

# Odds & Ends

## March 2008

**General.** All this Odds & Ends will focus mainly on training to include JCLC and the upcoming JROTC George C. Marshall Leadership Symposium. As always please make sure you read the entire document and if you have any questions contact the listed POC. Also, as a side note, during our recent training workshop at Myrtle Beach I mentioned that there was a possibility the 4<sup>th</sup> Brigade Headquarters may have to relocate. The decision was made earlier this week that the Headquarters will remain at Ft. Bragg.

### 1. Event Calendar.

a.	Union HS, NC Postal Match	01 Apr 08
b.	JCLC IPR (Commandants)	03 Apr 08
c.	VAANG Raider Meet, Ft Pickett, VA	05 Apr 08
d.	4 <sup>th</sup> Bde Drill Meet	12 Apr 08
e.	ASU Drill Meet	19 Apr 08
f.	Clemson Univ Raider Meet	26 Apr 08
g.	Fred T. Foard HS Raider Meet	26 Apr 08
h.	National Drill Championship	02-04 May 08
i.	Westover HS Best Raider Meet	03 May 08
j.	Bde Rappel Certification Training	02-06 Jun 08

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

### 2. Marksmanship.

a. Reminder that units desiring to conduct marksmanship training for cadets must comply with the Cadet Command Marksmanship MOI located on the 4<sup>th</sup> Brigade JROTC website. Many instructors have forgotten the annual requirement to complete Marksmanship DL on the JSOCC DL site. Ranges that were inspected by CMP and have not changed location will be re-inspected during this year Unit Visit or Formal Inspection.

b. Congratulations, the following school/individuals qualified for the National Marksmanship Competition in Columbus, GA; Sporter At-Large Individual – Eisar Baza, East Columbus HS and Gunner Overgaard, East Columbus HS. A completed listing of all qualifiers can be found here at <http://www.odcmp.com/3P/JROTCNationalsQualifiers.pdf> .

### 3. JSOCC.

a. Resident Course: Instructors over the five year requirement or those instructors new to JROTC 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. Once slotted only the brigade commander can authorize changes. You can sign up for a class two different ways:

# Odds & Ends

## March 2008

- Go to the 4th Brigade Web Site and pull down the online request

- Call Mr. Anderson directly at (910)396-0136

Everyone must complete for JSOCC DL prior to attendance at the residence course

b. JSOCC DL: Reminder, all cadres have 6 months from time hired to complete the basic DL courses. You have additional 2 years 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.

c. Courses have been added and modified since 2005 to JSOCC DL. Don't assume you have met the requirement. Go into your account and make sure you have completed the requirement. Don't get caught in this category because the brigade has been directed to put instructors on probation that have not completed DL. If you have questions and don't understand the requirement please call.

#### **4. RAPPEL TRAINING:** (Clarification for the conduct of Rappel Training)

Only current Brigade Certified Rappel Trainers can conduct rappel training within the Brigade. Note: If you attended a one day course else where (Fort Jackson, etc.) you are **NOT** Brigade Certified.

To maintain currency: All Rappel Trainers must maintain currency by completing the following tasks every 6 months.

Rappel Trainers must execute 4 critical tasks:

- Show proficiency in tying knots
- Rigging a tower (Does not need to be a tower. Can be any fixed site)
- Rappel Master Personal Inspection
- Hook-up rappeller

Note: The above tasks **must** be witnessed and signed in Memorandum format by another current Certified Rappel Trainer

Recertification every 5 years: All Rappel Trainers must attend a one day recertification course conducted by Brigade. This is to refresh and update all trainers.

In order to conduct rappel training you must send a properly signed Composite Risk Management Worksheet (see below "Risk Management"), proof of currency, Tower inspection

# Odds & Ends

## March 2008

Rappel tower inspections and risk assessments must be submitted annually to this Headquarters.

All rappel training must be conducted in accordance with CCR 145-2 (1 Jul 07).

The Brigade will run two Rappel Certification Training courses during FY 08. The scheduled dates are 2 – 6 June 2008 and 28 – 31 July 2008 at Oak Ridge Military Academy. Instructors desiring to participate should contact Steve Anderson, (910)396-0136, or email [steven.anderson@usacc.army.mil](mailto:steven.anderson@usacc.army.mil). We will provide information, as well as answer questions, on rappelling during the January Instructor Seminar.

**5. Risk Management:** All Risk Assessments should be done on the new Composite Risk Management Worksheets (CRMW). You can find the CRMW on the 4<sup>th</sup> BDE Web Site.

All Rappel Training is considered High Risk Training and must be signed by the Brigade Commander. It can be mitigated down to medium risk but not low risk.

Effective immediately the School Principal will now sign all risk assessments as the reviewer for all rappel training as it affects the school. The Brigade Commander will sign as the Risk Decision Authority at the bottom of the worksheet.

All Risk Management worksheets must be sent in to Brigade at least 30 days prior to training event for signature if required.

### **6. JCLC:**

a. JCLC Updates 1 – 3 have been sent to each units webportal address. These updates will be available on the brigade website under Cadet Training/JCLC.

b. JCLC unit assignments are final. Please do not ask to switch. All bed spaces are full and changing now is not an option. I apologize if you did not get your first choice, now we need to concentrate on planning, coordinating, and executing safe exciting training.

c. Important Dates: Please do your best to comply so that we can meet all requirements for executing JCLC.

**14 March 2008** Final day to submit a JCLC excusal request to Brigade Commander. Individual requests have been processed and individuals/commandants have been notified.

**20 March 2008** Chaperone nominations submitted to brigade.

# Odds & Ends

## March 2008

**21 March 2008**

ITO's submitted to brigade.

**21 March 2008**

Transportation & Meal requests submitted to brigade, Attn: Mrs. Sylvia Greene.

d. Commandants should be contacting you shortly reference your duty assignment at JCLC. If you do not here from them please contact them for the information. Listed below is the contact information for all JCLC Commandant/CSM.

### COMMANDANT/CSM:

<u>LOCATION</u>	<u>CMDT</u>	<u>PHONE</u>	<u>CSM</u>	<u>PHONE</u>
Jackson	COL Underwood	910-429-2800	CSM Ferguson	803-822-5643
Clarks Hill 1	COL Brunson	843-392-4650	CSM Brown	843-706-8800
Clarks Hill 2	COL Odell	864-429-1750	CSM McCarthy	803-584-5326
Oak Ridge 1	COL Jessup	336-381-7747	CSM Huff	910-436-1436
Oak Ridge 2	COL Hales	336-751-5905	CSM Spruill	252-797-4766
Oak Ridge 3	COL Reed	336-703-6716	CSM Serbert	919-528-1507
Cobra	COL Thornton	804-780-6221	CSM Peppers	804-780-6221
Mountain	COL Thornton	804-780-6221	CSM Peppers	804-780-6221
Eagle	COL Mifflin	804-598-5710	CSM Wilder	276-629-1154

### 7. Transportation, Meals, & Billeting Procedures.

#### Transportation.

a. Cadet Event. JROTC units may utilize their OMA dollars for transportation of cadets to events supported by the POI. The unit will not receive any additional funds once unit funds are expended. Procedures are as follows:

i. Decide how you will travel: School Bus, Rental Vehicle, or Commercial Bus. If not school bus make sure vendor is registered on the [www.ccr.gov](http://www.ccr.gov) website. Cost must not exceed \$2500.

ii. Make sure you coordinate with vendor to ensure the following information is worked out. Will vendor accept GPC over the phone for payment? Make sure vendor knows that we can not pay taxes and that we can not pay anything in advance. Payment is made upon completion of travel.

iii. Complete the "Trans/Billeting/Meals Request Form" located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. In the "Note" block put in the following info: How much OMA do you have remaining? Will this cause your unit funding problems in the future? Email the form to brigade, [sylvia.greene@usacc.army.mil](mailto:sylvia.greene@usacc.army.mil)

iv. Upon completion of travel, NLT 7 days, send to brigade, attn: Ms. Sylvia Greene, memo stating services were rendered along with an invoice from the vendor.

## Odds & Ends

### March 2008

b. JCLC Transportation. JROTC units may request brigade funds for transportation of cadets to JCLC encampments and return. Procedures are as follows:

i. Decide how you will travel: School Bus, Rental Vehicle, or Commercial Bus. If not school bus make sure vendor is registered on the [www.ccr.gov](http://www.ccr.gov) website. Consolidate as much as possible with other units.

ii. If cost exceeds \$2500 unit must complete a DA Form 3953 (must have three quotes) along with completing the “Trans/Billeting/Meals Request Form” located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. If less than \$2500 complete the “Trans/Billeting/Meals Request Form” located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. Email the form to brigade, [sylvia.greene@usacc.army.mil](mailto:sylvia.greene@usacc.army.mil) .

iii. Upon completion of travel, NLT 7 days, send to brigade, attn: Ms. Sylvia Greene, memo stating services were rendered along with an invoice from the vendor.

#### **Meals.**

c. Cadet Event. . JROTC units may utilize their MPA dollars for feeding of cadets at events supported by the POI. The unit will not receive any additional funds once unit funds are expended. Procedures are as follows:

i. Decide where you will eat. Cost will not exceed \$7.20 per cadet per meal.

ii. Make sure you coordinate with vendor to ensure the following information is worked out. Will vendor accept GPC over the phone for payment? Make sure vendor knows that we can not pay taxes and that we can not pay anything in advance.

iii. Complete the “Trans/Billeting/Meals Request Form” located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. In the “Note” block put in the following info: How much MPA do you have remaining? Will this cause your unit funding problems in the future? Email the form to brigade, [sylvia.greene@usacc.army.mil](mailto:sylvia.greene@usacc.army.mil)

iv. Upon completion of travel, NLT 7 days, send to brigade, attn: Ms. Sylvia Greene, memo stating services were rendered along with an invoice from the vendor.

d. JCLC Meals. JROTC units may request brigade funds for feeding of cadets while enroot to JCLC encampments and return. Travel must exceed 200 miles one way to receive meals enroot. Procedures are as follows:

i. Meals will be purchased through [www.heatermeal.com](http://www.heatermeal.com) . Order meals and get a cost.

ii. Complete the “Trans/Billeting/Meals Request Form” located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. In the note block state one way mileage distance to JCLC location. Email the form to brigade, [sylvia.greene@usacc.army.mil](mailto:sylvia.greene@usacc.army.mil) .

#### **Billeting.**

## Odds & Ends

### March 2008

e. Cadet Event. JROTC units may utilize their OMA dollars for the billeting of cadets at events supported by the POI. The unit will not receive any additional funds once unit funds are expended. Procedures are as follows:

- i. Decide where you will stay.
- ii. Make sure you coordinate with vendor to ensure the following information is worked out. Will vendor accept GPC over the phone for payment? Make sure vendor knows that we can not pay taxes and that we can not pay anything in advance.
- iii. If cost exceeds \$2500 unit must complete a DA Form 3953 (must have three quotes) along with completing the “Trans/Billeting/Meals Request Form” located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. If less than \$2500 complete the “Trans/Billeting/Meals Request Form” located on the brigade website [www.ajrotc.us](http://www.ajrotc.us) under Travel. Email the form to brigade, [sylvia.greene@usacc.army.mil](mailto:sylvia.greene@usacc.army.mil) . In the “Note” block put in the following info: How much OMA do you have remaining? Will this cause your unit funding problems in the future?
- iv. Upon completion of travel, NLT 7 days, send to brigade, attn: Ms. Sylvia Greene, memo stating services were rendered along with an invoice from the vendor.
- f. JCLC Billeting. Billeting is provided at all approved primary JCLC locations at no cost to the cadet or unit.

8. **Cadet Challenge.** Each unit was sent ten Cadet Challenge medals to be awarded to their top five male/female cadets who participated in the Cadet Challenge program.



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, FOURTH BRIGADE, EASTERN REGION  
UNITED STATES ARMY COMMAND  
2175 REILLY ROAD, STOP A  
FORT BRAGG, NC 28310-5000

Reply to  
ATTENTION OF:

S: 23 MAY 2008  
27 March 2008

ATOE-D-JR (145)

MEMORANDUM FOR: Directors of Army Instructions, Senior Army Instructors, and Army Instructors.

SUBJECT: Implementation Guidance for the 2008 JROTC General George C. Marshall Leadership Symposium (GCMLS)

1. Purpose: To outline the eligibility criteria and the selection process for units participating in the 2008 GCMLS.

2. General: The plan to contract and execute a combined Leadership Symposium and Academic Bowl cannot occur until the 2009 event. As a result, the online, multi-level competition and selection process is not possible this year. The Commander, JROTC recommends we execute the 2008 event using, wherever possible, existing processes and procedures. All Fourth Brigade units are eligible to compete for a GCMLS slot.

3. Intent for the 2008 National Level Event: The Commander, JROTC has provided selection criteria and guidance. The Commander's goal is to select 144 high performing and high potential cadets using a holistic process with both subjective and objective criteria.

4. Eligibility Criteria:

a. Units that participated in this year's essay contest, "How JROTC helps me deal with peer pressure", will receive additional points based on content.

b. Each qualifying unit must select a four person team and two alternates. The team must include four rising LET 2 or LET 3 Cadets - or below the zone cadets - slated for primary leadership positions. Only the four primary cadets will count toward the team selection score since only those four team members will attend the Leadership Symposium in October 2008. The cadets who were evaluated in the selection process must attend the Symposium. Alternates will be utilized for emergency purposes only and then only after Brigade approval.

c. Instructors will be responsible for preparing their first place teams for the National Event through study and training of the following materials: The George C. Marshall Principles of Leadership (DVD and supplemental materials distributed throughout 2005-2007); JROTC Leadership Theory and Application textbook; Winning Colors Theory and Application; Thinking Maps and Application; and the Classroom Performance System (CPS). Additional information about George C. Marshall will be available at, <http://www.marshallfoundation.org>.

ATOE-JR-D (145)

SUBJECT: Implementation Guidance for the 2008 JROTC General George C. Marshall Leadership Symposium (GCMLS)

d. Nomination Packets. Detailed guidance on the nomination packets will be provided on or about 15 April 2008. However, instructors must initially complete the worksheet at enclosure 1 and complete the online scoring form ([www.ajrotc.us/gcm\\_entry.html](http://www.ajrotc.us/gcm_entry.html)) NLT 23 May 2008. The Commander, JROTC will announce first place teams NLT 6 June 2008.

e. Brigade will announce two alternate teams shortly after the first place teams have been announced.

f. Rationale and intent of selection criteria.

(1) Essay Contest: To further refine the selection process in keeping with the holistic approach.

(2) GPA: The symposium is a leader development opportunity not an academic competition. We recognize that school GPA is not directly correlated to a high degree of character, ethics or leadership potential. However, it does indicate current performance outside JROTC which is a program goal.

(3) Letter of Recommendation: The letter is intended to capture the cadet's character, leadership potential and current performance. The letter should provide evidence the student is willing to grow in character, skill and ability and accept responsibility within a group/team as well as in his/her personal life. The Brigade staff may also evaluate the position of the author (inside or outside school, relative or not, etc.) of the letter as well as the content of the letter of recommendation. The Brigade staff will evaluate outside activities that indicate a desire to learn and develop within the context of a community (i.e. Boys & Girls Clubs, Religious Organizations, etc.). These are often bright spots for many students because they're 'outside' the school bubble. Research on leader development among the Nation's youth indicates "involvement" in activities (both inside and outside of school) is significant for leadership growth.

(4) Senior Cadet Review Board Scoring. The intent is to have senior-level cadets evaluating their peers based on the purpose and goals of the symposium. The SAI will generate 5 questions pertaining to the purpose and goals of the George C. Marshall Symposium. Each team member will be evaluated on correct responses, effective communication, eye contact, bearing and appearance. Five LET level questions will also be selected from the curriculum knowledge portion of the formal inspection using the same evaluation guidance. Cadets will be responsible for questions applicable to their current LET level and below. Consideration may also include cadet interviews or presentations. A memorandum for record signed by the Cadet Battalion Commander that the four cadets on the team were selected in a subjective manner based on qualifications and JROTC participation will be submitted as part of the nomination packet.

g. Brigade will apply the following criteria to evaluate team nominations. The points awarded for each category are determined by using the points scale on the GCM scoring worksheet at enclosure 1.

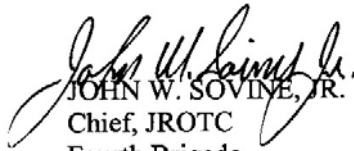
(1) Contributed a minimum of 200 cumulative hours of service learning/community service - 400 maximum points.

ATOE-JR-D (145)

SUBJECT: Implementation Guidance for the 2008 JROTC General George C. Marshall Leadership Symposium (GCMLS)

- (2) Overall school GPA - 400 maximum points
  - (3) JROTC GPA - 400 maximum points.
  - (4) Discipline Assessment – 400 maximum points
  - (5) JROTC class attendance - 400 maximum points
  - (6) Integrated Curricular Activities - 400 maximum points
  - (7) Senior Cadet Review Board recommendations - 400 maximum points
  - (8) Completed the President’s Physical Fitness Program - 400 maximum points
  - (9) Essay contest – Evaluated and scored by Brigade staff
  - (10) One recommendation (focus: character, current leadership abilities and contributions to school and community and potential based on personal character and values)
5. Once you have completed the attached worksheet you must enter the data for each participant, to include the alternates, into the online form at [www.ajrotc.us/gcm\\_entry.html](http://www.ajrotc.us/gcm_entry.html). You may also reach this link by going directly to the 4<sup>th</sup> Brigade JROTC website and clicking on the appropriate George C. Marshall Leadership Symposium link. After completing the online form, mail or fax the worksheet to the 4<sup>th</sup> Brigade JROTC Division. Our fax number is: (910) 396-3854. The online form must also be completed no later than 23 May 2008. Additionally, enclosure 1 is also available as an Excel spreadsheet and available for download on the 4<sup>th</sup> Brigade JROTC website.
6. The point of contact for all matters regarding the George C. Marshall Leadership Symposium is Mr. Art James, (910) 396-5709, arthur.james@usacc.army.mil.

Encl

  
JOHN W. SOVINE, JR.  
Chief, JROTC  
Fourth Brigade



## Discipline Assessment

Cadet Last Name	Discipline level	Points awarded
<b>Totals</b>		

Point Levels	
Discipline Level	Point Value
1. No Disc incidents in HS at all.	100
2. One disc incident in 9th grade	95
3. One disc incident in 10th grade	90
4. Two disc incidents in 9th grade	85
5. Two disc incidents in 10th grade	80
6. More than 2 incidents in 9th grade	75
7. Any disc incident in current SY	70
8. Arrest for any reason	50
<b>MAX 400 pts</b>	

Cadet Last Name	Discipline level	Points awarded
Sample, Cadet	4	85
Sample, Cadet	2	95
Sample, Cadet	2	95
Sample, Cadet	5	80
<b>Totals</b>		355
Alternate Cadet	1	100
Alternate Cadet	7	70

A discipline incident is defined as any incident that resulted in a cadet receiving out of school suspension (OSS), in school suspension (ISS), detention, and/or any arrest throughout high school. Enter the number that corresponds to the cadet's discipline level.

## Attendance Assessment

Cadet Last Name	Attend Records	Points awarded
<b>Totals</b>		

Point Levels	
Attendance Records	Point Value
1. No JROTC absences in last two SY	100
2. No JROTC absences in current SY	95
3. Only excused absences last two SY	90
4. Only excused absences current SY	85
5. One unexcused absence last two SY	80
6. One unexcused absence current SY	75
7. Two unexcused absences last two SY	70
8. Two unexcused absences current SY	50
<b>MAX 400 pts</b>	

Cadet Last Name	Attend records	Points awarded
Sample, Cadet	2	95
Sample, Cadet	3	90
Sample, Cadet	5	80
Sample, Cadet	1	100
<b>Totals</b>		365
Alternate Cadet	1	100
Alternate Cadet	7	70

Enter the number that corresponds to the cadet's attendance history under Attend records

## Participation in Integrated Curricular Activities

Cadet Last Name	Number of events	Points awarded
<b>Totals</b>		

Point Levels	
Program Activities	Point Value
1 Yr on Marksmanship Team	20
1 Yr on Color Guard	20
1 Yr on Drill Team	20
1 Yr on Raider Team	20
1 Year on School Team Sport	20
<b>Max: 400 pts</b>	

Cadet Last Name	Number of events	Points awarded
Sample, Cadet	3	60
Sample, Cadet	4	80
Sample, Cadet	2	40
Sample, Cadet	3	60
<b>Totals</b>		240
Alternate Cadet		
Alternate Cadet		

## Senior Cadet Review Board

Cadet Last Name	Areas Met	Points
<b>Totals</b>		

Point Levels	
JROTC Board Recommendation	Point Value
1. Correct response	20
2. Effective communication	20
3. Eye Contact	20
4. Bearing	20
5. Appearance	20
<b>Max: 400 pts</b>	

Cadet Last Name	Areas Met	Points
Sample, Cadet	5	100
Sample, Cadet	3	60
Sample, Cadet	4	80
Sample, Cadet	2	40
<b>Totals</b>		<b>280</b>
Alternate Cadet	5	100
Alternate Cadet	3	60

Indicate the number of areas achieved under Board Recom. (ie: enter 5 beside the cadet's name if all areas were met, enter 4 if 4 out of 5 areas were met)

## Presidents Physical Fitness

Cadet Last Name	Percent	Points awarded
<b>Totals</b>		

Point Levels	
Cadet Challenge Participation	Point Value
Scoring above 85%	100
Scoring 85%	90
Scoring 51% - 84%	75
Scoring 50%	50
Scoring 49% and Below	25
<b>Max: 400 pts</b>	

Cadet Last Name	Percent	Points awarded
Sample, Cadet	88	100
Sample, Cadet	85	90
Sample, Cadet	75	75
Sample, Cadet	70	75
<b>Totals</b>		<b>340</b>
Alternate Cadet	85	90
Alternate Cadet	70	75