MEMORANDUM FOR All USACC Brigade Staff and Army Instructors

SUBJECT: Memorandum of Instruction (MOI) for the FY19 US Army Cadet Command Subject Matter Expert (SME) Train-the-Trainer (TTT) Course, 20 – 23 May 2019

1. Purpose: The purpose of this MOI is to outline the scope, concept of operations, guidelines, and other parameters for the FY19 Subject Matter Expert (SME) Train-the-Trainer (TTT) Course #501 - 19 to be will be conducted in Building #9261 (Palma Hall), Fort Knox, KY during 20 – 23 May 2019.

2. Reference:
   b. Cadet Command Regulation (CCR) 145-2, Junior Reserve Officers’ Training Corps Administration and Operation, Effective Date: 1 February 2012.

3. General Overview: The SME TTT Course will greatly assist in enhancing JROTC Instructor teaching strategies and proficiencies, and to accomplish the following primary objectives:
   a. Develop a corps of experienced Instructors to support the Brigade Summer Training Courses and professional development of Instructors within their Brigades.
   b. Develop a corps of experienced Instructors who can coach and mentor the program success of other Instructors in the areas of their expertise, i.e. Curriculum Manager (CM), JUMS, Logistics, Teaching Strategies, etc.
   c. Provide a corps of experienced Instructors to act as mentors and co-facilitators for the Brigade Summer Training Workshops and beyond.
4. **Concept of Operations:** The 2019 SME TTT Course will feature the following topics in support of the three primary Army JROTC priorities which are as follow:

- Market, recruit, train, and retain competent, professional Instructors.
- Maintain a world-class citizenship curriculum within the character/leadership development academic standards.
- Sustain, guide, and execute strategies to enable the JROTC program to remain relevant, both technologically and aligned with the nation’s values to 2030 and beyond.

a. This training course will feature training to facilitate the following topics:

- Explore Educator ethics as they relate to the JROTC program, and explore courses of action to mitigate inappropriate student/instructor relationships
- Enhance use of the Curriculum Manager and other classroom teaching tools to effectively facilitate classroom learning
- Explore new updates in JUMS and JCIMS, their use in the field/classroom, and gathering of pertinent information valuable to Cadet and unit success
- Explore how JROTC curriculum supports academic goals and success in the accreditation process

b. This year’s class is scheduled in a more specialized sequence than in previous years. Instructors should come prepared to devote most of their classroom training time to the classes they will be expected to train during the Brigade Summer Training Program. Conjunctively, we have developed training groups to assist this training process. The primary training groups are as follow:

1. SME Training:
   - Group 1 – Curriculum Manager
   - Group 2 – JUMS
   - Group 3 – Logistics
   - Group 4 – Effective Teaching and Classroom Management Strategies
c. Brigades should select Instructors and Brigade JROTC staff members to attend the SME training course who meet the following criteria (additional parameters and selection criteria are included in the attached Course Outcome Summary);

- Have a proven record for the utilization of the JROTC curriculum
- Have a proven record in logistics/supply strategies, JUMS/JCIMS and/or effective teaching techniques
- Have demonstrated personal life-long learning, such as pursuit of an advanced education or specialized degree
- Are computer literate with operating systems, basic configuration, plug-ins, programs
- Have used the CM regularly and are familiar with its operational requirements, content, and usability
- Will serve key roles in facilitating instruction and selected topics during the Brigade Summer Training Program
- Have the time to contribute to Instructor support (Not planning to retire within the next two (2) years)
- Enjoy training and helping others: are sought out by peers for their classroom and other professional expertise

5. Tentative Itinerary:

Monday, 20 May 2019  
Day of Travel / Hotel Check-in (Newgarden Inn)

Tuesday, 21 May 2019  
1st Day of Training (0800-1700 hours)  
Training Location – Palma Hall (Rooms 101, 104, 118, & 121)

Wednesday, 22 May 2019  
2nd Day of Training (0800-1700 hours)  
Training Location – Palma Hall (Rooms 101, 104, 118, & 121)

Thursday, 23 May 2019  
3rd Day of Training & Day of Departure (0800-1200 hours)  
Training Location – Palma Hall (Rooms 101, 104, 118, & 121)
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6. Brigade Training Seat Allocations: SME TTT training course allocations for each brigade are the same as for other JROTC training courses in JCIMS, however, Brigades may request additional slots (we have space for more personnel). Brigades should also consider sending at least one representative from their Brigade HQs.

7. Coordinating Instructions:

a. Attendees to the FY19 SME TTT Course are reminded to bring with them the following items:
   - Government laptop computer with charger
   - Updated Curriculum Manager and connector cables
   - Web Site/JUMS/JCIMS Log-in Information
   - Course Welcome Packet (Included in this packet of materials)
   - Course Training Schedule (Included in this packet of materials)
   - Lesson Plan Template (Included in this packet of materials)
   - Class A or ASU jacket if instructors attending the course would like to take or update their photos

b. Attire: The attire for the FY19 SME TTT Course is Class B ASUs for Instructors, and civilian business casual (collared shirts, slacks/khaki pants) for Brigade JROTC Staff/Civilian Personnel - no jeans, no exercise/sweat suits, T-shirts, or flip-flops, and no hats in the classroom. Again, if Instructors attending the course need an updated photo, please bring your complete uniform, to include ASU jacket.

c. Lodging: Attendees will be billeted in the Holiday Inn – Newgarden Inn on Fort Knox, KY. The reservations are being made with the hotel by JROTC HQs (Mr. Jervis Blanding). Please refer to the FY19 JROTC Welcome Packet (included in this packet and located on the JROTC web site). All hotel rooms are centrally billed to JROTC. Brigade staff and Instructors will not include hotel charges in DTS for reimbursement. Brigades will prepare Invitational Travel Orders (ITO) in DTS for invited Centers of Influence (COIs) guest speakers and presenters. Hotel rooms for COI personnel will be centrally billed to JROTC and will not be included for reimbursement on the ITO created in DTS.
d. Ground Transportation to Fort Knox.

(1) JROTC Directorate will provide Government transportation from Louisville Airport to our contract hotel, the Holiday Inn Express-New garden Inn, Building 1327, 406 North Knox Street, Fort Knox, KY 40121 and return. Personnel arriving at Louisville International Airport (SDF) on 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 1300, 1600, and 1900 hours enroute to Holiday Inn Express and Candlewood Suites.

(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 hotels. 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 hotels.

(3) Personnel who arrive after 1930 hours must use airport taxi 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 taxis service driver. Remember, rental cars are not authorized. As aforementioned, the report-in site for lodging is the Holiday Inn Express-New garden Inn, Building 1327, 406 North Knox Street, Fort Knox, KY 40121.

8. Points-of-contact Information:

   a. The primary point-of-contact for the FY19 SME TTT Course and this memorandum is the Chief, Training & Operations, Mr. Jim Wood, (502) 624-1793, james.e.wood20.civ@mail.mil.

   b. Alternate POCs are Ms. Gracie Park, JROTC Operations, (502) 624-1327, gracie.m.park.civ@mail.mil; and Mr. Jervis Blanding, (502) 624-1809, Jervis.a.blanding.civ@mail.mil who is responsible for training seat allocations, bus service and lodging.
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c. Please feel free to call us if you would like additional information or if we can help you further.

3 Encl

MICHAEL A. STINNETT
COL, US Army
Director, JROTC