

Odds & Ends #28

Dec 12

- **General:** This will be a rather short version of the quarterly Odds & Ends but it does contain some key information that will hopefully, assist you in meeting your requirements. As always, please read the entire Odds & Ends and contact us if you have any questions.
- **Budget:** Each of you should have received your FY13 budget. If you have not contact me immediately.

Be sure to spend your money at the right time or risk have excess funds pulled. It is imperative that you are at least 50% spent by 15 February 2013.

Generally, you have 3 quarters to spend your money. You are to be 33% spent by 31 December, 66% spent by 31 March, and 100% spent by 30 June. In January, I will ask for a list of unfinanced requirements from each of you. (more to follow) We'll use the last quarter to execute approved UFRS. Note that since most of the you will be gone or at JCLC (including the cardholder and billing official, and alternate billing official) you should plan to obligate most of your funds by the end of the month in May.

- **Monthly Spending Report:** A monthly expenditure report is now required. Click on the link below to access the online report or copy it to your browsers address line. The link is also available via the 4th Brigade JROTC website. The report should take only a few minutes to complete if you have recorded your total expenditures for the month.

<http://www.formexperts.com/forms/LOHTM5X8TKAF>

Complete all blocks and then select submit once complete. Make one entry for each month for each funding category. i.e., make one monthly entry for OMA and one monthly entry for MPA. Amounts should indicate all expenditures as of the end of the month. Additionally, list only funds provided by the US Army. Do not include fundraiser money or funds provided by the school or booster club. Enter a zero if no funds were expended. The report is due the 6th of each month for the preceding month of expenditures.. i.e., the December expenditure report is due on the 6th of Jan.

- **Unfinanced Requirements:** I'll be asking for your UFRs sometime in January. UFRs will be collected as they have been in the past, by an online form. Pay close attention to our website. As soon as the link is made available, start submitting your UFRs. All approved UFRs will have to be spent no later than 30 June. I'll send a email blast to the field as soon as the online form is available. We'll also send the info via Twitter for those of you that are following us.

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➤ **Key Dates.**

Brigade Best of the Best (BOB) Marksmanship Championship	8 Dec 12
4th 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

INSTRUCTOR MANAGEMENT

- **Weight Control.** The suspense to submit the annual height/weight documents was 15 Oct 12. Results must be recorded on the weight verification sheet. If you are not within the standard, you must complete and attach a body fat content worksheet (Males: DA Form 5500, Females: DA Form 5501). If you are within the standard, please **do not** use the DA Form 5500/5501 to submit your results, use the weight verification sheet. If you have not submitted your annual height and weight verification, submit it immediately to Mr. Art James.

ADMINISTRATION

- **Tokens:** Tokens are alive and well. (maybe not so well) We will continue to use tokens for the foreseeable future. With that said it is important for you to know that NETCOM is approximately 120 days behind issuing new and replacement tokens. Also, a token has been requested for all cost shared instructors assigned to the 4th Brigade. We are now waiting for those tokens to be delivered.

SCHOOLS

➤ **Marksmanship.**

- The following Instructors are scheduled to attend the Master JMIC course presented by CMP. See Appendix A.
- Instructors attending the JMIC will in process for the conference on the 26th of January 2013 by 1600 hrs.

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- JMIC instruction will begin on the 27th of January 2013 at 0845 hrs. Instructors will meet in the lobby of the Holiday Inn Kroeger . The training will be from 0900 hrs to 1700 hrs on the 26th of January 2013.
- See Appendix – B for a of programs approved to conduct marksmanship training.

CURRICULUM

➤ Curriculum Manager (CM):

- All units should have at least one CM issued. All instructors need to have a CM for their classroom.
- Training: Extensive training on the CM will be conducted during the training seminar in January 2013.
- Login Resets: Use the following to reset the CM. User Name is **reset**; Password is **jrotc**.
- Your CM will be checked during the month of December 2012, by Mr. Dawson online.
- All CM need to be updated each week, using a computer connect to the internet.
- For help with your CM, please contact Robert Dawson, 910-396-4277.

TRAINING

➤ Instructor Workshop.

- ITO's have been processed for all instructors attending the 4th Bde 2013 Instructor Workshop. All requests for changes have been completed and personnel notified. All future requests for changes should be for emergency only.
- All online reservations are full. Future reservations are made by calling 1-804-379-3800. You will be forwarded to an overflow hotel, either La Quinta Suites or Sheraton Suites. No other hotels are authorized. Use the above phone reservation number.
- Below is a list of requirements for each workshop attendee. Ensure you have completed this list prior to arriving at the workshop, no excuses. If you need assistance contact Mr. Robert Dawson at 910-396-4277 or robert.dawson@usacc.army.mil .

Computer:

- Administrative rights
- Updated with all Windows updates
- With Curriculum Manager (CM) Plug-Ins installed (Start CM > New User > Plug-Ins)
- Power supply for computer

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- Verify that wireless is enabled on your computer; not all laptops have a wireless card installed
- Curriculum Manager
- With all updates; (Start CM> Check for Updates)
- USB cable for CM

MOBI

- Install Workspace 9v on computer
- Go to <http://www.einstruction.com/support/downloads>
- Workspace v9 is the first on the list > download, it is the first in the list
- Enter Registration Code: ADNP-HRS-K51; this code will change the install from a 45-day trial to full version.
- MOBI and receiver firmware must be up to date
- USB cable for MOBI; it is not possible to conduct MOBI training with all MOBIs in the room trying to find the correct receiver/computer wirelessly
- GPC
- Card holder and Approving Official Log Book with receipts.

➤ **Competitions.**

- **Raider/Drill:** Teams need to make sure they are using the latest Raider SOP dated 27 Aug 12 and Drill SOP dated 28 Aug 12 (formally called MOI's). You can find these SOPs on the 4th Brigade web-site under Regs, Pubs, and MOIs. Refer to the last Odds and Ends for more detail.
- **JLAB:** List of schools that will move on to level II should be published the second week of Dec. For more information go to the <http://cofcontests.com/>.

➤ **Rappel Training.**

- The Bde is planning to run an initial Rappel Safety Officer Certification/Recertification course 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 in early spring requesting volunteers.
- Effective immediately. You can only use the specified rappel equipment listed on the 4th Brigade Rappel SOP (See www.ajrotc.us for MOI) for any rappel training. No other equipment is authorized. Most the specified equipment has been standardized at all JCLC camps. All rappel training must be conducted in accordance with Bde Rappel SOP dated 30 Nov 2012 (attached). Any questions contact Steve Anderson (910) 396-0136, or email steven.anderson@usacc.army.mil.

➤ **Essay Contest.**

- Essays are due to the brigade NLT 8 Feb 2013. Only JROTC instructors can submit essays to brigade not cadets. Only one essay per program is authorized. The essay must be submitted in word format only. For more details go to the 4th brigade web-site and select the Essay tab on the home page. Any questions contact Steve Anderson (910) 396-0136, or email steven.anderson@usacc.army.mil.

JCLC

➤ **JCLC Update.**

- Final JCLC assignment will be posted on the brigade's website prior to Christmas break. The delay is pending final coordination with Fort Jackson and support agencies on dates of required support. Schools scheduled to attend JCLC Jackson can expect some adjustment in the usual camp dates. The Installation is undergoing major reconstruction which will cause "split cycles" and different host support units hosting JCLC this summer.
- Instructors requesting to be excused from JCLC must submit a written request to the Brigade Commander no later than 22 January 2013 – this date is firm.
- During the Instructor's Training Seminar, Commandants will have a block of time set aside with all schools attending their encampment. They will be conducting initial JCLC planning, clarifying requirements, assigning duty positions, disseminating training instructions and implementing training guidance. This will also be considered the 1st IPR, so come prepared to discuss cadet allocations, Nurse and Chaperone nominations, mode of transportation to JCLC and contracts.
- All JCLC contractual obligations exceeding the 3K threshold must be prepared and submitted NLT 1 Feb 2013. Any form of check reimbursement must be submitted by 1 February and expected payment to the vendors may exceed 180 days. It is the lowest priority of disbursement by DFAS, recommend that you explore another option for payment, i.e. credit cards.
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LOGISTICS

- **Logistic Inspections.** Logistic inspections and 100 % inventories are due to brigade, Attn: Mr. Anthony Ross, NLT 1 May 2013. Inspections may be conducted by SROTC, Army Reserve personnel and Army National Guard personnel.

Appendix A

Instructors scheduled to attend the Master JMIC Training on 27 January 2013

SCHOOL NAME	CITY	ST	ATTENDEE NAME
WASHINGTON DC DAI	Washington	DC	MAJ LORENZO CATTEN
CHARLOTTE MECKLENBURG DAI	Charlotte	NC	COL ROBERT L. CLARK
CHARLOTTE MECKLENBURG DAI	Charlotte	NC	CSM TERRY WATTS
WINSTON-SALEM FORSYTH CO DAI	Winston-Salem	NC	LTC WILLIE MCCOY
WINSTON-SALEM FORSYTH CO DAI	Winston-Salem	NC	MSG MICHAEL A. KITER
HORRY COUNTY SCHOOLS DAI	CONWAY	SC	COL ROBERT GEORGE
Cape Henlopen High School	Lewes	DE	1SG PHILLIP WEBB
Clyde A. Erwin High School	Asheville	NC	CW3 AMADO GUTIERREZ
East Rowan High School	Salisbury	NC	LTC GREGORY S. SKELLY
Garner High School	Garner	NC	SFC WILLIAM STIGLER
Goldsboro High School	Goldsboro	NC	CW3 JASON M. WRAY
John M. Morehead Senior High School	Eden	NC	1SG CHESTER CHARAPLIWY
North Brunswick High School	Leland	NC	1SG GEORGE L. WILLIAMS
Dillon High School	Dillon	SC	CW4 HAROLD A. THACKER, JR.
J. L. Mann High School	Greenville	SC	LTC JAMES T. LAMB
Lancaster Senior High School	Lancaster	SC	MAJ TYRONE JOHNSON
Ridge View High School	Columbia	SC	MAJ GENE E. ENGLAND
Wagener-Salley High School	Wagener	SC	COL MAXIE JOYE
Benedictine High School	Richmond	VA	1SG DEXTER R. FELLS
Dinwiddie High School	Dinwiddie	VA	CW3 DAWN CATER
Hayfield Secondary School	Alexandria	VA	LTC DEVIN RUHL
Prince George High School	Prince George	VA	LTC ALVIN S. CHANDLER

Appendix B

4th Brigade Approved Marksmanship Ranges
As of 3 Dec 12

School Name	State
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St. Johns College High School	DC
Cape Henlopen High School	DE
Southern Garret High School	MD
Maurice J McDonough HS JROTC	MD
Carver High School	NC
Cherokee High School	NC
Creswell High School	NC
D. H. Conley High School	NC
East Duplin High School	NC
East Forsyth High School	NC
East Rowan High School	NC
East Surry	NC
Fred T. Ford High School	NC
Forbush High School	NC
Goldsboro High School	NC
Hertford County High School	NC
Hickory High School	NC
Hoke County High School	NC
Hopewell High School	NC
Hunter Huss High School	NC
J. F. Webb High School	NC

School Name	State
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Airport High School	SC
Aynor High School	SC
Barnwell High School	SC
Batesburg-Leesville High School	SC
Brookland-Cayce High School	SC
Buford High School	SC
Chesnee High School	SC
Chester High School	SC
Clinton High School	SC
Darlington High School	SC
Dillon High School	SC
Greenwood High School	SC
Hanahan High School	SC
Johnsonville High School	SC
Lake City High School	SC
Lamar High School	SC
Lancaster Senior High School	SC
Landrum High School	SC
Liberty High School	SC
Lincoln High School	SC
Lower Richland High School	SC
Military Magnet Academy	SC
North Central High School	SC
Paul M. Dorman High School	SC

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J. H. Rose High School	NC	Pelion High School	SC
John Holmes High School	NC	Pickens High School	SC
John M. Morehead Senior High School	NC	Ridge View High School	SC
Lakewood High School	NC	Saint James High School	SC
Lee County Senior High School	NC	Spartanburg High School	SC
Lumberton Senior High School	NC	Stratford High School	SC
Madison High School	NC	Swansea High School	SC
Mount Tabor High School	NC	Timberland High School	SC
New Hanover High School	NC	Union High School	SC
North Brunswick High School	NC	W. J. Keenan High School	SC
North Iredell High School	NC	Wagener-Salley High School	SC
Pender High School	NC	Walhalla High School	SC
Phillip O. Berry High School	NC		
Purnell Swett High School	NC	Bedford Science And Technology Center	VA
Randleman High School	NC	Brunswick High School	VA
Red Springs High School	NC	Buckingham County High School	VA
Robert B. Glenn High School	NC	Carroll County High School	VA
Saint Pauls High School	NC	Charles City High School	VA
Scotland High School	NC	Chatham High School	VA
Simon G. Atkins High School	NC	Cumberland High School	VA
South Brunswick High School	NC	Dinwiddie High School	VA
South Granville High School	NC	Hayfield Secondary School	VA
South Robeson Senior High School	NC	Huguenot High School	VA
South Rowan High School	NC	John Marshall High School	VA
Southwestern Randolph High School	NC	Manchester High School	VA
Thomasville High School	NC	Meadowbrook High School	VA
Union High School	NC	Prince George High School	VA
Washington High School	NC	South Lakes High School	VA
Weldon High School	NC	Thomas A. Edison High School	VA
West Brunswick High School	NC	Thomas Walker High School	VA
West Henderson High School	NC	Wythe County Vocational School	VA
West Iredell High School	NC		
West Rowan High School	NC		

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Greenbrier East High School	WV
Lincoln County High School	WV
Preston High School	WV
Robert C. Byrd High School	WV
Spring Valley High School	WV
Tolsia High School	WV
Wayne County High School	WV
Webster County High School	WV