

U.S. ARMY

**Junior ROTC
School of Cadet
Command
(JSOCC)
WELCOME PACKET
FY 19**

JROTC


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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)

19 October 2018

MEMORANDUM FOR JROTC School of Cadet Command (JSOCC) Students

SUBJECT: Welcome to JSOCC Instructor Certification Training Course

1. Welcome to the United States Army Cadet Command's JROTC School of Cadet Command (JSOCC). We are glad you are here!
2. Classes will begin on Monday at 0800 hours at the JROTC School of Cadet Command (JSOCC), Building 6573 (Libbey Hall), 394 Second Dragoons Road, Fort Knox, Kentucky 40121; the contact numbers are (502) 624-1649 or (502) 624-1824. A bus will arrive at 0715 hours and depart promptly from your hotel at 0730 hours. We expect this training to conclude NLT 1300 hours on either Thursday or Friday, depending on the scheduled course you are attending. For planning purposes, it takes approximately one hour to get to the Louisville International Airport. Therefore, you must schedule your departure flight after 1500 hours.
3. The JROTC Directorate has contracted with the Holiday Inn Express Newgarden Inn, Building 1327, 406 North Knox Street, Fort Knox, KY 40121 for lodging of attendees for our resident training classes. You will be notified by your brigade of your hotel confirmation the week prior to class. Again, the training and lodging are on Fort Knox.
4. The objectives of the Instructor Training Courses 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. Additionally, the Logistics Training Course and other training classes focus on developing and improving your skills and abilities needed to support our mission. The JROTC staff is dedicated to assisting you in any way possible while you are here attending class, as well as when you return to your school. Our goal is to make your job more enjoyable and to emphasize accomplishment of the mission.
5. For additional information, please feel free to contact Mr. Vince Blackmon, (502) 624-1824, email: vince.e.blackmon.ctr@mail.mil; Ms. Gracie Park (502) 624-1327 email gracie.m.park.civ@mail.mil; or Mr. Jervis Blanding, (502) 624-1809 email jervis.a.blanding.civ@mail.mil.

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JSOCC Information

1. Purpose. To provide general information to students attending the FY19 JROTC School of Cadet Command (JSOCC) for the following courses conducted by Headquarters, U.S. Army Cadet Command:

- a. Instructor Training Basic Course (Certification) – Travel to Fort Knox on Sunday and class begins on Monday.
- b. Instructor Training Advanced Course (Recertification) – Travel to Fort Knox on Sunday and class begins on Monday.
- c. Logistics and Supply Management Course – Travel to Fort Knox on Monday and class begins on Tuesday.
- d. Instructor SME Train-the-Trainer Course (TTT) – Travel to Fort Knox on Monday and class begins on Tuesday.
- e. Brigade and DAI Staff Training Course – Travel to Fort Knox on Monday and class begins on Tuesday.
- f. New Curriculum Pilot Course – Travel to Fort Knox on Monday and class begins on Tuesday.

2. Arrival and Transportation.

Air Transportation to Fort Knox will arrive at the Louisville International Airport. Personnel traveling to attend any JSOCC courses 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 **are not be reimbursed by the Government.**

a. Ground Transportation to Fort Knox.

(1) JROTC Directorate will provide Government transportation from Louisville Airport to our contract hotel, the Holiday Inn Express Newgarden Inn on 406 N Knox St, Bldg. 1327, Fort Knox, KY, and return. Personnel arriving at Louisville International Airport (SDF) on Sunday or Monday should schedule incoming flights to the airport between **1200 and 1900** Eastern Time and use the Fort Knox TMP-provided bus transportation that departs the airport at **1330, 1530, and 1930 hours** enroute to Holiday Inn Express Newgarden Inn.

(2) If your arrival time is between 1230 and 1900 hours, report to the bus ramp and check-in with the driver of the Fort Knox bus that will take you to the hotel. After check-in with the bus driver, retrieve all of your checked baggage. If your arrival time is not near the time for the bus to leave, you may use the Fort Knox Reception Center to relax and wait for transportation to the hotel.

(3) Personnel who arrive after 1930 hours must use airport taxi services, Uber, or Lyft services for transportation to the hotel. Taxi services are located outside the

airport at the traffic island on the left of the taxi stand (Ask about Share-a-Ride at the taxi stand). **Phone numbers for the two taxi services are Ready Cab (502) 417-4406 and Yellow Cab (502) 636-5511.** The rate for taxi services to the hotel is approximately \$90.00 for one person; additional fees may be added for more riders. Personnel will pay the driver in the form of cash or credit card. You may obtain reimbursement for this expense when you file your travel/TDY voucher. Please make sure to get a receipt from the taxi's service driver. Please check to ensure the Uber, Lyft or Taxi service drivers are able to access Fort Knox and/or able to get a pass from the Fort Knox Visitors' Center. **Remember, rental cars are not authorized.** As aforementioned, **the report-in site for lodging is the Holiday Inn Express Newgarden Inn on N Knox St, Fort Knox, KY.**

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.

- Directions to Fort Knox are available on the Fort Knox website:
 - <http://www.knox.army.mil/About/maps/>
- Directions from Holiday Inn Express Newgarden Inn to JSOCC:
 - Head North on N Knox St. toward Cornwell St. (0.3 mi)
 - Turn Right onto Eisenhower Ave (1.2 mi)
 - Turn Left on Chamberlin St. (0.2 mi)
 - Turn Right on 2nd Dragoons Rd to **BLDG 6573, JROTC HQ**

C, Privately Owned Weapons: All Privately Owned Weapons brought onto Fort Knox must be immediately declared and registered at the entrance gate. All owner registration and permits must be on-hand. Failure to do so will result in violations punishable by Federal law.

c. **AIE Process.** Access Control Point (ACP) Hours:

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

- All personnel without a valid DOD Identification cards (CAC, Retirees and Dependents) and 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.

Chaffee ACP: 24 hours daily 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 Rd. Adjacent to Knox Blvd. 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 adjacent to Brandenburg Station Rd, near Muldraugh, Kentucky. 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.

<http://www.knox.army.mil/Garrison/des/psd/accesscontrol.aspx>

3. In-Processing. In-processing will take place the first morning of class at Bldg. #6573, Libbey Hall, 394 Second Dragoons Road, Fort Knox, KY, 40121.

a. **Uniform.** The uniform for JROTC instructors, including DAIs and their staffs, SAls and AIs, and Logistics personnel 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 day of graduation: 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 JSOCC or other classes at US Army Cadet Command wear the Army Combat Uniform (ACUs).**

b. **Equipment.** You must bring a fully functional government-issued working laptop and Curriculum Manager with you on Monday. You will use them during the week for Curriculum Manager/JUMS training and evaluation for designated classes. The classroom has internet access for use during JUMS training and to access government approved websites.

c. **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 JUMS training.

4. JROTC School of Cadet Command (JSOCC) Courses.

NOTE: JROTC personnel at Fort Knox cannot set-up an account for you or change your password.

a. Nearly all JROTC Courses are conducted at the JROTC School of Cadet Command (JSOCC), Building 6573 (Libbey Hall), 394 Second Dragoons Road, Fort Knox, Kentucky 40121. All students must have completed the Basic Distance Learning Course within six months of hire date, per the FY19 Training Guidance and CCR 145-2 prior to attending the Basic resident course.

b. Training times:

- 1) Basic and Advanced JSOCC courses: Monday – Thursday 0800 – 1700 and Friday 0800 – 1200.
- 2) Logistics and Supply Management Course: Tuesday – Thursday 0800 – 1700 and Friday 0800 – 1200.
- 3) Instructor SME Training Advanced Course (TTT): Tuesday – Wednesday 0800 – 1700 and Thursday 0800 – 1200.
- 4) Brigade and DAI Staff Training Course: Tuesday – Thursday 0800 – 1700 and Friday 0800 – 1200.
- 5) New Curriculum Pilot Course: Tuesday – Thursday 0800 – 1700 and Friday 0800 – 1200.

c. **Records Review.** Instructor Management Division will review instructors' 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:

- 1) **Education-** transcripts with degree conferred date; Instructor Management Division will not accept diplomas.
- 2) **Dependent Status** – marriage certificate, divorce decree, birth certificate, guardianship, death certificate and any other supporting documentation.
- 3) **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)**.
- 4) **CNACI – Prior to attending JSOCC, Instructors 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.**

d. **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).

e. **Class attendance** is mandatory. In order to graduate, all instructors/students must complete all course evaluations of class. The issuance of a certificate of completion is contingent upon completing the entire course and meeting course requirements for graduation and out-processing.

f. **Out-processing/Graduation.** Out-processing for the JSOCC Instructor Training Course will occur immediately after graduation. **You should schedule your departure flight after 1500 hours on the final day of class.** We provide bus transportation to the Louisville International Airport after class completion. In the case of delayed flight departures after class due to availability of flights to overseas locations or other extraordinary travel arrangements, we may authorize additional night(s) of lodging.

5. Travel Orders and Per Diem.

a. Personnel attending JSOCC Courses 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. We will provide bus transportation throughout all JSOCC resident courses, unless otherwise specified.

b. The JROTC Directorate has contracted with Holiday Inn Express Newgarden Inn, 406 N Knox St, Bldg. 1327, Fort Knox, KY 40121 for lodging of attendees for our resident training classes. Upon arrival, check-in with Holiday Inn Express Newgarden Inn for your hotel room assignment. United States Army Cadet Command, JROTC pays the hotel directly for your lodging. Prior to checkout, attendees are responsible to pay the hotel directly for personal incidentals (i.e. movie rentals, etc.). There is \$10 incidental fee. If you are travelling with family members other than your spouse, they won't be accommodated in Newgarden Inn and may have to be assigned other quarters on post for the week of class. 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 on and off post.**

d. The hotel's amenities include kitchenette, fitness room, business center, free Wi-Fi, and cable TV. Your stay at the hotel may be extended (prior to Sunday and/or after 1100 hours Friday) **for special cases only and must coordinated through your brigade and the JROTC HQ staff**, 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 Friday without official orders must make prior arrangements with the hotel.

6. **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 Ms. Gracie Park (502) 624-1327, or 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.

625-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. The Physical Fitness field is located behind JSOCC and features a 1 mile track

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>

IN CASE OF EMERGENCY DURING DUTY HOURS. Contact the following JSOCC personnel by phone: Ms. Gracie Park, (502) 624-1327, Mr. Jim Wood, (502) 624-1793, or Mr. Jervis Blanding, (502) 624-1809 located in Bldg. 6573, Second Dragoons Road, Fort Knox, KY.

8. AFTER HOURS EMERGENCY NUMBERS:

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

1 Enclosure

I – Map of Fort Knox

