):

a. All units should have at least one CM issued. If your unit has not received a CM, please contact Anthony Ross, 910-396-6085 [anthony.ross@usacc.army.mil](mailto:anthony.ross@usacc.army.mil) .

b. Training: Extensive training on the CM will be conducted during the training seminar. The CM workbook 2012 is on the Fourth Brigade web.

c. Login Resets: Use the following to reset the CM. User Name is **reset**; Password is **jrotc**.

d. Your CM will be checked during the training seminar before training.

e. All CM need to be updated each week , using a computer connect to the internet.

f. For help with your CM, please contact Robert Dawson, 910-396-4277  
[robert.dawson@usacc.army.mil](mailto:robert.dawson@usacc.army.mil)

**Tokens:** Each JROTC instructor must have a DOD Token. This is utilized for access to AKO and EMALL. Instructors without tokens should contact Ms. Greene immediately requesting a DOD token. Upon receipt of your token complete the following steps:

a. Complete Form 2842 as indicated in the instructions

b. Scan form or fax to Ms. Greene

c. Pin number is located on front of token

d. Insert card into the card reader on your computer. You should see the Active Client icon in the task bar located in the bottom right of your computer. If the icon flashes your card is being read and is working. Note: Do not attempt to use the card prior to returning Form 2842 to Ms. Greene. If you do not see the Active Client icon “Generally with stand alone card readers” you will need to go the web portal and download: SCR3310\_installer\_va.27zip – Smart Card Reader software and Active Client. **NEVER HIT THE RESET BUTTON, THIS WILL WIPE YOUR CARD CLEAN OF ALL CERTIFICATES!!!**

e. Go to Emall and follow the procedures for establishing a new email account. The old account will not work anymore. If you have previously registered a token with email and you

now have a new card, you will need to call email and they will add your new token account or instruct you on how to do it.

f. Register your token on AKO. On AKO follow the directions for registering your card. A screen will open showing the old card information, delete the old card info and continue registering the new card.

**Token Sustainment:** Tokens expire within two years of activation. Instructors should contact Ms. Greene 90 days prior to tokens expiring requesting a new token. Instructors retiring/resigning from JROTC must return token via mail or in person to brigade, Ms. Greene.

Token Help:

- a. Locked tokens should be returned to brigade.
- b. Lost or damaged token should be reported to brigade immediately.
- c. NETCOMS help desk for assistance is 703-545-2000.

POC at brigade is Ms. Sylvia Greene at 910-432-4499 or [Sylvia.greene@usacc.army.mil](mailto:Sylvia.greene@usacc.army.mil) .

**Automation Survey:** Please complete the automation survey located on the 4<sup>th</sup> Brigade website, [www.ajrotc.us](http://www.ajrotc.us) , click on the scrolling yellow bar at the top. If unable to submit through the internet then complete enclosure 1 and fax to brigade, attn: Mr. Ross at 910-396-3854. Do not submit form both ways, utilizing internet and fax, one will suffice.

**Web Portal Email:** All email communication from brigade is via the Cadet Command Web Portal email address. For new instructors web portal passwords are taking a long time due to the transition to JCIM 2. New instructor initial password will be as follows:

USER ID: First Name.Last Name

Example: william.smith

PASSWORD: First initial of first name followed by first initial of last name followed by school area code.

Example: ws123

Additionally, Cadet Command is experiencing difficulties in updating the global address book for newly hired instructors. Since it is not feasible for the Brigade to track over 750 individual emails, request the existing instructor forward all pertinent emails to the newly assigned instructor. Alternately, the email address of the newly assigned instructor can be added to the forwarding portion of the existing instructor's portal email applet. This will enable the new instructor to also receive emails from the Brigade. Once Cadet Command corrects the issue, the newly assigned instructors email address can be removed.

## **5. Administration**

Permanent Orders (HUD, HU & MU) are now available for download from the 4th Bdr website. Go to [www.ajrotc.us](http://www.ajrotc.us) and click on the appropriate link. Contact Mr. Buck Jenkins at (910) 396-6384 if you have any questions.

## 6. Logistics

**AS OF 1 OCTOBER 2012 JROTC INSTRUCTORS CANNOT USE THE GOVERNMENT PURCHASE CARD (GPC) TO PURCHASE ANY ITEMS IN DOD EMALL. THE ONLY SOURCE OF PAYMENT AVAILABLE FOR ALL ITEMS PURCHASED IN DOD EMALL ARE THE FOLLOWING MILSTRIP FUND CODES:**

**AA- ALL MPA PURCHASES**

**ZZ- ALL OMA PURCHASES**

*As a JROTC Instructor your primary vendor will be DOD EMALL (Warfighter) to purchase all cadet uniforms and uniform items as well as office supplies. In the event an item cannot be found on the DOD EMALL site, you must contact the Brigade for authorization to use an alternate vendor. POCs at 4<sup>th</sup> Brigade are Mrs. Davis, Mr. George James or Mr. Sovine.*

***Please see instructions below for DOD EMALL registration and MILSTRIP Authorization Form completion.***

### **DOD EMALL Registration and MILSTRIP Authorization Form Completion**

To access DOD EMALL please make sure that you have a functional TOKEN which is a modified Common Access Card (CAC). You must also make sure that you have a PIN, which is the code you will need to logon to secure DOD sites including EMALL. ***You cannot access DOD EMALL without this TOKEN*** so if you need one please contact Ms. Sylvia Greene via email: [Sylvia.greene@usacc.army.mil](mailto:Sylvia.greene@usacc.army.mil)

Insert your token into your card reader and go to <https://dod-emall.dla.mil> and begin the registration process by clicking on the “New User Registration” Tab. If you had an account previously and you now have a new TOKEN you must establish a new account; however, if you have already done so with your new TOKEN than you must logon and select “Update Your Registration Information”

Once you are on the registration page there are 8 steps that you will be guided through for registration, if at any time you need assistance you can contact the DOD EMALL help desk at 877-352-2255 or use the self help registration tutorial on the Home Page under the “Self Help” tab titled “Registration”.

***Please pay particular attention to the section “Payment Information” as this is where you will remove all of your GPC information and select the block that reads: I am authorized to pay using MILSTRIP Fund Code.*** After selecting this box continue to move through the registration process until you get to Step 6 which is the **Special Permissions** section. In this section you will select your requested permissions which will be the **MILSTRIP Fund Code**

**Payment**, please click on it as it is already underline and waiting for you to select. Once you have selected this option a form will appear titled “MILSTRIP/FEDSTRIP Authorization” you must complete and follow all instructions on the form to submit for processing. You must **submit this form ASAP** as you cannot order anything from DOD EMALL until you have been granted permission by DLA to use the fund codes. Keep in mind that as of **1 OCTOBER 2012 THESE MILSTRIP FUND CODES ARE YOUR ONLY SOURCE OF PAYMENT, NO MORE GPC PAYMENTS AUTHORIZED FOR JROTC INSTRUCTORS.**

On the MILSTRIP/FEDSTRIP Form there is some information requested that may pose a challenge so I have provided the answers below:

**Department:** Select “Department of Defense”

**Service/Agency Assignment:** Select “Army”

**Major Command:** Select “Training and Doctrine Command”

**Fund Code:** The form will only allow you to input one code so print the form and hand write in both of your fund codes “AA and ZZ” prior to faxing the form.

**Supplemental Address:** Your DODAAC

**First Line Supervisor Name:** Only if the SAI is an 05 or above if not put in John Sovine

**Funds Certification Officer Name:** Can put whomever you listed above for the supervisor’s name.

The remaining information requested on the form should be self-explanatory and easy to complete but in case you still have questions please contact me via email: [Marilyn.moore-davis@usacc.army.mil](mailto:Marilyn.moore-davis@usacc.army.mil)

After the special permission section you must continue through the remaining two sections (7 & 8) to complete the registration process. You will receive an email from DLA with your confirmation and additional instructions on activating your account. Upon receipt of the email from DLA please comply as it is time sensitive and if you fail to act within the specified time you will have to start the registration process over.

#### **GPC:**

**Reallocating.** If you have transactions on your card account statement that were OMA expenditures than you need to reallocate as the system automatically default all expenditures to your MPA LOA for payment. On the Transaction List page select all transactions you need to reallocate than scroll to the bottom and select “mass reallocation” on the next page change value from MPA to OMA (must use drop down arrow to select OMA in the “change to” box). Also must ensure that you change the value to 100% which is what you want to reallocate. Once the above steps are completed, select the reallocate tab, the system will ask if you are sure you want to reallocate those transactions select “yes”. Return to the Transaction List page to ensure your reallocations were successful by looking for the letter “A” enclosed by a green circle next to the transactions you selected for reallocation.

**Final Step for Certification:** Some of our Billing Officials each month are forgetting to complete the final step in the GPC Certification Process, as a reminder please complete the following step:

\*\*\*\*\*FINAL STEP\*\*\*\*\*

Go to the card accounts list page and select the tab that reads: **Certify MA/DA Statement**, in a blue box, click on that box and immediately another page should appear with Agree/Disagree tabs, again select the Agree tab. If the tab is not blue then you or your card holder has not completed all the necessary steps for certification; therefore, you must go back to the beginning to figure out the issue and resolve it, afterwards return to the final step and complete as stated above.

Certification Process is now completed.

*Note: If you do not complete each of these steps then you have not certified; however, if you forget to complete the final step you can log back into access and go back to Transaction Management to Card Account List and proceed using the instructions above for the final step.*

**Army Service Uniform:** Units may start ordering the ASU thru Email beginning with FY 13 monies. Phase plan for ordering ASU is LET IV & LET III this year and so on... Brigade placed initial order of ASU for each unit utilizing excess end of year dollars in September. Shipment should begin sometime in January 2013. Each brigade has a maximum allocation of ASU that they can order for FY 13. Brigade will break down this allocation to unit level and notify the field prior to funding becoming available. Units must not exceed their allocation without brigade approval. POC is Ms. Davis and Mr. Ross.

## **7. Instructor Management.**

**Weight Control:** The suspense for the annual weight verification is 15 Oct. Do not submit prior to 1 Aug of each year. 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 4-26 through 4-31. 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. Please direct all questions and concerns to Mr. Art James.

**Instructor Movement:** Please notify 4<sup>th</sup> Brigade if an instructor is hired, transfers, resign, retire, terminated, or whenever an instructor is out of the classroom for more than thirty (30) calendar days (i.e. sick, hospitalized, surgery, emergencies, etc). A letter must be submitted indicating reason for absence, departure date, and anticipated date of return. If departure was due to an injury, sickness, or surgery, a letter from a doctor must be submitted clearing the instructor

for duty. The following documents are located on the 4<sup>th</sup> BDE website and should be submitted to BDE in a timely manner.

a. Hire letter: Sent to Brigade whenever a new instructor is hired or an existing instructor is hired at another school. Existing instructors seeking a position at another school must first submit a resignation letter).

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

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

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

e. DD Form 2754: Sent to BDE whenever an instructor is initially hired, change in dependent status, or seeking a position at another school outside the current school district. All new hires must submit a copy of their instructor certification letter and verification of dependents (i.e. marriage certificates, birth certificates of children up to the age of 23 and still attending school full time).

**DD Form 2767's:** All cost shared instructors must submit an annual 2767 to BDE NLT 1 May of each year. Several instructors submitted SY 2012/2013 2767's that were not properly completed. A listing of these instructors and deficiencies will be posted to the BDE website.

**Instructor Degree:** Instructors that have recently completed a degree from an accredited college or university should submit a copy of an official transcript to BDE. It is a requirement that all Senior Army Instructors (SAI) possess a bachelors degree or higher and all Army Instructors (AI) possess an associates degree or higher with five years of employment. AI's failing to achieve the requirement will have their certifications revoked and will be terminated. Degrees must be completed within 2 years after being revoked or certification will be terminated. Upon completion, the instructor must submit a copy of an official transcript from an accredited college or university and a letter requesting to have their certification reinstated to Cadet Command. Please contact Mr. Art James if you have any questions at 910-396-5709 or [arthur.james@usacc.army.mil](mailto:arthur.james@usacc.army.mil) .

**Additional Instructor Positions:** Effective immediately, vacant additional instructor positions are no longer being cost shared until further notice. Additional instructor positions are considered to be any positions other than the 2 designated positions required to initiate a program (one SAI and one AI position). If your program has one or more AI positions currently occupied and you are seeking to fill a vacant AI position, cease all actions to employ/fill the position. These positions include additional positions that were vacated due to resignation, termination, retirement, and failure to meet the education requirement. Please contact me if you have any questions or need further clarification.

**Transcripts/Photo's:** Instructors attending JSOCC must hand carry a copy of an official transcript indicating conferral/award of a degree from an accredited college or university and an updated photograph. Cadet Command has reported that these documents are not on file for some instructors.

The following is the criteria for photos:

- a. Submitter every 5 years

- b. 4x6, color, 3/4 length, professional background
- c. Class A/ASU uniform with all authorized awards and insignia
- d. The following information printed on the backside of photo, (Name, Rank, Last 4 SSN, school name and location, date of photo)

**TO: Mr. ANTHONY ROSS**

**FAX #**

**910-396-3854**

Please complete the automation survey below n later than 1 October 2012. Complete the form by filling in each blank, even if it requires a zero, and fax to 910-396-3854, Attn: Mr. Ross. The data request pertains to Army provided equipment only. Do not list school provided equipment. Additionally, DAI's will submit an individual survey for each program under their control.

<b>SCHOOL NAME</b>	
<b>STATE</b>	
<b>POC</b>	
<b>POC EMAIL ADDRESS</b>	

Please fill in each blank. The quantities only pertain to Army provided equipment. Each blank must be filled in. That means you'll have to place a zero in the field if you have not been issued on of the indicated items.

<b># of Operational Computers On Hand (O/H)</b>	
<b># of Operational computers Capable of running the Curriculum Manager</b>	
<b># of Computers More than Three Years Old</b>	
<b># of Operational Curriculum Managers On Hand</b>	
<b># of Laptops O/H</b>	
<b># of MOBI's O/H</b>	
<b># of CPS O/H</b>	
<b># of Operational Printers O/H</b>	
<b># of Operational Projectors O/H</b>	
<b># of TV Sets O/H</b>	
<b>Do You Have Internet Access?</b>	



## 4<sup>th</sup> Brigade Approved Marksmanship Ranges

As of 20 Sep 12

School Name	State
Cape Henlopen High School	DE
Southern Garret High School	MD
Carver High School	NC
Creswell High School	NC
D. H. Conley High School	NC
East Duplin High School	NC
East Rowan High School	NC
East Surry	NC
Fred T. Ford High School	NC
Goldsboro High School	NC
Hoke County High School	NC
Hopewell High School	NC
Hunter Huss High School	NC
J. F. Webb High School	NC
J. H. Rose High School	NC
John Holmes High School	NC
Lakewood High School	NC
Lee County Senior High School	NC
Lumberton Senior High School	NC
Madison High School	NC
New Hanover High School	NC
North Brunswick High School	NC
North Iredell High School	NC
Pender High School	NC
Phillip O. Berry High School	NC
Purnell Swett High School	NC
Randleman High School	NC
Red Springs High School	NC
Saint Pauls High School	NC
South Brunswick High School	NC
South Robeson Senior High School	NC
South Rowan High School	NC
Thomasville High School	NC
Union High School	NC
Washington High School	NC
West Brunswick High School	NC
West Iredell High School	NC
West Rowan High School	NC
Airport High School	SC
Batesburg-Leesville High School	SC

School Name	State
Brookland-Cayce High School	SC
Buford High School	SC
Clinton High School	SC
Chester High School	SC
Dillon High School	SC
Greenwood High School	SC
Hanahan High School	SC
Lamar High School	SC
Landrum High School	SC
Liberty High School	SC
Lower Richland High School	SC
Military Magnet Academy	SC
North Central High School	SC
Paul M. Dorman High School	SC
Pelion High School	SC
Pickens High School	SC
Spartanburg High School	SC
Swansea High School	SC
Timberland High School	SC
Union High School	SC
W. J. Keenan High School	SC
Wagener-Salley High School	SC
Walhalla High School	SC
Bedford Science And Technology Center	VA
Buckingham County High School	VA
Charles City High School	VA
Chatham High School	VA
Cumberland High School	VA
Dinwiddie High School	VA
Manchester High School	VA
Prince George High School	VA
Thomas Walker High School	VA
Wythe County Vocational School	VA
Capital High School	WV
Lincoln County High School	WV
Preston High School	WV
Robert C. Byrd High School	WV
Spring Valley High School	WV
Wayne County High School	WV
Webster County High School	WV

## **Command Sergeant Major Roger Howard**

Command Sergeant Major Roger Howard was born in Goodman, Mississippi on August 3, 1964. He joined the United States Army on July 5, 1983.

His assignments include the XVIII Airborne Corps and the 82<sup>nd</sup> Airborne Division, Fort Bragg, NC, SETAF Vicenza Italy, 2<sup>nd</sup> Infantry Division Camp Stanley, Korea, Drill Instructor Fort Dix, New Jersey, the 3<sup>rd</sup> Armored Cavalry Regiment, Fort Bliss, Texas, and the 3<sup>rd</sup> Armored Division, Hanau Germany. His deployments include Operations Desert Shield and Desert Storm, Operation Iraqi Freedom, and Hurricanes Katrina and Rita.

CSM Howard has held numerous leadership positions, which include: Howitzer Section Chief, Gunnery Sergeant, Chief of Firing Battery, First Sergeant, Brigade Operations Sergeant Major, Battalion Command Sergeant Major (1-319 AFAR), Command Sergeant Major of the 82<sup>nd</sup> Airborne Division Artillery (Divarty), Command Sergeant Major of the 4<sup>th</sup> Brigade Combat Team, 82<sup>nd</sup> Airborne Division, Commandant of the XVIII Airborne Corps NCO Academy, Command Sergeant Major of Task Force Bragg III, and served as the Command Sergeant of the XVIII Airborne Corps and Fort Bragg until July 2012. Currently he is assigned as the U.S. Army Cadet Command and Fort Knox Command Sergeant Major.

He has attended and graduated from all NCO Developmental Schools to include the United States Army's Sergeants Major Academy.

Command Sergeant Major Howard's awards and decorations include the following: Legion of Merit (2 OLC), Bronze Star Medal, Meritorious Service Medal (3 OLC), Joint Service Commendation Medal, Army Commendation Medal (3 OLC), Army Achievement Medal (3 OLC), Good Conduct Medal (8<sup>th</sup> Award), Southwest Asia Service Ribbon, Humanitarian Service Medal, Kuwait Liberation Ribbon, Global War on Terrorism Medal, Global War on Terrorism Expeditionary Medal, Professional Development Ribbon (Numeral 4), Army Service Ribbon, Combat Action Badge, Master Parachutist Badge, Drill Sergeant Badge, German Parachutist Badge, the Egyptian Parachutist Badge, the Irish Parachutist Badge, and the Chilean Parachutist Badge.

CSM Howard has been married to his wife, Velma for 27 years. They have two children, a daughter (Archella), a son (Roger) and a granddaughter (Ava).



HOWARD

U.S. ARMY

