Junior ROTC
School of Cadet Command
(JSOCC)
WELCOME PACKET
FY 20
MEMORANDUM FOR JROTC School of Cadet Command (JSOCC) Students

SUBJECT: Welcome to JSOCC Instructor 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) 624-1327 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 Friday, depending on the scheduled course you are attending i.e. weather. 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.

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 Instructor Training Course and other training classes focus on developing and improving your skills and abilities needed to support our mission. 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. Vince Blackmon, (502) 624-1824, email vince.e.blackmon.ctr@mail.mil or Ms. Gracie Park, (502) 624-1327, email gracie.m.park.civ@mail.mil.

/Original Signed/
MICHAEL A. STINNETT
Colonel, U.S. Army
Director, Army JROTC
JSOCC Information

1. **Purpose.** To provide general information to students attending the FY20 JROTC School of Cadet Command (JSOCC) Basic or Advanced Instructor Training Courses.

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-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.

   (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 hotel.

   (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.**
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:**
     - **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.** Do not bring privately owned weapons to Fort Knox. You will not be permitted to enter the installation.

d. **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 card (CAC, Retiree or Dependent card) 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.

   (3) **ACP Hours:**

     - **Fort Knox Website ACP Information:**

     - **Chaffee ACP (Visitor Control Center):** 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 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 class at Bldg. #6573, Libbey Hall, 394 Second Dragoons Road, Fort Knox, KY, 40121.

4. **Uniform.** The uniform for JROTC instructors, including DAIs and their staffs, SAIs 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 U.S. Army Cadet Command wear the Army Combat Uniform (ACUs).**

5. **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.

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 USACC 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.

7. **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 FY20 Training Guidance and CCR 145-2 prior to attending the Basic resident course.

   b. The JROTC School of Cadet Command (JSOCC) Instructor Training Course begins on Monday at 0800 hours and ends no later than 1300 hours on Friday of the same week. Bus transportation departs from the hotel area enroute to the training facility at 0730 hours daily. There is a requirement to complete additional assignments after class. The assignments typically take one to two hours to complete each night.
8. **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:

   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 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.

   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. In order to graduate, all instructors 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.

10. **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.

11. **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 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. Upon arrival, check-in with the Holiday Inn Express-Newgarden Inn, for your hotel room assignment. United States Army Cadet Command, JROTC will pay 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.).

c. All rooms are equipped with one queen-sized bed. The rooms are not outfitted for accommodating multiple family members. Additionally, pets are not authorized/allowed in Newgarden Inn (does not include Service Animals). As part of our contract with Newgarden Inn, we can’t authorize class attendees to change to another hotel. All hotel rooms are centrally billed and our funding agreement only allows us to pay for rooms with Newgarden Inn.

d. 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.

e. 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 Friday) for special cases only and must be 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.

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 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.

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, Sat, and Sun 7AM-3PM. You may use any of the following physical fitness centers:

a. 1-mile track behind JSOCC.

c. Smith Physical Fitness Center (5AM-9PM, Mon thru Fri) 5927 26th Calvary Drive, Tel: (502) 624-3641
   http://know.armymwr.com/us/know/programs/smith-physical-fitness-center

d. Gammon Physical Fitness Center (5AM-9PM Mon thru Fri. 7AM-3PM Weekends and Holidays), located on the west side of Ireland Army Health Clinic, off Spearhead Division Road (502) 624-4033

e. Natcher Physical Fitness Center (5AM-9PM, Mon thru Fri) 2341 Garry Owen Avenue, Tel: (502) 624-8169.

14. In Case of Emergency During Duty Hours. Contact the following JSOCC personnel by phone: Ms. Gracie Park, (502) 624-1327 or Mr. Jim Wood, (502) 624-1793 located in Bldg #6573, Second Dragoons Road, Fort Knox, KY.

15. After Hours Emergency Numbers:

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

16. If you need further assistance, please feel free to contact Mr. Vince Blackmon (502) 624-1824 or email vince.e.blackmon.ctr@mail.mil, or Ms. Gracie Park, (502) 624-1327, email gracie.m.park.civ@mail.mil.