

Odds & Ends

October 2014

➤ **General:** Welcome back for another school year and for those of you that are new, welcome to 4th Brigade. I hope you all have a great year. As always, I ask each of you to please read the entire Odds & Ends. There have been several changes as we move into the new school year and the new fiscal year. Most are highlighted in the remainder of this document but I'll briefly cover a few of them. Also, be sure to visit the 4th Brigade JROTC website often. Lots of good information is posted there on a regular basis. The URL is: www.ajrotc.us.

- **Budget.** I know many of you have questions regarding the budget. As usual we are under a continuing resolution (CRA) until at least, 11 Dec 14. The CRA has resulted in limited funding for the month of October. However, I fully expect to receive our full authorization for both OMA and MPA in the future but for now, funding is limited. Please do not exceed your current allotment. Pay particular attention to the budget section later in this document.

- **Use of DOD Emall.** Effective 1-15 November 2014, all 4th Brigade JROTC DOD EMALL accounts will close to begin changing all current authorizations to "Shoppers" only. That means in the "checkout" process, once the shopping carts are created in DOD EMALL, you will send the shopping cart to a 4th Brigade DODAAC POC at W904DS for approval and to authorize the purchase. Many of you are already following this procedure; however DOD EMALL Administrators will be make it mandatory for all. Make sure all your EMALL purchases, within your current budget funding limits are made before 1 November.

- **JROTC Program of Accreditation (JPA).** As most of you are aware, the old formal inspection process is being replaced by the JPA. This school year select programs within the 4th Brigade will undergo a JPA visit. The purpose of this visit is to validate the JPA process. If validated, all schools will begin receive JPA visits during SY15/16. Please review the new CCR 145-8-3 that is currently on the Brigade JROTC website for additional information.

- **Annual Instructor Training.** We are moving forward with the planning phase for our annual instructor training workshop. Based on your responses to our recent survey, the current plan is to host the workshop in Richmond, VA during the month of July. Attendance will be by invitation only but for planning purposes, if you did not attend the last workshop in Aug 14, plan on attending this one.

- **Major Logistics Tasking.** We just receive a major logistics tasker with multiple suspense dates. The first suspense dates fall on 14 Nov 14. They are:

- ✓ Complete a 100% physical inventory of all Government equipment or property and report completion to the Brigade. Format is included at enclosure 1.

- ✓ Report the on hand balance (including items currently issued to cadets) for all uniform and OCIE items to the brigade. In order to streamline this portion of the tasker, a fillable online form will be created no later than 22 Oct 14. The link to the form is:

<https://secure.blueoctane.net/forms/EQD5VDD7G0EM>

- ✓ See other actions and suspense dates later in this document.

- **Army Forms.** Starting 1 October 2014, the new Army forms solution is Adobe PDF. All Department of the Army (DA) forms will be available in fillable Adobe (.pdf) forms at the end of FY14. Full functionality of the DA fillable Adobe (.pdf) forms requires either Adobe Acrobat 10 or higher or Adobe Reader 10 or higher. Adobe Reader 10 is available for free download at the Adobe website. The URL to the new Army site is: <http://www.apd.army.mil/ProductMap.asp>

➤ **Key Dates.**

- | | |
|--|-------------------|
| • CMP National Army JROTC Postal Competition | 1 Oct - 30 Nov 14 |
| • National Raider Competition | 8-9 Nov 14 |
| • Brigade BOB Marksmanship Championship | 13 Dec 14 |
| • Essay Contest | 13 Feb 15 |
| • CMP JROTC Service Championships | 13-15 Feb 15 |
| • Brigade BOB Drill Championship | 21 Feb 15 |
| • CMP JROTC National Championship | 19-21 Mar 15 |
| • Army National Drill Competition | 11 Apr 15 |
| • Brigade BOB Raider Championship | 25 Apr 15 |
| • SNI Drill Nationals Competition | 2-4 May 15 |

INSTRUCTOR MANAGEMENT

➤ **Army Green Uniform.** The wear out date for the Army Green Uniform is 30 Sep 2015 (was original 30 Sep 2014). Mandatory Possession date for the new Army Service Uniform is 1 Oct 2015.

➤ **DD Form 2767.** Timely Submission of 2767s continues to be a challenge. Given that, please begin submitting your annual DD form 2767 for SY 2015-16 on 19 Jan 2015. The suspense for **ALL** 2767s to be completed is 1 May 2015, **NO EXCEPTIONS!!** School districts that will not render an instructor contract prior to 1 May 2015 must understand that a validated DD form 2767 can be voided. DD Form 2767 is not a contract between instructor and school but a financial document verifying the planned period of employment for a given instructor. If a contract is not offered by the school, the DD 2767 is void once a termination letter or resignation letter is received by Cadet Command and the school has no contractual obligation. Each instructor will access and complete their individual DD form 2767 via their JCIMS account (same as SY 14-15). The 2767 user manual (instructions) is located on the 4th Brigade website, click Regs, Pubs, SOPs, scroll to Instructor Management, click DD Form 2767 user guide. *****PLEASE FOLLOW THE INSTRUCTIONS IN THE USER GUIDE***** Do not take any short cuts. The completed 2767 that is scanned and upload in JCIMS must contain the same data that was initially saved in JCIMS (i.e. school/district IDs, block 9a & 9b current school year dates). Lastly, please ensure both you and the school official sign and date in the appropriate areas. Contact Mr. Art James if you have any questions.

➤ **Weight Verification.** The suspense to submit the annual height/weight documents is 15 Oct 2014. **If you are within the weight standard, only submit the weight verification form. If you are not within the standards, submit the weight**

verification form and the body fat content worksheet (DA form 5500/5501). Do not assume that you are within the standard. Review the weight/height table and use the updated DA form 5500/5501 dated May 2013.

➤ **Instructor Photo.** Instructors must update their photos every 5 years. Each instructor should logon to JCIMS and view their documents for outdated photos. Instructors with outdated photos are being flagged by Cadet Command and must submit their photos immediately. Failure to comply in a timely manner will result in your instructor certification being suspended. Photos must be submitted to Mr. Art James and should meet the following requirements:

- 4x6, color, 3/4 length, professional background, Class A or ASU uniform w/all authorized awards and insignia.
- Hard copy should indicate the following info on the backside of photo (name, rank, last 4 SSN, school name, location, and date of photo).
- Electronic copy should indicate the same info in the email.

AUTOMATION

➤ **Web Portal.**


• **Portal Email Account:** All instructors must forward their Portal email to the email that they use daily. Both Cadet Command and the Brigade Staff will be sending important information to you portal email account. To forward your Portal email to another email account follow these procedures:

- ✓ Click the gear in the top right.



- ✓ Select **Settings**.
- ✓ Select the **Forwarding and POP/IMAP** tab.



- ✓ Click **Add a forwarding address** in the “Forwarding” section.
- ✓ Enter the email address you want to forward to.
- ✓ For your security, we'll send a verification email to that address. Open your other email account and find the confirmation message from the Gmail team. If you're having trouble finding it, check your Spam folder.
 - ✓ Click the verification link in that email.
 - ✓ Back in your Gmail account, reload the page in your web browser - look for the reload icon .
 - ✓ On the same **Forwarding and POP/IMAP** page in Settings, check that **Forward a copy of incoming mail** is selected and your email address is in the drop-down menu.
 - ✓ In the second drop-down menu, choose what you want Gmail to do with your messages after they're forwarded, such as **keep Gmail's copy in the Inbox** (recommended) or **archive Gmail's copy**.

- ✓ Click **Save Changes** at the bottom of the page.

➤ **Curriculum Manager (CM).** For help with your CM, please contact Robert Dawson, 910-396-4277.

➤ **JUMS.**

- **Updated JUMS User's Manual:** An updated JUMS User's Manual is on the JROTC web portal under Automation and Web Based JUMS 4.0.

- **JUMS Reports:**

- ✓ **PART Report:** The report was due by the 15th of May 2014. This report should capture all Community Support and your Service Learning events that you conducted in SY 2013-2014.

- ✓ **UNIT Report:** The report was due by the 30th of June 2014. This report should capture all of the events that you conducted in SY 2013-2014.

- ✓ **Intention of Graduation Report:** The report was due by the 15th of September 2014. This report should capture all of the seniors that graduated in SY 2013-2014. Ensure that you have completed a graduation plan and put each cadet in the graduated status before you submit the report. The only items that need to be populated in the table of the report are: Average GPA, Average SAT, Average ACT scores, and the Average Daily Attendance Percentage for both the school and the unit.

- ✓ **Open Enrollment Report:** The report was due on the 15th of September 2014. If your school is on a flexible or accelerated block schedule make sure that you estimate your second semester numbers and place them on the report in the second semester block located in the middle of the page. To access this block look for the gold bar that is labeled second semester and scroll all the way to the right side of the screen and click the down arrow, input the estimated numbers.

- Once you have submitted the reports please contact Mr. Shay by email to let him know that your unit's report has been submitted.

- **Brigade POC:** Mr. Erik Shay at erik.s.shay2.civ@mail.mil or 910-643-4346.

TRAINING

➤ **JSOCC Do's & Don'ts.**

- Take your complete uniform so you can take a photo.
- Keep in contact with Mr. Shay in reference to your JSOCC training dates, he will be sending you orders, flight information, hotel information, travel voucher information from the time you are notified of the training until the completion of the training. Please send your Certificate of Training to Mr. Shay upon completion of the training.

- All newly hired Instructors are required to complete the online Basic Distance Learning Course within 6 months of hire and the online Advanced Distance Learning Course within 2 years of your hire. These courses are accessed through the ALMS website and require your AKO Userid and password. The link for ALMS is <https://www.lms.army.mil>

- Send the following certificates to Mr. Shay

✓ **Basic Distance Learning Course:** Online Distance Learning Safety and Marksmanship Course, Ethics United States ARMY JROTC Distance Learning Course, the 30 hour United States ARMY JROTC Distance Learning Course, and the 12 contact hours for Contemporary American Education/Dynamic Teaching.

✓ **Advanced Distance Learning Course:** 12 contact hours for Classroom Management, 16 contact hours for Educational Psychology, 15 contact hours for Secondary Methods, and 16 contact hours for Learning and the Brain.

• Point of contact for all JSOCC matters is Mr. Erik Shay at erik.s.shay2.civ@mail.mil or 910-643-4346.

➤ **ESSAY.** The suspense for the SY 14-15 Annual Army JROTC Essay Contest is 13 Feb 2015. All students enrolled in Army JROTC are encouraged to participate. The SY 14-15 theme is “Community Service”. Major areas to be considered in conducting the essay contest are:

• Criteria. (Go to the fourth Brigade website www.ajrotc.us and click on Essay Contest for detailed information)

✓ The essays will be 2-3 pages in length, **excluding** the cover page; essays longer than 3 pages or shorter than 2 full pages will not be evaluated. In order to verify the word count the school submission **must be sent in word format by email** to steven.n.anderson.civ@mail.mil NLT the above suspense date. Faxed submissions will not be accepted

✓ Essays shall be the work of the individual Cadet. Cadets may receive feedback from instructors, peers, and other teachers in order to improve their essay. However, Cadets must do their own work.

• Judging. Since many instructors use these as learning activities and they are more familiar with the working skills of individual Cadets, judging must begin as the local school level. **Instructors will submit only one winning essay to their Brigade.** No essays will be accepted at Brigade from students. Each Brigade will submit one winning essay to HQs, Cadet Command.

• Awards. The Essay Contest Sponsor, College Options Foundation and RTG & Associates, will recognize the 1st, 2nd, and 3rd place national winners with gift cards valued at \$375, \$225, and \$150 respectively. The gift card will be mailed directly to the Cadet’s home address. Additionally, the national winners will receive a Certificate of Appreciation from the Director, JROTC and a Star Note from the Commanding General, U.S. Army Cadet Command. Awards should be presented by a senior officer at an appropriate ceremony. All participants will receive a Brigade Certificate.

➤ **JLAB. The JROTC Leadership Symposium and Academic Bowl (JLAB).**

Reminder, make sure you register and compete level I JLAB competition. The Practice round started 1 Oct. As per Cadet Command guidance participation in JLAB Level I is mandatory for all Army JROTC units. All JROTC programs will register and compete with at least one Academic or one Leadership team in the 1st Round competitions. Failure to participate in JLAB Level I will result in 1-year probation for the unit’s most senior Instructor (SAI or AI). To register/update information visit <http://cofcontests.com/>.

- 1-22 Oct 14 Practice Round
- 22 Oct 14 Registration begins
- 1-15 Nov 14 Level I - The Challenge

- 1-15 Feb 14 Level II - Zero Hour Threat
- 26-30 Jun 15 Academic/Leadership Championships & Tri-Service Bowl (George Mason University)
- For more information, please visit website: www.collegeoptionsfoundation.net

➤ **RAPPEL/ROPES TRAINING.**

- Instructors can only use specified rappel equipment listed on the Brigade rappel or Ropes SOP for any rappel or Ropes training. No other equipment is authorized. The specified equipment has been standardized at all JCLC camps. All rappel training must be conducted in accordance with Bde Rappel SOP dated 1 Aug 14 and the Ropes SOP dated 1 Aug 14 (Located on the 4th Bde Website).

- The Brigade will run a Rappel/Ropes certification course prior to JCLC. All JCLC Commandants need to ensure they have enough certified Rappel Trainers and Ropes Level I & II Instructors to conduct training.

- All Rappel Trainers need to ensure that they are utilizing the equipment logs for all equipment (especially rope). If any JCLC rappel equipment is worn and needs replacing the rappel master must submit usage log for that piece of equipment so that it may be exchanged one for one to the brigade.

- Any questions about competitions or rappelling/ropes courses contact Mr. Anderson (910) 396-0136, or email steven.n.anderson.civ@mail.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 on the new Deliberate Risk Assessment Worksheets (DRAW). You can find the DRAW on the 4th Bde Web Site under Regs, Pubs, and MOI's. The school principal will now 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:

- ✓ Rappelling
- ✓ Any air operations involving cadets
- ✓ Specific Obstacles (see JROTC Training Guidance FY 14 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 Steve Anderson, (910) 396-0136.

➤ **MARKSMANSHIP TRAINING.**

- Units requesting range certification should contact Erik Shay at 910-643-4346 or email at erik.s.shay2.civ@mail.mil .
- To keep your range operational you must do the following: complete the Online Distance Learning Safety and Marksmanship Course, Complete the CMP JROTC Marksmanship Instructor Course, and have a range inspection within the last 2 years. The Online Distance Learning Safety and Marksmanship Course is valid for 1 year and the CMP JROTC Marksmanship Instructor Course is valid for 3 or 5 years depending on your certificate. Please send Mr. Shay the certificates and range inspection check sheets once they are completed.
- A list of units authorized to operate their unit's range is attached. Do not operate your range if you are not on the list.

➤ **JSOCC 504-15 Brigade Regional Instructor Training.**

- Location: Richmond, VA
- Date: 26-30 July 2015
- Attendance: By invitation from brigade. Those instructors who did not attend in August 2014. Plan accordingly.

LOGISTICS

➤ **TRANSFER OF JROTC PROGRAM PROPERTY TO PBUSE.**

Migration of all Cadet Command hand receipts into a Consolidated Property Book located at Fort Knox, KY has entered into its second phase. JROTC programs which are currently supported by an Installation Property Book Office (IPBO) with Property Book Unit Supply Enhanced (PBUSE) will provide the Brigade the following **NLT 201600FEB15** (Suspense date for Ft. Bragg supported units is: **NLT 141600NOV14**)

- Current TDA/Installation Hand Receipt (Provide by Installation CIPBO or SAI/AI)
- Current Sensitive items report signed by PHRH (provide by Installation CIPBO)
- Memorandum appointing Primary Hand Receipt Holder (PHRH) signed by the School Principal (Provide by SAI/AI)
- DA Form 1687 Signature Cards (Provide by SAI/AI)
- All programs supported by **Fort Bragg** IPBO must complete these requirements **NLT 141600NOV14**.
- If your school is not automated (does not have an established hand receipt/property book with your support Installation CIPBO), you must provide Brigade the following accountable documents **NLT 201600Feb15**:
 - ✓ One of the following accountable documents: DA Form 3328 and 3328-1 (manual Property Book Page with serial number page); **OR** a DA Form 3161 (Request for Issue/Turn in); **OR** a DA Form 2062 (Hand Receipt) listing all property/equipment within the program (see attached examples with instructions).
 - ✓ Sensitive Item Inventory (as applicable)
 - ✓ DA Form 1687 (Signature Card)
 - ✓ Primary Hand Receipt Holder (PHRH) appointment order signed by the current High School Principle.

- **Property Hand Receipts Timelines To The Brigade**
 - ✓ **141600Nov14** – Complete 100% physical inventory of Government equipment and property, report completion to Brigade, Mr. Ross
 - ✓ **141600Nov14** – Report OH balance for all uniform (including items issued) and OICE items to Brigade, Mr. Ross
 - ✓ **141600Nov14** – Fort Bragg supported programs IPBO transfer must be completed
 - ✓ **201600Feb14** – All other JROTC programs IPBO transfer completed

➤ **DOD Email Ordering.**

- The primary vehicle to execute your OMA and MPA spending plan and to make all purchases is using MILSTRIPS fund codes (35-MPA and ZZ-OMA). The best way to protect your funds is to spend them NOW or as quickly as possible on authorized items. **OMA funding is used for supplies, postage, curriculum, OCIE items and all approved unit trips (Cadet Rides & Field Trips).** All OMA supply purchases must be made in DOD EMALL using MILSTRIP Fund Code ZZ and Signal Code A. Remove all GPC information from your DOD EMALL account as the GPC can no longer be used. Keep in mind, not all office supply vendors in DOD EMALL will not accept MILSTRIP as a form of payment. Use the DOD EMALL search engine to find those vendors that will accept MILSTRIP for office supplies. **MPA funding is used for: Uniforms, Cadet Meals (when authorized by Brigade), Laundry/Alterations and Accoutrements. Use MILSTRIPS fund code (35-MPA).**

- When you begin the next ordering cycle via DLA, please ensure you ONLY USE THE S12 RDD CODE for the items listed below. As aforementioned, this will assist in ensuring your orders are not cancelled if they are on back-order.

- The following items must be ordered with extended "S" date RDD of S12:

<u>PGC</u>	ITEM NAME
03431	- ASU Women's slacks
03433	- ASU Coat- Men's
03434	- ASU Coat - Women's
02429	- Women's shoes
03832	- Grey Shirts (Men's S/S)
03834	- Grey shirts (Women's S/S)
03565	- Utility Gloves

- **Automation Purchase.** The first part of a mass shipping order of JROTC equipment is being executed as of 6 October 2014. There will be (3) major shipments of equipment that will be coming to YOUR Schools. They are as follow:
- CPS & MOBI systems

- Laptop, Flat screen TVs; monitors, CMs, Projectors, and their accessories
- Printers & Printer Cables
- The CPS Systems & MOBIs are already being shipped to the units, and will arrive during the next week or so. SAI/AI must sign for the equipment, ensure it is on their document register and hand-receipts, and fill out a DD Form 250 and send it to the brigade's JROTC Logistics/Supply. The Form 250s should notate the equipment description, serial/model number, etc. A Form 250 must be submitted for each item of equipment. The only CPS systems that will not be shipped immediately are 7 of the systems numbered 1-32 because they are not in stock. These 7 systems will be shipped NLT 1 November 2014.

- We don't have a shipping date yet on the Laptop, Flat screen TVs, Monitors, CMs, Projectors Printers & Printer Cables, but CDW-G is expects to begin shipping end of October or early November. Same rules apply; Units must sign for the equipment, ensure it is on their document register and hand-receipts, and fill out a DD Form 250 and send it to the brigade's JROTC logistics/supply section.

➤ **Black Utility Jackets.** JROTC has over-ordered the Black Utility Jackets and may not be able to receive anymore this Fiscal Year. We currently have more than 31,000 Black Utility Jackets on backorder, and it will take several months to fulfill the requests. The good news is that DLA is working with the vendor to supply the jacket requests, and the orders will not be cancelled. The bad news is that we will not be able to order any more Black Utility (Windbreaker) Jackets at this time. If you place an order for them at this time, the order will be rejected. We will not be able to successfully place orders for the Black Windbreaker Jackets until the April timeframe. **DO NOT ORDER BLACK WINBREAKERS UNTIL FURTHER NOTICE.** We will keep you updated.

➤ **Damage Collar on Cadet Gray Shirt.** If anyone has notice blemishes on the collar of the cadet's new gray shirt, please let us know. It appears at first to be residue from some sort of sticker, all are similarly shaped, and all on the right collar, specific location on the collar varies slightly. It is not sticky to the touch, and does NOT wash out. It makes for a horrible appearance on otherwise an immaculate uniform. We need anyone else seeing this to provide immediate feedback to Mr. Anthony Ross, Brigade Supply Tech.

BUDGET

➤ **Missing Receipts In GCSS-Army.** Keep up the good work. JROTC units will complete reconciliations on a monthly basis NLT 5th of each month. Coordinate with your servicing Supply Support Activity (SSA) and monitor until completion.

➤ **Continuing Resolution Authority (CRA).** The current CRA is valid through 11 Dec 14. Our initial allocation was only for the month of October. Please execute your initial allotment during the current month. I fully expect additional funding in the in the coming months to equal our total authorization but for now remain within your current monthly allocation.

➤ **GPC Spending.** Any funding spent during the CRA will count against your FY15 budget allocations. For those of you that fall under the control of a DAI, your funding for spending is rolled up under the DAI budget. Units will submit their PR needs to the 4th Brigade, ATTN: Mrs Lynn Davis, NLT than the 5th of each month for inclusion during the

billing cycle that will start the 20th of each month. Your PR requests will specify the exact amount of funding support you require for that 30 day cycle. Be sure to list both OMA and MPA.. Your request will be submitted utilizing a completed USAACE Form 60 or USACC Form 112. GPC payment for laundry, alterations and dry cleaning service will only be made 3 times per school year. You must ensure that all documents submitted for reimbursement by the use of the Brigade's government credit card are authentic and true. The government cards can never be used to build a credit or pay ahead for a potential charge or fee. The request for services must have been rendered prior to actual payment. Government funds can only be used for services within the current fiscal year.

➤ **Accounting.** It is imperative that you keep track of your expenditures. Do not exceed your allocation without prior approval from the Brigade. This includes all expenditures such as contracts, laundry, MILSTRIP transaction, etc. I recommend you create a simple spreadsheet and track your expenses as you would your own check book.

AWARDS

➤ **Cadre Awards.** DAI and Instructor of the year nomination packets are due NLT 1 February 2014. POC is Ms. Sylvia Greene at Sylvia.t.greene.civ@mail.mil or 910-432-4499.

➤ **Cadet Awards.** Nominations for the Legion of Valor are due NLT 1 May 2014. POC is Ms. Sylvia Greene at Sylvia.t.greene.civ@mail.mil or 910-432-4499.

JCLC

➤ **JCLC 2015.** JCLC for the summer of 2015 will be funded for both OMA and MPA. We have begun preliminary coordination to conduct the annual JROTC Cadet Leadership Challenge courses to start in mid June 2015. A list of approved JCLC events as well as locations and dates, unit assignments will be posted on the 4th brigade website as soon as selection of JCLC Commandants are completed but not later than the "Thanksgiving" break. These summer encampments make a positive and significant impact on all of our Cadets. We are also proud of the dedication, support and high caliber of professionalism exhibited by members of the cadre.



DEPARTMENT OF THE ARMY
HEADQUARTERS, FOURTH BRIGADE
2175 REILLY ROAD, STOP A
FORT BRAGG NC 28310-5000

ATCC-D

Date: _____

MEMORANDUM FOR Record

SUBJECT: Annual Property Inventory pertaining to _____
High School

1. Reference DA Pamphlet 710-2-1, AR 735-5 and USACC OPOD 14-10-018, dated 160730Oct14.

2. Under the provisions of the reference listed above, a 100% physical inventory of all property book and equipment, to include all uniform and OCIE items was conducted on (date) _____.

No discrepancies were noted.

The following discrepancies were noted: (list discrepancies below)

3. POC of the undersigned.

Sign
SAI Signature Block