5th BDE JROTC

Instructor Welcome/In-Processing Packet

To Motivate young people to be better citizens
# Table of Contents:

Cover Sheet .................................................................................................................................................. 1
Table of Contents ....................................................................................................................................... 2
5th Brigade JROTC Welcome Letter ........................................................................................................ 3
5th Brigade JROTC Organization and Leadership ...................................................................................... 4
General JROTC Information ...................................................................................................................... 5
JROTC Instructor Guidance and Standards .............................................................................................. 6
Logistics and Support Installation Information ........................................................................................ 8
Common Access Card (ACL Token) Worksheet .......................................................................................... 9
Defense Travel System Registration and Profile Worksheet ...................................................................... 10
Cadre Development and Training Program Information (Distance Learning & JSOCC) ................. 13
Miscellaneous Information ...................................................................................................................... 15
Dear Newly Selected Army Instructor:

Congratulations on your selection and assignment as a JROTC Army Instructor within the 5th Brigade, USACC. All of us in the Brigade JROTC Staff welcome you to your challenging new duties and to the exciting world of the United States Army Cadet Command. The Apache Brigade encompasses eight states: Arkansas, Arizona, Colorado, New Mexico, Oklahoma, Texas, Utah and Wyoming. Within our Brigade, there are 312 JROTC Programs and 3 National Defense Cadet Corps. The JROTC mission is to “motivate young people to be better citizens”; and our team is here to assist you in accomplishing that mission. You will find your mission with the High School JROTC Battalion to be a most rewarding experience for you and your family.

The relevance of our JROTC program and therefore the future of our citizenry is greatly dependent upon the skill, enthusiasm, and initiative you bring to your new career. The challenges are great – the rewards are greater. I am confident you will find your assignment both challenging and professionally rewarding.

JROTC School of Cadet Command (JSOCC) is a preparatory training course designed to emphasize the skills that are necessary to be successful in a JROTC instructor and is required for all newly assigned personnel. The JSOCC course is composed of Distance Learning Program that is completed via an Internet based training program followed by a one week resident phase of training at Ft Knox, Kentucky.

This “New Instructors Package” is a guide that will introduce you to the roles and responsibilities of being a JROTC Instructor. Additionally, this packet will detail a number of the administrative tasks that must be completed in order for you to immediately start performing your duties. Please take a few minutes of your valuable time to review this document. If you have any questions on any of the programs mentioned, immediately contact the JROTC staff. Our staff listing is on page 4 of this booklet.

Again welcome to the Apache family. We look forward to your arrival.

Sincerely,

Merl Fuchs
JROTC Chief
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Functional Areas</th>
<th>Phone</th>
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<tr>
<td>Mr. Merl Fuchs</td>
<td>JROTC Div Chief</td>
<td>Executive Director, Personnel Management, Annual Inspection Program, ASCL Tokens</td>
<td>295-2009</td>
<td>687-0255</td>
</tr>
<tr>
<td>Mr. Johnnie Carr</td>
<td>Lead Ed &amp; Tng Tech</td>
<td>Lead Planner for Cadet &amp; Cadre Training Actions, JCLC, Annual Workshop, Automation and other tasks as required</td>
<td>221-2596</td>
<td>837-4364</td>
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<tr>
<td>Mr. Larry Haynes</td>
<td>Lead Ed &amp; Tng Tech</td>
<td>Lead Planner for Personnel Management, Annual Inspection Program, Project Mgmt, Budget, GPC, Installation Support, other tasks as required</td>
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<td>Mr. Joseph Schapton</td>
<td>Ed &amp; Tng Tech</td>
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<td>Mr. Juan Fuentes</td>
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<td>Mr. Phillip Mayberry</td>
<td>Logistics Specialist</td>
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<td>Mrs. Valerie Hardin</td>
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<td>Supply Inspections, Reports of Survey, GPC, Supply Discipline, JCLC</td>
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As of 1 Oct 2012
General Information


MISSION PHILOSOPHY: JROTC Program mission philosophy is “To Motivate Young People to be Better Citizens.” The JROTC Program is a service to our nation that provides cadets the motivation and skills to remain drug free, graduate from high school, and become successful citizens. The Program works to instill in students in secondary educational institutions the values of citizenship, service to the community and the United States, personal responsibility, and a sense of accomplishment. While participation in JROTC does not require an armed service commitment, Junior ROTC cadets may qualify for an advanced placement in the Senior ROTC Program or in the Active or Reserve Components of the Armed Forces. Cadets may be authorized enlistment grade of PFC (E-2) if they have completed three or more years of JROTC (AR change in 2013). Most recruiters will simply use the High School transcripts but some will require a recommendation from the Senior Army Instructor.

PROGRAM GOALS: The goals of JROTC are to instill in high school students ethical values and good citizenship, leadership potential, effective communication and logical thinking, incentive to live drug-free, positive self-motivation and management, a historical perspective of the military services, skills to work as a team member, and motivation to graduate from high school and pursue a successful career.

CHARACTER OF PROGRAM: Participants in the program are provided an opportunity to acquire relevant generative knowledge and to develop personally. Schools conducting a program will offer their students the challenge of intellectual inquiry facilitated by military instructors who are experienced leaders. The program provides an atmosphere designed to develop, enhance, and sustain the qualities of leadership. Through student-centered classroom activities and outside related experiences, the participants acquire the knowledge, skills, self-discipline, patriotism, sense of responsibility, and respect or constituted authority that will better prepare them for the future. The program will enable cadets to better serve their country as leaders and citizens.

ENROLLMENT REQUIREMENTS: All students must be enrolled in and attending a full-time regular course at an institution offering JROTC instruction or at a full-time accredited educational activity that has an agreement with the host institution (to include home schools) to allow the student to participate in JROTC. Students must be in a grade above the eighth grade during the school year of enrollment and maintain an acceptable standard of academic achievement and standing as required by the JROTC Program and host institution.

POLICY OF NONDISCRIMINATION: School authorities must agree, as a condition for participation in the program, to adhere to a policy of nondiscrimination on the basis of race, religion, color, gender, sex, marital status, political affiliation, physical disability, national origin, sexual orientation or status as a parent with respect to admission or subsequent treatment of cadets/students and instructors. They also agree to abide by Headquarters Department of the Army (HQDA) and U.S. Army Cadet Command (USACC) contractual and regulatory guidance. JROTC units will adhere to USACC contracts and regulations as well as policy guidance implemented by schools and/or school districts.

BENEFITS TO THE SCHOOL: The benefits of having a JROTC program in the school are a new curriculum, student leadership development, character education, and life skills. Other benefits include increased parental and student involvement, higher student attendance, higher graduation rate, and decreased discipline problems. JROTC provides access to a nationwide support network.

BENEFITS TO THE STUDENT: There are a myriad of benefits in the JROTC program to the students including earning credits for graduation as well as college credits. Cadets may participate on different teams, take field trips, attend JROTC Cadet Leadership Challenge (camp), and hold a variety of leadership positions.

JROTC SUMMARY: JROTC is an outstanding program, and is always moving forward to improvement. The program includes classroom academic studies, character education, team building, leadership opportunities, intramural competitions, field trips, and unique training opportunities. We do NOT recruit for the Armed Forces nor do the cadets have a service obligation. We do NOT conduct combat skills training. JROTC is a highly visible program with many benefits and advantages for the student, the school, the parents and the community. All of our instructors are positive role models.
Instructor Guidance and Standards

REFERENCES: AR 145-2 and CCR 145-2

GENERAL: Success of the JROTC Program depends upon qualified instructors. An adequate number of officers (Senior Army Instructor (SAI) and noncommissioned officers (Army Instructor (AI)) must be employed to effectively host a JROTC program. Unit staffing authorization levels will be based upon figures reflected in the unit annual Opening Enrollment Report. Instructor staff increases will be based upon the enrollment figures for two years to avoid instability in the instructor force. All schools hosting a JROTC program must employ two Army Instructors; one retired officer or retired warrant officer (with a baccalaureate degree) to serve as the SAI, and one retired noncommissioned officer or retired warrant officer to function as the AI. Employed instructors are employees of the hosting school, subject to the same policies, procedures, and terms of employment as any other teacher. School authorities shall apply their hiring procedures to employ certified instructors.

JROTC INSTRUCTORS RESPONSIBILITIES: Army JROTC instructors shall manage the educational, administrative, and operational aspects of the unit as well as implement policies and procedures administered by the school and the U.S. Army. The Senior Army Instructor is the department head and chief instructor of the JROTC unit. The senior instructor will work in coordination with school officials to establish procedures relating to the administration, control, and training of JROTC cadets.

Cadre Rank and Precedence: JROTC units will be staffed according to rank and precedence normally found in the Active Army. The SAI is in charge of the JROTC unit even if the situation exists where assigned personnel are equal in rank. Each authorized instructor will be accorded the courtesy commensurate with that rank and with the Army’s customs and traditions. All JROTC instructor duties and responsibilities will be distributed equally with regard to workload to include functions (Supply, Administration), Cadet class load, school administration and time spent with supervising integrated curricular activities.

Cadre Uniform Wear and Appearance standards: Army JROTC Instructors will wear Army uniforms IAW AR 670-1 and AR 145-2. The current Army Service Uniform is the standard for the classroom and campus and regardless of approved occasional deviations will be the uniform worn the majority of the school year. All JROTC instructors to (including DAI’s and their staffs, SAs, AIs and cost shared MPSs) are authorized to wear the class A or B uniform and are directed to wear that uniform when accompanying Cadets to command sponsored events. Instructors will wear the Cadet Command Shoulder sleeve insignia on the left sleeve (on authorized uniforms) and wear the USACC crest on their headgear and epaulets in accordance with USACC policy. For units with DA Heraldry approved distinctive unit insignia, those may replace the USACC crests when appropriate. At no time will Instructors wear regimental insignia or Active Army unit insignia on their head gear or epaulets. In general terms it is the individual instructors responsibility to represent the US Army and their assigned unit in a manner that would not bring discredit upon the U.S. and or the Army.

Additional duties: JROTC instructors are to perform only those duties connected with the instruction, operation, and administration of the JROTC program. During the normal academic day, individuals employed as JROTC instructors will not perform duties or teach classes in any discipline other than stated in the program of instruction. This provision is not intended to preclude JROTC instructors from serving on committees or performing other routine duties regularly rotated among other teachers in the school. The SAI and AI are members of the faculty, and teach an integral part of the school’s curriculum. They are subject to the same curricular assignments and duties as other teachers, such as homeroom and study hall monitor, and usually receive the same benefits of sick leave, holidays and vacations, as do other teachers.

The school may contract with the instructor for additional services, outside of the normal academic day, but such services may not conflict with, or be in substitution for teaching the JROTC curriculum.

Cadet Supervision: With no exceptions, Cadets will have constant instructor supervision at all JROTC training activities.

HAZING: Hazing is defined as the practice of directing someone of lesser rank to perform a humiliating act that entails the surrender of dignity and self-respect, or hazardous action that exposes one to physical danger or bodily harm and is strictly forbidden. Cadets are prohibited from directing fellow cadets to perform physical activities as a form of punishment or correction.

HARRASSMENT: Harassment of any cadet, by anyone, of any rank, is strictly forbidden. Misuse of any authority will not be condoned or tolerated. Actions of this nature include using improper or abusive language. There will be no coercing of lower class JROTC members into activities that they would not otherwise participate in.

No unit or school sponsoring a JROTC unit may encourage, facilitate or otherwise condone secret societies, private clubs, or military tactical training as part of the JROTC Program. Cadets may not continue in JROTC if such activity is student led. Instructors engaged in such activity shall be de-certified from teaching JROTC. The JROTC unit will be closed where such activity is school sponsored.
INSTRUCTOR PAY: The Army is authorized to provide cost-share reimbursement for retired Army soldiers employed by the school, whose qualifications are approved by the Commanding General, USACC. The Army will provide reimbursement to the school in an amount equal to one-half the difference between the instructor’s retired pay and the amount of pay and allowances (excluding hazardous duty pay) the instructor would receive if ordered to active duty. To obtain monetary allowances from the Army for payment of authorized instructors, the school must submit a DA Form 2754 (Pay Certification Worksheet for Entitlement Computation) 35 days prior to the beginning of the school year to 5th Brigade JROTC, ATTN: Mr Juan Fuentes. The form should be completed by the appropriate school finance or personnel representative and the instructor. Failing to submit this form will delay reimbursement to the school for instructors’ pay.

INSTRUCTOR CONTRACTS: The school or school board is the employing agency of all JROTC personnel. The length of the employment contract as negotiated by the JROTC instructor and school officials should be 12 months but for no less than 10 months per year. Although the school or school board is the employing agency of all JROTC personnel, Cadet Command IAW the contract can limit the contract lengths for instructors. Schools are expected to treat instructors as other Department Heads and teachers in the school, e.g. ensure they are involved in budget and other school decisions, included in professional/staff development, offered the same opportunities for teacher of the year, receive equitable supplemental pay/stipends for co-curricular activities, etc. School Administrators will complete a DD Form 2767 for each instructor at the start of each school year, the instructor will sign and then those forms will be forwarded to 5th Brigade for processing to USACC Pay operations Division. Mr Juan Fuentes is the POC for these actions.

PERFORMANCE EVALUATION AND COUNSELING: The Army considers the evaluation review, appeal process, and the complaint system, available in a school district, to be adequate protection for instructors from unfair evaluations. The performance of instructors will be reviewed using instructor evaluation reports, unit visits, classroom evaluations, and inspections. Reviews will determine whether the instructors, individually and collectively, are effective and efficient in conducting instruction, unit operations, and JROTC activities in accordance with regulations and other directives. Performance counseling should address satisfactory and/or unsatisfactory performance. Cadre portfolios and professional development goals and objectives are essential to the JROTC Program for Accreditation and will be reviewed during JROTC Staff accreditation visits.

Unit Management

REFERENCES: Army Regulation 145-2 and Cadet Command Regulation 145-2

GENERAL: The Principal is ultimately responsible for the operation and management of the Army Junior ROTC unit at the school. His/her participation with the program is critical in the success of the unit.

RECURRING REPORTS: The Opening Enrollment, Ethnic, and Intentions of Graduates Reports must arrive, at USACC, JROTC Directorate, no later than 5 October. These reports provide program updates on instructors, cadet enrollment, school information, and student demographics used to determine unit funding and instructor authorizations. Information used to complete reports will be based on the unit’s status as of 5 October. PART Report due 15 June. Unit Report due 15 June.

UNIT RETENTION: Requirements of the contractual agreement between the Army and the school district must be adhered to. Compliance is checked annually. School officials are notified in writing, by the Director of JROTC, of the specific nature of deficiencies, when a visit or review indicates the school is not meeting required standards. Schools must maintain a cadet population of 100 students or 10% of the school population.

Cross-enrollment, or like arrangements, is not authorized. Instructors will not instruct at a facility other than the host school. The only exception is that instructors may teach ninth graders located at a feeder school to the school hosting the unit. The Army has in place an inspection program for JROTC, which annually rates the School-Program, Director of Army Instruction (DAI) Offices, and the corps of cadets. If the administration, instructors or DAI are found to be deficit in any area they will be placed on probation. These probations will not affect the results of the cadet inspections/reports. The inspections/reports for the cadets will determine the rating of the unit. However, if the cadets do not attain the minimum required for their inspections/report the unit will be placed on probation.

INSTRUCTION: Title 10, USC, Section 2031 requires the JROTC instruction be a minimum of a 3 or 4-year program. The Army curriculum concentrates on World Geography, Foundations of Success, Leadership and Citizenship. Non-military schools may offer a 3 or 4-year program; however, 4 year programs in 4 year schools are strongly encouraged.

ADMINISTRATION: Units will organize, maintain, and dispose of files in accordance with Army guidance. Unit files normally consist of administrative records, supply and equipment records, and cadet academic or personnel records. The accountability of equipment, curriculum, and curriculum related items, uniforms, and supplies funded by the Army, must satisfy current JROTC guidance, and be properly documented.
Logistics


GENERAL: The JROTC Training and Operations Division provides guidance and procedures for bond/insurance certificates, supply management, equipment, and demilitarized rifles, and air rifles for units that have a Color Guard/Drill Team/Marksmanship Team.

BOND/INSURANCE CERTIFICATE: Bonds or insurance exist for the purpose of safeguarding government property, and must be maintained by the institutions in a current “premium paid” status at all times, and designate the “U.S. Army” as the payee. Host institutions will forward a current copy of a bond or insurance certificate to U.S. Army Cadet Command. Oversight to ensure that all bonds and insurance are current and comply with AR 735-5 will be accomplished through scheduled Brigade staff visits. Appointment of an Army instructor to serve as a Military Property Specialist (MPS) and oversee logistical issues will be submitted to the 5th Brigade HQ, Attn Mr Frank Bernal, within 30 days of establishing a unit or designating the instructor. The Army instructor designated as the MPS will be given one class period daily to accomplish these duties.

SUPPLIES AND EQUIPMENT: The Army shall provide instructor manuals, student materials, multimedia software, learning support supplies, and equipment at no cost to the school. The designated MPS will requisition, store, issue and account for all government property furnished to the institution for JROTC activities, to include demilitarized weapons, air rifles, air rifle pellets, and automation equipment. The MPS will follow procedures contained in DA Pamphlet 710-2-1, CCR 710-2 and CCR 735-5 for proper usage and storage of Army property.

SUPPORT INSTALLATION: AR 5-9, AREA Support Responsibilities. This regulation geographically identifies support installations responsible for providing base support services to all Army units to include JROTC organizations.

Property Book Management is now at USACC G4 and Brigade level. Specific information regarding how this change will affect units will be forwarded to the units as the information is released.

Government purchase card (GPC) support through the AOPC at the installation Mission Installation Contracting Command (MICC). Specific Single Charge Card Solution procedures are published under a separate cover by the Brigade. Contact Mr Carr at Brigade for specific information regarding the GPC program.

Support Installations:

Arizona: Supported by Ft Huachuca.
Arkansas: Supported by Ft Leonard Wood, under a legacy agreement.
Colorado, Utah and Wyoming: Supported by Ft Carson.
New Mexico, El Paso County TX, Midland/Odessa TX: Supported by Ft Bliss.
Oklahoma, Wichita Falls TX, Lubbock TX: Supported by Ft Sill.
Central Texas, DFW metro plex south to Austin: Supported by Ft Hood
South Texas, San Marcos to the Rio Grande Valley and greater Houston area: Support by JBSA-Ft Sam Houston, GPC support is from Ft Knox.
Application for a Common Access Card (ASCL Token)

The Alternative Smart Card Logon (ASCL) token was developed by DOD (CAC/PKI division) to provide a means for an individual to have logon capability in instances where the CAC is not authorized. The ASCL token was designed to enable mission-essential personnel to log on to unclassified networks, for which they already have access, and are currently using a user name and password authentication process, ie EMALL and DTS. The token will be issued with a serial number not the user’s name and requires a PIN number like a CAC. The user must have a card reader available on their computer.

General. All JROTC Cadre are required to possess an alternative Common Access Card. These cards are valid for 2 years from date of issue and will use a pin number to access the Defense Travel System (DTS), and the DOD E-mail (Purchasing system software) and the soon to be fielded automated property accountability system.

Therefore each new JROTC Instructor must request an ASCL Token within 30 days of assignment.

Procedure:

1. Complete a DD Form 2842 (2009 Version). The DD Form 2842 is available in pdf format….

2. Send the signed, DD Form 2842 (2009 Version) to 5th Bde JROTC, Attention: Mr. Fuchs.

Completing the DD form 2842

Section 1

A: User name
B: Omit
C: Organization (High School Assigned)
D: Telephone number
E: Individual school email address
F & G: The two forms of ID that are acceptable are DD Form 2 (Retiree ID Card using the benefits number on the back) and the Drive License’s. When using Driving License, as one of the two forms of ID, please indicate the state the driving license was issue from.
H: User’s signature
I: Date

Section 2:

The local Trusted Agent (TA) is responsible for validating the above user’s identity and filling out ALL of section 2 a-f. If the user is a TA requesting certificates for themselves, the RA will fill in this section.

3. You will receive the ASCL token be mail from Brigade.

4. A PIN number will be sent separately via email from this HQ.

5. Once the email is received, follow the instructions to register the token certificate. Those instructions are at the top of the next page.

6. Helpful Hints: Ensure your token is picture/symbol face up and that the gold chip is inserted into the CAC reader.
ASCL Token Certificate Registration

Prior to using your ASCL Token (CAC card) you must have a computer that has a smart card reader and the card PIN number. To ensure that the smart card reader is configured to read the CAC card, follow these steps: Log into the JROTC Web Portal, Click on the Automation link, then click on the Download Center link. You will need to download the software from the first two links, Active Client 6.2 download and SCR3310 installer V8.27.zip, in order for the reader to work.

After you have downloaded the software, place the CAC card into the reader and follow these steps:

- Go to "tools" on the internet options, select "content", "certificates", and then highlight all the certificates and hit "remove".
- Go to Active Client, select "tools" then select "advanced" then select "make certificates available to windows"
- Go to the DTS website and click on the First Time Users tab, check to see that you have Java Runtime Environment (JRE) 1.6.
- Go to the DTS website and click on the Training tab, follow the instructions for elearning.

DEFENSE TRAVEL SYSTEM

1. Purpose: To provide guidance to JROTC DAI/SAI/AI on the procedures for establishing an Defense Travel System (DTS) account in 5th Brigade JROTC. The Brigade DTS SOP and DTS Smart Book will provide you with the most current instructions for using the Defense Travel System.

2. Requirement: All JROTC Cadre must have a DTS Profile within the 5th Brigade DTS Hierarchy and have a certified Request for Authorization for Travel of DOD Personnel (Travel Orders) before departing on any official travel. These forms will be generated using DTS in accordance with US Army and US Army Cadet Command Policies.

3. General Instructions:
   a. Complete the profile sheet on the next page and forward to Brigade. Send this to form to either Mr Johnee Carr at email: johnee.o.carr.civ@mail.mil ; phone: 210-221-2596 or Ms Teresa Agu at email: Teresa.a.agu.civ@mail.mil, phone: 210-221-2556; Fax 210-295-2017
   b. Once we have established your account you will then use DTS to create all travel authorizations for your individual attendance at JSOCC, JCLC, the Annual Workshop and other events as they arise.
   c. The general rule is that all travel requests will be built in DTS a least 20 days in advance of the required travel date. Once you complete the orders and digitally sign the request it will be routed through Brigade to the Approving Official. They will then approve your orders and that will allocated the funds for travel. For specific guidance on how to build orders and voucher refer to the Brigade DTS SOP.

4. Fort Knox is our Commercial Travel Office (CTO) that supports all USACC elements and personnel is Fort Knox, Kentucky. The CTO number is 1-800-296-2989.

5. The FT Knox CTO must be used for all Cadre and Cadet Travel requirements. Coordination with your local installation travel orders is prohibited.

6. NOTE: If you have no ASCL Token and need TDY orders built; complete the form on page 12 and forward to Ms Agu or Mr Carr at Brigade so he can build your orders for you.
# 5BDE JROTC DTS PROFILE SHEET

All data blanks must be filled in before it can be entered into DTS

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Request for DTS Travel Orders FLYING (REVISED)

Please submit request 30 days in advance for processing.

ALL INFORMATION BELOW NEEDS TO COMPLETED.

NAME:

SSN:

DOB: (for TSA): Month/Day/year

TELEPHONE NUMBER:

SCHOOL Phone Number:

GOOD EMAIL ADDRESS: ALTERNATE:

JUSTIFICATION IF YOUR TRIP IS NOT PLANNED 30 DAYS PRIOR TO TRAVEL DATE:

DESTINATION: (City and State)

DESTINATION ZIP CODE:

PURPOSE OF MISSION: Mandated requirement to attend (JSOCC Student Attendance) JROTC

TRAVEL DATES (TO/FROM):

NUMBER OF DAYS:

MODE OF TRAVEL:

   COMMERCIAL AIR : (Airport you’re flying out of) =

   (Airport you’re flying into) = Louisville, KY

   Departure Time: (what time do you want to fly) Before 1:00 P.M.

   Return Time: (what time do you want to return) After 5:00 PM

   RENTAL: Yes/No not authorized

EXPENSES:

Mileage to airport: (One way)

Airport Parking: (approx cost) N/A

Lodging: Fort Knox, Lodging.

DO NOT MAKE FLIGHT ARRANGEMENTS THRU CARLSON OR SATO.

DTS DOES THIS
INSTRUCTOR TRAINING AND PROFESSIONAL DEVELOPMENT

JROTC Instructor Training has been completely redeveloped to meet the dynamic needs of instructors to mentor, lead and teach our high school youth of today. They are powerful and concentrated courses designed to provide and equip instructors with the best knowledge and tools for classroom instruction and program administration. This complete training consists of a four-step process:

**Step I - Initial Qualification Training (This is already complete for those already on Campus)**
- Must complete training prior to a certification interview, this is a 2 hour multimedia course.
- Completion certificate generated after an evaluation process

**Step II - JROTC Distance Learning Course (JROTC DLC)**
- Consists of 22 Modules; Must be completed prior to attending the Resident Certification Course
- Applicant has six months to complete from date of hire
- Completion certificate generated by the system at the completion of the DLC

**Step III - Resident Basic Certification Course**
- Resident training conducted at Fort Knox, KY; Instructors must attend during the first academic year on campus
- Failure to complete required training will result in termination of interim certification
- Completion certificate issued by JROTC Directorate, Cadet Command.

**Step IV - JROTC Distance Learning Advanced Course (JROTC DLC)**
- Consists of 4 Modules; Must be completed within 24 months of hire
- Must complete the 10 lessons and 4 activities. The activity documentation must be maintained for accreditation review.
- Completion certificate generated by the system at the completion of the DLC

**Step V - Resident Advanced Recertification Course**
- Seminar and scenario driven Program of Instruction (POI)
- Mandatory for instructors every 5 years for continued certification
- A six month probation letter issued for refusal to attend this course
- Decertification for failure to attend this course within the 6 month probationary period

**How to Start a DL Course in the Army Learning Management System**

BEFORE YOU DO ANYTHING, ENSURE THAT ALL OF YOUR SPAM OR POP-UP BLOCKERS ARE TURNED OFF!!!!!

The launch sequence for DL courses on the AKO/ALMS website are as follows:

1. Log into AKO (User ID and Password).
2. Select "Self Service" from the AKO Toolbar.
3. Select "My Training" from the toolbar.
4. Select "ALMS" from the middle of the page.
5. Select "Catalog Search" from the menu.
6. Type in “JROTC” and hit Search.
7. Select "Register" for the JROTC BASIC DL.
8. You'll get a pop-up window with the courses listed as part of the outline. Scroll through the pages at the bottom of the pages until you get the button on the bottom that says “Continue Registration” Click that Button.
9. The page will change to the Registration Confirmation Page. Select the button at bottom that States “Go to Enrollments”
10. You will now be given the list of all the Sub-Courses in Blue Letters.
How to Start a DL Course in the Army Learning Management System “Continued”

11. Now you can conduct the training by selecting the sub-course you wish to execute and select the “Launch” button. When you have to leave training you can return to your courses at any time using the following steps.

1. Go back into AKO, Go to Self Service and then select "My Training" from the toolbar.
2. Select "ALMS" from the middle of the page.
3. Select "Current Enrollments" from the menu, or Training from the top menu bar..
4. Continue to conduct your training on each sub-course.

Note: A link to the ALMS page is in the Distance Learning page of the JROTC Portal

MISCELLANEOUS GUIDANCE

BUDGET GUIDANCE: Annual budget allocations are made to JROTC programs based on their open enrollment number from October each year. These funds are then distributed to the Brigade and allocated by battalion into two very distinct fund categories. The SAI is responsible for serving as the Billing Official for all unit Budget activities. The Brigade Budget plan details how the annual budget process works and complements the Annual Budget Guidance Published by HQ USACC. (SEE the Brigade Budget and GPC SOP for specific guidelines.)

Categories: Operation & Maintenance, Army (OMA) and Military Personnel, Army (MPA). These funds are provided to support JROTC operations to include Instructor pay, annual program support, JCLC, classroom automation and administration.

A. OMA. OMA Funding provides support to JROTC in areas like, cadre and cadet travel, office supplies and equipment and OCIE type equipment.
B. MPA. These funds support JROTC uniform purchases, laundry, alterations, uniform accoutrements and cadet meals.

JUMS/JCIMS ACCOUNTS

Process to request Username and Password for JROTC Accounts.

1. Hire Packet must be submitted to BDE (Mr. Schapatone).
2. BDE then will review and forward to Cadet Command for processing.
3. After processing has been completed (approx. 2 weeks), CC will send official MIP Memo for the New Instructor to BDE.
4. The MIP Letter is sent to the school and the New Instructor can then contact BDE for email address, username, and password request for JROTC Portal, Web JUMS, and JCIMS2.
## New Instructor Worksheet

<table>
<thead>
<tr>
<th>TASK</th>
<th>BDE POC</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire packet submitted to Brigade</td>
<td>Joe Schapatone</td>
<td></td>
</tr>
<tr>
<td>Ensure Previous Unit Has released you in DTS</td>
<td>S1 Shop/ Travel Administrator</td>
<td></td>
</tr>
<tr>
<td>READ: CCR 145-2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REVIEW: New Cadre Workbook</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TASKS: FIRST 30 DAYS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request ASCL Token, submit DD FORM 2842 (2009)</td>
<td>Merl Fuchs</td>
<td></td>
</tr>
<tr>
<td>Submit DTS Profile Sheet to Bde</td>
<td>Teresa Agu</td>
<td></td>
</tr>
<tr>
<td>Request Web JUMS/JCIMS username and Password (Note: Available once MIP Memo received by School)</td>
<td>Phillip Mayberry</td>
<td></td>
</tr>
<tr>
<td>Initiate GPC Training Courses</td>
<td>Installation AOPC</td>
<td></td>
</tr>
<tr>
<td>Secure/Print Copy of Web JUMS User Guide (1 May 14)</td>
<td>Phillip Mayberry</td>
<td></td>
</tr>
<tr>
<td>Conduct 100% Joint Inventory with counter-part</td>
<td>Frank Bernal or Valerie Hardin</td>
<td></td>
</tr>
<tr>
<td>Start Basic JSOCC Distance Learning Course</td>
<td>Teresa Agu</td>
<td></td>
</tr>
<tr>
<td>Secure you Curriculum Manager and ensure it has the latest updates and patches</td>
<td>Ken Teninty</td>
<td></td>
</tr>
<tr>
<td><strong>TASKS: DAY 30-120</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete DL Basic Course within 6 months</td>
<td>Teresa Agu</td>
<td></td>
</tr>
<tr>
<td>Complete GPC Training and Establish Accounts</td>
<td>Installation AOPC and Mr Carr</td>
<td></td>
</tr>
<tr>
<td>Start Building your Instructor Portfolio IAW JPA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REVIEW: Master Training Schedule from CM revise and adjust classroom schedules as required</td>
<td>Ken Teninty</td>
<td></td>
</tr>
<tr>
<td><strong>ADMINISTRATIVE NOTES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marksmanship can only be taught by qualified cadre</td>
<td>Ken Teninty</td>
<td></td>
</tr>
<tr>
<td>Rappel training can only be supervised by qualified cadre</td>
<td>Larry Haynes, Ken Teninty</td>
<td></td>
</tr>
<tr>
<td>Schedule JSOCC Basic Course after Basic DL</td>
<td>Teresa Agu</td>
<td></td>
</tr>
<tr>
<td>Begin DL Advanced Course w/in 6 mos (complete w/in 24 months of hire)</td>
<td>Teresa Agu</td>
<td></td>
</tr>
</tbody>
</table>