The Ohio State Army ROTC
New Cadre Guide

OSU Army ROTC CONTACT INFORMATION:

Address: 2121 Tuttle Park Place, Columbus, OH 43210
Phone: 614-292-6075
Email: armyrotc@osu.edu

Contents

In processing

Prior to arrival

1. Contact Mr. Manuel Pace (pace.31@osu.edu) at 614-292-6075.
2. Mr. Pace will initiate the Request for Hire from OSU HR.

     Information Needed for New Hire:
       i. Full Name
      ii. Rank
     iii. OSU Report Date
      iv. Position to be filled (e.g. NCO-Military Instructor, PMS, Assistant Professor of Military Science, Federal HRA or Logistics)
       v. **EMAIL ADDRESS** of new hire
3. Once OSU approves the HRA Request, the new hire will receive an email with an online link for the **mandatory background check**.
     a. This is **required** of all new OSU Staff, except student hires.
     b. **This step should be done well in advance of the new hire's report date.** No further hire action can be completed until the background check is approved.
4. **Distance Learning School of Cadet Command modules (DL-SOCC)** *(online).* Go to https://www.lms.army.mil/ and search for the appropriate course under the Catalog Search Button:

a. **PMS**: "SROTC 01 - Professor of Military Science (PMS)"
b. **SMI**: "SROTC 03 - Battalion Senior Military Instructor"
c. **APMS**: "SROTC 02 - Assistant Professor of Military Science"
d. **ROO**: "SROTC 08 - Recruiting Operations Officer"
e. **HRA**: "SROTC 07 - Admin Tech/Human Resources Assistant"
f. Once you are complete, print certificate. You will hand carry it to the Resident Course at Fort Knox.

Upon Arrival

1. In process with Ms. Messerschmitt (HR/S1): Sign in and initiate inprocessing into 7th Brigade, Cadet Command at Fort Knox, KY.
   a. See ATTACHMENT 1 "DFAS PCS Travel Voucher Guide"
2. *Once the background check is approved*, the new hire will fill out the hire paperwork by reporting to The Intake Center, 8 Bricker Hall.
   a. New Hire Paperwork: ATTACHMENT 2
   b. Check last page of Form I-9 for acceptable documents: ATTACHMENT 3.
3. Upon completion, OSU will issue an employee ID number and an OSU user name (or "dot number"), such as "name.1"; Usually, this takes a couple of days.
4. After ID number and OSU "Dot Number" has been issued, report to **Ohio Union room 3040 (**third floor)**, 1739 North High Street, M-F 0800-01700** to receive your OSU ID or "Buck-ID". The first copy is free.

OSU Email Account setup

1. Once you have a "dot number", go to https://my.osu.edu/public/IdentityManagement/.
2. Click "Activate Now" in the upper left of screen.
3. This will enable you to access all OSU sites, such as, Email, Carmen, Buckeye Link, and more.
4. For online web access to email, go to https://email.osu.edu/.
5. To setup email on desktop Outlook, follow the Outlook setup prompts.
6. For any questions related to your OSU Account, call 614-688-HELP (4357).

Parking Pass

1. Initially, report to the front desk to receive a 1 day parking pass. These temporary passes will be available at no cost for the first couple days until you purchase the parking pass from CampusParc.
2. Park your vehicle on the West Side of Converse Hall in the "B" Lot.
3. There are a couple of different options for purchasing parking passes – monthly passes, annual B (staff) pass, or annual A (faculty) pass. They each have different costs. Review the options on website and choose whichever is best for you.
4. CampusParc is located at 160 Bevis Hall, 1080 Carmack Road Columbus, OH 43210. Their number is (614)292-9341.
   > *Note:* Make sure you know your vehicle license plate and bring your OSU ID during this process. You have to park on the parking lots on the left side across the road from Bevis Hall.

5. All information is listed on their website - http://www.campusparc.com/osu/
6. **Active duty personnel** will claim a portion of the parking fee through DTS (Defense Travel System). The remaining balance will be reimbursed by the Army ROTC department. Retain receipt, DTS voucher and see Mr. Pace.
7. Parking passes for **Contractor personnel** will be purchased by Army ROTC department each year.

Supply Issue
Supply is located in room 169 (first floor, north side).
1. See Supply to sign for the following
   a. **PT Uniform:** Cadre wear a black OSU Army ROTC shirt/sweatshirt for PT
   b. **Office Key**
   c. **Automation Equipment**
2. Bring a copy of your Driver's License.

Computer Access and Share Drive
1. Contact the S6 for a computer account.
2. The BN S-6 will also give you permissions to access the share drive
3. Go to \\army-server\cadre to review the Cadre Share Drive.
   a. Either click on the link or
   b. Copy and paste it into the START > Run menu
4. Ensure you save this as a shortcut on your desktop and in "My Network Places"

Required Training
Email copy of certificate to the BN S6, unless otherwise noted

All training and the Acceptable Use Policy must be renewed annually.
1. You must first be registered with ATCTS at https://atc.us.army.mil
2. **Acceptable Use Policy (AUP)** is digitally signed on ATCTS website.

Steps 3-4 completed at https://ia.signal.army.mil
3. Annual **DoD Cyber Awareness Challenge** (formally IA Awareness)
   a. Click on "Cyber Awareness Challenge" icon in middle of page.
4. **Social Media and Operations Security**

Steps 5-8 completed at https://iatraining.us.army.mil
5. **WNSF Phishing Awareness**
6. **WNSF Personally Identifiable Information (PII)**
7. **WNSF Portable Electronic Devices and Removable Storage Media**
8. **WNSF Safe Home Computing**

Successful completion of each course will result in two certificates, one for taking the course, and one for passing the exam. You must complete and pass each exam for the training to populate to your ATCTS profile.

9. **15 Passenger Van Safety Training** - \\Army-server\cadre\S-3 Operations\Cadre Training\15 PAX VAN SAFETY

a. Click on the "Van Safety" icon and complete the training.
b. Print your certificate and give it to the S3 NCOIC.

10. **Accident Avoidance Course for Army Motor Vehicle Drivers**
    a. Go to https://www.lms.army.mil
    b. Click "Catalog Search"
    c. Search for "Accident Avoidance for Army Motor Vehicle Drivers"
    d. Register for "Army Traffic Safety Program, Accident Avoidance Course for Army Motor Vehicle Dr"

11. **Combat Life Saver Course**. Classes will be organized and offered on a periodic basis.

12. **Distance Learning School of Cadet Command modules (DL-SOCC)** *(online)*. See more information under "In processing – Prior to Arrival."

13. **School of Cadet Command Instructor Training Course** *(resident course):*
    a. Once you are complete with the DL-SOCC modules, talk to the S-3/training officer to sign up for the resident course.

Cadet Command Accounts

1. See Ms. Messerschmitt to set up a **Cadet Command Information Management System (CCIMS) account**.
    a. All required computer training must be complete prior to requesting an account.
    b. In CCIMS, you will update cadet's information such as, APFT score, HT/WT, Military History Status, etc.

2. **Cadet Command Blackboard Account**
    a. Blackboard is primarily used to download Powerpoints for your class lectures, but has many other useful purposes as well.
    b. Go to https://rotc.blackboard.com/webapps/portal/frameset.jsp.
    c. Beneath the login option, click link "Request Blackboard Cadre Account"
    d. Fill out the Blackboard Account Request Form (ATTACHMENT 4) and send it to willie.gee@usacc.army.mil.

Annual Operations Order

Review the **OPORD (Operation Vanguard Buckeye**). This is the Operation Order for the Year. It is stored under the share drive: \\army-server\Cadre\S-3 Operations\Orders

Carmen

1. Carmen can be accessed with your Buckeye username (lastname.#) at https://carmen.osu.edu/
2. Carmen is the primary tool you will use to post class documents (assignments, handouts, syllabus, textbook, etc.) for your cadets. It is customizable, so you can set it up in a way that makes sense for your class.
3. On Carmen, your class will be divided by sections (except MSIII), and each section will have its own "page". It can be cumbersome to manage multiple pages and ensure you have posted everything to each page. It is **highly recommended** that you add the cadets from your smaller section(s) to the page for your biggest section, so all your cadets are accessing one Carmen page, and you are only managing one. Ask another cadre member for details on how to do this.

4. Carmen is also the tool you will use to post grades on assignments/quizzes/tests, so cadets can track their own progress
5. **Although Carmen generates a "final grade" for the students to view, this is NOT where you submit the "official grade" to the University.**
6. Official grades must be submitted on Buckeye Link under the Faculty Center.

Buckeye Link

1. Buckeye Link can be accessed with your Buckeye username (lastname.#) at http://buckeyelink.osu.edu/facultystaff.html
2. From this page, you will click on the 'Faculty Center' Link to access your class rosters.

3. Buckeye Link is the primary website where you will track your class rosters and submit final grades.
4. The image below will show you how to access class rosters and post final grades. If there is a discrepancy in your class roster between Carmen and Buckeye Link, refer to Buckeye Link because it will be more accurate.

5. Post Final Grade: Click on the above icon to access the grades portion of Buckeye Link. Then follow the below instructions.

To POST FINAL GRADE to University

1. Input roster grade.
2. Under Approval Status, change 'Full/Partial Post' to 'Full Post Only'.
3. Click 'Save'
4. Click 'Post'

THIS ACTION IS FINAL AND CANNOT BE REVERSED BY YOU. Be sure you input the grades correctly. See Example on left of my mistake.

6. <u>Change Final Grade</u>: If you make a mistake and input the wrong grade, take the following steps:
   a. Fill out the "Grade Assignment Change Form" (ATTACHMENT 5).
   b. This form must be signed the PMS or Mr. Pace.

Campus Area of Operations

These are the primary locations where the Army ROTC operates for routine and special events:

1. **Converse Hall.** 2121 Tuttle Park Place. This is the garrison command post of all Army ROTC class and training activities.
2. **Recreation Physical Activity Center (RPAC)** (337 W 17th Ave).
   a. This facility is one of the areas where the ROTC conducts physical training.
   b. Access to this facility requires your OSU Buck-ID and paid membership. The Army ROTC provides memberships for cadre – see Mr. Pace for details.
   c. For a Guest Pass (Quest pass), see the XO, MAJ Stratman.
3. **Band Practice Field (BPF).** The Army ROTC conducts physical training at the BPF when weather permits outdoor PT. See map for location.
4. **French Field House (FFH).** The Army ROTC conducts physical training and leadership lab at the FFH during inclement weather. See map for location.
5. **West Campus.** The Army ROTC conducts leadership lab field training events at West Campus throughout the year. This location is primarily used by the MSIII cadets.
   Location: **near** 2501 Carmack Rd.
6. **Tuttle Park.** The Army ROTC conducts leadership lab field training events at Tuttle Park throughout the year. This location is primarily used by the MSI/MSII's.
   Location: on the north side of Lane Avenue (across the street from Converse Hall), to the north of Panera Bread.
7. **Fawcett Center.** The Army ROTC uses the Fawcett Center for special events.
   Location: 2400 Olentangy River Rd.
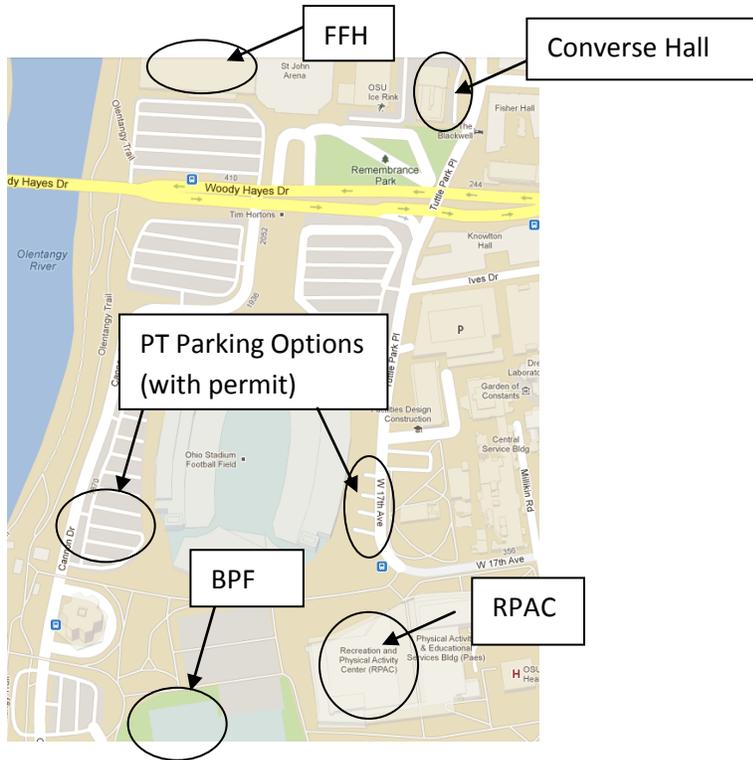
Army ROTC publications

Upon arrival, request a copy of:

- "*OSU Army ROTC Buckeye Battalion Cadet Handbook*" from the SMI.
- "*US Army Cadet Command Infantry Platoon TACSOP*" from the MSIII cadre.
- "Chain of Command Phone Card" from the SMI.

Familiarize yourself with the following Cadet Command Regulations:

- CCR 670-1
- CCC 145-4

TRICARE and Dental Information

1. Register yourself and family with TRICARE Prime Remote with the following link http://www.tricare.mil/tpr
2. TRICARE INFORMATION: 1-877-TRICARE (1-877-874-2273)
3. TRICARE PHARMACY: 1-877-363-1303
4. Dental Claims and Service: 1-866-984-ADDP (1-866-984-2337).
5. How to find a Medical Provider in your area (PCM), use the following link: https://www.hnfs.com/apps/providerdirectory/SearchResults.aspx?searchnow=true
6. TRICARE Approved Pharmacies: Sam's Club, Old Village Pharmacy, Weslyn Pharmacy, CVS Pharmacy, Kroger's Pharmacy, and Target Pharmacy.
   a. Call TRICARE PHARMACY: 1-877-363-1303 to make sure these pharmacies are still authorized.

Weekly Battle Rhythm
Physical Training: M, W, F from 0615-0730. Location: RPAC, BPF, FFH, or Converse.
Leadership Lab: MSIII – Tuesdays from 0705 – 0855; MSI/MSII – Thursdays from 0705 – 0855
Classes: MSI class meets once/wk, MSII meets twice/wk, MSIII/IV meets three/wk.
Staff Meeting: Thursdays at 1300 in cadre conference room
Training Meeting: Fridays from 0740 - 0900 in room 239 - Cadet led.

Cadre and Staff positions (see ATTACHMENT 6 for a contact roster)

Professor of Military Science and Leadership	LTC Mike Lear
Executive Officer	MAJ Frank Stratman
Senior Military Instructor	MSG Falefa Tagoilelagi
Scholarship and Admissions Officer	MAJ Chad Furne
MSIII APMS and S3	CPT Brandon Branca
MSIII NCO Instructor and S3 NCOIC	SFC James Finfrock
MSII APMS and Battalion S6	Mr. Aaron Treesh
MSII NCO Instructor	SFC Anthony Baskerville
MSI APMS	CPT Noble Wonsetler
MSI NCO Instructor	vacant
Newark OIC	Mr. Ron Sargent
Human Resources Technician - ROO	Ms. Veronica Messerschmitt
Human Resources Admin/S1	vacant
University Office Assistant	Mr. Manuel Pace
Supply Technician	Mr. Dennis Clagg
Assistant Supply Technician	Mr. Terry Blackstone