



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

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In processing

Prior to arrival

1. Contact Ms. Angelica Arnett (arnett.68@osu.edu) at 614-292-6075.
2. Ms. Arnett 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.

Upon Arrival

1. In process with HRA/S1: Sign in and initiate in processing into 7th Brigade, Cadet Command at Fort Knox, KY.
 - a. See ATTACHMENT 1 “DFAS PCS Travel Voucher Guide”
2. 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.
3. 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. Park your vehicle on the West Side of Converse Hall in the “B” Lot.
2. 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.
3. CampusParc is located at 1560 North High Street, Columbus, OH 43210. Their number is (614)688-0000.

Note: Make sure you know your vehicle license plate and bring your OSU ID during this process. It is easier to purchase everything online if you already have your BuckID.
4. All information is listed on their website – <https://osu.campusparc.com>
5. **Active duty personnel** will claim all of the parking fee through DTS (Defense Travel System). Create a local voucher under transportation expenses. You will have to provide justification for use of personal account, because we are not authorized to use GTCC for parking. Use line of accounting (LOA) From DA570ACC007 ➡ 22 7BDE PARKING.
6. Parking passes for **Contractor personnel** will be purchased by the individual and reimbursement is not the responsibility of the University.

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 U.S. Army or OSU Army ROTC issued shirt/sweatshirt for PT
 - b. **Office Key**

c. **Automation Equipment**

2. Bring a copy of your Driver's License.

RSN Account

This document will outline all requirements for you to establish your RSN access and accounts. You **MUST** obtain and retain network and account access in order to complete the duties of your position. Please follow the directions below to complete your access and account request.

1. Read this document in its entirety before starting any processes.
2. Using Box, go to the folder 7BDE_In-Process then to the folder 7BDE_S6_Instructions and forms.
3. Open the Excel file named School List, find your school name and RSID. Copy the RSID, this will be needed later to complete documentation. ****NOTE**** You will need to click the "Open" drop down menu and select "Install Box Tools" in order to view the file.
4. Once you have your RSID, go to the folder and download the DD2875 template associated with your RSID.
5. 7BDE S6 has pre-filled part of the DD2875 form for you, do not change or edit this information.
6. You, as the new requestor, are responsible to complete Part I, blocks 1-13. (All blocks are required)

****NOTE**** If the client (requestor) is serving in any staff position as a contractor, then block 16a will also have to be completed by the client (requestor). The date in block 10 must match your most current Cyber Awareness Certification and **MUST BE WITHIN 30 days of your access request.** If a client must re-do any IA compliance requirements, please be aware that it can take up to 72 hours from the time of training completion for the results to import/post to the client's ATCTS database.

Prior to PCSing

The following is the URL for the Army Training & Certification Tracking System (ATCTS). <https://atc.us.army.mil>

If you need to complete or re-do Cyber Awareness Training and or AUP the following is the URL: <https://cs.signal.army.mil>

7. Once you have completed all blocks required for requestor, submit to your supervisor for signature.
8. **Supervisor:** Completes blocks 17 through 20b ****Failure to complete any of these blocks will delay your account request****
9. Once all of the steps have been completed, submit all documents and files to the folder in Box labeled 7BDE_S6 located in the parent folder 7BDE_In-Process. The DD2875 and the Authentication Certificate will need to be submitted there.

****NOTE**** The naming of documents and files is important for tracking. The name of the DD2875 should be saved in the following format: DD2875-RSID-Last Name, First Initial, Middle initial. Example - **DD2875-C1G01-SMITHJM**. Naming format for the authentication certificate will be **C1G01-SMITHJM-Cert**.

****NOTE****: Also there are documents in the 7BDE_S6_How to documents to help you with Cyber, AUP, export CAC certificate and how to update your GAL information.

If you have any questions concerning the instructions in this document or experience any issues, please email the BDE S6 office at usarmy.knox.usacc.list.bde-7-s6@mail.mil.

BDE S6 consists of the following personnel:

OIC CW3 Yarley, John T. 502-626-3790, C: 502-378-2510

DEP GS Veri, Benjamin A. 502-626-0169, C: 502-386-3336

IMO CTR Messier, Michael M. 502-626-7806, C: 502-500-9808

IMO CTR Signorino, Samuel R. 502-6262272, C: 502-310-8174

Cadet Command Accounts

1. See HRA/S1 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.

Required Training

1. 15 Passenger Van Safety Training -

https://rotc.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_tab_group_id= 205_1

- a. Click on the "15 Pax Van Training" icon and complete the training.
- b. Print your certificate and give it to the Mr. Joseph Wiehe (Master Driver)

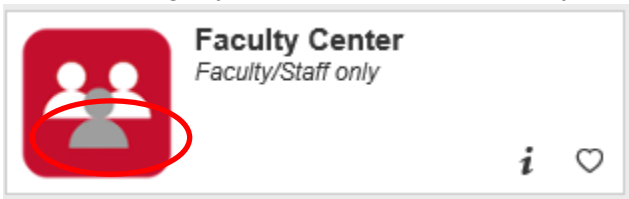
2. USACC Instructor Course (CFD-IC) Classes will be scheduled through the Buckeye Battalion Operations section. Please contact them prior to arrival to get a school date.

Carmen

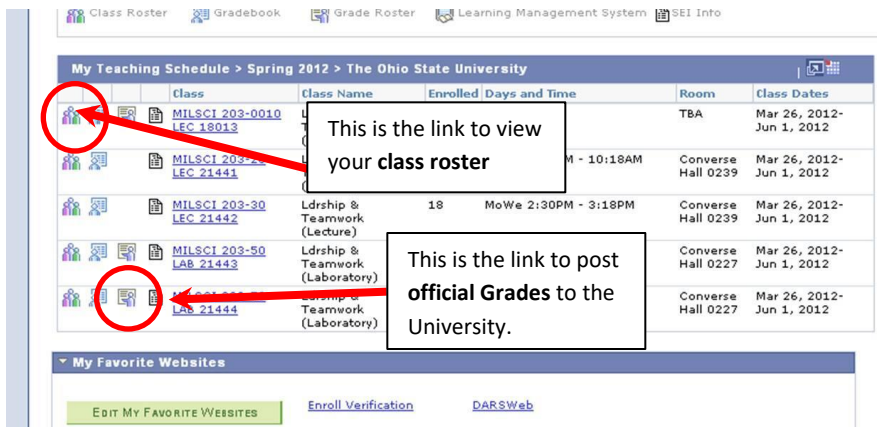
1. Carmen can be accessed with your Buckeye username (lastname.#) at <https://carmen.osu.edu/>
2. Carmen is the primary tool you will use to post class documents (assignments, handouts, syllabus, textbook, etc.) for your cadets. It is customizable, so you can set it up in a way that makes sense for your 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

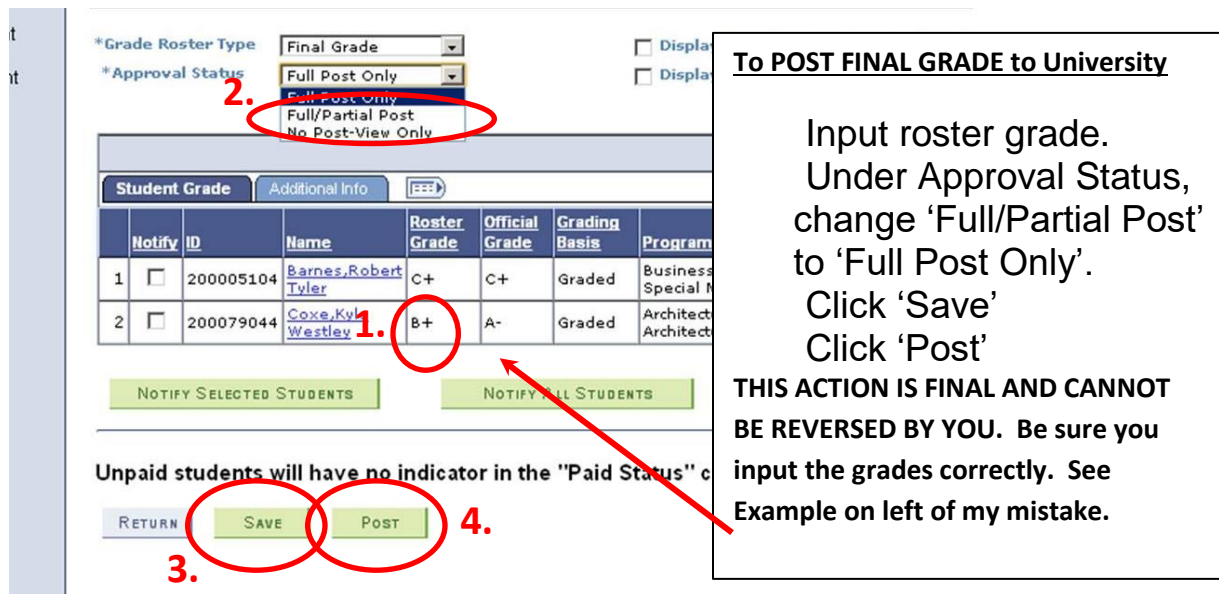
1. Buckeye Link can be accessed with your Buckeye username (lastname.#) at <https://buckeyelink.osu.edu/>
2. From this page, you will click on the ‘Faculty Center’ Link to access your class rosters.



- 3.
4. Buckeye Link is the primary website where you will track your class rosters and submit final grades.
5. 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.



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



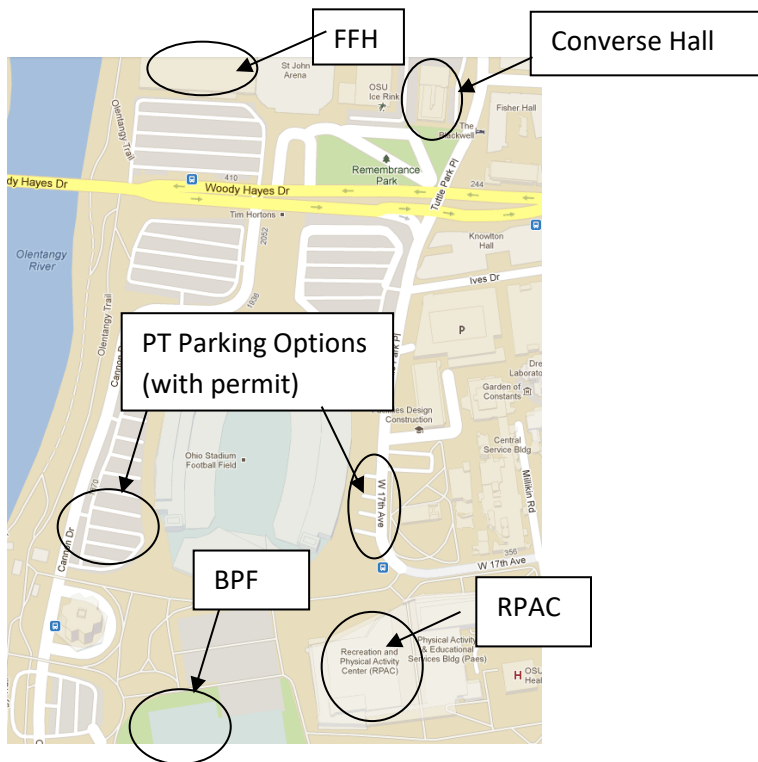
7. **Change Final Grade:** If you make a mistake and input the wrong grade, take the following steps:
 - a. Fill out the "Grade Assignment Change Form" (ATTACHMENT 5).
 - b. This form must be signed the PMS or Mr. Pace.

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 Ms. Arnett for details.
 - c. For a Guest Pass (Quest pass), see the XO, CPT Sowder.
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.
Location: near 2501 Carmack Rd.
6. **Tuttle Park.** The Army ROTC conducts leadership lab field training events at Tuttle Park throughout the year.
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 Ms. Arnett.

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/tp>
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 (844-653-4061). You can locate a dentist near you at the following link: <https://www.uccitdp.com/find-a-dentist/#/>
5. How to find a Medical Provider in your area (PCM), use the following link:
<https://milconnect.dmdc.osd.mil/milconnect/protected/portlet/bwe>
6. TRICARE Approved Pharmacies at the following link: <https://www.express-scripts.com/consumer/site/oepharmacysearch?memtype=tricare&accessLink=TRICARE#>
 - a. Call TRICARE PHARMACY: 1-877-363-1303 to make sure these pharmacies are still authorized.

Weekly Battle Rhythm

Physical Training: M, W, TH from 0600-0705. Location: RPAC, BPF, FFH, or Converse.

Leadership Lab: Tuesdays from 0700 – 0855.

Classes: MSI class meets once/wk, MSII meets twice/wk, MSIII/IV meets three/wk.

Staff Meeting: Every Tuesday at 1015.

Training Meeting: Every Friday from 0800 – 0900 - Cadet led.

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

Professor of Military Science and Leadership	LTC Michael R Kelvington
Executive Officer	CPT Theodore Sowder
Senior Military Science Instructor	MSG John M Renner
Scholarship and Admissions Officer	Mr. Ron Sargent
MSIV APMS/S3	LTC Joseph Nalli
MSIII APMS	CPT Zachary Williams
MSI/II APMS	Mr. Mark Federle/CPT Theodore Sowder
Sr CeMAT/ OPS NCOIC	MSG Orlando Soto
A Co. CeMAT	MSG Sacramento Ortega
B Co. CeMAT	SFC Demorian Jones
C Co. CeMAT	SFC Matthew Sitz
D Co. CeMAT	CPT Zachary Williams

Recruiting Operations Officer	Mr. Ronald Sargent
Human Resources Admin/S1	Mr. Andrew Rieman
Human Resources Admin/S1	Ms. Michelle Perry
University Office Assistant	Ms. Angelica Arnett
Supply Technician	Mr. Joseph Weihe
Assistant Supply Technician	 vacant