

**U.S. ARMY**

***Junior ROTC  
School of  
Cadet Command  
(JSOCC)***

***Brigade Chiefs' and DAI  
Training Workshop  
Welcome Packet***

**JROTC**



REPLY TO  
ATTENTION  
OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET  
COMMAND AND FORT KNOX  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

ATCC-JR (145)

7 March 2019

MEMORANDUM FOR JROTC Brigade Chiefs' and DAI Training Workshop Attendees

SUBJECT: Welcome to JROTC's Brigade Chiefs' and DAI Training Workshop

- Welcome to the United States Army Cadet Command's JROTC Brigade Chiefs' and DAI Training Workshop. We are glad you are here!
- The introduction will begin Monday, 11 March 2019, at 0800 hours at Palma Hall, Building 9261, 4802 Wilson Rd, Fort Knox, KY 40121. Training is expected to conclude at 1700 hours on Thursday, March 14<sup>th</sup>. For planning purposes, it takes approximately one hour to get to the Louisville International Airport. Therefore, you must schedule your departure flight after 1800 hours.
- The JROTC Directorate has coordinated with the Holiday Inn Express-Newgarden Inn, Building 1327, 406 North Knox Street, Fort Knox, KY 40121 for lodging of workshop attendees. You will be notified by your Brigade of your hotel confirmation prior to class.
- The objectives of the JROTC Brigade Chiefs' and DAI Training Workshop are to equip you with current and emerging information, skills, and use of technology to conduct JROTC programs, and develop and implement strategies on effectively presenting the curriculum and training materials to your students. My staff is dedicated to assisting you in any way possible while you are here attending class, as well as when you return to your unit. Our goal is to make your job easier and to emphasize accomplishment of the mission.
- For additional information, please feel free to contact:
  - Mr. Jim Wood, (502) 624-1793; email: [james.e.wood20.civ@mail.mil](mailto:james.e.wood20.civ@mail.mil)
  - Ms. Gracie Park, (502) 624-1327; email: [gracie.m.park.civ@mail.mil](mailto:gracie.m.park.civ@mail.mil)
  - Mr. Jervis Blanding, (502) 624-1809; email: [jervis.a.blanding.civ@mail.mil](mailto:jervis.a.blanding.civ@mail.mil)

/Approved/  
MICHAEL A. STINNETT  
Colonel, U.S. Army  
Director, Army JROTC

## JROTC Brigade Chiefs' and DAI Training Workshop Information

1. **Purpose.** To provide general information to students attending the FY19 JROTC Brigade Chiefs' and DAI Training Workshop conducted by Headquarters, U.S. Army Cadet Command.
2. **Arrival and Transportation.** Air Transportation to Fort Knox will arrive at the Louisville International Airport. Personnel traveling to attend the Brigade Chiefs' and DAI Training Workshop must make travel arrangements via the Defense Travel System (DTS). Please direct all questions concerning DTS and travel orders to your brigade POC. As a reminder, most airlines now charge for checked baggage. Personnel may claim reimbursement for one (1) checked bag; add this expense to your DTS authorization. Additional baggage expenses incurred by the traveler are personal expenses and will not be reimbursed by the Government.

### a. Rental Cars.

- (1) Each Brigade is authorized rental car(s) based upon the number of DAIs and Brigade Chiefs attending the Brigade Chiefs' and DAI Training Workshop. Brigade Chiefs will designate the DAIs that are authorized rental cars. Rental car authorization will be placed on the DAIs' Defense Travel System (DTS) orders. Rental car authorization should be based upon the arrival times of the DAIs to the airport. DAIs are assigned to rental car transportation based on the Brigade that they are assigned to. Brigade Chiefs are responsible for letting each DAI know who they are traveling with prior to arrival at the Louisville International Airport (SDF). Each DAI or Brigade Chief is responsible for bringing two other DAIs from the SDF to Fort Knox and back to SDF once the Brigade Chiefs' and DAI Training Workshop is complete. In addition, the driver of the rental car is also responsible for taking the DAIs that rode with him/her from the airport to and from class unless other transportation has been arranged.
- (2) If there are DAIs or Brigade Chiefs with flights arriving after 1900 that were not authorized a rental car, there will be a bus at the airport from the Fort Knox Transportation Motor Pool (TMP) that will transport you to Fort Knox. The bus will post at the airport at approximately 2030 hours, and depart the airport at 2200 hours.

- b. **Privately Owned Vehicles (POV).** If you are driving, you will be limited to the Government Travel Rate and any additional travel time will be at your expense.

### c. Directions to Fort Knox.

- (1) Directions to Fort Knox are available on the Fort Knox website:  
<http://www.knox.army.mil/About/maps/>

(2) Directions from Holiday Inn Express-Newgarden Inn to Palma Hall (Day 1):

- Head North on N Knox St. toward Cornwell St. **(0.3 mi)**
- Turn Right onto Eisenhower Ave **(1.0 mi)**
- Turn Left on Wilson Rd. **(1.5 mi)**
- Turn Right at Palma Hall, Building 9261, 4802 Wilson Rd

d. **Privately Owned Weapons.** Please do not bring privately owned weapons onto Fort Knox.

e. **AIE Process.** Access Control Point (ACP) Information:

(1) **Visitor Control Center.** Open 7 days a week 6:00 AM - 9:00 PM. Next to Chaffee ACP.

(2) All personnel without a valid DOD Identification cards (CAC, Retirees and Dependents) have not previously accessed Fort Knox will be required to stop at the Visitor Control Center, show proper identification and be vetted for access prior to entry. Far left lane(s) will be used for vetting personnel when the Visitor Control Center is closed. Personnel that have previously accessed Fort Knox will continue directly to the gate for access. All Non-US Citizens will be required to be escorted by DoD ID Card holder and sponsored in writing at the Visitor Control Center.

(3) **ACP Hours.**

- **Fort Knox Website ACP Information:**  
<http://www.knox.army.mil/Garrison/des/psd/accesscontrol.aspx>
- **Chaffee ACP (Visitor Control Center):** 24 hours 7 days a week.
  - Located on 31 North/South on Bullion Blvd exit.
- **Wilson ACP:** Open 6:00 AM - 8:00 PM. Monday through Friday, closed on Weekends/Federal Holidays.
  - Located on Wilson Road, Wilson ACP is dedicated for DOD Identification cards (CAC, Retirees and Dependents). Personnel with passengers with a driver's license will be directed to Chaffee APC for processing.
- **Brandenburg ACP:** Open 6:00 AM - 1:00 PM Monday through Friday, closed on Weekends/Federal Holidays/Training Holidays.
  - Located on Highway 31 North/South. Brandenburg ACP is dedicated for DOD Identification cards (CAC, Retirees and Dependents) and Commercial Deliveries. Personnel with passengers with a driver's license will be directed to Chaffee APC for processing.

3. **In-Processing.** In-processing will take place the first morning of the workshop at Palma Hall, Building 9261, 4802 Wilson Rd, Fort Knox, KY 40121
4. **Uniform.** The uniform for DAIs for this workshop is the **Class B, Army Service Uniform (ASU), unless otherwise specified.** The ASU Class B uniform will be worn IAW AR 670-1 and DA Pam 670-1. You can wear appropriate business casual, civilian attire on the last day of class (Thursday): no shorts, jeans, exercise attire, flip-flops, hats, or t-shirts. Examples of business casual attire include Khaki pants and school polo or other collared shirts. Civilian staff members must wear appropriate civilian attire to class each day. **At no time will JROTC personnel attending the Brigade Chiefs' and DAI Training Workshop at US Army Cadet Command wear the Army Combat Uniform (ACUs) or Operational Camouflage Pattern (OCP).**
5. **Equipment.** You must bring a fully functional government-issued working laptop with you on Monday.
6. **Instructor DS Logon Account.** Instructors must have a working DS Logon premium level account prior to arrival at Fort Knox. Verify your DS Logon user name, password and login access for the JROTC Web Portal, JUMS, and JCIMS applications. Please contact your Brigade S6 personnel if you cannot access the applications with your DS Logon. Personnel **must complete this process** prior to arrival at Fort Knox for your scheduled training class. If your DS Logon user name or password are not working, or you have forgotten them, you will not be able to logon or participate in the required training.
7. **Brigade and DAI Workshop Schedule.**
  - a. **Day 1: Palma Hall**
    - **Description:** Consists of in-processing, briefings, and group work.
    - **Palma Hall:** Building 9261, 4802 Wilson Rd, Fort Knox, KY 40121.
    - **Parking:** Lot adjacent to Palma Hall.
    - **Hours:** 0800 - 1700
    - **Room:** 131
  - b. **Day 2: Palma Hall**
    - **Description:** Consists of briefings.
    - **Palma Hall:** Building 9261, 4802 Wilson Rd, Fort Knox, KY 40121.
    - **Parking:** Lot adjacent to Palma Hall.
    - **Hours:** 0800 - 1700
    - **Room:** 131

b. **Day 3:** Hill Hall

- **Description:** Day 3 consists of group work.
- **Hill Hall:** Building 9309, 4454 Wilson Rd, Fort Knox, KY 40121.
- **Parking:** If the Hill Hall lot is full overflow parking is available on Ardennes St. . A Parking Map is enclosed with this welcome packet.
- **Hours:** 0800 - 1700
- **Rooms:** 130, 131, 132, 133.
- **Day 3 Luncheon:** Sam Adams Brewhouse, 2723 Spearhead Division Loop, Fort Knox, KY 40121.

c. **Day 4:** Palma Hall

- **Description:** The final day of the workshop (Backbriefs/AAR)
- **Palma Hall:** Building 9261, 4802 Wilson Rd, Fort Knox, KY 40121.
- **Parking:** Lot adjacent to Palma Hall.
- **Hours:** 0800 - 1700
- **Room:** 131

8. **Records Review.** Instructor Management Division will review DAI records prior to them attending the course. Please take time to review your records in JCIMS as well. If you are missing documents from your record, please send them to your Brigade representative and your Human Resources representation here at the JROTC Directorate prior to attending the course. You will have limited opportunity to update them during the course. The following documents are accepted for records verification:

- a. **Education** – transcripts with degree conferred date; Instructor Management Division will not accept diplomas.
- b. **Dependent Status** – marriage certificate, divorce decree, birth certificate, guardianship, death certificate and any other supporting documentation.
- c. **Photos** – There are limited opportunities available to take a DA style photo. If you need to update your photo, please bring your complete **Class A Army Service Uniform (ASU)**.
- d. **CNACI – Prior to attending, DAIs are notified to bring a completed CNACI Packet. If you were born outside the United States, please bring your birth certificate or other documentation for proof of citizenship.**
- e. **Instructor Pay (MIP)** – If you have any issues or concerns regarding your MIP, please bring all supporting documentation (i.e. LES from the Army and School District information).

9. **Class attendance is mandatory.** The issuance of a certificate of completion is contingent upon completing the entire course and meeting course requirements for graduation and out-processing.

10. **Out-processing/Graduation.** Out-processing will occur immediately after course completion. **You should schedule your departure flight after 1700 hours on the final day of class.** We provide bus transportation to the Louisville International Airport after class completion. Additional nights of lodging may be authorized depending on flight delays or other circumstances.

11. **Travel Orders and Per Diem.**

a. Personnel attending the Brigade Chiefs' and DAI Training Workshop at Fort Knox, KY are responsible for initiating and completing their own travel orders and travel (airline) reservations (please coordinate with your Brigade operations team). Contact your Brigade POC about any Defense Travel System (DTS) and travel orders and/or questions. Personnel driving POVs to a resident-based course at Fort Knox **cannot claim** in and around mileage.

b. The JROTC Directorate has coordinated with Holiday Inn Express-Newgarden Inn, 406 N Knox St, Bldg. 1327, Fort Knox, KY 40121 for lodging of attendees. Upon arrival, check-in with Holiday Inn Express-Newgarden Inn for your hotel room assignment. Prior to checkout, attendees are responsible to pay the hotel directly for personal incidentals (i.e. movie rentals, etc.). There is \$10 incidental fee. Your family cannot be accommodated in Newgarden Inn (this pertains to families with children). Pets are an additional fee.

c. Breakfast is available daily at the hotel from 0600-0900 weekdays and from 0700-1000 weekends and holidays. Lunch is available in and on-Post dining areas. Fort Knox area Meals and Incidental Expenses (M&IE) per diem is \$55.00/day. Hotel bus in and around times are upon availability. Group Social is on Wednesdays from 1730-1900 in the main lobby of Newgarden Inn. **Drinking and driving is strictly prohibited.**

d. The hotel's amenities include kitchenette, fitness room, business center, Wi-Fi, and cable TV. Your stay at the hotel may be extended (prior to Sunday and/or after 1100 hours Thursday) **for special cases only and must be coordinated through your Brigade and the JROTC HQ staff (Mr. Blanding)** so the additional days can be included in your travel orders (i.e. overseas travel, travel to/from isolated areas or travel distance of more than 400 miles). Instructors who choose to arrive prior to Sunday or stay longer than checkout on Thursday without official orders must make prior arrangements with the hotel.

12. **Sick Call.** Sick call for all JSOCC personnel is at CareFirst Urgent Care Center, 1360 Rogersville Road, Radcliff, KY 40160, Tel: (270) 351-1150. If you are unable to attend class because of illness, contact Mr. Jim Wood, (502) 624-1793 so arrangements can be made to take you to a local medical care facility. In case of an emergency, call Hardin Memorial Hospital, 913 N Dixie Ave, Elizabethtown, KY 42701 at (270) 737-1212.

13. **Physical Training.** Conducted on an individual basis, the JSOCC does not provide transportation for students to conduct PT. The Ft. Knox Fitness Centers hours of operations are Mon-Fri 5AM-9PM and Sat-Sun 7AM-7PM. You may use any of the following physical fitness centers:

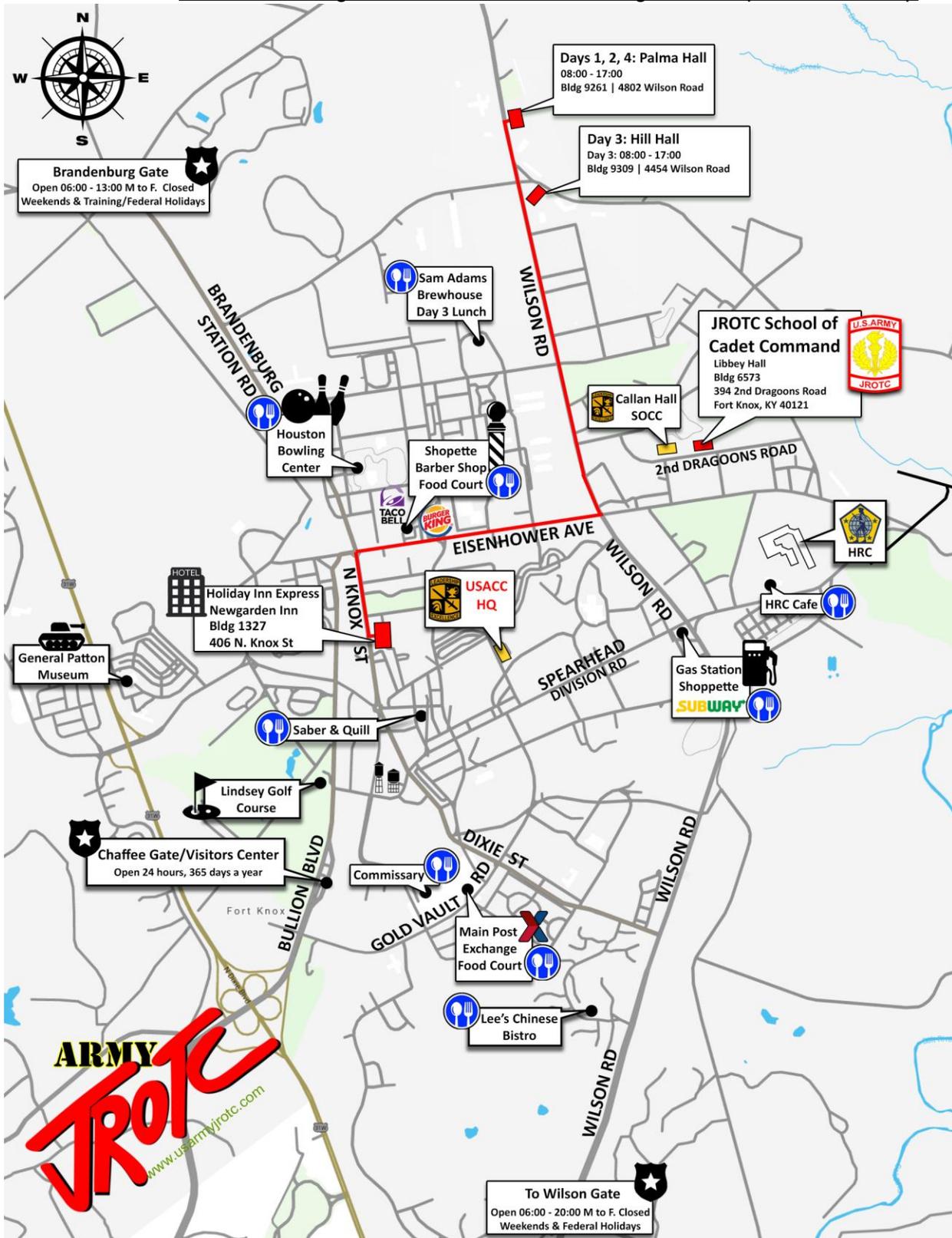
- a. 1-mile track behind JSOCC.
- b. Otto Physical Fitness Center (5AM-9PM Mon thru Fri) (recommended and closest to the JSOCC), 6591 Abel Street, Tel: (502) 624-3316  
<http://knox.armymwr.com/us/knox/programs/otto-physical-fitness-center>
- c. Smith Physical Fitness Center (5AM-9PM, Mon thru Fri, 11AM-7PM weekends) 5927 26th Calvary Drive, Tel: (502) 624-3641  
<http://knox.armymwr.com/us/knox/programs/smith-physical-fitness-center>
- d. Gammon Total Fitness (5AM-9PM, Mon thru Fri, 7AM-3PM weekends and holidays), 850 Radio Street, Tel: (502) 624-4033  
<http://knox.armymwr.com/us/knox/programs/gammon-total-fitness>
- e. Natcher Physical Fitness Center (5AM-9PM, Mon thru Fri) 2341 Garry Owen Avenue, Tel: (502) 624-8169  
<http://knox.armymwr.com/us/knox/programs/natcher-physical-fitness-center>

11. **In Case of Emergency During Duty Hours.** Contact the following JSOCC personnel by phone: Mr. Jim Wood, (502) 624-1793, or Mr. Jervis Blanding, (502) 624-1809 located in Bldg. 6573, Second Dragoons Road, Fort Knox, KY.

12. **After-Hours Emergency Numbers:**

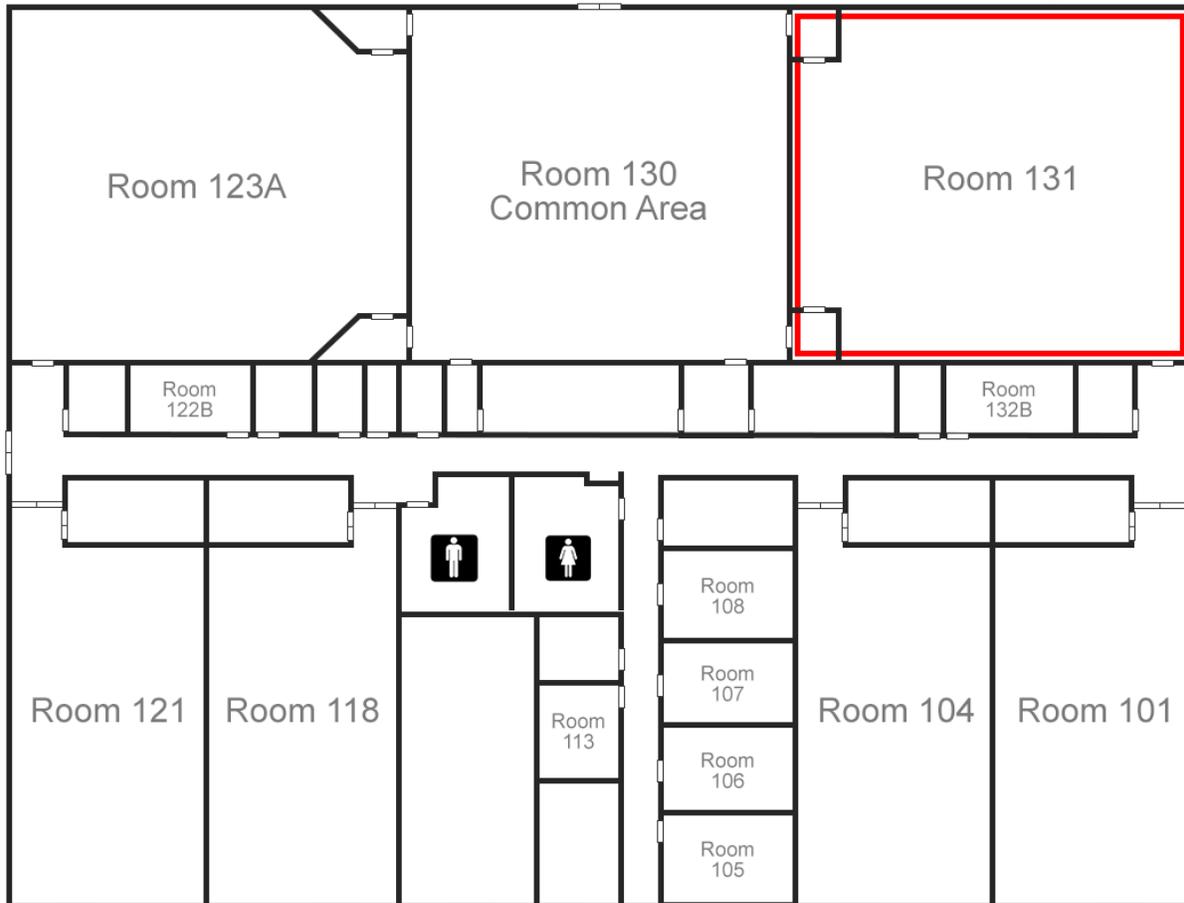
- **Medical, Fire, Police** ----- **911**
- **Chaplain** ----- **(502) 624-5255**
- **Mr. James (Jim) Wood (Chief, JROTC Training & Ops Div)** ---- **(757) 404-4652**

# Enclosure 1: Fort Knox – Brigade Chiefs' and DAI Training Workshop Locations Map



**Enclosure 2: Days 1, 2, 4: Palma Hall Floorplan**

**JROTC - Brigade & DAI Workshop Days 1, 2, 4**  
Palma Hall  
Bldg 9261  
4802 Wilson Rd, Fort Knox, KY 40121

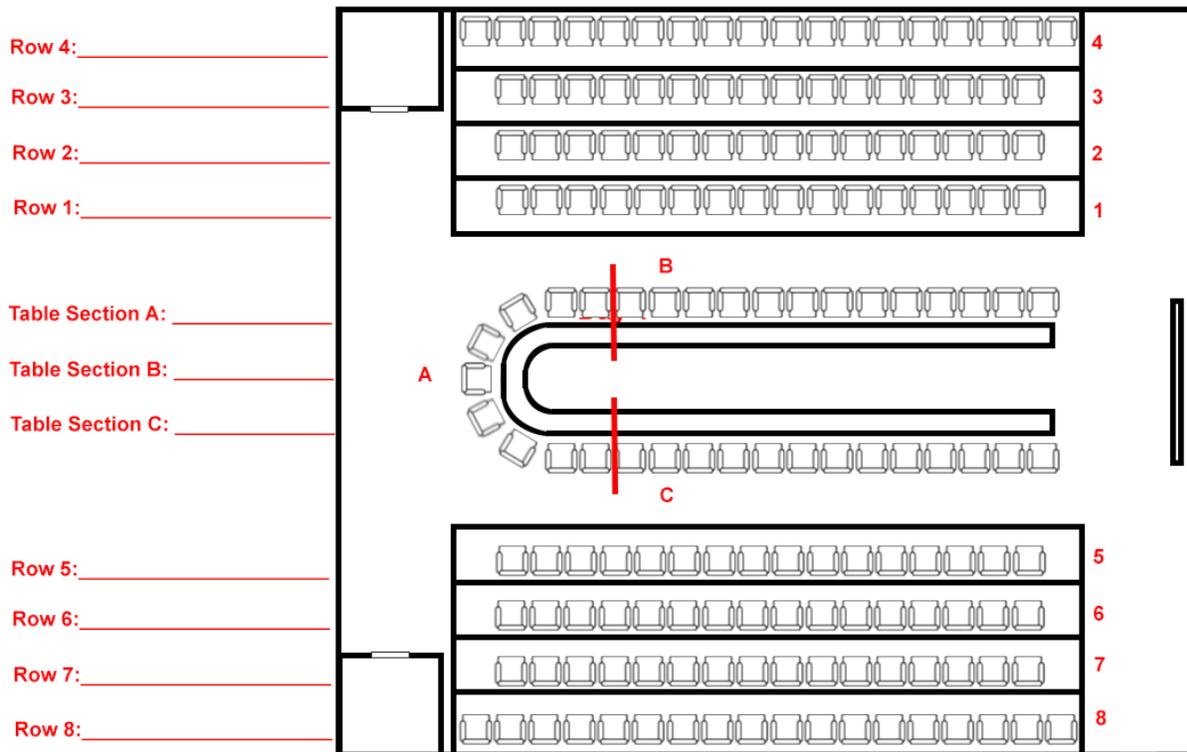


# Enclosure 3: Days 1, 2, 4: Palma Hall Seating Chart

JROTC - Brigade & DAI Workshop Days 1, 2, 4  
Palma Hall  
Bldg 9261  
4802 Wilson Rd, Fort Knox, KY 40121



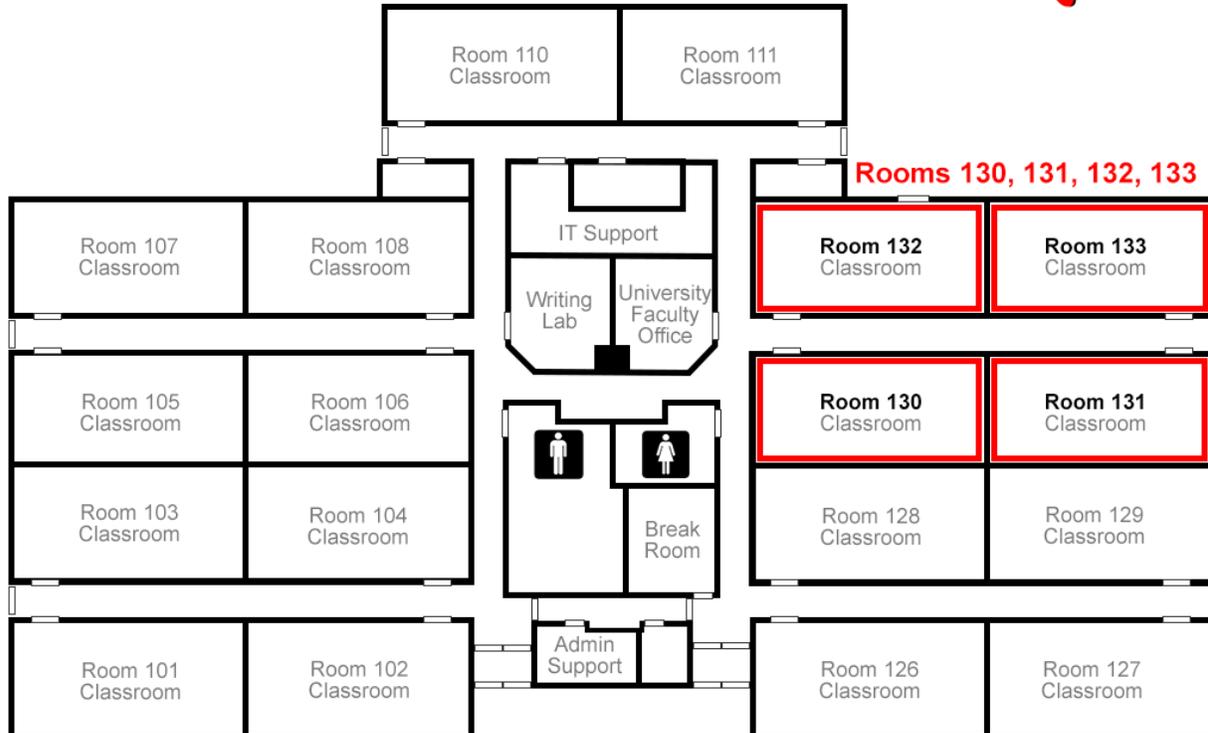
## Room 131 - Seating Chart



**Enclosure 4: Day 3: Hill Hall Floorplan**

**JROTC - Brigade & DAI Workshop **Day 3****

Hill Hall  
Bldg 9309  
4454 Wilson Rd, Fort Knox, KY 40121



Enclosure 5: Hill Hall Parking Map

