

4th Brigade JROTC Instructor In-processing Checklist

Complete each task below within the required timeline. Then sign and return the form to 4th Brigade JROTC, ATTN: Mr. Art James.

	When	Action to Complete
Instructor Management	NLT 7 days after arrival.	<ul style="list-style-type: none"> • Hire letter on school or district letterhead (Sample located at WWW.ajrotc.us) • DD Form 2767 • DD Form 2754 • Copy of JROTC Instructor Qualification/CNACI Award letter • Copy of dependent children birth certificate (do not need instructor/spouse birth certificate) • District HR JROTC POC name, email address, and phone # • Supporting documents(i.e. marriage certificate, divorce decree, birth certificate, transcript (s) and other documents if needed) POC is Mr. Art James, Ph: 910-643-6588
Training	NLT 14 day after arrival.	<ul style="list-style-type: none"> • Register for JUMS/JCIM password • Register for JSOCC DL • Process in DTS • Submit contact info phone/email. POC is Mr. Erik Shay at 910-643-4346
Curriculum/Automation	NLT 14 day after arrival.	<ul style="list-style-type: none"> • Submit request for Token. • DS Logon Username and password. Access the Access Center homepage: https://myaccess.dmdc.osd.mil/identitymanagement POC is Mr. Robert Dawson at
Logistics	NLT 30 days after arrival.	<ul style="list-style-type: none"> • If MPS, conduct a joint 100% inventory with assigned instructor or principal. Identify all shortages and report shortages via SIR and FLIP-L. • Have principal establish a new MPS if necessary and forward a copy of the memo to brigade. • Submit request for DOD Email. 4 th Brigade POC: Mr. Anthony Ross, Ph: 910-396-6085
	NLT 90 days after arrival	<ul style="list-style-type: none"> • Coordinate visit to brigade headquarters or attend 4th Bde Regional Instructor Training

Signature: _____

Print Name: _____

School: _____

Date: _____