

Odds & Ends

Feb 2012

General: As this is the first Odds & Ends of the new year, I'd like to wish all of you a great 2012. There have been several changes since the beginning of the new year. We now have a new Brigade Commander, COL Peter B. Edmonds. His photo is available on the Brigade JROTC website. Additionally, we have added Mr. Robert Dawson to the Brigade JROTC staff. Robert is now in charge of all things JSOCC. As always, please make sure you read the entire Odds & Ends as there are some key suspense dates and new information that you need to be aware of. Additionally, take a close look at the "**Notes from the Director JROTC**" portion. If you have any questions, contact the listed POC.

Budget: As all of you are aware, when the budget was first released, there was an error that adversely impacted our 4x4 programs. Cadet Command has corrected the error in OMA but we have not yet received the corrections in MPA funding. The MPA funds are available but have not been disbursed to the individual unit accounts. For those of you that fall into this category, contact me if you have depleted your MPA account.

UFRs: I am now accepting unfinanced requirements requests (UFRs). The online form has been posted to the Brigade JROTC website. UFRs will only be accepted if submitted via this online form. All UFRs must be submitted no later than 30 March 12. The Brigade will consolidate and prioritize all requests and then fund the requests to the extent possible. Those requests that cannot be funded by the Brigade will be forwarded to Cadet Command for action. As always, OMA dollars are in short supply. The URL is: <http://www.ajrotc.us/UFRs2012.htm> If you receive a warning regarding a certificate validation error, select allow blocked content to continue to the form.

Essay Contest: This was a great year for the essay contest. We had over 70 submissions and all were very good. With that said we could only choose 1 winner for the Brigade. Congratulations to Cadet Elizabeth Ray, Bassett High School, VA. Each cadet will receive a certificate of participation from the Brigade.

Expiration of Tokens: Many of the tokens (CACs, certificates, etc.) that were issued are set to expire very soon. When you attempt to access Email, you will receive an electronic notification that your token will expire on a given date. Once this happens, contact Mrs. Greene immediately. Her phone number and email address are listed on the last page of this document. Along those same lines, Cadet Command has requested that all of our instructors be issued retiree CACs. We hope to have an answer within the next 60 days. If approved, this will eliminate the requirement for a token.

Degree Requirements: Letters have been sent to all principals of affected schools notifying them that one or more of their assigned AIs will may have his/her JROTC certification revoked. Letters are in the process of being sent to all impacted AIs as well. Those receiving letters should have no later than 2 Mar 12. If you receive a letter and you feel it was sent in error, contact Mrs. Greene immediately.

Notes from the Director JROTC

Team - Below is an update on a few items that are currently working here at the headquarters, some you are already familiar with (education requirements/pay issues). The other topics will include changes to current business practices wrt Instructor Qualifications, Hiring Actions and DD Form 2767s (Contracts). They may not be popular with you, but after 13 months on the job and having done a fairly thorough assessment I believe these changes along with others that will come in the future will benefit the entire program.

Pay Issues/Concerns:

As you know we have experienced pay issues in several of your areas over the past few months. This unfortunately has resulted in some school districts not receiving pay in a timely manner and in some cases the district has not received pay over course of several months. We have finally isolated the root cause of the problem and working it hard with the command's IT folks and DFAS(as we have discovered that many of the problems are DFAS related). Bottom line is all affected school districts will be reimbursed to include backpay reimbursement. Likewise, I will send a personal letter to the affected school districts explaining the problem. My goal is to get that letter out within the next week.

Education Requirements:

As each of you know the National Defense Authorization Act (NDAA) 2007 requires Army Instructors to have a minimum of an Associate's Degree. When the law was enacted it gave current instructors (at the time) five years to obtain the required degree. The five year mark for those instructors will occur on 15 June 2012. Instructors hired after NDAA 2007 was enacted have five years to obtain a degree. In an effort to work with our instructors, not too long after the NDAA was published, we posted a change to Cadet Command (CCR) 145-2, paragraph 4-5(d) that read, "However, if instructors have 60 credit hours and can demonstrate they are working toward a Bachelors' degree from a regionally accredited institution, the requirement can be waived". Per the Office of the Secretary of Defense (OSD), we did not have the authority to grant such a waiver. That said, we removed the statement from the regulation....NO EXCEPTIONS CAN BE GRANTED UNDER ANY CIRCUMSTANCES. Several of you have contacted me reference moving the date from 15 to 30 June as some of your schools do not close the school year until the end of the month...that request was denied by OSD.

Qualifications/Gray Area Reservists:

We must revisit our current procedures for hiring Gray Area Reservist. When enacted Section 2031 of title 10, United States Code said "Secretary of the military department concerned MAY authorize" the hiring of Gray-Area Reservist. This command directed that we hire Gray-Area Reservist for "hard to fill" vacancies only. Over the course of the

years we have strayed from the commands directive...we will once again start adhering to that directive. Effective immediately, I've directed Instructor Management Division not accept Qualification Packets from Gray Area Reservists unless they have a hire letter from a hard-to-fill location ONLY. Hard-to-fill locations are those locations that have been vacant for at least six months or more. If the applicant is approved he/she will be qualified for that school district only.

Additional changes to the qualification process:

- Change From: Can apply for qualification one year from retirement.
- Change To: Can apply for qualification 6 months from retirement.

- Change From: 30 days to submit missing items from qualification packet
- Change To: 10 days to submit missing items from qualification packet to.

Hiring Actions:

Effective 13 February 2012, IMD will only accept personnel actions if the actions are 30 days or less out. All personnel actions, to include hiring actions (transfers), resignations, retirements, pay actions, and educational requirements must come from the Brigade. Actions will not be processed unless they come from Brigade. The hiring packet must contain the following or the packet WILL be returned without action:

- Request for Hire letter on school or district letterhead (a sample hire letter is also attached to this email)
- DD Form 2767
- DD Form 2754
- Copy of qualification letter for initial hire
- Copy of degree
- Copy of Chronological points (if Grey Area Reservist, Hard-To-Fill Only)
- Hiring authority's email address
- Supporting documents(i.e. marriage certificate, divorce decree, birth certificate, transcript (s) and other documents if needed)

UNDER NO CIRCUMSTANCES WILL A POTENTIAL INSTRUCTOR BE PLACED IN A JROTC POSITION PRIOR TO BEING QUALIFIED. IF A PERSON IS PLACED IN A POSITION, THE ARMY WILL ONLY REIMBURSE THE SCHOOL FROM THE DATE THE INDIVIDUAL WAS DETERMINED QUALIFIED AND MEDICALLY CLEARED.

DD Form 2767 (Contracts):

To ensure we are synced as a command/program and the brigades have situational awareness, effective immediately all DD Form 2767s must come from the Brigade; if the

documents do not come from Brigade, they will be returned without action. Include all required documentation.

Key Dates:

- Essay Contest 20 Feb 2012
- 4th Bde BOB Marksmanship Champ 25 Feb 2012
- North Brunswick HS Drill Comp 25 Feb 2012
- Century HS Drill Comp 10 Mar 2012
- Harnett Central HS Raider Comp 10 Mar 2012
- Manchester HS Raider Comp 10 Mar 2012
- Parkdale HS Drill Comp 17 Mar 2012
- 4th Bde BOB Raider Champ 17 Mar 2012
- Army JROTC Drill Champ 31 Mar 2012
- 4th Bde BOB Drill Champ 14 Apr 2012
- US National Drill Competition 5 – 7 May 2012
- JLAB Finals 22 – 26 Jun 2012
- JCLC Jun – Jul 2012
- 4th Bde JROTC Inst Workshop 8 – 12 Jul 2012

**Congratulations to the following schools for placing in the top ten in the Army JROTC Service Championship (CMP):

- Pelion High School for placing 4th in the Team Sporter Class.
- Cadet Alexi Henry (Wagener Sally HS) for placing 8th Ind Sporter Class.
- Cadet Clint Alama (Pelion HS) for placing 9th Ind Sporter Class

**Congratulations to all teams that were selected and attended the Army CMP Championship

Note: For more detailed information on the above and other events go to the 4th Brigade website.

Training:

➤ **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 warmer weather it is required to have ice sheets and water on hand at all training sites. All risk assessments must be done on the new Composite Risk Management Worksheets (CRMW). You can find the CRMW on the 4th BDE Web Site under Regs, Pubs, and MOI's. The school principal will now sign all risk assessments as the Reviewer for all training as it affects his students. The Brigade 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 brigade commander's signature and cannot be mitigated down to low risk.

- Rappelling
- Any air operations involving cadets
- 15 Pax van traveling over 6 hrs
- Obstacles over 10' in height
- Cannon firing

Reminder: All Risk Management worksheets must be sent in to Brigade at least 30 days prior to training event for signature if required. Any questions contact Robert Dawson, (910) 396-4277, robert.dawson@usacc.army.mil or Steve Anderson, (910) 396-0136, email steven.anderson@usacc.army.mil.

Competitions: POC is Mr. Steve Anderson at 910-396-0136, steven.anderson@usacc.army.mil

➤ **Drill:** USACC JROTC has consolidated the Western and Eastern Regional drill competitions into one Army JROTC Championship Meet. It is scheduled for 31 Mar 12 in Louisville, KY. BDE winner from last year's BOB championship have been selected to represent the BDE. Below are the Winners from 2011.

- 1st Forestville Military Academy (held 1st place 2010/11)
- 2nd Carver High School
- 3rd Bandys High School
- 4th Airport High School
- 5th Statesville High School

The new 4th BDE Drill MOI, dtd 15 Jul 11 has been posted to the 4th BDE web site under MOI's. All competitions are encouraged to use the new MOI. It must be used to get into BDE Championship. By following this MOI your team should be prepared for any competition as well as the championships. **IMPORTANT:** In order to compete in the BDE Best of the Best you must attend one of the brigade sanctioned state/regional meets. Each State will host one or two BDE sanctioned state/regional meets depending on the number of schools in their specific areas. The top winners of each state/regional competition will be invited to the BDE championship which is scheduled for 14 Apr 12. The number of invitees to the Brigade championship meet (BOB) is based on the number of attendees at that specific state meet. Below is the list of locations and dates of the Bde sanctioned State/Regional Meets for this school year. Each state/regional meet will send out a separate LOI prior to their meet with all the specifics but will refer to the BDE MOI for standards. Schools can attend as many state or regional meet as they desire.

BEST OF THE BEST STATE/REGIONAL DRILL MEETS

- DC Meet: Dunbar High School (William H Rumsey Drill Meet) = Complete
- NC State/Regional East Meet: Overhills High School = Complete
- NC State/Regional West Meet: Freedom High School = Complete
- MD/DE State/Regional Drill Meet: Patapsco High School = Complete
- MD State/Regional Meet: Forestville Military Academy = 3 Mar 12
- SC State Meet: Blythewood High School = Complete
- VA State/Regional North Meet: TC Williams = Complete
- WV State/Regional Meet West: Lincoln High School = Complete
- WV State/Regional Meet East: Nicholas County High School = Cancelled

** All meets must follow Brigade MOI dated 15 Jul 11

➤ **Raider Challenge:** The new 4th Bde Raider MOI, dtd 15 Jul 11 has been posted to the 4th BDE web site under MOI's. All competitions are encouraged to use the new MOI. It must be used to get into BDE Championship. **IMPORTANT:** In order to compete in the BDE Best of the Best you must attend one of the BDE sanctioned state/regional meets. Each State will host one or two BDE sanctioned state/regional meets depending on the number of schools in their specific areas. The top winners of each state/regional competition will be invited to the BDE championship scheduled for 17 Mar 12. The number of invitees to the Brigade championship meet (BOB) is based on the number of attendees at that specific state meet. Below is the list of locations and dates of all the Bde sanctioned State/ Regional Meets for this school year. Each state/regional meet will send out a separate LOI prior to their meet with all the specifics. And refer to the BDE MOI as the standard. Schools can attend as many state or regional meet that they desire.

BEST OF THE BEST STATE/REGIONAL RAIDER MEETS

- SC State Meet: Ridgeview High School = 3 Mar 12
- NC State/Regional West Meet: East Rowan High School = Complete
- NC State/Regional East Meet: Lee County High School = 3 Mar 12
- VA State East Meet: Richmond DAI = Complete
- VA State/Regional West Meet: Magna Vista = 3 Mar 12

-WV State Meet: Spring Valley High School = Cancelled

-DC/MD/DE Regional Meet: Forest Park High School = Complete

** All meets must follow Brigade MOI dated 15 Jul 11

➤ **Marksmanship Competition:** The Brigade will hold a Best of the Best Shoulder to Shoulder Rifle Meet in Lexington, NC on 25 Feb 12. Lexington High School will host the event. This year's invitees were selected from the CMP Postal conducted 1 Oct -30 Nov 11.

- Next year we will implement State level Shoulder to Shoulder matches and those winners will advance to the Brigade Best of the Best Championship. We are currently seeking volunteers to organize and host State Shoulder to Shoulder Meets.

- Note: For more detailed information on the above and other events go to the 4th Brigade website.

Schools/Certification: POC is Mr. Robert Dawson at (910) 396-4277, robert.dawson@usacc.army.mil

➤ **JSOCC:**

- JSOCC Resident Course (Fort Knox, KY) currently, there are no JSOCC Resident Courses scheduled for the remainder of the Fiscal year 11.

- Starting in October 2011 we have 2 types of JSOCC Resident Courses. The Basic Instructor Course and the Advanced Instructor Course. The basic course is for new instructors and must be attended within one year of hire. Experienced instructors will attend the advanced course approximately every 5 years. 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 sign up by either going to the 4th Bde JROTC website at www.ajrotc.us and self nominate (click the "JSOCC Course Request" Tab) for a class that fits your schedule or contact Steve Anderson at 910-396-0136. The FY12 schedule will be posted on the Web Site under JSOCC Attendance Roster ASAP.

➤ **JSOCC DL:** The JSOCC DL is now controlled by the Army Learning Management System (ALMS). All instructors must be registered in the ALMS system through AKO. For more information go to the JROTC Web Portal under Operations and Training. Reminder, all cadres have 6 months from time hired to complete the basic DL courses. You have additional 1 year from hire to complete the four advanced courses. Instructors should periodically check their progress report on their home page to see if any courses have been added or modified. If courses are added or modified you must complete them as soon as possible.

➤ **Rappel Training:** The Brigade will attempt to run two Rappel Certification Training courses during SY 12. Locations and dates will be determined at a later date.

Instructors desiring to participate should watch for a blanket email sent out from the brigade requesting volunteers. Any question contact Steve Anderson, (910) 396-0136, or email steven.anderson@usacc.army.mil. We will also provide information, as well as answer questions, on rappelling during the January Instructor Seminar.

➤ **Marksmanship:**

- For those that have the Daisy/Avanti 887s you must continue to follow the Cadet Command guidance for CO2 usage. See policy Memo on the 4th BDE web site under "Cadre Training"
- JMIC Certified Range (Range must be inspected and approved by a JMIC Master Instructor - CMP)
- MOU with School (Example can be found on the 4th Brigade web site under "Cadre Training")
 - Current JMIC (Coach) instructor - expires after 5 Yrs.)
 - JSOCC DL Marksmanship course (Annual Requirement)
 - Range SOP (see 4th Bde web site under "Cadre Training")
 - Cadet Safety Exam s and Safety Pledges (see 4th Brigade web site under "Cadre Training")
- The Brigade has identified/trained personnel in each state to provide CMP certification classes. Units needing training or initial range inspection need to contact Mr. Dawson to schedule. My contact information is robert.dawson@usacc.army.mil 910-396-4277 or BB 910-729-4085.

JCLC: POC is Chuck Perry at (910) 396-8606, Charles.perry@usacc.army.mil; or George James at (910) 396-8706, george.james@usacc.army.mil

- Medical Waivers – cadets taking any type of medicine must have a doctor note recommending them for camp. Cadre should send a request for medical waiver with attached note to brigade for approval. Cadets failing to comply with JCLC MOI will be sent home from camp at parent’s expense.
- Fitness – Cadets must score in the 30 percentile in all events on the MAPFT in order to qualify for JCLC.
- Cadre Attendance – All cadres must be prepared to attend JCLC unless excused by the Brigade Commander. Excusals are due to brigade NLT 29 Feb 2012.
- Transportation – Units failing to submit JCLC transportation requests prior to 16 March 2012 will not be approved. IAW Army Regulation after the fact contracts is not authorized. Go to the brigade website for procedures for submitting transportation requests. POC is Mrs. Lynn Davis at (910) 396-6399.
- Again, JCLC 2011 was outstanding. We accomplished are goal of providing challenging, exciting, and safe camps for over 3300 cadets. Thanks for all the support from those in attendance.

JUMS/JCIMS Reports: The Cadet Opening Enrollment, Unit Admin, Ethic Data, Intentions of Grads and PART reports are due to brigade on 1 October 2012. If you need assistance contact Mr. George James at 910-396-8706.

Logistics: POC is Lynn Davis, 910-396-6399 (coml.), email: Marilyn.davis@usacc.army.mil or Anthony Ross 910-396-6085 (coml.), email: anthony.ross@usacc.army.mil

➤ **FLIP-L's:** Do not forget to submit a Financial Liability Investigation of Property Loss (FLIP-L) for any equipment damaged, lost, or stolen. This is a time sensitive document and must be completed within 14 days upon discovery of missing or damaged equipment. Should you need assistance completing this document contact one of the brigade's log Techs for assistance.

➤ **Hand Receipts:**

- Remember to keep your manual hand receipt in JUMS accurate and current at all times. A signed and dated copy of your manual hand receipt must be forwarded to brigade for your end of year inventory at the end of each school year. Also forward a copy of your completed annual school supply checklist. **If you have not scheduled your supply inspection, please do so immediately.**

- **All automation equipment must be placed on an installation HR maintained by your support installation PBO IAW AR 735-5.** If you have automation equipment that is not recorded on a HR please complete a DD Form 250 with correct serial numbers and forward one copy to 4 Bde JROTC, Attn: Log and another copy to your support installation PBO. If you do not know who the POC is for your support installation PBO please contact Mrs. Davis or Mr. Ross.

- If you need any type of automation equipment for your classroom (s) please notify a log Tech at brigade this includes replacement equipment also.

- If you wish to turn in old all air/pellet rifles contact CMP, Adam Hanvey, 256-835-8455 x1006 or email: ahanvey@odcmp.com

- **GPC: Please certify your GPC card account on time each month.** The GPC card account must be certified within 3 days after the billing cycle close date, no exceptions. You do not have to be present at school to complete this process it can be done any place you can access the internet. **If your GPC card is not certified your account will be suspended and will need the approval of the Chief, JROTC to be reestablished.**

Administrative Notes. We have reorganized duties and responsibilities within our office. Listed below are POC's and functions.

**4th Brigade JROTC
Contact/Function Roster
Area Code: 910**

NAME	POSITION	Functions	EMAIL	PHONE	Cell
John Sovine	Chief	Budget, Automation Management, SIRs, School GPC Oversight, Other tasks as required.	john.sovine@usacc.army.mil	396-4066	354-0640
Chuck Perry	Deputy	All personnel and training actions, Project Mgmt, Budget, Conference, JCLC, Other tasks as required	charles.perry@usacc.army.mil	396-860 6	354-0696
George James	Chief, Plans & Ops	Master Planner for all Cadet & Cadre Training Actions, JCLC, Conference, Automation and Other tasks as required.	george.james@usacc.army.mil	3 96-8706	354-0665
Steve Anderson	Ops & Tng Spec	Brigade Competitions: Drill, Raider, Marksmanship, JLAB, Essay & Risk Assessments	steve.anderson@usacc.army.mil	3 96-0136	587-7387
Robert Dawson	Ops & Tng Spec	JSOCC, JSOCC-DL, schools and certifications.	robert.dawson@usacc.army.mil	3 96-4277	729-4085
Sylvia Greene	Ops & Tng Spec	All Instructor Management Actions, DOD Tokens, Probation/Decertification , Awards, Weight Control, Instructor Vacancies, Pubs Accounts	sylvia.greene@usacc.army.mil	4 32-4499	551-5875
Buck Jenkins	Ops & Tng Spec	Electronic Reports, JCIMS, JUMS, Unit Reports, Master Training Schedules, Inspection Program, Establishments/Disestablishments & Interviews	buck.jenkins@usacc.army.mil	396-638 4	354-0724
Art James	Ops & Tng Spec	All Instructor Management Actions, DOD Tokens, Probation/Decertification , Awards, Weight Control, Instructor Vacancies	arthur.james@usacc.army.mil	396-570 9	286-1439
Lynn Davis	Logistic Spec	Financial Liability Investigations, CTA/TDA Actions, Supply Discipline, Supply Inspections, RPI Accounts, Transportation, GPC & Contracts	marilyn.davis@usacc.army.mil	3 96-6399	587-7451
Anthony Ross	Logistic Spec	Financial Liability Investigations, CTA/TDA Actions, Supply Discipline, Supply Inspections, RPI Accounts	anthony.ross@usacc.army.mil	396-608 5	583-6600