

Odds & Ends

Jun 06

General: As most of you are of by now, the CG, US Army Cadet Command made a decision on 1 Jun 06 to terminate the AC test concept. This decision should have little to no impact on the level of support you receive in the field. If the timeline for the decision holds true we will fall under the command and control of Fourth Brigade 1 Oct 06. We have already started working closely with the Fourth Brigade staff and have even changed our website to reflect Fourth Brigade. As always please read this document completely and pay special attention to the suspense dates. A copy of this will also be posted on our website.

Suspense Items:

Item	Due Date	Remarks
Unit Reports	31 Jul 06	From JUMS but sent hard copy (mail, fax or email)
Master Training Schedule	1 Sep 06	Use the approved format
Rappel Tower Inspection	1 Sep 06	Submit with MTS
Rappelling Risk Assessment	1 Sep 06	Submit with MTS
Americas Promise Report	2 Oct 06	You must use the JUMS to JCIMS interface to submit these reports.
Intentions of Graduates Report	2 Oct 06	
Opening Enrollment Report	2 Oct 06	
Unit Admin Report	2 Oct 06	
Ethnic Data Report	2 Oct 06	

Budget:

- **FY06 Budget:** As all of you are aware the budget has been very challenging this FY and there is no change at this time. At this point in time I am not sure we will see any additional OMA dollars for the remainder of the year. As indicated in recent emails, hard copy mailings and on the website all OMA expenditures require prior approval. There are no restrictions on MPA spending at this time. If you have MPA funds available you are authorized to spend the funds in support of your program. POC is Mr. John Sovine, (910) 396-4066 or john.sovine@usacc.army.mil.

- **UFRs:** The open window for the submission of UFRs closed on 30 Jun 06. I am currently in the process of prioritizing the UFR list by support installation. I hope to have that completed no later than 15 July. Once that is complete I will determine how much funding we have available to us to service the UFRs. Due to ongoing budget difficulties, I do not anticipate addressing any of the OMA UFRs at this time.

GPC:

- **Certification Problems:** There are still a number of you that are repeatedly late on certifying your GPC accounts through the C.A.R.E. system. In order to enforce the Cadet Command requirement of having your accounts certified within 3 days (including opening day) of the opening of the certification window the following measures will be taken for those of you that do not certify in a timely manner.
 - First Time Offenders: Verbal counseling
 - Second Time Offenders: Written counseling; GPC suspension for 30 days
 - Third Time Offenders: Probation for the approving official

Additionally, it is your responsibility as an approving official to have an alternate approving official that can certify in your absence. I recommend coordinating with the billing official of a sister program and each of you becoming the others alternate. If you have any questions contact me at (910) 396-4066 or by email at john.sovine@usacc.army.mil.

- **Reallocation:** GPC reallocation of OMA/MPA funds is still an issue for some of you. Please make sure you reallocate during the approval process every month. If you have any questions contact your AOPC at your support installation.

Event Calendar:

a. Academic Bowl	16 Sep 06
b. George C. Marshall Symposium	11 Oct 06
c. 4 th Bde Raider North	4 Nov 06
d. 4 th Bde Raider South	18 Nov 06
e. MLK Drill Meet	13 Jan 07
f. Eastern Marksmanship	15-17 Feb 07
g. Eastern Drill Meet	23-24 Mar 07
h. National Marksmanship	12-14 Apr 07
i. National Drill Meet	3-6 May 07
j. 4 th Bde Drill Meet	12 May 07

Note: As additional information becomes available it will be posted to our web site at: www.ajrotc.us

Performance Counseling and Performance Improvement Plan: This is all new and has replaced the annual instructor evaluation requirement. Please take a close look at Section VI in CCR 145-2 dated May 06. I have also attached an example of a partially completed DD Form 4856 to this Odds & Ends. Height and weight entries are mandatory on the performance counseling form. If you have any questions after reviewing the CCR please do not hesitate to contact us.

Height & Weight: Please complete the attached height and weight memo and return to this office no later than 15 Oct 06. The form must be completed for every instructor assigned to the school and verified by your immediate supervisor. In some instances that will be your SAI or your principal. For those of you that fall under a DAI system, the DAI is authorized to verify all forms. If you fail to meet the screening weight you must also attach a completed body fat worksheet. (see attached) For more details see CCR 145-2 Chapter 4, Section III and CCR 145-2 Annex H.

JSOCC Attendance: There is a possibility that the certification and the re-certification courses may combine into a single course. This does not negate any of the attendance requirements. New instructors must complete the distance learning phase with in the first 6 months after being hired and

attend the resident portion within 18 months of being hired. All others must attend JCOCC every 5 years.

Advanced DLC Courses: As all of you are aware 4 advanced courses were added to JSOCC-DLC in August 2005. Those instructors employed as of Aug 05 must complete the 4 advanced courses no later than Aug 07. Those instructors employed after Aug 05 have two years for the date of employment to complete the courses. Failure to complete the courses may result in decertification.

JCLC: The mini JCLC events seem to have been a great success overall. It is very likely that we will again be unable to conduct large combined JCLCs as we have in the past. Please keep this in mind and start preparing early for possible mini-JCLCs for FY 07.

Competitions: Like JCLC some of the large regional and national level competitions may be at risk as well. Participate in the local meets for drill, raider and rifle and consider hosting one or two in order to meet your unit report requirements for the 2006/2007 school year.

Anti-Virus Software: McAfee Anti-Virus is now available for you to download on the Automation section of the JROTC Web Portal.

GEORGE C. MARSHALL: The suspense for nominating teams has past. A board from this headquarters met to determine the best qualified teams for this year's event. The competition to select the best qualified was very close and as you know we only have 5 slots. Congratulations to the following teams:

- Spotsylvania High School, VA
- Union High School, NC
- J.H. Rose High School, NC
- Eastern Randolph High School, NC
- Heide Trask High School, NC

Laptop Security: Now that each school should have received a laptop as part of the second classroom equipment package it is important that they remain secure. If the laptop will be in the classroom the entire day I recommend it be secured with a cable designed for this purpose. The cables are around \$30.00 dollars. A small price to pay for the security of a \$1600

laptop. You can normally purchase these items a local computer store or off the Dell site on the web.

Annual Inventories: Many of you are behind in completing your annual inventories. See CCR 700-1, Chapter 2, para 2-8 for details. The below extract should get you started.

“b. Inventories. Commanders and HOEI will ensure compliance with procedures in [DA Pamphlet 710-2-1](#), Chapter 9, for conducting inventories; i.e., annually for property book/hand receipt holder, and change of PBO/MPC (see sample memorandum, [Figure 2-4](#)). Record inventory results on [ROTC CDT CMD Form 194-R](#) (Inventory Control Listing) and furnish HQCC (ATCC-RM) and the brigade a copy of the annual inventory. File a copy of the annual inventory at the ROTC agency. Inventory all weapons monthly to include M-1/M-1903 demilitarized rifles. Exception: Inventory air rifles at least semi-annually. Compare serial numbers with property records. Record the results of weapons, including air rifles, on [ROTC CDT CMD Form 195-R](#) (Monthly Inventory (Weapons/Ammunition/ Sensitive Items)) and furnish HQCC (ATCC-RM) and the brigade a copy of each year’s September inventory. Account for lost, damaged, and destroyed property, IAW paragraph [2-16](#) below.”

Formal Inspections: Due to the expansion over the past 5 years it became necessary to re-establish the grouping of our formal inspections. As a result, the inspection year has changed for some of you as well as the school grouping you are accustomed to. This has now been completed and we are presently working on the actual inspection dates for those of you that will be inspected in SY 06/07. Final dates will be established no later than the end of August.

Marksmanship/Rappelling Certifications: Units desiring to conduct marksmanship or rappelling with cadets must have the proper certification prior to conducting such training. Certification procedures are in the appropriate MOI. **Compliance is mandatory!** Note: Once the initial marksmanship range inspection has been completed by a CMP inspector, annual recertification inspections will be completed during brigade visits.

WEIGHT VERIFICATION

NAME (Last, First, MI)

SCHOOL (City and State)

EFFECTIVE DATE OF EMPLOYMENT

HEIGHT _____ INCHES WEIGHT _____ POUNDS

AGE _____

BODYFAT _____ % (ATTACH WORKSHEET)

I have personally verified the body fat percentage, height and weight of the individual listed above.

(TYPED NAME AND POSITION)

(SIGNATURE)

DEVELOPMENTAL COUNSELING FORM

For use of this form see FM 22-100; the proponent agency is TRADOC

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.
DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank / Grade	Social Security No.	Date of Counseling
Organization	Name and Title of Counselor		

PART II - BACKGROUND INFORMATION

Purpose of Counseling: *(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):*

1. INITIAL ()
2. SEMI-ANNUAL/PERFORMANCE ()
3. EVENT ()
4. MID-YEAR/DRAFT ()

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

1. **PUNCTUALITY:** Always be on time. This includes all after school/weekend activities.
2. **DEPENDABILITY:** Always be at the correct place, at the correct time, with the correct number of cadets. Be in the correct uniform and ensure that cadets are in the correct uniform. Complete all missions, either assigned or implied, in a satisfactory manner. Assigned missions include all missions/deadlines listed on the Recurring Reports Memo, the Purposed Activities List and my End of Year Suspense Dates memo. Ensure that you and your partner check your e-mail daily. Do not exceed your assigned laundry budget.
3. **UNIFORMS:** The class B uniform is the standard uniform for the campus and the classroom (CC Reg 145-2, dated 1 May 2006, para. 10-2). The Army PT uniform can only be worn when Cadet Challenge is listed on your daily Training Schedule and you are supervising this training. The BDU uniform will not be worn on campus.
4. **STUDENT SUPERVISION:** At least one instructor will always be present during any cadet activity (CC Reg 145-2, dated 1 May 2006, para. 8-5). Before you allow a cadet to participate in any type of JROTC activity that does not take place on your campus you must: (a). Have WRITTEN parental approval, (b). Have the school administration's approval and (c). Ensure constant supervision by at least one instructor.
5. **HEIGHT/WEIGHT:** Meet the JROTC Instructor height/weight standards (CC Reg 145-2, 1 May 2006, para. 4-29). HT: WT:
6. **FIVE STEP PROFESSIONAL DEVELOPMENT PLAN:** Complete the 5-Step instructor-training plan (CC Reg 145-2, 1 May 2006, para. 8-4). The Resident Certification Course (JSOCC) must be completed within 12 months of hire. The basic JROTC Distance Learning Course (DLC) must be completed prior to attending the certification or recertification course to receive a certificate of completion. The Advance DLC must be completed within 2 years of hire. The Resident Recertification Course must be completed every 5 years.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action: *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):*

1. Always be on time. Do not miss any suspense dates. Remain within your assigned laundry budget. Check your e-mail daily.
2. Always be at the correct location, at the correct time, with the correct number of cadets. Always be in the correct uniform and ensure that cadets are always in the correct and complete uniform to include headgear. Complete all assigned/implied missions in a satisfactory manner.
3. Always be in the class B uniform whenever you are on campus with two exceptions: (a). Fridays, that have been designated as School Sprit Days and (b). When supervising cadets who are participating in a scheduled (listed on the weekly training schedule) Cadet Challenge event. The Army black/gray P.T. uniform can be worn on Cadet Challenge days.
4. Always ensure that cadets are supervised by at least one JROTC instructor during all JROTC activities wheather these activities are on or off campus and regardless of wheather they take place during the school day, after school or on the weekend.
5. Meet the Cadet Command instructor height and weight standards.
6. Complete the Cadet Command 5-Step Professional Development Plan. Complete the Basic DLC and attend the Resident Certification Course (JSOCC) within 12 months of hire. Complete the Advanced DLC within 2 years of hire. As a minimum complete the requirements for an Associates Degree by 1 January 2009. Complete the Resident Recertification Course every 5 years.

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):*

Individual counseled: I agree disagree with the information above

Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action):*

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling):*

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.