



# User Guide



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## JUMS Help

There are instructional videos located on [www.usarmyjrotc.com/jums-help](http://www.usarmyjrotc.com/jums-help)



Non-technical questions can be addressed to [usarmy.knox.usacc.mbx.hq-jrotc-jumshelp@army.mil](mailto:usarmy.knox.usacc.mbx.hq-jrotc-jumshelp@army.mil)

JUMS Training Site: [www.jumstrng.usarmyjrotc.com](http://www.jumstrng.usarmyjrotc.com)

## Summary of Changes

### Addition of 8<sup>th</sup> grade students (pre-freshman)

There are three options on **school information** page:

3 year program: 10-12 only

4 year program: 9-12 8<sup>th</sup> graders (pre-freshmen) are located in close proximity (same school grounds or within commuting distance). Transportation will not be covered by the US Army Cadet Command, JROTC.

5 year program: K-12, 8-12, 7-12 (schools) etc. 8<sup>th</sup> graders (pre-freshmen) are in the same physical school as 9-12.

8<sup>th</sup> grade Cadets will be added to LET 1 their 8<sup>th</sup> grade year, and will **continue with LET 1 through their 9<sup>th</sup> grade year.**

8<sup>th</sup> grade enrollment on enrollment reports will be 100%. If you have six (6) 8<sup>th</sup> grade JROTC Cadets **physically** in your school (5 year program), then the school enrollment for 8<sup>th</sup> graders (pre-freshmen) will also be six (6).

If you have six (6) 8<sup>th</sup> grade JROTC Cadets physically in your program, and two (2) magnet 8<sup>th</sup> graders (homeschooled or transported), your school enrollment for 8<sup>th</sup> graders will be six (6) and two magnet Cadets.

**Magnet Cadets:** Your magnet Cadets will not be entered into the ethnic breakout table or in the host school count, as they are not PHYSICALLY in the school.

**\* 8<sup>th</sup> graders are listed as pre-freshmen on enrollment reports**

## Grant Information

Grant information has been added to the school management page.

Based on Section 513 of the National Defense Authorization Act (NDAA), JROTC is required to collect information on grants to support science, technology, engineering, and math (STEM).

On the school information page, please click the corresponding radio button for receiving grants (Y/N). If you answer yes, you will need to enter total monetary amount and total federally funded amount.

## Chapter 1 - Logging into JUMS and Password Reset

### 1-1 Logging into JUMS

<https://jums.usarmyjrotc.com>

All HQ USACC, Brigade Staff, JROTC DAI, and JROTC Instructors who do not have a CAC must have a Defense Manpower Data Center (DMDC), Defense Services (DS) Logon Premium account to access JUMS. CAC card holders have the option of logging into JUMS using the DS Logon or CAC card logon.

If you do not have a DS Logon account, you may create an account from the JUMS Logon page by selecting the blue hyperlink question, “Create Account”.

If you require assistance, creating a DMDC – DS Logon account or resetting your account password please call: DMDC – DS LOGON TECHNICAL SUPPORT at telephone 1-800-477-8227, select “option 2.”

**Please DO NOT email or call the JUMS Help Desk or the HRC Service Desk for assistance with creating a DS Logon account or resetting your DS Logon password.**

## Chapter 2 – Annual School Year Set-up Requirements

### 2-1 Overview of Annual School Year Set-up Requirements

The JUMS school year is 1 July – 30 June annually. The JUMS school year resets on 1 July each year. The school year set-up MUST be completed each year, **after** 1 July for the new school year. On 1 July when JUMS resets for the new school year, the JUMS Home page will display the required School Year Set-up wizard. Users will not have full function of the JUMS menus until the school year set-up items are completed per the instructions below.

#### jumstrng.usarmyjrotc.com says

The JUMS school year changes over on 1 July each year. In order to have functionality of the JUMS application the “School Year Set-up” requirements must be completed annually. Scroll down this page to the “School Year Setup Table” and complete the annual requirements in the order they are listed. For step-by-step instructions, please refer to Chapter 2 of the current JUMS User Guide.

OK

## 2-2 Review and Update Information about the School

**NOTE: The school name, business address, phone number, Superintendent, Principal names, and other school information reflected in **BOLD** in JUMS cannot be changed in JUMS.**

If the **school name or address is incorrect**, DA Form 918B (Amendment to Application for Establishment of Army Reserve Officers' Training Corps Unit) is required to request the correction. Instructors must complete the form and mail it and 4 copies to your designated representative (either your Brigade or your Director of Army Instructor (DAI)). They will review and verify the information and submit the request to the USACC, JROTC, Instructor Management Division.

To correct **superintendent or principals' names in JUMS**, submit a letter on school letterhead or district letter head for Superintendent, signed by a school official with the correct information through your brigade JROTC staff, to the USACC, JROTC Directorate, Instructor Management Division. Letters may be emailed to [usarmy.knox.usacc.list.hq-jotcpay@army.mil](mailto:usarmy.knox.usacc.list.hq-jotcpay@army.mil) The instructions to correct this information is located in JUMS by navigating to Manage Unit/School Information and clicking on the blue information icons located adjacent to the Superintendent and Principal Names.

### School Year Set Up

#### School Year Setup Table

Welcome to the 2022 - 2023 school year.

Complete these steps in order to assure that information is correct for your records and upcoming reports. Cadet information for this school year cannot be entered until these steps are completed.

Some materials you will need are:

- Any updates to the School or Unit like dates, or changed phone numbers.
- List of all Cadets that did not advance to the next grade.
- List of all Cadets that graduated last year.

Review and Update information about the <u>School</u>	<input type="checkbox"/> Not Started
Review and Update information about the Unit	<input type="checkbox"/> Not Started
Graduate Last Year's Seniors	<input type="checkbox"/> Not Started
Assign next School Grade, LET Levels and Class Period	<input type="checkbox"/> Not Started
Add new Cadets	<input type="checkbox"/> Not Started

While you will be able to save and return later, you will need to complete all the steps in order for you to have full functionality of the JUMS application.

- a. From the JUMS homepage, in the School Year Set-up table, click the green **School** hyperlink and enter data in all fields with an asterisk (\*). You may also reach this page by going to the top menu bar, scroll to **Manage Unit**, and select **School Information**.
- b. Fill in all required fields.
- c. Enter the dates for the student and Teacher/Instructor first and last days. For your school to receive unit report points for events conducted during the summer months it is recommended that traditional schools enter 1 July as the start date for both students and teachers, and 30 June for the end date. This will ensure that all unit events are captured on the unit report. Block schedule schools would enter 1 July – 31 Dec for the 1<sup>st</sup> block/semester and 1 Jan – 30 June for the 2<sup>nd</sup> block/semester for both students and teacher/instructor. **The dates entered here have no bearing on the instructor contract.**
- d. Click **Save** at the bottom of the screen when finished.

### **2-3 Review and Update Information about the Unit**

- a. From the JUMS homepage, in the School Year Set-up table, click the green **Unit** hyperlink (You can also reach this page by going to the top menu bar, scroll to **Manage Unit** and select **Unit Information**); enter data in all fields with an asterisk (\*).
- b. Fill in all required fields.
- c. Click Save at the bottom of the screen when finished.

### **2-4 Graduate Last Year's Seniors**

**Note:** To graduate a Cadet all issued items must be returned to inventory. Graduation plans must be entered in each senior Cadets record. To complete the Intentions of Graduate input requirements and Graduate Last Year's Seniors follow these steps:

- a. From the JUMS homepage, in the School Year Set-up table, click the green **Graduate Last Year's Seniors** hyperlink.
- b. The Cadet Detail page will open with the "Graduation Panel" displayed.
- c. A list of senior Cadets will be displayed in the "**Update Search**" box, located at the top left of your screen. The name of the first Cadet displayed in the lists record

will be open. The name of the Cadet whose record is open will be displayed in bold on the top left of the page.

- d. Under the graduation section, select the Cadet's graduation plans from the provided drop-down lists; once you have completed all the applicable fields, click the **Status** drop-down menu, and select "**Graduate**" from the list, click the **save button** at the bottom of the screen.
- e. The screen will refresh, at the top of the page click the "**Next**" **button**, this will open the next Cadet in the lists record.
- f. Under the graduation section, select the Cadet's graduation plans from the provided drop-down lists; once you have completed all the applicable fields, click the **Status** drop-down menu, and select "**Graduate**" from the list, click the **save button** at the bottom of the screen.
- g. Repeat steps e and f until graduation plans have been entered for all the listed senior Cadets, and their status has been changed to graduate.

## **2-5 Assign Next School Grade, LET Level, and Class Period**

**These steps are completed for enrolled Cadets in grades 8, 9, 10 and 11.**

- a. From the JUMS homepage, in the School Year Set-up table, click the green **Assign Next School Grade, Let Level and Class Period** hyperlink. The Cadet Batch Actions page will open.

NOTE: If the hyperlink is no longer displayed, from the top menu bar select **Manage Cadets**, from the drop-down menu select **Cadet Batch Actions**. The Cadet Batch Actions page will open.

- b. Click the blue **Search** **hyperlink** next to **Selected Cadets**; the Search Cadet Screen will open.
- c. In the Search Cadets, Cadet Search Criteria screen, **Grade**, select **11** from the drop-down menu, next click the **Search** **Button**. The 11<sup>th</sup> grade Cadets will appear in a Search Results table at the bottom of the page. By default, of all of Cadets returned from the search criteria are selected. Verify the list, any Cadet you do not want to perform the batch action on may be unselected by clicking on the check mark in the select column. Once, you have verified the selected 11<sup>th</sup> grade Cadets, scroll to the bottom of the screen, underneath the Cadet List, and click on the **Select Cadets** **button**.
- d. The screen will refresh, and the selected Cadets will be listed in the Selected Cadets table at the top left of the screen.
- e. Click on the drop-down menu arrow next to **Batch Action**.

- f. Select **Cadet Details** from the dropdown list; scroll to the bottom of the page and select **Change Details**. The Cadet Details panel will open.
- g. From the Grade dropdown menu select 12.
- h. Click the **Save** button.
- i. If your action was completed correctly, you will get a message “**Batch Processing Completed Successfully.**” Click “**OK.**” The screen will refresh and return you to the Cadet Batch Action page.
- j. **Repeat steps b-h to move 10th grade, Cadets up to the appropriate grade and let level.**
- k. **Repeat steps b-h to move 9th grade, Cadets up to the appropriate grade and let level.**
- l. **Repeat the steps b-h to change Cadet LET levels and class periods. Begin at LET 3 and move the Cadets in each LET level up to the next LET Level.**
- m. Once all Cadets have been moved to their new grade, LET level, and class period, you will be returned to the JUMS homepage the hyperlink “**Assign Next School Grade, LET Level, and Class Period**” will be marked complete.

### **Chapter 3 - Cadet Information - Adding, Searching, Editing Cadet Information, Create Cadet Roles, Manage Cadet Passwords, Create and Assign Cadet Positions**

#### **3-1 Add New Cadets**

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadet**.
- b. Click on the **Add Cadets** button and enter data in all fields with an asterisk (\*).
- c. Medically excused from fitness testing – Enter the Cadet’s fitness testing status by selecting the appropriate radio button. (The radio button is the little ‘dot’ next to the words ‘yes’ and ‘no’)
- d. Student Type – Select the student’s type, **Cadet or Participating Student** by **clicking in the appropriate radio button.** **Please review CCR 145-2, Chapter 7 Cadet Management for requirements**
- e. Click the Save button at the bottom of the page. If all information was correctly entered you will receive a message “**Cadet information successfully entered and saved.**” Clicking ok will return you to the JUMS homepage.

**Error Message** – If you have not entered all required data, an error message will appear at the top of the page indicating the incorrect information (you may have to scroll to top of the page to see the message). Correct required information and click the save button at the bottom of the page.

**Note:** Only Instructors can add new Cadets into JUMS, JROTC Cadets are **NEVER** allowed access to add or remove Cadets.

### 3-2 Import New Cadets from a File into JUMS

Download the Cadet Import File Template from JUMS. Below are the JUMS menu steps in order, to download the file.

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadet**.
- b. Click the **Import Cadets from File** button, located at the top of the page, the Cadet Import window will open.
- c. Click the **Download the Cadet Import Template** button.
- d. A new window opens with “**What do you want to do with the Cadet Import Template .xlsx?**” Click “**Save as**,” another menu will open with the file name displayed, select the location you want to save the file to and click save. The file will save in the location selected as a Microsoft Excel Worksheet (\*xlsx). **DO NOT CHANGE THE SAVE AS FILE TYPE.**
- e. The import file has now been successfully saved to the selected location on your computer. Cadet information should be entered following the instructions in para 3-3 below.

### 3-3 Enter Cadet Information into the Cadet Import File Template

The Cadet Import Template File is an Excel spreadsheet.

There are two (2) tabs located at the bottom of the spreadsheet.

Tab 1 - Cadet Info

Tab 2 - Instructions

Below are the instructions for Importing Cadets (From the Cadet Import File Template, Instructions tab). Read all the instructions below, before you begin entering your Cadet information into the Cadet Info tab of the spreadsheet.

1. Cadet information for the Cadets to be imported is entered on the Cadet Info tab. You must enter data in all required fields. Required columns are highlighted in yellow on the spreadsheet.

**Note:** Do not change any of the information in the Cadet Info tab, row 1, do not resize the columns - the spreadsheet will not import into JUMS if these items are changed.

2. There are fourteen (14) required fields, the required fields are last name, first name, birth month, birth year, gender, race, student type, attending

different school, class period, grade, LET, enrollment date, expected graduation month, and expected graduation year.

3. There are three (3) optional fields. It is optional to enter data into these fields or leave them blank. Optional columns are not highlighted.

4. You must make selections from the drop-down selection boxes in the Columns that have them. **The drop-down selection boxes must be used to ensure the formatting of these fields match JUMS.** Columns d, e, f, g, h, i, k, l, m, o, and p have drop-down selection boxes.

5. Click the Cadet Info tab at the bottom of the spreadsheet. From the 'Cadet Info' tab, enter the required and desired optional information for each of your new Cadets. **You may save, and reopen the spreadsheet when entering the Cadet data, as many times as necessary.** Once all your new Cadet information is entered into the spreadsheet, you are ready to do a final review of the information, and save the data in the import format, required to upload the Cadet data into JUMS.

6. **Save the completed template in the current Excel format prior to proceeding to the next step as the next step will change the file type and formatting of the information.**

7. Save the template as a **CSV (Comma delimited (\*.csv))** file from within Excel following the steps below.

**Note: You must be viewing the 'Cadet Info' tab when you save the data as a .CSV file.**

a. From the **Cadet Info** tab of the spreadsheet, click the **office button** in the top left corner of the spreadsheet. From the drop-down menu, click **save as**, a new window will open.

b. Click **Save as**, select a file location such as desktop, in the File name box, **type a file name or you may use the current file name**, from the **save as type, selection drop-down list choose CSV (Comma delimited) (\*.csv)**. Close the spreadsheet. The spreadsheet will save in the new file format to your desktop or selected file location.

8. You are now ready to import your new Cadets into JUMS from the spreadsheet.

### **3-4 Import Cadet Information from the CSV (Comma delimited) (\*.csv) Cadet Import File Template into JUMS**

a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadet**.

b. Click the **Select Import File** button, the Cadet Import window will open.

c. Select **Import File**, the Cadet Import File Upload window will open. Select **Browse**, a new window will open, select **desktop**, or the location you saved your import file. Locate the **CSV file** and click on the **import file** to select the file - this will put the file name into the box in the import window. Click **open**, this will open the Cadet Import - File Upload window, click **upload**, this will upload your new Cadet's into JUMS. **An on screen pop-up box will display that will give you the status (upload successful, error, or cancelled).**

d. **If an error message is displayed**, it will provide the information necessary to correct the Cadet Import template so that it will successfully upload. The errors will be displayed in a **table at the bottom of the import screen**. The errors will be displayed by **Excel row number and Cadet name** on the Cadet Import screen. Correct all displayed errors and follow steps b and c above to upload the Cadet information. **Noted errors should be corrected on the EXCEL spreadsheet. Once the errors have been corrected, save the file in the CSV (Comma delimited) (\*.csv) format per the instructions above. Import the corrected file into JUMS per the procedures above.**

**Note:** **If an error message is displayed, none of the Cadets listed on the import file were uploaded into JUMS.**

e. To verify the list of Cadets imported into JUMS, from the top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadet**. When the Cadet Search Criteria table opens, adjacent to **School Year**, click the **radio button “New Cadets (Added this school year),” and click search**. A list of Cadets added for the current school year will be displayed.

a. Another search method is to type the name of one of the Cadets you imported into JUMS. The Cadet record for that Cadet should be available and open when the page refreshes.

**Note:** Only Instructors can add new Cadets into JUMS, JROTC Cadets are **NEVER** allowed access to add or remove Cadets. As new Cadets are imported into JUMS, the rank of Cadet Private E1 will be system appended to each new Cadets record. Rank orders **will not** be generated for the Cadet Private E1 rank. Students entered as “Participating Students” will not have the Cadet Private E1 rank appended to their records.

### 3-5 Advanced Searches

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadet**.
- b. On the Search/Add Cadets page look for the bar titled **“Advanced Search Fields”**

- 1) Follow that bar to the right at the end of the bar will be a button with two arrows pointing down: Click on the **down arrows button**.
- 2) This opens the Advanced Search Fields... from here you can choose to search through your Cadets by specific fields.

- c. Scroll down to the **list of search fields**. From the list of search fields, select and or enter the information you are searching for from the **drop-down menu** lists or calendar icons.
- d. Click the **Search** button on the lower left corner of the **Search/Add Cadets** page.
- e. The search results will show all the Cadets that meet the criteria selected.

### 3-6 View or Edit a Cadet or Group of Cadets Data in the Cadet Detail Screen

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadet**
- b. There are two ways to search for a Cadet.
  - 1) In the Search Criteria section of the Search/Add cadet page you may enter the Cadet's information such as name, let level, class period etc... then click the **Search Button**, the Cadets that match the search criteria will appear at the bottom of the page.
  - 2) The second way is to leave the Search Criteria BLANK, and click the **Search Button**, in the lower left corner of the Search/Add Cadet page. This will open your entire cadet roster, click the **Deselect All button**, you may then scroll through the names and **click on the box** in the **select column** next to the Cadets name you want to view or edit. You may select a single cadet, or multiple cadets to view or edit.
- c. Once, you have selected the Cadet or Cadets you wish to edit, click on the **Edit Selected in Group** button in the lower left corner of the screen. Cadet information that may be reviewed, updated or printed are annotated in blue underlined categories or hyperlinks and include **Cadet Detail, Awards, Awards on Uniform, Positions, Academic, Counseling Consultations, Demerits, Rank, Events, Teams, Merits, Cadet Flags, Training, Cadet Challenge, Graduation, Instructional Material, Recommendations, Clothing, Recruits, and Notes**.
- d. Click on any of the category hyperlinks in blue to review, edit, or add new information in the Cadet's information record. Some of the information is auto populated from other information sources in JUMS and cannot be edited. Once you have completed reviewing or editing a Cadet's information click **save**, once the screen refreshes, if you have selected multiple Cadets for reviewing or editing click on the **Next** button to move to the next Cadet and repeat the process.

### 3-7 Transfer a Cadet's Record to Another Army JROTC Program

**Cadet record transfers must be initiated by the losing school Instructor. Cadet record transfers are “Accepted” by the gaining school Instructor per the instructions in paragraph 3-8 below.**

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadet**
- b. When the search screen opens **type the last name of the Cadet that you need to transfer** to another Army JROTC program. Click “**search**.”
- c. The selected Cadets, Cadet Detail Screen will open. Verify that all clothing and equipment issued to the Cadet has been returned to your program. This must be done before the Cadet record transfer can be initiated. To check this click the blue “**clothing**” hyperlink located on the Cadet Detail screen list. When the clothing screen opens, click “**Return All Items**.” A message will appear “Are you sure you want all items to be returned to the shelf?” Click “**OK**.”
- d. The Cadet Detail screen will refresh. On the left side of the screen under the box that displays the selected Cadet’s name, click “**Transfer Cadet**”
- e. The “Transfer Cadet” screen will open. The Cadet’s name you are transferring will display at the top of the Transfer Cadet screen. From the dropdown menu **select the school you are transferring the Cadet records to**. Click “**save**,” you will receive a pop-up message “**Cadet Transfer Succeeded**,” click “**OK**.” Close the Cadet Transfer screen.

### 3-8 Accept Transfer of a Cadet's Record from Another Army JROTC Program

**Cadet record transfers must be initiated by the losing school Instructor. Cadet record transfers are “Accepted” by the gaining school Instructor per the instructions below.**

- a. When the losing school process a Cadet transfer the gaining school will receive a message on the JUMS Homepage. The message will be listed under “**Transfers**.” You have 1 pending Cadet transfer, followed by a green hyperlink “**Click here to process**.”
- b. In the **action column**, you may **accept, decline, or view details of the Cadet Transfer**.
- c. To accept transfer of the Cadet’s record, click the **accept hyperlink** in the action column. The **Receive Transferred Cadet** screen will open. The screen displays the Cadet’s name, sending school, sending instructor, email, and a section “**Complete to confirm transfer**.” From the **dropdown menus** select the Cadet’s **class period, grade, LET Level**, enter optional information in LET Notes, student ID and Corp assignment. After all information is

entered, click “**save.**” Close the menu, the Cadet detail screen will refresh and show the transfer has been accepted.

d. To decline transfer of the Cadet’s record, click the **decline hyperlink** in the action column. The **Decline Transferred Cadet** screen will open. The screen displays the Cadet’s name, sending school, sending instructor, email, and a reason text box. Type the reason the Cadet transfer was declined (Example, wrong school), and click **save**. After all information is entered, click “**save.**” Close the menu, the Cadet detail screen will refresh and show the transfer has been declined.

### 3-9 Create Cadet S1, S3, and S4 Logins

Before an Instructor can create a Cadet login in JUMS the Cadet must establish an account at [My.GoArmy.com](http://My.GoArmy.com) using a personal email address. Step-by-step instructions for Cadets to establish a [My.GoArmy.com](http://My.GoArmy.com) account are contained in Appendix D. Once a Cadet has established a [My.GoArmy.com](http://My.GoArmy.com) account, the Cadet must provide the Instructor the email address used to establish the account for input into JUMS.

**Cadets assigned to any position or role in JUMS are system removed from the role or position and the Cadet’s access to JUMS is system removed when the Cadet is placed in an inactive status, graduates or is disenrolled.**

- a. From the top menu bar, select the **Manage Lists** tab; from the drop-down menu select the **Cadet Login List**.
- b. On the Cadet Login page, click the **Add New** button.
- c. In the Cadet Login List panel:
  - 1) Select the Cadet you want to assign a role in JUMS from the pull down list.
  - 2) Enter the Cadet’s role, S1, S3, S4, etc.
  - 3) Type in the Cadet’s Login ID in the box provided. **The Login ID entered must be an EXACT match to the email address the Cadet used to establish the [My.GoArmy.com](http://My.GoArmy.com) account. If the email address is not an EXACT match the Cadet will not be able to login JUMS. NO OTHER LOGIN ID WILL BE ACCEPTED FOR CREATING A CADET ACCOUNT.**
- d. The Cadet now has access to the role assigned in JUMS. Cadets use the email account login username and password they established when creating the **My.GoArmy.com account when logging into JUMS.**

### 3-10 Recover a Forgotten Cadet S1, S3, or S4 Password

Cadet passwords for JUMS are set-up by the individual Cadet assigned to the role of S1, S3 and S4. Cadets must recover their My.GoArmy.com passwords by signing into My.GoArmy.com and follow the on screen prompts to recover their password.

- a. Logon to [https://my.goarmy.com/accounts/register/user\\_agreement.jsp](https://my.goarmy.com/accounts/register/user_agreement.jsp)
- b. To recover a forgotten Cadet password from the My.GoArmy Logon page click the link “**Forgot Your Password?**” If you have forgotten your password, simply enter your e-mail address in the space provided. Remember to enter the same e-mail address that you supplied during registration. An e-mail containing your password will be sent to that email address.

### 3-11 Cadet S1, S3, or S4 Account Locked

Cadet accounts in JUMS will display an error message – Account locked if a Cadet enters their username (email address) and / or password incorrectly three (3) consecutive times. Once a Cadet receives the error message their account is locked, the Cadet should stop trying to logon. Cadets should logon to My.GoArmy per the procedures in para 3-10 above and have their password emailed to the email address supplied during registration. **LOCKED CADET ACCOUNTS WILL AUTOMATICALLY UNLOCK AFTER APPROXIMATELY 90 MINUTES.** Once the account is unlocked, Cadets should carefully enter their username (email address) and password.

### 3-12 Create Cadet Positions

Cadets assigned to any position or role in JUMS are system removed from the role or position and the Cadet’s access to JUMS is system removed when the Cadet is placed in an inactive status, graduates or is disenrolled.

- a. From the top menu bar, select the **Manage Lists** tab; from the drop-down menu select the **Cadet Position List**.
- b. This will open the **Position List** panel.
- c. In the **Position List** panel there are preset positions listed. To create a new Cadet position that is not listed for your unit, click the **Add New** button.
  - 1) The **Position List** input panel will open.
  - 2) Type the name of the position you want to create in the position text input box.

**Note:** The system will not allow a user to create a position that already exists for the unit. When a user attempts to create a duplicate position, the error message will read “**This list items already exists in the system. Please add a different list item.**”

- 3) Click the **Save** button.
- 4) The **Position List** input panel will close; the newly created position will appear in the Position List.

### **3-13 Assign, Change or Remove Cadet Positions**

**Cadets assigned to any position or role in JUMS are system removed from the role or position and the Cadet's access to JUMS is system removed when the Cadet is placed in an inactive status, graduates or is disenrolled.**

- a. From the top menu bar, select the **Manage Cadets** tab; from the drop-down menu select the **Search / Add Cadets**.
- b. The **Search / Add Cadets – Cadet Search Criteria** page will open.
- c. In the **Cadet Search Criteria** panel type the last name of the Cadet you want to assign or remove from a position. Click the **Search** button.
  - 1) The selected Cadet's **Cadet Detail** panel will open. Click the blue **Positions link**. The Positions panel will open.
  - 2) To assign the selected Cadet to a new position, click the **Add New** button. The **Positions selection panel** will open. Click the Position drop-down selection arrow and select the position that you want to assign to the Cadet. Click the **Save** button. The selection panel will close and return you to the Cadet Detail page, Positions Panel which will now display the Cadet's assigned position.
  - 3) If the selected Cadet is already assigned to a position, and you want to change the Cadet's current position to another position, click the **Edit** icon, located in the Action column. Click the Position drop-down selection arrow and select the position that you want to assign to the Cadet. Click the **Save** button. The selection panel will close and return you to the Cadet Detail page, Positions Panel which will now display the Cadet's new assigned position. This removes the Cadet from the previously assigned position and inputs the "To Date" into the Cadets record.
- d. To remove a Cadet from a currently assigned position, on the **Cadet Detail page, Positions Panel**, Action column, click the Edit icon, once the Positions screen opens, click the "to" calendar icon on the right side, and select the date you want the Cadet removed from the position. Once you have selected the date, click the save button. This will remove the Cadet from the position they were assigned. Cadets assigned to any position or role in JUMS are system removed from the role or position and the Cadet's access to JUMS is system removed when the Cadet is placed in an inactive status, graduates or is disenrolled.

### 3-14 Input Cadet Senior Graduation Plans – Graduate Last Year’s Seniors

- a. From the **School Year Setup** table displayed on the JUMS homepage under the message list, click the **Graduate Seniors** or **Graduate Last Year’s Seniors** hyperlink. If the hyperlink is used you will not need to complete steps b and c below, the page will open with a list of senior Cadets, and the graduation panel will be open. If the School Year Setup is not visible or the hyperlink is not available, from the top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadet**
- b. In the Search Criteria section of the Search/Add Cadet page in the **Grade box** select **12** from the drop-down menu, next click the **Search** Button, the 12<sup>th</sup> grade or senior Cadets will appear in a table at the bottom of the page.
- c. Once, you have verified the selected senior Cadets, click on the **Edit Selected in Group** button in the lower left corner of the screen.
- d. The Cadet Detail Panel will open for the first Cadet selected (the Cadet’s name will appear at the top left of the screen. Click on the blue underlined **Graduation** hyperlink to enter the Cadet’s plans following graduation. The graduation panel will open and display for the first Cadet listed. Enter the graduation scholarship and graduation plans of the Cadet as appropriate. From the **Status** drop-down menu change the Cadet’s status to “**Graduate**” once complete, click the **Save** button. Once you have completed entering a Cadet’s information click **save**, after the screen refreshes, if you have selected multiple Cadets for editing click on the **Next** button to move to the next Cadet record. The screen will refresh to the Graduation panel for the next listed Cadet. Repeat the process until the graduation plans and status of graduate, has been input and saved for each senior Cadet.

### 3-15 Download a Cadet Roster for Import into Curriculum Manager (CM)

Below are the JUMS menu steps in order, to download a roster of Cadets from JUMS to import into CM.

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Cadet CM Import Roster**.
- b. Click the **Download a Cadet Roster for Import into Curriculum Manager** button, located at the top of the page. The search Cadets screen will open.
- c. Enter the appropriate search criteria for the Cadets you want to download to the Curriculum Manager Import Template. Once you have verified the Cadets selected, scroll to the bottom of the Search Results, and click “Select Cadets” button.
- d. A new window opens with “**What do you want to do with the Cadet CM Import Template 243.xlsx?** Click **Save as**, another menu will open with the file name displayed, select the location you want to save the file to and click

**save.** The file will save in the location selected as a Microsoft Excel Worksheet (\*xlsx).

e. The import file has now been successfully saved to the designated location on your computer. The Cadet CM Import Template downloads with the following information already completed for all active Cadets: Cadet first name, last name, MI, student ID, LET level and class period. **Do not make any formatting adjustments to the downloaded file. The information downloads in the exact format required to import the information into CM.**

f. Once the file is saved to your computer; click on the file name and open the file. After the file opens, click the **File Save As**. When the File Save as interface screen opens from the “**save as type**” selection drop-down list choose, **CSV (Comma delimited) (\*.csv)**, and then click **save**. The spreadsheet will save in the new file format to your desktop or selected file location.

g. This ends the JUMS functions to download the import file. Follow the instructions in the CM User’s Manual to import the file into CM. **If you require assistance in importing the file into CM, please contact the CM Help Desk at [support@jrotc.education](mailto:support@jrotc.education).**

## Chapter 4 - Cadet Promotions, Demotions

### 4-1 Promote an Individual Cadet

a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadet**.

b. Search for a Cadet by typing the Cadet’s last name into the correct field in the Cadet Search Criteria panel, and clicking the **Search** button.

c. A new window will open, the **Cadet Detail Panel**, select the **rank** link.

d. A Rank panel will open. Click the **Add New** button to open the rank information panel.

e. On the Rank panel, enter the information into the fields on the rank information panel. All the fields marked with a red asterisk (\*) are required fields.

1) Input the earned and effective dates of the Cadet’s new rank.

2) Select the Cadet’s new rank from the pull-down list under Rank.

3) As desired enter the **Reason**; the **Order Reason will auto populate** with the promotion order verbiage.

4) Once all the information is input, click the **Save** button and you will be returned to the Cadet Detail Panel.

5) When the Cadet rank orders are generated, the **Cadet Adjutant's** name that appears on the orders is auto populated based on the Cadet that is assigned to the Adjutant position. If a Cadet Adjutant's name is not on the signature line of the rank orders, follow the procedures in **para 3-13, Assign, Change or Remove Cadet Positions to assign a Cadet Adjutant.**

f. The Cadet's new rank and dates of rank are now listed; to view the promotion order click the **printer icon** under action and select the report type you would like to view.

g. When the view you have selected opens, you can review, export, and print the order.

h. To prepare an order for printing click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon).

i. Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads "**Do you want to open or save OrderDataReport.doc from jums.usarmyjrotc.com**" Click on the **Save drop-down menu arrow** and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

j. Click the **X** in the top right corner to close the report panel.

k. The orders may be printed from the saved location at any time.

l. Rank orders may also be reviewed, rescinded or deleted by selecting **Manage Cadets** from the top menu bar and selecting **Rank Orders** from the drop-down menu.

**Note:** The **printer icon does not work** on most school networks to print information from JUMS. Information must be exported to an Excel, PDF, or Word document and saved to another location on your computer to print per the instructions in step i above.

## 4-2 Promote a Group of Cadets Using Cadet Batch Actions

**Note:** Cadets of different ranks may be promoted using Cadet Batch Actions provided all the Cadets are being promoted the same number of ranks / or to the same grade. As an example, if you select a PFC, SGT, CPT to promote one rank, each would be promoted one rank to CPL, SSG, and MAJ respectively, or a group of Cadets may be promoted to the same rank by selecting the rank link.

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the blue “**Search**” hyperlink located in the top left of the screen adjacent to Selected Cadets.
- c. Input appropriate search criteria to select Cadets and click the **Search** button. The page will refresh with the search results. A list of all Cadets based on the search criteria input will be returned. All listed Cadets are selected by default. If you wish to remove a Cadet from the list, in the select column, uncheck the name of the Cadet you want removed from the list.
- d. Once the list of Cadet's is correct, scroll down the Search Results panel and click the “**Select Cadets**” button. The page will refresh, and the selected Cadets names will appear in the “Selected Cadets” box at the top left of the screen.
- e. You are now back on the Cadet Batch Actions page; from the **Batch Action drop-down list**, select **Ranks**. After selecting the **Ranks**, the Cadet Batch Ranks panel will open. To promote Cadets of different ranks the same number of grades/ranks, click the **Promote** button, this will open the Rank panel.
- g. On the rank panel enter:
  - 1) The Earned Date, (the date the Cadets earned the promotion).
  - 2) The Effective Date, (the date the Cadet's promotions will be effective).
  - 3) Enter the Promotion Levels. Promotion levels are rank grades, as an example a Cadet is currently a PFC, one promotion level, promotes the Cadet to Corporal.
  - 4) As desired enter the Reason; the **Order Reason** will auto populate with the promotion order verbiage.
  - 5) Click the **Save** button. You will get a pop-up “Batch Action successfully completed”.
  - 6) When the Cadet rank orders are generated, the **Cadet Adjutant's name** that appears on the orders is **auto populated** based on the Cadet that is assigned to the Adjutant position. If a Cadet Adjutant's name is not on the signature line of the rank orders, follow the procedures in para 3-13, Assign, Change or Remove Cadet Positions to assign a Cadet Adjutant.
- h. To promote a group of Cadets of different ranks to the same grade/rank, click the **Add New** button, this will open the Rank panel.
- i. On the rank panel enter:

- 1) The Earned Date, (the date the Cadets earned the promotion).
- 2) The Effective Date, (the date the Cadet's promotions will be effective).
- 3) From the Rank drop-down list, select the rank you want to promote the group of Cadets to hold.
- 4) As desired enter the Reason; the **Order Reason** will auto populate with the promotion order verbiage.
- 5) Click the **Save** button. You will get a pop-up message "Batch Action successfully completed".
- 6) When the Cadet rank orders are generated, the **Cadet Adjutant's name** that appears on the orders is auto populated based on the Cadet that is assigned to the Adjutant position. If a Cadet Adjutant's name is not on the signature line of the rank orders, follow the procedures in para 3-13, Assign, Change or Remove Cadet Positions to assign a Cadet Adjutant.

- j. To review and print the promotion orders for the selected Cadets, from the top menu bar select **Manage Cadets**, select **Rank Orders** from the drop-down menu. A Rank Orders page will open that displays all of your unit's promotion orders, by order number and order date.
- k. On the Rank Orders page, **Action Column**, you can Rescind, print, or delete promotion orders.

**Note:** USE THE RESCIND ARROW, TO REVERT CADETS BACK TO THEIR PREVIOUS RANK. CADET RANK CANNOT BE CORRECTED BY DELETING ORDERS, DELETING THE ORDERS SIMPLY REMOVES THE ORDERS, IT DOES NOT REVERT THE CADETS BACK TO THEIR PREVIOUS RANK.

#### 4-3 Rescind a Cadet or Group of Cadets Promotion

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Rank Orders**.
- b. A Rank Orders page will open that displays all your unit's promotion orders, by order number and order date.
- c. On the Rank Orders page, **Action Column**, you can Rescind, print, or delete promotion orders. Use the **green arrow** in the Action Column to **rescind** the appropriate promotion orders. This will revert **all the Cadets listed** on the selected promotion order to their previous rank.

**Note:** CADET RANK CANNOT BE CORRECTED BY DELETING ORDERS, DELETING THE ORDERS SIMPLY REMOVES THE ORDERS, IT DOES NOT REVERT THE CADETS BACK TO THEIR PREVIOUS RANK. PROMOTION ORDERS SHOULD NEVER BE DELETED.

#### 4-4 Demote a Cadet

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the **Search** link.
- c. When the search window opens, type the last name of the Cadet you want to demote in the last name box, Click the bottom **Search** button.
- d. The Cadet you entered will appear in the search result window, verify the correct Cadet has been displayed, and click the **Select Cadets** button at the bottom of the page.
- e. You are now back on the Cadet Batch Actions page; from the **Batch Action drop-down list**, select **Ranks**. The Cadet Batch Ranks window will open.
- f. Verify the Cadet's name and click the **Demote** button. The rank panel window will open. In the promotion/demotion levels box, **enter the number of ranks** you are reducing the Cadet. Complete the remainder of the rank panel items marked with a red asterisk. Click the **Save** button.
- g. The Batch Ranks Panel will reopen; verify the Cadet's new rank.

**Note:** A demotion cannot be deleted from a Cadets record except by rescinding the demotion order. If the demotion order is rescinded, the Cadet will revert to the rank they held prior to the demotion, effective the date the demotion order is rescinded.

#### 4-5 Review and Print Cadet Promotion/Demotion Orders

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Rank Orders**.
- b. A Rank Orders page will open that displays all of your unit's promotion and demotion orders, by order number and order date.
- c. On the Rank Orders page, **Action Column**, you can Rescind, print, or delete promotion orders.
- d. To view and print the promotion order click the **printer icon** under action and select the report type you would like to view.
- e. When the view you have selected opens, you can review, export, and print the order.
- f. To prepare an order for printing click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon).

g. Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com**” Click on the **Save drop-down menu arrow** and click **Save As**, a new window will open, type the name for your file in the **File Name** box, and **select the location where you want the file saved to from the list on the left, and click save**.

h. Click the **X** in the top right corner to close the report panel.

## Chapter 5 - Cadet Awards

### 5-1 Frequency of Awards

a. The frequency and type of awards that Cadets may earn are established in CC Regulation 145-2. Most Cadet awards are earned on an annual school year basis, please review the criteria for each award in Appendix C of the JUMS User Manual, or in CC Regulation 145-2. Instructors may not authorize or issue Cadets awards for wear on the Cadet uniform that have not been approved and authorized by the Department of the Army Heraldry.

b. Instructors must ensure that all Cadet awards are processed, and award orders generated in JUMS for Cadets in the school year they are earned. **All awards earned by Cadets each school year must be finalized prior to the JUMS school year change over that occurs on 30 June each year.**

c. **Many of the Cadet N series awards were designated as “annual” awards by the Department of the Army when they were approved. Please review the award criteria in Appendix C, the criteria for each award.** Cadets are eligible to receive annual awards once per school year. Once a Cadet receives an annual award, the system will not allow the same Cadet to receive the same annual award a second time during the same school year. Block schedule schools are authorized to give annual awards in both blocks. If a Cadet is selected for a second award designated as an annual award, JUMS will return a message “This is an annual award. NAME of CADET has already received this award for the current school year.” Click “OK.” This will return you to the Awards screen, click “Cancel.”

**Examples of awards that Cadets earn individually and should not be Batch processed include the Academic Excellence Ribbon, Perfect Attendance Ribbon, Student Government Ribbon, Varsity Athletic Ribbon, Physical Fitness Ribbon, Personal Appearance Ribbon, Good Conduct Ribbon, Recruiting Ribbon, Excellent Staff Performance Ribbon, and the Directors of Army Instruction/Senior Army Instructor Leadership Ribbon.**

**Examples of awards that a group of Cadets earn based on participation in scheduled unit co-curricular events include the Color/Honor Guard Ribbon, Parade Ribbon, Service-Learning Ribbon, JCLC Participation Ribbon, Color Guard - White Cord, Raider Challenge/Orienteering Activity – Black Cord, and the Color Guard ARC Pin.**

**d. Cadet Challenge awards will AUTOMATICALLY be calculated as Cadet challenge scores are entered into JUMS and award orders generated and posted for the Cadets that earn an award based on their final score.** Award orders for the N-2-2, Physical Fitness Ribbon will be automatically generated by JUMS for all Cadets who achieved a score of 85% or higher per all five events. Award orders for N-2-3, JROTC Athletic Ribbon will be automatically generated by JUMS for all Cadets who achieved a score of 50% or higher per all five events. **Both the N-2-2 and N-2-3 ribbons are annual awards. For traditional schedule schools, JUMS will not generate or allow a second award for either of these ribbons to be generated and published for any Cadet regardless of how many Cadet Challenge scores are entered in the Cadets record in any school year. For block schedule schools, beginning in February 2017, JUMS will generate these orders a second time for Cadets enrolled in the 2<sup>nd</sup> block of the school year who complete and meet the Cadet Challenge award criteria.**

## **5-2 Naming “Optional by SAI” Awards and Shoulder Cords**

In the awards list in JUMS, twelve (12) of the N series awards are indicated as "Optional by SAI". These awards were designed to give flexibility to individual programs, to establish the names and criteria for these awards. The N-Optional Awards were approved by The Institute of Heraldry (TIOH) for this goal and purpose.

**All the optional by SAI awards may be edited and renamed to meet local school established criteria each school year.** These awards regardless of what each unit may choose to name an optional award have already been approved by TIOH.

**All the shoulder cords listed in JUMS are editable.** Per CCR Reg 145-2, the shoulder cords may be designated for other purposes at the discretion of the DAI/SAI if a cord is not needed / applicable to the unit for the designated activity. All the shoulder cords listed in JUMS may be edited and renamed to meet local school established criteria each school year. These shoulder cords regardless of what each unit may choose to name the cord have already been approved by TIOH.

All Optional by SAI awards and Shoulder Cords may be assigned a unique award name once per JUMS school year. Once an Optional by SAI award or Shoulder Cord name is assigned, the name may not be changed again during the current

school year. The award may be presented to Cadets throughout the JUMS school year, provided the Cadets meet the established criteria for the award. **All optional award names will carry forward to the next school year. The optional award names may be edited or reset once per school year.**

- a. From your top menu bar, select **Manage Lists**, from the drop-down menu select **Award List**.
- b. Once the awards list screen opens, each award is listed, adjacent to each award are columns titled **“Award”, “Category”, and “Action”**. From the award list, scroll down the list to choose the **Optional By SAI** award or **“Shoulder Cord”** you want to rename.
- c. Adjacent to the Optional by SAI award / Shoulder Cord you want to rename, click the **edit** icon located under the Action column.
- d. A new window will open, Award List. In the Optional Award text box, **type the name** you want to assign to the Optional By SAI award or Shoulder Cord. Click **save**, you will be returned to the Awards List Page. The N designation of the award along with the new award or shoulder cord name will be updated and visible in the Award List.
- e. The Award List page will refresh and the award you edited will appear with the new name in the Award List.

### 5-3 Assign, Change or Remove Cadet Adjutant Position

- a. From the top menu bar, select the **Manage Cadets** tab; from the drop-down menu select the **Search / Add Cadets**.
- b. The **Search / Add Cadets – Cadet Search Criteria** page will open.
- c. In the **Cadet Search Criteria** panel type the last name of the Cadet you want to assign or remove from a position. Click the **Search** button.
  - 1) The selected Cadet's Cadet Detail panel will open. Click the blue **Positions link**. The Positions panel will open.
  - 2) To assign the selected Cadet to the **Adjutant position**, click the **Add New** button. The Positions selection panel will open. Click the **Position drop-down selection arrow** and select the **Adjutant position** that you want to assign to the Cadet. Click the **Save** button. The selection panel will close and return you to the Cadet Detail Panel, Positions Panel which will now display the Cadet's assigned position.

3) If the selected Cadet is already assigned to a position, and you want to change the Cadet's current position to another position, click the **Edit** icon, located in the Action column. Click the Position drop-down selection arrow and select the position that you want to assign to the Cadet. Click the **Save** button. This will remove the Cadet from the previous position and assign the Cadet to the position just selected. The selection panel will close and return you to the Cadet Detail Panel, Positions Panel which will now display the Cadet's new assigned position.

d. To remove a Cadet from a currently assigned position, on the **Cadet Detail Panel, Positions Panel, Action column**, click the **Edit** icon, once the **Positions screen** opens, click the “to” calendar icon on the right side, and select the date you want the Cadet removed from the position. Once you have selected the date, **click the save button**. This will remove the Cadet from the position they were assigned.

#### 5-4 Award an Individual Cadet an Award

Many of the Cadet N series awards were designated as “Annual” awards by the Department of the Army when they were approved. Please review the award criteria in Appendix C, the criterion for each award indicates if the award was designated an annual award by the Department of the Army. Cadets are eligible to receive annual awards once per school year. Once a Cadet receives an annual award, the system will not allow the same Cadet to receive the same annual award a second time during the same school year. If a Cadet is selected for a second award designated as an annual award, JUMS will return a message “This is an annual award. NAME of CADET has already received this award for the current school year.” Click “OK.” This will return you to the Awards screen, click “Cancel.”

- a. From your top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadets**.
- b. Complete search criteria fields to find the Cadet you want to process for an award. Click **Search**.
- c. The page will refresh and show the results of your Cadet search, verify the Cadet name and click the **Edit Selected in Group** button.
- d. The page will refresh to the selected Cadets information panel.
- e. Click the blue “**Awards**” hyperlink.
- f. Scroll down to the awards panel, click the “**Add New**” button. This will open an Awards panel.
- g. Verify the earned date and select the Award Category from the drop-down menu. Next, select the award from the Award drop-down menu.

- h. Click the **Save** button.
- i. The page will refresh back to the Awards panel. The new award will now be listed as an earned award for the selected Cadet.
- j. The award orders are now ready for review and printing. From your top menu bar, select **Manage Cadets**, from the drop-down menu select **Award Orders**.
- k. The screen will refresh to the Award Orders page. In the “**Action**” column adjacent to the orders you just created click the **printer icon**.
- l. A pop-up menu will open that lists the three (3) options you may select from to print the award order. Select your desired option by clicking on the green hyperlink “**Click Here**”. The award orders will be generated and displayed on your screen.
- m. At the top of the award orders click the icon located to the immediate left of the printer icon to save the award orders. From the drop-down menu select Excel, PDF, or Word for save and print options.

**Note:** The **printer icon does not work** on most school networks to print information from JUMS. Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com**” Click on the **Save** drop-down menu arrow and click **Save As**, a new window will open, type the name for your file in the **File Name** box, and **select the location where you want the file saved to** from the list on the left, and click **save**.

## 5-5 Batch Action an Award to a Group of Cadets

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the blue “**Search**” hyperlink located in the top left of the screen adjacent to Selected Cadets.
- c. Input appropriate search criteria to select Cadets and click the **Search** button. The page will refresh with the search results. A list of all Cadets based on the search criteria input will be returned. All listed Cadets are selected by default. If you wish to remove a Cadet from the list, in the select column, uncheck the name of the Cadet you want removed from the list.
- d. Once the list of Cadet's is correct, scroll down the Search Results panel and click the “**Select Cadets**” button. The page will refresh, and the selected

Cadets names will appear in the “Selected Cadets” box at the top left of the screen.

- e. You are now back on the Cadet Batch Actions page; from the **Batch Action drop-down list**, select **Awards**. The page will refresh, scroll down to the Cadet Batch Awards panel, and click “**Add New**”.
- f. The Awards panel will open.
- g. Verify the earned date and select the **Award Category** from the drop-down menu. Next select the award from the **Award** drop-down menu.
- h. Click the **Save** button.
- i. The page will refresh back to the Cadet Batch Actions page. A message will display on the page “**Batch Processing completed successfully.**”
- j. The award orders are now ready for review and printing. From your top menu bar, select **Manage Cadets**, from the drop-down menu select **Award Orders**.
- k. The Award Orders screen will open with a table that displays the current school years award orders. Select the award orders you need to print by clicking the printer icon in the action column adjacent to the award order number you want to print.
- l. A pop-up menu will open that lists the three (3) options you may select from to print the award order. Select your desired option by clicking on the green hyperlink “**Click Here**”. The award orders will be generated and displayed on your screen.
- m. At the top of the award orders click the icon located to the immediate left of the printer icon to save the award orders. From the drop-down menu select Excel, PDF, or Word for save and print options.

**Note:** The **printer icon does not work** on most school networks to print information from JUMS. Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads “**Do you want to open or save OrderDataReport.doc from jums.usarmyjrotc.com**” Click on the **Save drop-down menu arrow** and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

## 5-6 Link an Award to an Event

- a. From the top menu bar, select the **Manage Unit** tab; from the drop-down menu select the **Create/Manage Events** link.

On the **Manage Unit Events** page, **Event Instances panel**, click the **radio button** next to the event the award is to be linked to (the **radio button** is the little 'dot' next to the name of the event).

- b. Click the **Add New** button under the "Awards Linked to XXXX" heading.
- c. In the Event Instance Award panel:
  - 1) Select the category the award is located in from the Category drop-down list.
  - 2) Select the award to attach to the event from the Award drop-down list.
  - 3) Click the **Save** button.
  - 4) The award now appears under the "Awards Linked to XXXX" heading.
  - 5) When the event the award is attached to is **finalized**, the award will be **automatically generated by JUMS and posted to the Cadets' award records and reports**.

## 5-7 Review and Print Award Orders

- a. From your top menu bar, select **Manage Cadets**, from the drop-down menu select **Award Orders**.
- b. The Award Orders screen will open with a table that displays the current school years award orders. Select the award orders you need to print by clicking the printer icon in the action column adjacent to the award order number you want to print.
- c. A pop-up menu will open that lists the four (4) options you may select from to print the award order. Select your desired option by clicking on the green hyperlink "**Click Here.**" The award orders will be generated and displayed on your screen.
- d. At the top of the award orders click the icon located to the immediate left of the printer icon to save the award orders. From the drop-down menu select Excel, PDF, or Word for save and print options.

**Note:** The **printer icon does not work** on most school networks to print information from JUMS. Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads "**Do you want to open or save OrderDataReport.doc from**

jums.usarmyjrotc.com" Click on the **Save** drop-down menu arrow and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to** from the list on the left, and click **save**.

## 5-8 Rescind Cadet Award Orders

**Cadet award orders created in JUMS cannot be deleted. Award orders may be rescinded. Rescinding an award order will remove the award and all the documentation from all Cadets records who are listed on the rescinded award. The action of rescinding an award is irreversible.**

- a. To rescind an award order from your top menu bar, select **Manage Cadets**, from the drop-down menu select **Award Orders**.
- b. The Award Orders screen will open with a table that displays the current school years award orders. Select the award orders you need to rescind by reviewing the orders to verify the correct order is being rescinded. In the **action column** click the green left pointing arrow adjacent to the order you want to rescind. A pop-up message will display "Are you sure you want to rescind the selected items?" Click **ok** or **cancel**. **The action of rescinding an award is irreversible. Clicking ok will rescind the orders, clicking cancel will close the box and return you to the award orders screen.**
- c. If you clicked "**OK**" to rescind the award orders, the orders have been rescinded, they will no longer appear in the orders list. All the awards listed on the rescinded order have been removed from the appropriate Cadet records.

## 5-9 Document an External Award in an Individual Cadet's Record

AR 145-2, paragraph 8-20, authorizes institutions, agencies, and military honor societies with established records of support for Junior ROTC programs and services to the Nation to present awards to Cadets in these programs. A complete list of these institutions, agencies, and military honor societies is contained in AR 145-2. The regulation specifies the awards must be without expense to the Government, and the design must be approved by TIOH. The documentation for these awards is provided by the organization that establishes the criteria and approves the award. **Documentation for all external awards presented by an organization to a Junior ROTC Cadet will be provided to the Cadet when the award is presented, and a copy maintained by the unit instructor in the Cadet's paper record file.**

- a. To document an external award order in a Cadet's JUMS record, from your top menu bar, select **Manage Cadets**, from the drop-down menu select **Search / Add Cadets**.

- b. Complete search criteria fields to find the Cadet(s) record you want to add an external award. The external award is added to the Cadets “**Award on Uniform**” record. Click **Search**.
- c. The page will refresh and show the results of your Cadet search, verify the Cadet name, and click the **Edit Selected in Group** button.
- d. The page will refresh to the selected Cadets “**Cadet Detail Screen**.”
- e. Click the blue “**Awards on Uniform**” hyperlink.
- f. Scroll down to the Awards on Uniform panel, click the “**Add External Award**” button. This will open an Awards panel.
- g. An External Organization Award input box will open in a new screen. Type the name of the external award in the text box provided and click “**save**.”
- h. A message will display on the screen “**I certify the unit has received the award documentation and award from the organization who approved and issued this award. Award documentation provided by the issuing organization must be filed in the Cadet’s paper records files.**” Click “**Yes**” to add the external award or “**No**” to be returned to the previous screen.
- i. If you clicked “yes” the award has been successfully added to the Cadet’s record, and their Awards on Uniform report.

## 5-10 Batch Action an External Award into a Group of Cadet’s Records

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the blue “**Search**” hyperlink located in the top left of the screen adjacent to Selected Cadets.
- c. Input appropriate search criteria to select Cadets and click the **Search** button. The page will refresh with the search results. A list of all Cadets based on the search criteria input will be returned. All listed Cadets are selected by default. If you wish to remove a Cadet from the list, in the select column, uncheck the name of the Cadet you want removed from the list.
- d. Once the list of Cadet’s is correct, scroll down the Search Results panel and click the “**Select Cadets**” button. The page will refresh, and the selected Cadets names will appear in the “Selected Cadets” box at the top left of the screen.

- e. You are now back on the Cadet Batch Actions page; from the **Batch Action drop-down list**, select **External Awards**. After selecting External Awards, the page will refresh to Cadet Batch External Awards.
- f. Click the “**Add New**” button. A panel External Organization Award will open, type in the name of the external award, and click “**Save**.”
- g. A message will display on the screen “**I certify the unit has received the award documentation and award from the organization who approved and issued this award. Award documentation provided by the issuing organization must be filed in the Cadet’s paper records files.**” Click “**Yes**” to add the external award or “**No**” to be returned to the previous screen.
- h. If you clicked “**yes**” will receive a message “**Batch Processing Completed Successfully**”, click the “**OK**” button. You will be returned to the Cadet Batch Actions screen, the name of the external award just entered will display in the Cadet Batch External Awards table. The batch process for the selected Cadets is complete and the external awards has been added to each of the selected Cadet’s Awards on Uniform Report.

## Chapter 6 - Creating and Managing Cadet Teams

### 6-1 Create a New Cadet Team Name

- a. From your top menu bar, select **Manage Lists**, from the drop-down menu select **Cadet Team List**.
- b. On the Team List page, click the **Add New** button.
- c. In the **Team List Panel**, select the Team Type from the drop-down list.
- d. Enter the Name of the Team.
- e. Enter the dates for when the category will show and hide in your list.
- f. Click the **Save** button.
- g. The new team will now show up in the **Cadet Team List** page.

### 6-2 Add a Cadet to a Team

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadet**.
- b. Search for a Cadet by putting his first and last name into the correct fields and under Cadet Search Criteria and clicking the Search button.
  - 1) Last Name: Enter the Cadet’s last name.

- 2) First Name: Enter the Cadet's first name.
- 3) Click the **Search** button.

- c. On the Cadet Detail Panel, select the **Teams** link.
- d. Click the **Add New** button to open the **Teams information panel**.
- e. On the **Teams panel**, enter the information into the fields provided. All the fields marked with a red asterisk (\*) are required fields.
  - 1) Input the **From** and **To** dates the Cadet will be assigned to the Team.
  - 2) Select the **Team Type** from the Drop-down Menu.

**TROUBLESHOOTING TIP:**  
If the **Team Name** drop-down list is blank - Do this:

- From the top menu bar, select the **Manage Lists** tab, from the drop-down menu select the **Cadet Team List** link.
- On the Cadet Team List page, click the **Add New** button.
- In the Team List panel, from the Team Type drop-down menu select the team type.
- Type in the name you have selected for your new team in the box adjacent to **Team**.
- Enter the dates the new team will show and hide in your list.
- Click the **Save** button.
- Repeat steps a-h above. The team will now show up in the **Team Names** drop-down list on the **Teams** page.

- 3) Select the **Team Name** you wish to assign the Cadet.
- f. Click the **Save** button.
- g. The Cadet's new team assignment is now visible on the Cadet's information page.

### 6-3 Batch Action Add Cadets to a Team

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the **Search** link.
- c. Click the bottom **Search** button.
- d. Click the **Deselect All** button, and then click the check box next to the names of the Cadets you wish to add to the team.
- e. Click on the **Select Cadets** button.

f. You are now back on the Cadet Batch Actions page; from the **Batch Action drop-down list**, select **Teams**. After selecting the **Teams**, click the **Add New** button.

g. Under the **Cadet Batch Teams**, click the “**Add New**” button.

h. The Team panel is now open enter:

- 1) The From date, (the date the Cadet is added to the team).
- 2) The To date, (the date the Cadet’s time on the team is over – this can be left blank).
- 3) Select the Team Type from the drop-down list.
- 4) Select the Team Name from the drop-down list.

**TROUBLESHOOTING TIP:**

If the **Team Name drop-down list** is blank - Do this:

- From the top menu bar, select the **Manage Lists** tab, from the drop-down menu select the **Cadet Team List** link.
- On the Cadet Team List page, click the **Add New** button.
- In the Team List panel, from the Team Type drop-down menu select the team type.
- Type in the name you have selected for your new team in the box adjacent to **Team**.
- Enter the dates the new team will show and hide in your list.
- Click the **Save** button.
- Repeat steps a-h above. The team will now show up in the **Team Names drop-down list** on the **Teams** page.

5) Click the **Save** button to save your changes.

6) Your Cadets are now all added to the team.

**Note:** Batch Actions will appear differently depending on the batch action selected from the drop-down menu. Example - if you select **Instructional Material** from the **Batch Action drop-down menu** the next selection would be **Issue Items** or **Return Selected**.

#### **6-4 View Cadet Team List on the Search/Add Cadets Page**

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Search/Add Cadet**.
- b. On the Search/Add Cadets page look for the bar titled “**Advanced Search Fields**”

- 1) Follow that bar to the right at the end of the bar will be a button with two arrows pointing down: Click on the **down arrows button**.
- 2) This opens the Advanced Search Fields... from here you can choose to search through your cadets by specific fields.

- c. Scroll down to the **Team Section**. Select the team name from the **drop-down menu** list.
- d. Click the **Search** button on the lower left corner of the **Search/Add Cadets** page.
- e. The search results will show all the Cadets that are assigned to the selected team.

## Chapter 7 – Creating and Managing Unit Events

### 7-1 Create a New Event

- a. From the top menu bar, select the **Manage Unit** tab; from the drop-down menu select the **Create/Manage Events** link.
- b. On the Manage Unit Events, the school year will default to the current school year.
- c. On the Event Instances panel, click the **Add New** button.
- d. On the Event Instance panel, select the “**Day of Event**.” Events may be entered for **past / present / future dates**.
- e. In the **Event Name** text box, type a unique name for the event. JUMS will not allow two (2) events on the same day with the same name.
- f. From the **Event Type** drop-down select the category the event falls under for unit report reporting purposes. **Some of these selections will open more text fields to be filled in. Make sure to fill in all the fields marked with a red asterisk (\*); these are required fields.** If you are not sure what event type to choose, review the Unit Report Information/Help and Points by Categories - Event Types located at Appendix A of this JUMS User Guide.
- g. Once you have selected an Event type, please review the event criteria required to meet minimum unit report requirements by scrolling down on the page to the “**Unit Report Criteria**.”
- h. Review the information entered, once the information is completed and correct, click the **Save** button.
- i. The event will now be listed in the **Manage Unit Events** page, Event Instances table.

- j. Follow the procedures in para 7-2 to link Cadet awards to the event.
- k. Follow the procedures in para 7-3 to link Cadets to the event.
- l. Follow the procedures in para 7-4 to review and finalize the event. This step publishes award orders for awards earned by Cadets attached to the event.

## 7-2 Link an Award to an Event

- a. From the top menu bar, select the **Manage Unit** tab; from the drop-down menu select the **Create/Manage Events** link.  
On the **Manage Unit Events** page, click the **radio button** next to the event name the award is to be linked to (the **radio button** is the little 'dot' next to the name of the event).
- b. Click the **Add New** button under the "Awards Linked to XXXX" heading.
- c. In the Event Instance Award panel:
  - 1) Select the category the award is in from the Category drop-down list.
  - 2) Select the award to attach to the event from the Award drop-down list. **The drop-down menu will display all awards.**
  - 3) Enter the Cadets assigned to this event will earn for the event participation.
  - 4) Click the **Save** button.
  - 5) The award now appears under the "Awards Linked to XXXX" heading.

## 7-3 Link Cadets to an Event

- a. From the top menu bar, select the **Manage Unit** tab, and select the **Create/Manage Events** link.
- b. On the Manage Unit Events page, click the **radio button** next to the event name the Cadet is to be linked to (the **radio button** is the little 'dot' next to the name of the event, this will open the event).
- c. Scroll down the page to the section that reads, "Cadets linked to" *your event name*.

- d. Click the **Add New** button.
- e. In the Search Cadets panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button.
- f. If you searched by all cadets, click the **Deselect All Button**, scroll down the list and select the Cadets to be linked to the event by clicking the check boxes next to the Cadet's names who participated in the event.
- g. Once all of the Cadets are selected, click the **Select Cadets Button** at the bottom to link the selected Cadets to the event.
- h. The Cadets you selected now appear under Cadets linked to your event section.
- i. Service-learning hours will auto populate for each Cadet linked to a service learning or community service event, based on the information entered in the Event Instance panel when the event is created. The PART Report, total service-learning hours is auto populated from information entered in each service learning or community service event.
- j. If this event is a community service event, community service hours will auto populate for each Cadet linked to a service community service event, based on the information entered in the Event Instance panel when the event is created. The PART Report, total Cadet hours of community service is auto populated from information entered in each community service event.
- k. To save these changes, click the **Save button**.
- l. To print a roster of Cadets attached to the event, scroll down under the list of Cadets and click the “**Export Cadet Event Roster**”. A report screen will open with the Event name, date of event, and list of Cadets assigned to the event. To save or print the roster, click the file save as icon, located to the left side of the printer icon, choose Excel, PDF, or Word to export the Cadet list to a printable file. A bar will open at the bottom of your screen that reads “Do you want to open or save OrderDataReport.doc from jums.usarmyjrotc.com” Click on the **Save** drop-down menu arrow and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location** where you want the file saved to from the list on the left, and click **save**.
- m. After the event has been completed, review the Cadets linked to the event to ensure all Cadets that participated in the event are included and the number of Cadets linked to the event meet the event criteria for unit report points. Remove any listed Cadets who did not participate in the event and click **“Save”**.

## 7-4 Edit or Delete an Event

**All events entered in JUMS for the current school year may be edited or deleted BEFORE they are finalized. The JUMS school year is 1 July – 30 June annually. Once an event has been finalized, the event cannot be deleted unless the event is unfinalized per the procedures in para 7-6.**

- a. From the top menu bar, select the **Manage Unit** tab; from the drop-down menu select the **Create/Manage Events** link.
- b. **It is not necessary to remove awards or Cadets from events to delete the event, events may be deleted that have awards and Cadets attached.**
- c. To delete an event, locate the event name in the Event Instance panel, in the **action column** adjacent to the name of the event you want to delete **click the red button with the white x**. A message will display “Are you sure you want to delete the selected item? **Click “OK” or “Cancel.”**
- d. Event information may be edited by locating the event name in the Event Instance panel, in the **action column** adjacent to the name of the event you want to edit, click the “**Edit**” icon. Information that may be edited include date of event, event name, event type, impact on report, event community service time, number of staff, and comments. Once you have edited the desired information click the “**Save**” button.
- e. Awards and Cadets linked to an event may be edited, or additional awards or Cadets added to an event by clicking on the radio button located in the select column adjacent to event you need to edit.
- f. Awards may be deleted by clicking on the red button with the white x located in the action column. A message will display “Are you sure you want to delete the selected item? **Click “OK” or “Cancel.”**
- g. Cadets linked to an event are edited by selecting “**Add New**” to add Cadets to an event instance. Cadets may be deleted from an event by selecting “**Select All**” or by **clicking in the box**, located in the select column, by each Cadets name you need to delete. Once Cadets are selected for deletion, click the “**Delete Selected**” button. A message will display “Are you sure you want to delete the selected item? **Click “OK” or “Cancel.”**
- h. After all event edits are complete, navigate to the bottom of the page and click “**Save.**” A message will display at the top of the events screen “**Save Successful.**”

## 7-5 Finalize an Event

The “Finalize Event” button located at the bottom right of every JUMS event is **role restricted to JROTC Instructor logins**. An event cannot be finalized until the date the event occurs. If Cadet awards are attached to an event, finalizing an event post and publishes Cadet award orders for Cadets linked to the event. When the finalize event button is selected JUMS will check the event to ensure the event meets the minimum required criteria for the unit report. Events that do not meet minimum criteria will display an error message. **Instructors must carefully review and check each event prior to finalizing, including the awards and Cadet participant list. All events entered in JUMS must be finalized each school year. The finalize process publishes Cadet Award orders for those events that have awards attached. The annual Unit Report cannot be submitted until all events for the reported school year are finalized.**

- a. From the top menu bar, select the **Manage Unit** tab, and select the **Create/Manage Events** link.
- b. On the Manage Unit Events page, click the **radio button** next to the event name the Cadet is to be linked to (the **radio button** is the little ‘dot’ next to the name of the event, this will open the event).
- c. Review the awards linked to the event. Add or remove awards as required based on criteria established by the unit.
- d. Add or remove any listed Cadets who did or did not participate in the event.
- e. Some events have a text box at the bottom of the event page, where the number of Cadet participants must be typed in. Ensure this box is completed and saved as applicable. **If required, failure to enter this number will prevent the event from earning Unit Report points for the event.**
- f. Once the event review has been completed and all of the information has been verified, click the “**Finalize Event**” button.
- g. Once the finalize event button is clicked, JUMS will check the event to ensure the event meets minimum unit report criteria. The following message will display **“Finalizing this event will publish award orders for the listed cadets. Users may edit the event type after an event is finalized. All other event fields and data will be locked, the information cannot be edited. Are you sure you want to finalize this event?”** Click “**Yes**.” If an event does not meet minimum unit report criteria, JUMS will display an error message **“This event does not meet unit report criteria. If you complete the finalization process, you will not be able to edit this event. This event will be listed on the Unit Report with zero points. Do you want to complete the finalization process?”** Clicking yes will finalize the event, clicking no will return you to the event screen where you may make the required event corrections, click save, and then click the “**Finalize Event**” button.

- h. If no errors are detected, JUMS will finalize the event and display the following message at the top of the Manage Unit Events page “**Finalizing Event process is completed.**” A check mark will display in the “Finalized” column of the Event Instances panel.
- i. The award orders for awards linked to the event are published to the appropriate Cadet records and to the Award Orders page.
- j. To print award orders for awards linked to an event, from the top menu bar, select the **Manage Cadets** tab; from the drop-down menu select **Award Orders**.

## 7-6 Edit a Finalized Event

The “Edit Finalize Event” button will automatically appear at the bottom right of every JUMS event immediately after the event is “Finalized” by an Instructor. The Edit Finalized Event function is **role restricted to JROTC Instructor logins**. When an Instructor selects the **Edit Finalized Event** button all Cadet Awards orders will be **removed** from the Cadet records, the event is unlocked. **The event may be deleted, or corrections can be made to any event field**. After appropriate corrections are made by the instructor, the event must be re-finalized. The finalize process publishes Cadet Award orders for those events that have awards attached. The annual Unit Report cannot be submitted until all events for the reported school year are finalized. **\*Note if Unit report has been submitted, you will not be able to edit events.**

- a. From the top menu bar, select the **Manage Unit** tab, and select the **Create/Manage Events** link.
- b. On the Manage Unit Events page, click the **radio button** next to the **finalized event name** you need to edit (the **radio button** is the little ‘dot’ next to the name of the event, this will open the event).
- c. Once the selected event instance page opens scroll to the bottom of the page underneath the Cadets linked to the event and select the button “**Edit Finalized Event**.” A pop-up message will appear “**This selection will un-finalize this event; all event fields will be editable by the user. All award orders will be rescinded from Cadet records. Once edits are complete, the instructor must review and re-finalize the event. When the event is re-finalized the Cadet award orders will be republished. Are you sure you want to edit this event?**” Select “**Yes**.” You will receive a pop-up message “**Edit Finalized Event process is completed.**” Click “**OK**”.

Finalized	Action
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	

You will need go back to manage unit, create/manage events to see the edit button next to the event.

The event is now unlocked. The event may be deleted, or any event field may be edited or corrected.

- d. Edit any event field which requires corrections and select “Save.” Add or remove any listed Cadets who did or did not participate in the event and select “Save.”
- e. Some events have a text box at the bottom of the event page, where the number of Cadet Participants must be typed in. Ensure this box is completed and saved as applicable. **If required, failure to enter this number will prevent the event from earning Unit Report points for the event.**
- f. Once the event review has been completed and all the information has been corrected and verified, click the “**Finalize Event**” button.
- g. Once the finalize event button is clicked, JUMS will check the event to ensure the event meets minimum unit report criteria. The following message will display **“Finalizing this event will publish award orders for the listed cadets. Users may edit the event type after an event is finalized. All other event fields and data will be locked, the information cannot be edited. Are you sure you want to finalize this event?”** Click “Yes.” If an event does not meet minimum unit report criteria, JUMS will display an error message **“This event does not meet unit report criteria. If you complete the finalization process, you will not be able to edit this event. This event will be listed on the Unit Report with zero points. Do you want to complete the finalization process?”** Clicking yes will finalize the event, clicking no will return you to the event screen where you may make the required event corrections, click save, and then click the “**Finalize Event**” button.
- h. If no errors are detected, JUMS will finalize the event and display the following message at the top of the Manage Unit Events page **“Finalizing Event process is completed.”** A check mark will display in the “Finalized” column of the Event Instances panel.
- i. The award orders for awards linked to the event are published to the appropriate Cadet records and to the Award Orders page.
- j. To print award orders for awards linked to an event, from the top menu bar, select the **Manage Cadets** tab; from the drop-down menu select **Award Orders**.

## 7-7 Create a Service-Learning Event

**NOTE: JUMS will only allow each unit to enter one (1) Service Learning, Mandatory Project event per school year.**

- a. From the top menu bar, select the **Manage Unit** tab; from the drop-down menu select the **Create/Manage Events** link.
- b. On the Manage Unit Events, Event Instances table click the **Add New** button.
- c. On the Event Instance panel, **Event, Event drop-down list, select “Service Learning,” or the event name you chose and set-up.**
- d. Select the category the event falls under from the **Event Type drop-down list, Service Learning “Mandatory Project.”** An event instance panel will open.
- e. In the event instance panel enter the **Service-Learning Time; a minimum of 11 hours 0 minutes** are required to obtain Unit Report credit, and points. The number of “Active Cadets on Event Date” will auto populate. In the “# of Staff box,” enter a minimum of one (1). In the “Academic Description” box, type the required description. In the “Service Description” box, type the required information. The information typed in these two boxes will display on your unit report.
- f. The “**Primary Project Checklist**” will display; complete the checklist. The checklist will be greyed out until the date of your service-learning event. **NOTE:** If you fail to check, one of the boxes this will report on your Unit report as “False” and you will not receive points for the Service Learning event.
- g. The “**Project Group Evaluation**” will display, complete all the required ratings. The checklist will be greyed out until the date of your service-learning event. When complete, click **Save**. Your screen will return to the Manage Unit Events page.
- h. Under the select column, click the radio button adjacent to the Service-Learning Event. A new window will open which allows you to link awards and Cadets to the Service-Learning Event.
- i. To link an award, under the heading, “Awards linked to Service Learning,” click the **Add New** button. A new window will open, Event Instance Award, select the Category and Award from the drop-down menus. Click the **Save** button.
- j. To link Cadets, under the heading, “Cadets linked to Service Learning,” click the **Add New** button. A new window will open, Search Cadets, enter search criteria, and click **Search**. Select the Cadets to link to the Service-Learning Event by either selecting **Select All**, or clicking the **Deselect All**, and clicking the box adjacent to the Cadets name you want to link. A **minimum of 15 Cadets** must participate, be selected, and attached to the event to receive Unit Report points for Service Learning. Click the **Select Cadets** button at the bottom of the Cadet name listing. This will link the selected Cadets to the

event. Verify a minimum of “11” in the “Service Hours” column box for each linked Cadet.

- k. Click the **Save** button.
- l. To print a roster of Cadets attached to the event, scroll down under the list of Cadets and click the “**Export Cadet Event Roster**”. A report screen will open with the Event name, date of event, and list of Cadets assigned to the event. To save or print the roster, click the file save as icon, located to the left side of the printer icon, choose Excel, PDF, or Word to export the Cadet list to a printable file. A bar will open at the bottom of your screen that reads “Do you want to open or save OrderDataReport.doc from jums.usarmyjrotc.com” Click on the **Save** drop-down menu arrow and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location** where you want the file saved to from the list on the left, and click **save**.
- m. After the event has been completed, instructors must review the awards and Cadets linked to the event to ensure all awards and Cadets that participated in the event are included and the number of Cadets linked to the event meet the event criteria for unit report points. Remove any listed Cadets who did not participate in the event.
- n. Once the event review has been completed and all the information has been verified, click the “**Finalize Event**” button.

Once the finalize event button is clicked, JUMS will check the event to ensure the event meets minimum unit report criteria. The following message will display “**Finalizing this event will assign event credits and publish award orders for the listed Cadets. Users may edit the event type after an event is finalized. All other event fields and data will be locked, the information cannot be edited. Are you sure you want to finalize this event?**” Click “yes.” If an event does not meet minimum unit report criteria, JUMS will display an error message “**This event does not meet unit report criteria. If you complete the finalization process, you will not be able to edit this event. This event will be listed on the Unit Report with zero points. Do you want to complete the finalization process?**” Clicking yes will finalize the event, clicking no will return you to the event screen where you may make the required event corrections, click save, and click the “Finalize Event” button. **If you choose to override the finalize event error message for this event your unit will NOT receive unit report points for the Service-Learning Event unless you “Edit Finalized Event” per the procedures of para 7-6 and make the appropriate corrections to the event. JUMS will only allow each unit to enter one (1) Service Learning, Mandatory Project event per school year.**

- o. If no errors are detected, JUMS will finalize the event and display the following message at the top of the Manage Unit Events page “**Finalizing Event process is completed.**” A check mark will display in the “Finalized” column of the Event Instances panel.

- p. The award orders for awards linked to the event are published to the Award Orders page.
- q. To print award orders for awards linked to an event, from the top menu bar, select the **Manage Cadets** tab; from the drop-down menu select **Award Orders**.

## 7-8 Create a Cadet Formal Event

- a. From the top menu bar, select the **Manage Unit** tab; from the drop-down menu select the **Create/Manage Events** link.
- b. On the Manage Unit Events, the school year will default to the current school year.
- c. On the Event Instances panel, click the **Add New** button.
- d. On the Event Instance panel, select the “Day of Event.” Events may be entered for past / present / future dates.
- e. In the Event Name text box, type a unique name for the event. JUMS will not allow two (2) events on the same day with the same name.
- f. From the **Event Type drop-down list** select the formal event type the event falls under for unit report reporting purposes. **Some of these selections will open more text fields to be filled in. Make sure to fill in all the fields marked with a red asterisk (\*); these are required fields.** If you are not sure what event type to choose, review the Unit Report Information/Help and Points by Categories - Event Types located at Appendix A of this JUMS User Guide.
- g. Once you have selected an Event type, please review the event criteria required to meet minimum unit report requirements by scrolling down on the page to the **“Unit Report Criteria.”**
- h. Review the information entered, once the information is completed and correct, click the **Save** button.
- i. On the Manage Unit Events page, click the **radio button** next to the formal event, (the **radio button** is the little ‘dot’ next to the name of the event, this will open the event).
- j. A new window will open which allows you to link awards and Cadets to the Formal Event.
- k. To link an award, under the heading, “Awards linked to XXX event name,” click the **Add New** button. A new window will open, Event Instance Award,

select the Category and Award from the drop-down menus. Click the **Save** button.

- I. Scroll down the page to the section that reads, “Cadets linked to” your event name.
- m. Click the **Add New** button.
- n. In the Search Cadets panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button.
- o. If you searched by all cadets, click the **Deselect All Button**, scroll down the list and select the Cadets to be linked to the event by clicking the check boxes next to the Cadet’s names who participated in the event.
- p. Once all of the Cadets are selected, click the **Select Cadets Button** at the bottom to link the selected Cadets to the event.
- q. The Cadets you selected now appear under Cadets linked to your event section.
- r. Click the **Save** button.
- s. To print a roster of Cadets attached to the event, scroll down under the list of Cadets and click the “**Export Cadet Event Roster**”. A report screen will open with the Event name, date of event, and list of Cadets assigned to the event. To save or print the roster, click the file save as icon, located to the left side of the printer icon, choose Excel, PDF, or Word to export the Cadet list to a printable file. A bar will open at the bottom of your screen that reads “Do you want to open or save OrderDataReport.doc from jums.usarmyjrotc.com” Click on the **Save** drop-down menu arrow and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location** where you want the file saved to from the list on the left, and click **save**.
- t. After the event has been completed, instructors must review the awards and Cadets linked to the event to ensure all awards and Cadets that participated in the event are included and the number of Cadets linked to the event meet the event criteria for unit report points. Remove any listed Cadets who did not participate in the event.
- u. Scroll down to the bottom of the page, underneath the linked Cadets, until you see “**Number of Cadets Linked to Event**.” Adjacent to this is another box, “**Number of Cadets that Participated**” type in the number of Cadets that participated in the formal event in this box. **Click “Save.”** **If you fail to enter this number and CLICK SAVE when you create your unit report, you will not receive points for the formal event.**

- v. Once the event review has been completed and all the information has been verified, click the “**Finalize Event**” button.
- w. Once the finalize event button is clicked, JUMS will check the event to ensure the event meets minimum unit report criteria. The following message will display **“Finalizing this event will assign event credits and publish award orders for the listed cadets. Users may edit the event type after an event is finalized. All other event fields and data will be locked, the information cannot be edited. Are you sure you want to finalize this event?”** Click **“yes.”** If an event does not meet minimum unit report criteria, JUMS will display an error message **“This event does not meet unit report criteria. If you complete the finalization process, you will not be able to edit this event. This event will be listed on the Unit Report with zero points. Do you want to complete the finalization process?”** Clicking yes will finalize the event, clicking no will return you to the event screen where you may make the required event corrections, click save, and then click the “**Finalize Event**” button.
- x. If no errors are detected, JUMS will finalize the event and display the following message at the top of the Manage Unit Events page **“Finalizing Event process is completed.”** A check mark will display in the **“Finalized”** column of the Event Instances panel.
- y. The award orders for awards linked to the event are published to the Award Orders page.
- z. To print award orders for awards linked to an event, from the top menu bar, select the **Manage Cadets** tab; from the drop-down menu select **Award Orders**.
  - aa. The Formal Event is complete and will auto populate your Unit Report with the Formal Event information when the report is created.

## Chapter 8 - Cadet Batch Actions

In a Cadet Batch Actions, you can enter and / or edit actions for a group of Cadets simultaneously. Actions include **Awards**, **Cadet Details**, **Cadet Flags**, **Clothing**, **Counseling Consultations**, **Demerits**, **Instructional Materials**, **Merits**, **Notes**, **Positions**, **Ranks**, **Teams**, **Training**, and **External Awards**, for several Cadets at once. Using Cadet Batch Action saves, you time.

### 8-1 Cadet Batch Actions

**Cadet Batch Actions** is an action performed for a group of Cadets simultaneously. Batch actions include, **Awards**, **Cadet Details**, **Cadet Flag**,

## **Clothing, Counseling Consultations, Demerits, Instructional Material, Merits, Notes, Positions, Ranks, Teams, Training, and External Awards**

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the blue “**Search**” hyperlink located in the top left of the screen adjacent to Selected Cadets.
- c. Input appropriate search criteria to select Cadets and click the **Search** button. The page will refresh with the search results. A list of all Cadets based on the search criteria input will be returned. All listed Cadets are selected by default. If you wish to remove a Cadet from the list, in the select column, uncheck the name of the Cadet you want removed from the list.
- d. Once the list of Cadet's is correct, scroll down the Search Results panel and click the “**Select Cadets**” button. The page will refresh, and the selected Cadets names will appear in the “Selected Cadets” box at the top left of the screen.
- e. You are now back on the Cadet Batch Actions page; from the **Batch Action drop-down list**, select **from the available list of actions**. After selecting the **batch action**, the screen will refresh.
- f. Follow the selected batch action screens to complete the action for the selected Cadets. Batch Actions screens will appear differently depending on the batch action selected from the drop-down menu. Example - if you select **Instructional Material** from the **Batch Action drop-down menu** the next selection would be **Issue Items** or **Return Selected**.
- g. Once the action requirements have been entered and the action saved, the page will refresh back to the Cadet Batch Actions page. A pop-up message box will display on the page “**Batch Processing completed successfully.**” **All Cadet Records have been updated with the information performed in the batch action.**

## **Chapter 9 – Cadet Challenge**

### **9-1 Print Cadet Challenge Score Cards**

- a. From the top menu bar, select **Reports**, from the drop-down menu select the **Cadet** link. From the list of **Available Reports**, select **Cadet Challenge Score Card**.
- b. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button located under Advanced Search Fields.

There are two ways to search for a Cadet.

- 1) In the Search Criteria section of the Search/Add cadet page you may enter the Cadet's information such as name, let level, class period etc.... then click the **Search Button**, the Cadets that match the search criteria will appear at the bottom of the page.
- 2) The second way is to leave the Search Criteria BLANK, and click the **Search Button**, in the lower left corner of the Search/Add Cadet page.

- c. If you searched by all cadets, click the **Deselect All Button**, scroll down the list, and select the Cadets you want to print Cadet Challenge Score Cards, or if you want score cards for all your Cadets, leave all of the Cadets selected.
- d. Once all the Cadets are selected, click the **View Report Button** at the bottom of the page.
- e. A new window will open, and an individual Cadet Challenge Score Cards will be generated and displayed for each Cadet you selected. The score card will include the Cadet's name, gender, and age.
- f. To prepare the report for printing click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **PDF or Word**, to export the score cards to a printable file. A bar will open at the bottom of your screen that reads, "**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**" Click on the **Save drop-down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.
- g. When you are finished, click the **X** in the upper right corner to close the report panel.
- h. From the saved location on your computer print the Cadet Challenge Score Cards for each Cadet being tested.

## 9-2 Import Cadet Challenge Raw Scores from a File into JUMS

Download the Cadet Challenge Import File Template from JUMS. Below are the JUMS menu steps in order, to download the file.

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Import Cadet Challenge Scores**.
- b. The screen will refresh to the Cadet Challenge Import page.
- c. Click the **Download the Cadet Challenge Import Template** button.

- d. The Search Cadets screen will open, enter the appropriate search criteria for the Cadets you want to download to the Cadet Challenge Import Template. Once you have verified the Cadets selected, scroll to the bottom of the Search Results, and click “Select Cadets” button.
- e. A new window opens with “**What do you want to do with the Cadet Challenge Template 1046.xlsx?** Click **Save as**, another menu will open with the file name displayed, select the location you want to save the file to and click save. The file will save in the location selected as a Microsoft Excel Worksheet (\*xlsx). **DO NOT CHANGE THE SAVE AS FILE TYPE.**
- f. The import file has now been successfully saved to the designated location on your computer. The Cadet Challenge Import Template downloads with the following information already completed for all active Cadets: Cadet last names, first names, middle initials, and age. Cadets are listed alphabetically by last name.
- g. Cadet Challenge information should be entered into the template following the instructions in para 10-3 below.

### 9-3 Enter Cadet Challenge Scores into the Cadet Challenge Import File

The Cadet Import Template File is an Excel spreadsheet. Below are the instructions for entering Cadet height, weight, and Cadet Challenge raw scores into the template. Read all the instructions below, before you begin entering Cadet information into the spreadsheet.

**Note:** Do not change any of the information in the spreadsheet, row 1, do not resize the columns - the spreadsheet will not import into JUMS if these items are changed. It is not necessary to delete Cadet's names from the template if they did not participate in the Cadet Challenge being entered. Listed Cadets who did not participate in the test information will be left as it printed on the template, no entries or deletions for these Cadets is required. This WILL NOT cause an error when the template is imported into JUMS. For those Cadets who are unable to participate in testing in all five (5) events, the template will upload correctly with partial raw testing information entered for those Cadets. Simply leave the event columns those Cadets did not test in BLANK.

1. Cadet height, weight, and raw test scores are entered from the information entered on each Cadet's score card as they were tested. Scores are entered for all Cadets who completed all, or any event(s) tested on the Cadet Challenge.
2. From the Cadet Challenge Score Card enter the Cadets height in inches in column e. Tab over to column f and enter the Cadets weight in pounds. Tab over to column g and enter the date the Cadet completed the Cadet Challenge test. The date is entered in DDMMYY format (21 Sep 16). The date will convert to the spreadsheet template format.

**Note:** If you test over a multiple day period, the test date does not have to be the same date for all Cadets on the template. The template will import correctly with multiple test dates annotated in column g. The template will also import correctly if you copy the test date down the column for all the Cadets listed, even if some of the Cadets did not test at all.

3. Tab over to column H, from the dropdown menu select the abdominal strength event the Cadet was tested (curl-ups or partial curl-ups). If the Cadet did not test on this event, leave columns H and I blank. Tab over to column I and enter the Cadets numerical raw score.

4. Tab over to column J, from the dropdown menu select the arm strength event the Cadet was tested (pull-up, right angle push-ups, or flexed arm hang). If the Cadet did not test on this event, leave columns J and K blank. Tab over to column K and enter the Cadets numerical raw score.

5. Tab over to column L, from the dropdown menu select the flexibility event the Cadet was tested (v-sit reach or sit-reach). If the Cadet did not test on this event, leave columns L and M blank. Tab over to column M and enter the Cadets numerical raw score.

6. Tab over to column O, enter the Cadets numerical raw score for the one-mile run/walk in minutes and seconds (example 10:22). If the Cadet did not test on this event, leave column O blank.

7. Tab over to column Q, enter the Cadets numerical raw score for the shuttle run in seconds, to the tenth of a second (example 6.9). If the Cadet did not test on this event, leave column Q blank.

8. Repeat steps 2 through 7 for each Cadet listed on the spreadsheet who completed all or a portion of the Cadet Challenge test until all the tested Cadet's information has been entered.

9. Once all the Cadet information has been entered, save the template as a **CSV (Comma delimited (\*.csv))** file from within Excel following the steps below.

a. From the **Cadet Info** tab of the spreadsheet, click the **file button** in the top left corner of the spreadsheet. A new window will open, from the left side menu list, click **save as**, a new window will open.

b. Click **Save as**, select a file location such as desktop, in the File name box, **type a file name**, from the **save as type**, selection drop-down list choose **CSV (Comma delimited) (\*.csv)**. Close the spreadsheet. The spreadsheet will save in the new file format to your desktop or selected file location.

10. You are now ready to import your Cadet Challenge scores into JUMS from the completed **CSV (Comma delimited) (\*.csv)** file.

#### **9-4 Import Cadet Challenge Scores from the Completed Cadet Challenge CSV (Comma delimited) (\*.csv) Import File Template into JUMS**

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Import Cadet Challenge Scores**.
- b. The Cadet Challenge Import screen will open, click the **Select Import File** button, the Cadet Import window will open.
- c. Click the select **Import File button**, the Cadet Import File Upload window will open. Select **Browse**, a new window will open, select **desktop**, or the location you saved your import file. Locate the file and click on the **import file** to select the file - this will put the file name into the box in the import window. Click **open**, this will open the Cadet Import - File Upload window, click **upload**, this will upload your Cadet Challenge scores into JUMS. An on-screen pop-up box will display that will give you the status (upload successful, error, or cancelled).
- d. **If an error message is displayed**, it will provide the information necessary to correct the Cadet Challenge Import template so that it will successfully upload. The errors will be displayed in a **table at the bottom of the import screen**. The errors will be displayed by **Excel row number and Cadet name** on the Cadet Import screen.

**Note:** **If an error message is displayed, none of the Cadet Challenge scores listed on the import file were uploaded into JUMS.**

**Noted errors should be corrected on the EXCEL spreadsheet. Once the errors have been corrected, save the corrected file in the CSV (Comma delimited) (\*.csv) format per the instructions above.** Correct all displayed errors and follow steps b and c above to upload the Cadet information.

- e. **Once you receive an on screen confirmation that all Cadet Challenge scores have been successfully uploaded into JUMS, JUMS will AUTOMATICALLY calculate the Cadets' scores and generate award orders for the Cadets that earned an award based on their final score.** Award orders for the N-2-2, Physical Fitness Ribbon will be automatically generated by JUMS for all Cadets who achieved a score of 85% or higher per all five events. Award orders for N-2-3, JROTC Athletic Ribbon will be automatically generated by JUMS for all Cadets who achieved a score of 50% or higher per all five events. **Both the N-2-2 and N-2-3 ribbons are annual awards. For traditional schedule schools, JUMS will not generate or allow a second award for either of these ribbons to be generated and published for any Cadet regardless of how many Cadet Challenge scores are entered in the Cadets record in any school year. For block schedule schools, beginning in February 2017, JUMS will generate these orders a second time for Cadets enrolled in the 2<sup>nd</sup> block of the school year.**

f. The award orders are immediately posted to each individual Cadets award record for both awards, and the N ribbons are posted to the individual Cadets Awards on Uniform report. The award orders may be reviewed, saved and printed by navigating to Manage Cadets, and selecting Award Orders.

## 9-5 Input Cadet Challenge Raw Scores into an Individual Cadet Record

1. From the top menu bar, select **Manage Cadets**, from the drop-down menu select the **Search/Add Cadets** link.

There are two ways to search for a Cadet.

a. In the Search Criteria section of the Search/Add cadet page you may enter the Cadet's information such as name, let level, class period etc... then click the **Search** Button, the Cadets that match the search criteria will appear at the bottom of the page.

b. The second way is to leave the Search Criteria BLANK, and click the **Search Button**, in the lower left corner of the Search/Add Cadet page. This will open your entire cadet roster, click the **Deselect All button**, you may then scroll through the names and **click on the box** in the **select column** next to the Cadets name you want to view or edit. You may select a single cadet, or multiple cadets to view or edit. Once, you have selected the Cadet or Cadets you wish to edit, click on the **Edit Selected In Group** button in the lower left corner of the screen. The Cadet Detail Screen will open for the selected Cadet(s).

2. Click on the blue **Cadet Challenge** hyperlink to add a new Cadet Challenge score into the Cadets Record. The cadet record screen will refresh, and the Cadet Challenge panel will be open.

3. From the Cadet Challenge panel, click the “**Add New**” button. The Cadet Challenge input screen will open. Enter the Cadets height and weight in the text boxes.

4. In the test type table, click on the abdominal strength drop-down menu and select the abdominal strength event the Cadet was tested (curl-ups or partial curl-ups). A text box will open, type in the numerical raw test score. If the Cadet did not test on this event, do not select from the drop-down menu.

5. In the test type table, click on the arm strength dropdown menu, select the arm strength event the Cadet was tested (pull-up, right angle push-ups, or flexed arm hang). A text box will open, type in the numerical raw test score. If the Cadet did not test on this event, do not select from the drop-down menu.

6. In the test type table, click on the flexibility drop-down menu, select the event the Cadet was tested (v-sit reach or sit-reach). A text box will open, type in the numerical raw test score in inches or centimeters. If the Cadet did not test on this event, do not select from the drop-down menu.

7. In the test type table, click on the endurance drop-down menu, select the one-mile run/walk. A text box will open, type in the numerical raw test score in minutes and seconds. If the Cadet did not test on this event, do not select from the drop-down menu.

8. In the test type table, click on the speed drop-down menu, select the shuttle run. A text box will open, type in the numerical raw test score in seconds. If the Cadet did not test on this event, do not select from the drop-down menu.

9. Once you have completed entering the Cadet Challenge scores click the **calculate percentage button**, the screen will refresh, and display the Cadets percentage scores for each event entered. If the Cadet has scores entered for all five (5) events, the Cadet attempted all 5 event boxes will be checked, and the awards the Cadet has earned will be check marked in the award list.

10. Once you have completed entering the Cadet Challenge scores click **save**, once the screen refreshes, if you have selected multiple Cadets entering Cadet Challenge scores click on the **Next** button at the top of the screen to move to the next Cadet and repeat the process.

11. Repeat steps 3 through 9 for each Cadet selected in step 1 who completed all or a portion of the Cadet Challenge test until all the selected Cadet's information has been entered.

12. **JUMS will AUTOMATICALLY generate award orders for the Cadets that earned an award based on their final score.** Award orders for the N-2-2, Physical Fitness Ribbon will be automatically generated by JUMS for all Cadets who achieved a score of 85% or higher per all five events. Award orders for N-2-3, JROTC Athletic Ribbon will be automatically generated by JUMS for all Cadets who achieved a score of 50% or higher per all five events. **Both the N-2-2 and N-2-3 ribbons are annual awards. For traditional schedule schools, JUMS will not generate or allow a second award for either of these ribbons to be generated and published for any Cadet regardless of how many Cadet Challenge scores are entered in the Cadets record in any school year. For block schedule schools, beginning in February 2017, JUMS will generate these orders a second time for Cadets enrolled in the 2<sup>nd</sup> block of the school year.**

13. **The award orders are immediately posted** to each individual Cadets award record and the N ribbons are posted to the individual Cadets Awards on Uniform report. The award orders may be reviewed, saved, and printed by navigating to Manage Cadets, and selecting Award Orders.

## Chapter 10 – Cadet Clothing and Instructional Materials Management

### 10-1 Maintain the Clothing Shelf Inventory Shelf Quantity

- a. From the top menu bar, select the **Manage Supplies** tab, from the drop-down menu select the **Clothing** tab, and then select the **Maintain Clothing Shelf** menu item. The screen will refresh to the Maintain Clothing Shelf. By default, all current clothing shelf items will be displayed in the Search Results table, regardless of the current shelf quantity. The clothing shelf by default will display in the following order: Clothing Bag, Female, Clothing Bag, Male, Clothing Bag, Raider/JCLC, Clothing Bag, Special Team, Clothing Bag, Unit Defined, followed by all other clothing by description in alphabetical order.
- b. Follow the steps below to input or adjust your unit clothing inventory quantities by item. The shelf quantity will need to be updated each time you receive a clothing order, transfer clothing, or when clothing becomes unserviceable, removed from service, or is replaced by another clothing item. **To add quantities of clothing to your clothing shelf, type in numbers, to remove unserviceable clothing items from your shelf inventory input a negative sign (-), followed by the number of items you want removed from your shelf inventory.**
  - 1) To **add clothing** shelf quantities, in the search results table, find the description or name of the item you need to adjust, read across from the item description to the **Add/Remove from Shelf** column, in the text box, **type in the number** of the quantity of each clothing item by description you want **added** to your shelf inventory.
  - 2) To **remove items** from your shelf inventory, **type in the minus sign**, - followed by the number of the items you want removed from your shelf inventory.
  - 3) When you are finished updating the Add/Remove from Shelf quantity input boxes for your unit clothing, scroll to the bottom of the screen under the table and click **“Save.”**
  - 4) The screen will refresh and display a message box **“Information has been successfully saved.”** Click **“OK.”**
  - 5) The screen will refresh, the Search Results table will reflect the information just entered and saved.

### 10-2 Remove Items from the Clothing Shelf Inventory

- a. From the top menu bar, select the **Manage Supplies** tab, from the drop-down menu select the **Clothing** tab, and then select the **Maintain Clothing Shelf** menu item. The screen will refresh to the Maintain Clothing Shelf. By default, all current clothing shelf items will be displayed in the Search Results table, regardless of the current shelf quantity.

- b. To **remove clothing** from your unit shelf, in the search results table, find the description, or name of the item you want to remove from the clothing shelf, read across from the item description to the “Action” column, click the **red icon with the X**. **Clothing items selected for deletion must have a zero (0) shelf quantity and a zero (0) issued quantity**. The screen will refresh with a message “**Are you sure you want to delete the selected clothing items**”, click “**OK**” to delete the item or “**Cancel**” to retain the item on the clothing shelf. If you selected “**OK**” the screen will refresh, and the item selected for deletion will no longer appear in the clothing shelf list.

**Note:** The clothing bags are the only items which cannot be deleted from the clothing shelf. Items that are deleted from the clothing shelf may be added back to the clothing shelf at any time as the requirement for the clothing item is identified.

### 10-3 Add New Clothing Items to Clothing Shelf from the Clothing Catalog

This function is used to enter an item(s) into the Unit Clothing Shelf which does not currently display on the clothing shelf that is listed in the Clothing Catalog. **To add shelf inventory quantities to items already listed on the clothing shelf, follow the instructions in para 10-2.**

- a. From the top menu bar, select the **Manage Supplies** tab, from the drop-down menu select the **Clothing** tab, and then select the **Add Clothing** menu item. The screen will refresh to Add Clothing. By default, all current clothing **catalog** items will be displayed in the Search Results table. The clothing catalog by default will display is the following order: Clothing Bag, Female, Clothing Bag, Male, Clothing Bag, Raider/JCLC, Clothing Bag, Special Team, Clothing Bag, Unit Defined, followed by all other clothing by description in alphabetical order.
- b. The search results table will display **a list all clothing catalog items**. Two buttons will display at the top of the table “Select All” and “Deselect All.” When the screen opens, **by default no catalog items are selected**. To **add multiple items** to the unit clothing shelf, scroll down the table listing of clothing catalog items placing a **check mark** by **clicking in the box** in the **Select column** adjacent to the items you want to add to your shelf. Once you have selected all the items you want added to your clothing shelf, scroll to the bottom of the page and click “**Move Selected**.”
- c. **The screen will refresh with a message “Information has been successfully updated and saved to Maintain Clothing Shelf.” Click “OK.”** The screen will refresh to the Add Clothing page.
- d. To **add a single item** to the unit clothing shelf, scroll down the table listing of clothing catalog items until you reach the description of the item you need to add to the clothing shelf, read across the row to the **action column** and **click the green arrow**.

- e. The screen will refresh with a message “**Information has been successfully updated and saved to Maintain Clothing Shelf.**” Click “OK.” The screen will refresh to the Add Clothing page.
- f. Navigate to the top menu bar, select the **Manage Supplies** tab, from the drop-down menu select the **Clothing** tab, and then select the **Maintain Clothing Shelf** menu item. The screen will refresh to the Maintain Clothing Shelf.
- g. To **add clothing shelf quantities**, in the search results table, find the description or name of the item(s) you just added, read across from the item description to the **Add/Remove from Shelf** column, in the text box, **type in the number** of the items you want **added** to your shelf inventory for each item added.

**Note:** **UNITS THAT NEED TO ENTER CLOTHING ITEMS NOT LISTED IN THE CATALOG SHOULD USE THE PROCEDURES IN PARA 10-4 TO ADD UNIQUE OR NON-STANDARD CADET CLOTHING ITEMS TO THE UNIT SHELF.**

#### 10-4 Manually Add New Clothing Items to the Unit Clothing Shelf

This function is used to enter an item(s) into the Unit Clothing Shelf, which are not currently listed in the Catalog or on the clothing shelf. Generally, these are non-standard Cadet clothing items that are unique to an individual unit. Some examples of these items are shooting coats, shooting googles, unit tracksuits, and unit logo shirts. DO NOT USE THIS FUNCTION TO ADD CLOTHING ITEMS INTO YOUR JUMS CLOTHING SHELF THAT ARE LISTED ON THE SHELF OR IN THE CATALOG.

- a. From the top menu bar, select the **Manage Supplies** tab, from the drop-down menu select the **Clothing** tab, and then select the **Add Clothing** menu item. The screen will refresh to Add Clothing. By default, all current clothing **catalog** items will be displayed in the Search Results table. The clothing catalog by default will display is the following order: Clothing Bag, Female, Clothing Bag, Male, Clothing Bag, Raider/JCLC, Clothing Bag, Special Team, Clothing Bag, Unit Defined, followed by all other clothing by description in alphabetical order.
- b. Verify the clothing item you need to add is not listed in the catalog by searching for the item by description or scrolling down the catalog list. If the item exists in the catalog list, move the item to the unit clothing shelf following the procedures in para 10-3. If the item is not listed in the catalog, click the “**Add New**” button located on the top right of the screen.
- c. A new screen “**Add New**” will open. In the **Description** box, type in the name of the item you need to add to the shelf. From the **category dropdown menu**, select the category of the items. In the **unit price** box,

type the unit price on one item. From the **expendable dropdown** menu, select **“Yes.”**

- d. Once the above information is entered, click **“Save.”**
- e. The screen will refresh with a message **“Information has been successfully updated and saved to Maintain Clothing Shelf.”** Click **“OK.”** The screen will refresh to the Add Clothing page.
- f. Navigate to the top menu bar, select the **Manage Supplies** tab, from the drop-down menu select the **Clothing** tab, and then select the **Maintain Clothing Shelf** menu item. The screen will refresh to the Maintain Clothing Shelf.
- g. To **add clothing shelf quantities**, in the search results table, find the description or name of the item you need just added, read across from the item description to the **Add/Remove from Shelf** column, in the text box, **type in the number** of the items you want **added** to your shelf inventory.
- h. Click **“Save.”** The screen will refresh with a message **“Information has been successfully saved.”** Click **“OK”** the screen will refresh to the Maintain Clothing Shelf page.

## 10-5 Modify Cadet Clothing Bags

Clothing Bags are **placeholders** to group Cadet clothing together to improve the efficiency and ease of issuing Cadet clothing using Cadet Batch Actions or individual Cadets. **Clothing Bags WILL ALWAYS have a shelf inventory quantity of ONE (1).** When a Clothing Bag is selected on the Cadet Clothing issue screen for issue to a Cadet or group of Cadets, the appropriate quantities of each item contained in the clothing bag will be issued to each Cadet and the designated quantity of each item in the clothing bag will be moved to each selected Cadet's Clothing/IM Hand Receipt. The **“Issued Quantity”** and the **“Current shelf Quantity”** columns of the “Maintain Clothing Shelf” inventory will automatically update the appropriate quantities of each item contained in a clothing bag as the bags are issued to Cadets. **To ensure Clothing Bags contain the correct items, clothing bags items should be reviewed and adjusted as required prior to issuing the Clothing Bags to Cadets per the procedures below.**

- a. From the top menu bar, select the **Manage Supplies** tab, from the drop-down menu select the **Clothing** tab, and then select the **Maintain Clothing Shelf** menu item. The screen will refresh to the Maintain Clothing Shelf. By default, all current clothing shelf items will be displayed in the Search Results table, regardless of the current shelf quantity. The clothing shelf by default will display is the following order: Clothing Bag, Female, Clothing Bag, Male, Clothing Bag, Raider/JCLC, Clothing Bag,

Special Team, Clothing Bag, Unit Defined, followed by all other clothing by description in alphabetical order.

- b. **Edit buttons** for the clothing bags are in the **“Action” column**.
  1. **View Clothing Bag Items.** The **magnifying glass icon** will open a window **“Items in Clothing Bag, Name”** to **view** a list of the clothing items **currently** contained in the clothing bag and the **quantity to issue** of each clothing item.
  2. The **green circle with the + sign icon** will open a window **“Add Items to Clothing Bag, name of clothing bag selected.”** A list will display of all clothing items on the unit clothing shelf. To select an item or items to **ADD** to the clothing bag, in the **select column, click in the box** to place a check mark in the box adjacent to the item description that you want added to the clothing bag. Read across from the item you selected to the **“Quantity to Issue”** column and enter or update the quantity of the item you want issued. The quantity to issue number entered must be 1 or greater. Once you have selected all the items you want added to the clothing bag and verified the quantity to issue of each item, navigate to the bottom of the window and click **“Save.”** You will receive a message **“Clothing Bag changes have been successfully saved, click “OK.”** The page will refresh to the Maintain Clothing Shelf screen.
  3. The **red circle with the - sign icon** will open a window **“Remove Items from Clothing Bag, name of clothing bag selected.”** A list will display of all clothing items currently contained in the clothing bag. To select an item or items to **REMOVE** from the clothing bag, in the **select column, click in the box** to place a check mark in the box adjacent to the item description that you want removed from the clothing bag. Once you have selected all the items you want removed from the clothing bag, navigate to the bottom of the window and click **“Save.”** You will receive a message **“Clothing Bag changes have been successfully saved, click “OK.”** The page will refresh to the Maintain Clothing Shelf screen.
  4. The **Clothing Bag, Unit Defined** action column contains an additional **edit function, a paper and pencil icon**, which allows the unit to assign a unique unit defined name to this clothing bag. The paper and pencil icon will open a window **“Clothing Bag List”** with an input box to type in a unique name. Once the name has been typed into the input box, click **“Save.”** You will receive a message **“Clothing Bag name has been successfully saved.” Click “OK.”** The page will refresh to the Maintain Clothing Shelf screen. Using the **“Action Column”** edit functions, you may add any item(s) to the Unit Defined clothing bag that have a shelf quantity of 1 or greater to the bag. The name of this clothing bag may be changed as often as necessary to meet unit needs. The last name entered for the clothing bag will be displayed in the clothing shelf list until it is changed and saved.

- c. Once your edits of the clothing bags are complete, your clothing bag(s) are ready for issue. Follow the procedures in **para 10-6 to Batch Action Issue** a clothing bag to a group of Cadets, or the procedures in **para 10-7 to issue a clothing bag to an individual Cadet**.

#### **10-6 Batch Action Issue a Clothing Bag to Cadets**

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the blue “**Search**” hyperlink located in the top left of the screen adjacent to Selected Cadets.
- c. Input appropriate search criteria to select Cadets and click the **Search** button. The page will refresh with the search results. A list of all Cadets based on the search criteria input will be returned. All listed Cadets are selected by default. If you wish to remove a Cadet from the list, in the select column, uncheck the name of the Cadet you want removed from the list.
- d. Once the list of Cadet's is correct, scroll down the Search Results panel and click the “**Select Cadets**” button. The page will refresh, and the selected Cadets names will appear in the “Selected Cadets” box at the top left of the screen.
- e. You are now back on the Cadet Batch Actions page; from the **Batch Action drop-down list**, select “**Clothing**”, the screen will refresh, and the “**Cadet Batch Clothing**” table and functions will be displayed.
- f. Click the “**Issue Items**” button. The screen will refresh to the “**Issue Clothing**” screen. The clothing list table list by default will display is the following order: Clothing Bag, Female, Clothing Bag, Male, Clothing Bag, Raider/JCLC, Clothing Bag, Special Team, Clothing Bag, Unit Defined, followed by all other clothing by description in alphabetical order.
- g. Scroll down the list until you reach the name of the clothing bag you want to batch issue to the selected Cadets, read across to the “**Quantity to Move per Cadet**” box, **enter a quantity of one (1)**. This means you want to issue one (1) clothing bag with all the items contained in the bag to each of the selected Cadets. In addition to the clothing bag, you may issue Cadet's additional items from the list by typing in the quantity of the item(s) you want to issue to each Cadet in the “**Quantity to Move per Cadet**” box.
- h. The number of Cadets you selected appears in the “**Move To**” column. Click the **green arrow in the action column** or the “**Move All**” button at the bottom of the table to issue the clothing bag and /or other items to the Cadets you have selected. This will issue the clothing bag and any other items with an inputted “Quantity to Move per Cadet,” to the selected Cadets. You will receive a message “**Batch processing completed successfully.**” Click

**“OK.”** The screen will refresh and return you to the Cadet Batch Actions screen. The clothing bags and any other selected items have now been issued to all the selected Cadets.

- i. You may do another batch action from this screen and issue additional clothing bags to another group of selected Cadets, by clicking on the blue “**Search**” hyperlink, and following steps b-h above.
- j. To generate, save, and print the Cadet Clothing/IM Hand Receipt, follow the procedures in para 10-9, Create the Cadet Clothing/IM Hand Receipt.

## 10-7 Batch Action and Issue Clothing Items to Cadets

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the blue “**Search**” hyperlink located in the top left of the screen adjacent to Selected Cadets.
- c. Input appropriate search criteria to select Cadets and click the **Search** button. The page will refresh with the search results. A list of all Cadets based on the search criteria input will be returned. All listed Cadets are selected by default. If you wish to remove a Cadet from the list, in the select column, uncheck the name of the Cadet you want removed from the list.
- d. Once the list of Cadet’s is correct, scroll down the Search Results panel and click the “**Select Cadets**” button. The page will refresh, and the selected Cadets names will appear in the “Selected Cadets” box at the top left of the screen.
- e. You are now back on the Cadet Batch Actions page; from the **Batch Action drop-down list**, select “**Clothing**”, the screen will refresh, and the “**Cadet Batch Clothing**” table and functions will be displayed.
- f. Click the “**Issue Items**” button. The screen will refresh to the “**Issue Clothing**” screen. The clothing list table list by default will display is the following order: Clothing Bag, Female, Clothing Bag, Male, Clothing Bag, Raider/JCLC, Clothing Bag, Special Team, Clothing Bag, Unit Defined, followed by all other clothing by description in alphabetical order.
- g. Scroll down the list until you reach the names of the clothing items you want to batch issue to the selected Cadets, read across to the “**Quantity to Move**” box, and **enter the quantity of each item you want to issue to each Cadet**. This means if you want to issue one (1) Beret, Gray to each of the Cadets, enter 1 in the quantity to issue column for this item, and if you want to issue four (4), Trousers, ACU to each of the selected Cadets, enter the number four (4) in the quantity to issue column.

- h. Continue to enter the quantities of each item you want issued to the group of selected Cadets until you have selected all items you want issued to the group of Cadets. Once all clothing items you want issued have been identified and a quantity to move has been entered for each of the items, scroll to the bottom of the table and click the “**Move All**” button. This issues the selected clothing to the group of Cadets you have selected. You will receive a message “**Batch processing completed successfully.**” Click “**OK.**” The screen will refresh and return you to the Cadet Batch Actions screen. The selected clothing items in the quantify inputted have now been issued to all the selected Cadets.
- i. You may do another batch action from this screen and issue additional clothing items or bags to another group of selected Cadets, by clicking on the blue “**Search**” hyperlink, and following steps b-h above.
- j. To generate, save, and print the Cadet Clothing/IM Hand Receipt, follow the procedures in para 10-9, Create the Cadet Clothing/IM Hand Receipt.

#### **10-8 Issue Individual Cadets Clothing**

- a. From the top menu bar, select the **Manage Cadets**, from the drop-down menu select the **Search/Add Cadets** link.
- b. Input appropriate search criteria to select Cadets and click the Search button. The page will refresh with the search results.
- c. The search results now appear in the table under the “Search Results” heading. By default, all Cadets returned on the search criteria entered are selected. Verify the list of Cadets is correct. Click the selection box next to the Cadet(s)’ name to remove a Cadet from the list. Once the list of Cadets is correct, click the **Edit Selected in Group** button to open the **Cadet Detail Panel**.
- d. On Cadet Detail Panel, Click the blue hyperlink “**Clothing**,” this opens the “**Clothing**” panel in the information page; next click on the “**Issue Items**” button. The page will refresh and display a list of all clothing shelf items.
- e. On the Clothing page table, find the item(s) you want to issue then enter the number of items you want issued to the Cadet in the “**Quantity to Move**” text box adjacent to each item being issued.
- f. Click the “**Move All**” button to issue the item(s) to the Cadet.
- g. The issued items now appear under the selected Cadet’s clothing.
- h. If you have selected multiple Cadets to issue clothing, after you complete the issue to a Cadet the screen will refresh. When the page reloads, click the “**Next**” button to move to the next Cadet to issue clothing. Repeat until all selected Cadets are issued clothing.

- i. To generate, save, and print the Cadet Clothing/IM Hand Receipt, follow the procedures in para 10-9, Create the Cadet Clothing/IM Hand Receipt.

### 10-9 Create the Cadet Clothing Receipt

- a. From the menu at the top of the page, select **Reports**, from the drop-down menu select the **“Cadet Clothing/IM Hand Receipt”** link.
- b. From the list of “Available Reports,” select **Cadet Clothing/Instruction Materials Record**.
- c. On the Cadet Search Criteria page, enter the search parameters such as the Cadet’s first and last name and click the **Search** button, or under Advanced Search Fields, click the **Search button** to display a list of all Cadets.
- d. Click the **Deselect All button**. Click the check box next to the Cadet’s name under the Select Column that you are creating hand receipts for.
- e. Click the **Next** button.
- f. When the Report Filter opens, click the **Select All**, **Deselect All button**, or manually select the items to be in the filter by clicking the appropriate check box.
- g. Click the **View Report** button to open and review the report.
- h. Review the report by clicking on the page arrows on the top left of the menu bar; from here you can save and prepare the reports to print by clicking the **Export button** icon.

**Note:** To prepare Cadet Clothing/IM Hand Receipt reports for printing click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop-down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

- i. When you are finished, click the **X** in the upper right corner to close the report panel.

### 10-10 Batch Action Return All Issued Cadet Clothing

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Cadet Batch Actions** link.

- b. On the Cadet Batch Actions page, click on the blue “**Search**” hyperlink located in the top left of the screen adjacent to Selected Cadets.
- c. Input appropriate search criteria to select Cadets and click the **Search** button. The page will refresh with the search results. A list of all Cadets based on the search criteria input will be returned. All listed Cadets are selected by default. If you wish to remove a Cadet from the list, in the select column, uncheck the name of the Cadet you want removed from the list.
- d. Once the list of Cadet’s is correct, scroll down the Search Results panel and click the “**Select Cadets**” button. The page will refresh, and the selected Cadets names will appear in the “Selected Cadets” box at the top left of the screen.
- e. You are now back on the Cadet Batch Actions page; from the **Batch Action drop-down list**, select “**Clothing**”, the screen will refresh, and the “**Cadet Batch Clothing**” table and functions will be displayed.
- f. To return all Cadet clothing that has been issued for the selected list of Cadets, click “**Return All Items.**” The screen will refresh with the following message “**This action will return all selected items to the shelf. Are you sure you want to continue?**” Click “**OK.**”
- g. The screen will refresh with a message “**Batch processing completed successfully.**” Click “**OK.**” The screen will refresh to the Cadet Batch Actions page.

#### **10-11 Batch Action Return Selected Issued Cadet Clothing**

- a. From the top menu bar, select **Manage Cadets**, from the drop-down menu select **Cadet Batch Actions** link.
- b. On the Cadet Batch Actions page, click on the blue “**Search**” hyperlink located in the top left of the screen adjacent to Selected Cadets.
- c. Input appropriate search criteria to select Cadets and click the **Search** button. The page will refresh with the search results. A list of all Cadets based on the search criteria input will be returned. All listed Cadets are selected by default. If you wish to remove a Cadet from the list, in the select column, uncheck the name of the Cadet you want removed from the list.
- d. Once the list of Cadet’s is correct, scroll down the Search Results panel and click the “**Select Cadets**” button. The page will refresh, and the selected Cadets names will appear in the “Selected Cadets” box at the top left of the screen.
- e. You are now back on the Cadet Batch Actions page; from the **Batch Action drop-down list**, select “**Clothing**”, the screen will refresh, and the “**Cadet Batch Clothing**” table and functions will be displayed.

f. To return an item(s) of Cadet clothing that has been previously issued for the selected list of Cadets, click “**Return Selected Items.**” The screen will refresh with a table, which lists all the items currently issued to the selected Cadets. Scroll down the list **entering the number of each item you want returned from each Cadet** in the “**Quantity to Move per Cadet**” input box. As an example, if you want socks, boot returned from all of the Cadets and the quantity issued to each Cadet was 4 pairs, enter 4 in the box. This number can be less than the quantity issued to each of the selected Cadets. In the example if you entered 2 in the box, 2 pairs of the 4 pairs of socks issued to each of the Cadets would be returned to the shelf. Once you have entered the “**Quantity to Move per Cadet**” input box for all item(s) you want returned, scroll to the bottom of the table, and click the “**Move All**” button.

g. The screen will refresh with a message “**Batch processing completed successfully.**” Click “**OK.**” The screen will refresh to the Cadet Batch Actions page.

#### **10-12 Return All Cadet Clothing Issued to an Individual Cadet**

- a. From the top menu bar, select the **Manage Cadets**, from the drop-down menu select the **Search/Add Cadets** link.
- b. Input appropriate search criteria to select Cadets and click the Search button. The page will refresh with the search results.
- c. The search results now appear in the table under the “**Search Results**” heading. By default, all Cadets returned on the search criteria entered are selected. Verify the list of Cadets is correct. Click the selection box next to the Cadet(s)’ name to remove a Cadet from the list. Once the list of Cadets is correct, click the **Edit Selected in Group** button to open the **Cadet Detail Panel**.
- d. On Cadet Detail Panel, Click the blue hyperlink “**Clothing**,” this opens the “**Clothing**” panel in the information page; next click on the “**Return All Items**” button. To return all Cadet clothing that has been issued for the selected Cadet, click “**Return All Items.**” The screen will refresh with the following message “**Are you sure you want all items to be returned to the shelf?**” Click “**OK.**”
- e. The screen will refresh with a message “**All clothing items were returned successfully.**” Click “**OK.**” The page will refresh to the Cadet Detail Panel for the Cadet clothing just returned. If you have selected multiple Cadets to return clothing, when the page reloads, click the “**Next**” button to move to the next Cadet to return clothing. **Repeat steps d and e until all clothing from each selected Cadet has been returned.**

## 10-13 Return Selected Cadet Clothing Issued to an Individual Cadet

- a. From the top menu bar, select the **Manage Cadets**, from the drop-down menu select the **Search/Add Cadets** link.
- b. Input appropriate search criteria to select Cadets and click the Search button. The page will refresh with the search results.
- c. The search results now appear in the table under the “Search Results” heading. By default, all Cadets returned on the search criteria entered are selected. Verify the list of Cadets is correct. Click the selection box next to the Cadet(s)’ name to remove a Cadet from the list. Once the list of Cadets is correct, click the **Edit Selected in Group** button to open the **Cadet Detail Panel**.
- d. On Cadet Detail Panel, Click the blue hyperlink “**Clothing**,” this opens the “**Clothing**” panel in the information page; next click on the “**Return Selected**” button. The screen will refresh with a table that displays all clothing items issued to the selected Cadet. In the “**Quantity to Move**” box type in the number of each of the items you want returned for the Cadet. Once all items are selected and a quantity to move entered, click “**Move All.**” The screen will refresh with the following message “**Are you sure you want all items to be returned to the shelf?**” Click “**OK.**”
- e. The screen will refresh with a message “**All clothing items were returned successfully.**” Click “**OK.**” The page will refresh to the Cadet Detail Panel for the Cadet clothing just returned. If you have selected multiple Cadets to return clothing, when the page reloads, click the “**Next**” button to move to the next Cadet to return clothing. **Repeat steps d and e until all selected clothing from each selected Cadet has been returned.**

## Chapter 11 – Cadet and Unit Reports

The following reports are located at the **Reports Tab, Cadet - Academics, Alpha List by Corps, Alpha List By LET Level, Award Credit Detail (will be removed in a future release), Awards on Uniform, Cadet Challenge Overview, Cadet Challenge Score Card, Cadet Challenge Summary, Cadet Flags, Cadet Record, Clothing, Counseling With Remarks, Merits-Demerits, Notes, Positions, Privacy Act Statement, Rank, Recruits, Status, Teams, and Training.**

**Note:** \***Cadet Record** – The Cadet Record report contains a **Cadet Record Filter** that will allow you to choose a list of other reports to include **Academics, Awards, Cadet Challenge, Cadet Flags, Clothing, Counseling, Demerits, Events, Graduation, Instructional Material, Merits, Notes, Positions, Ranks, Recommendations, Recruits, Teams, and Training.**

The following reports are available on Reports tab and sub-tabs as indicated:

- a. **Reports, Cadet: Awards & Events** - Awards, and Events
- b. **Reports, Cadet Clothing/IM Hand Receipt**
- c. **Reports, Unit** - School Unit Information Report and Unit Statistics Report
- d. **Reports, Submitted History** - A list of reports that have been submitted through the JUMS system.

**TROUBLESHOOTING Tip:** In order to generate the reports listed in **a and b** above, the Cadet's information must first be entered into JUMS. To enter Cadet information for these reports, go to **Manage Cadets, Search/Add Cadets**. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search button** located under **Advanced Search Fields**. Once you have selected that Cadets you wish to enter information for, click on **Edit Selected in Group**. A new page will open with information on the first Cadet you selected displayed. Click **the appropriate link** for the type of information you want to enter, a new screen will open, enter the information for the cadet, when you are finished click **Save**. Use the **Next Arrow button** located at the top of the screen to move to the next Cadet and enter the selected information. Repeat as required until all selected Cadets information has been entered.

The following unit reports are located at the **Manage Unit Tab, Upline Reporting Data**:

- a. Manage Unit, Upline Reporting Data, Annual Clothing Inventory Report
- b. Manage Unit, Upline Reporting Data, Enrollment Report
- c. Manage Unit, Upline Reporting Data, Management Control Report
- d. Manage Unit, Upline Reporting Data, P.A.R.T Report
- e. Manage Unit, Upline Reporting Data, Unit Intentions of Graduates Report
- f. Manage Unit, Upline Reporting Data, Unit Report

## 11-1 Cadet Reports

**Available Cadet Reports** - Academics, Alpha List by Corps, Alpha List by LET Level, **Award Credit Detail** (will be removed in a future release), Awards on Uniform, Cadet Challenge Overview, Cadet Challenge Score Card, Cadet Challenge Summary, Cadet Flags, **\*Cadet Record**, Clothing, Counseling with Remarks, Merits-Demerits, Notes, Positions, Privacy Act Statement, Rank, Recruits, Status, Teams, and Training.

**Note:** **\*Cadet Record** – The Cadet Record report contains a **Cadet Record Filter** that will allow you to choose a list of other reports to include Academics, Awards, Cadet Challenge, Cadet Flags, Clothing, Counseling, Demerits, Events,

Graduation, Instructional Material, Merits, Notes, Positions, Ranks, Recommendations, Recruits, Teams, and Training.

Follow these steps to generate any of the Cadet Reports listed above:

- a. From the top menu bar, select **Reports**, from the drop-down menu select the **Cadet** link. From the list of **Available Reports**, select the **report** you need to generate by clicking on the report name.
- b. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button located under **Advanced Search Fields**.
- c. If you searched by all cadets, click the **Deselect All Button**, scroll down the list, and select the Cadets want to include in the report you have selected to generate.
- d. Once all the Cadets are selected, click the **View Report Button** at the bottom to generate the report.
- e. A report will generate that lists the selected Cadets, and the report information.
- f. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, **“Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.”** Click on the **Save drop-down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name** box, and **select the location where you want the file saved to from the list on the left**, and click **save**.
- g. When you are finished, click the **X** in the upper right corner to close the report panel.

**TROUBLESHOOTING Tip:** If the report you selected is blank, the Cadet information has not been entered into JUMS. To enter Cadet information, go to **Manage Cadets, Search/Add Cadets**. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search button** located under **Advanced Search Fields**. Once you have selected that Cadets you wish to enter information for, click on **Edit Selected in Group**. A new page will open with information on the first Cadet you selected displayed. Click **the link for the type of information you want to enter**, a new screen will open, enter the information for the cadet, when finished click **Save**. Use the **Next Arrow button** located at the top of the screen to move to the next Cadet and enter their information. Repeat as required until all selected Cadets information has been entered.

## 11-2 Create a Master Cadet Roster by LET Level

- a. From the top menu bar, select **Reports**, from the drop-down menu select the **Cadet** link. From the list of **Available Reports**, select **Alpha List by LET Level**.
- b. In the **Cadet Search Criteria** panel, search for all Cadets by clicking the **Search** button located under **Advanced Search Fields**.
- c. This search will generate a list of all Cadets enrolled in your program, the **Select All Button**, is selected by default.
- d. Scroll to the bottom of the page; click the **View Report Button** at the bottom to generate the report.
- e. A report will generate that lists all the Cadets in your program, which have been entered in JUMS, alphabetically, by LET level.
- f. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel**, to export the list to a printable file. A bar will open at the bottom of your screen that reads, **“Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.”** Click on the **Save drop-down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.
- g. When you are finished, click the **X** in the upper right corner to close the report panel.
- h. The Master Cadet Roster by LET level that you saved in Excel, may now be used throughout the school year to assist you in managing events and activities for your Cadets.

## 11-3 Cadet: Awards & Events Reports

Follow these steps to generate a **Cadet Awards** or **Event Reports**:

- a. From the top menu bar, select **Reports**, from the drop-down menu select the **Cadet: Awards & Events** link. From the list of **Available Reports**, select the **report** you want to generate.
- b. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button located under **Advanced Search Fields**.
- c. If you searched by all cadets, click the **Deselect All Button**, scroll down the list and select the Cadets want to include in the report you have selected to generate.

d. Once all the Cadets are selected, click the **View Report Button** at the bottom to generate the report.

e. A report will generate that lists the selected Cadets, and the report information.

**Note:** If your report is blank see the TROUBLESHOOTING Tip in para 1 above.

f. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop-down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

g. When you are finished, click the **X** in the upper right corner to close the report panel.

#### 11-4 Print Cadet Challenge Score Cards

a. From the top menu bar, select **Reports**, from the drop-down menu select the **Cadet** link. From the list of **Available Reports**, select **Cadet Challenge Score Card**.

b. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button located under Advanced Search Fields. It is recommended this report be generated by LET level and class period, if you search all Cadets this may cause your system to time-out before the search is completed.

c. If you searched by all cadets, click the **Deselect All Button**, scroll down the list, and select the Cadets you want to print Cadet Challenge Score Cards.

d. Once all the Cadets are selected, click the **View Report Button** at the bottom of the page.

e. A new window will open, and an individual Cadet Challenge Score Cards will be generated and displayed for each Cadet selected. The score card will include the selected Cadet's name, gender, and age.

g. To prepare the report for printing click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **PDF or Word**, to export the score cards to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the

**Save drop-down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name** box, and **select the location where you want the file saved to from the list on the left, and click save**.

- h. When you are finished, click the **X** in the upper right corner to close the report panel.
- i. From the saved location on your computer print the Cadet Challenge Score Cards for each Cadet being tested.

## 11-5 Print Cadet File Labels

Generate a report and print Cadet file folder labels. The labels are formatted with the Cadets last name, first name, MI, student ID, LET, and class period. The labels are formatted to print 30 labels per sheet on any commercial brand of file labels size 1" X 2 5/8".

- a. From the top menu bar, select **Reports**, from the drop-down menu select the **Cadet** link. From the list of **Available Reports**, select **Cadet File Label**.
- b. In the **Cadet Search Criteria** panel, search Cadets by entering search criteria or search all the Cadets by clicking the **Search** button located under the Advanced Search Fields.
- c. If you searched by all Cadets and want to print labels for all of the Cadets, scroll down and click the **View Report Button** at the bottom of the page. If you don't need to print labels for all of the selected Cadets, click the **Deselect All Button**, scroll down the list, and select the Cadets you want to print Cadet file labels.
- d. Once all the Cadets are selected, click the **View Report Button** at the bottom of the page.
- e. To print the Cadet file labels click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **PDF**, to export the list to a printable file. A bar will open at the bottom of your screen that reads, "**Do you want to open or save CadetFileLabelReport.pdf from jums.usarmyjrotc.com.**" Click on the **Save drop-down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name** box, and **select the location where you want the file saved to from the list on the left, and click save**.
- g. When you are finished, click the **X** in the upper right corner to close the report panel.
- h. You are now ready to print your Cadet file labels by inserting any commercial brand of file labels size 1" X 2 5/8" into the printer paper tray on your printer. Open the PDF file and click print.

## 11-6 Annual Clothing Inventory Report

- a. From the top menu bar, select the **Manage Unit** tab; from the drop-down menu select the **Upline Reporting Data** tab, then select **Annual Clothing Inventory Report**.
- b. The report page will refresh. **“Annual Clothing Inventory Report.”**
- c. The report will be displayed on your screen. This report is a current and contains all clothing items and total inventory of all items that have been entered into the unit Maintain Clothing Shelf. Quantities displayed are the total unit inventory which includes items issued to Cadets.
- d. To print the report, click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **PDF, or Word** to export the report to a printable file. A bar will open at the bottom of your screen that reads, **“Do you want to open or save ClothingDataReport.pdf from jumstraining.usarmyjrotc.com.”** Click on the **Save drop-down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name** box, and **select the location where you want the file saved to from the list on the left, and click save.**
- e. To maintain a copy of your report in JUMS, click the **Submit** button. This will store a copy of your Annual Clothing Inventory Report in the JUMS in the Reports, Submitted History tab. When you are finished, click the **X** in the upper right corner to close the report panel.

## 11-7 Create the Cadet Clothing/IM Hand Receipt

- a. From the menu at the top of the page, select **Reports**, from the drop-down menu select the **“Cadet Clothing/IM Hand Receipt”** link.
- b. From the list of “Available Reports,” select **Cadet Clothing/Instruction Materials Record**.
- c. On the Cadet Search Criteria page, enter the search parameters such as the Cadet’s first and last name and click the **Search** button, or under Advanced Search Fields, click the **Search button** to display a list of all Cadets.
- d. Click the **Deselect All button**. Click the check box next to the Cadet’s name under the Select Column that you are creating hand receipts for.
- e. Click the **Next** button.
- f. When the Report Filter opens, click the **Select All, Deselect All button**, or manually select the items to be in the filter by clicking the appropriate check box.

- g. Click the **View Report** button to open and review the report.
- h. Review the report by clicking on the page arrows on the top left of the menu bar; from here you can save and prepare the reports to print by clicking the **Export button** icon.

**Note:** To prepare Cadet Clothing/IM Hand Receipt reports for printing click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop-down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left**, and click **save**.

- i. When you are finished, click the **X** in the upper right corner to close the report panel.

## 11-8 School Unit Information Report

Follow these steps to generate the **School Unit Information** report.

- a. From the top menu bar, select **Reports**, from the drop-down menu select the **Unit** link. From the list of **Available Reports**, select the **School Unit Information** report.

- b. Click the **View Report Button** to generate the report.

**c. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop-down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save**.**

- d. When you are finished, click the **X** in the upper right corner to close the report panel.

## 11-9 Unit Statistic Report

Follow these steps to generate **Unit Statistic** report.

- a. From the top menu bar, select **Reports**, from the drop-down menu select the **Unit** link. From the list of **Available Reports**, select the **Unit Statistic** report.

- b. Click the **View Report Button** to generate the report.

c. To print the report click on the **Export button** (located on the top menu bar, the icon to the immediate left of the printer icon). Choose **Excel, PDF, or Word** to export the orders to a printable file. A bar will open at the bottom of your screen that reads, “**Do you want to open or save OrderDataReport.doc from jumstraining.usarmyjrotc.com.**” Click on the **Save drop-down menu arrow**, and click **Save As**, a new window will open, type the name for your file in the **File Name box**, and **select the location where you want the file saved to from the list on the left, and click save.**

d. When you are finished, click the **X** in the upper right corner to close the report panel.

## 11-10 Submitted History Report

From the top menu bar, select **Reports**, from the drop-down menu select the **Submitted History** link. A list of reports that have been submitted for the selected school year will be listed by Report Name, Submitted Date, and Submitted By. Reports that display may be reviewed and/or printed in PDF format by clicking on the **paper icon** in the **Action** column located adjacent to the report you want to view.

## 11-11 Enrollment Report

- a. From the top menu bar, select the **Manage Unit > Upline Reporting Data> Enrollment Report.**
- b. Adjacent to “**Create a current school year open enrollment report:** Click the “**Begin Report**” button.
- c. After the page refreshes, scroll down to the Enrollment section and enter the number of students for the **School Enrollment** for Pre-Freshmen (if applicable), Freshmen, Sophomores, Juniors, and Seniors in the appropriate boxes. **The unit JROTC information will auto populate in the appropriate boxes.**
- d. Enter the **Ethnic Breakout of Males and Females** for the **School** in the appropriate boxes. The total for the School Enrollment and grand total for the School Ethnic Breakout must match. **The unit JROTC information will auto populate in the appropriate boxes.**
- e. Click save> Create Report> Submit Report

## 11-12 Mid-Year Enrollment Report – Accelerated Block/Flexible Schedule

**Note:** *The Mid-Year Enrollment Report should not be updated / submitted until all Mid-Year Items on the homepage table have been completed, and all Cadet Information has been updated and entered for the 2<sup>nd</sup> semester / block.*

- f. From the top menu bar, select the **Manage Unit > Upline Reporting Data> Enrollment Report.**
- g. The report page will refresh. “**Enrollment Information Report.**”
- h. Scroll down to “**Update current school year enrollment report:**” click “**Update Report.**”
- i. Ensure accuracy of enrollment numbers for the 2<sup>nd</sup> Semester.
- e. Click save> Create Report> Submit Report

### 11-13 Create a Program Assessment Rating Tool or P.A.R.T. Report

- a. From the top menu bar, select the **Manage Unit > Upline Reporting Data> P.A.R.T Report**
- b. Enter appropriate information and required fields.
- c. Click save> Create Report> Submit Report

### 11-14 Create Unit Intentions of Graduates Report

- a. From the top menu bar, select the **Manage Unit > Upline Reporting Data> Unit Intentions of Graduates Report**
- b. On the Unit Intentions of Graduates page, select the School Year from the reporting year drop-down list.

**Note:** If you have already filled out the Cadet’s graduation plans, and changed their status to “**Graduate**,” a green check mark will be displayed next to each Cadet’s name, and the information will automatically populate the correct fields. You may skip steps c-e below for all listed Cadet’s with the green check mark displayed.

#### Unit Intentions Of Graduates Report

Select Reporting Year  
 \* School Year

Seniors for the 2022 - 2023 School Year

#### Cadet Graduates

Cadet	Complete 	Scholarships						Graduation Plans	RES-GRD	Action			
		Student		ROTC		Non-ROTC							
		#	Value	#	Value	#	Value						
													
													
													
													
													

c. Under the **Cadet Graduates**, a table will display that lists all your senior Cadets. Click the **edit icon**.

d. Fill in all required data for each graduating senior- ensure that you change Cadet status to “Graduate” and click save.

e. Proceed to the next listed Cadet and click the **edit icon under the Action column**, this will open the **Graduation panel**.

f. Scroll down the page and in the **Under School/Unit Information** section, enter the Average GPA Scale for the school.

g. Fill in all data. If ACT or SAT scores are entered for each Individual Cadet (under academic link in Cadet Details), the average scores will populate.

h. Click save> Create Report> Submit Report

**School/Unit Information**

	<b>School</b> 	<b>Unit</b>	<b>System Derived for Unit</b> 
Average GPA <b>(4.0)</b> Scale	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Average SAT	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Average ACT	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Dropouts	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Suspensions	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Average Daily attendance (%)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Seniors on the Enrollment Report 	<input type="text" value="286"/>	<input type="text" value="7"/>	<input type="text" value="7"/>
Graduates	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

If there are differences between the Number of Seniors on the Enrollment Report and the Number of Graduates, enter reasons here.

---

**This School Year's Scholarships for Cadet Graduates** 

Total ROTC Scholarships awarded to Cadets (Full and Partial)	<input type="text"/>	ROTC Scholarships Value	\$ <input type="text"/>
Total Non-ROTC Scholarships awarded to Cadets (Full and Partial)	<input type="text"/>	Non-ROTC Scholarship Value	\$ <input type="text"/>

 **Save**

 **Create Report**

 **Cancel**

## 11-15 Create a Unit Report

**NOTE: Unit report points are awarded by category based on event information entered in JUMS for the current school year. The JUMS school year is 1 July – 30 June annually. JUMS resets on 1 July annually for the next school year.**

**The unit report may be generated and reviewed at any time throughout the school year. Events are not required to be finalized to generate and review the report.**

**Events for the report school year must be finalized before the unit report can be SUBMITTED. You will receive an error message if you attempt to SUBMIT the unit report and all the events for the report school year have not been finalized.**

- a. From the top menu bar, select the **Manage Unit > Upline Reporting Data> Unit Report**
- b. Ensure current school year is selected.
- c. Click the **radio button** for Yes or No for probation and fill in the “Probation Reason” if applicable. (The **radio button** is the little ‘dot’ next to question)
- d. Fill in required information.
- e. Click save> Create Report> Submit Report

## 11-16 Create a Management Control Report

- a. From the top menu bar, select the **Manage Unit > Upline Reporting Data> Management Control Report**
- b. Fill in dates and enter weaknesses Found/Action Taken
- c. Click save> Create Report> Submit Report

## 11-17 Miscellaneous Reports

Additional Reports that are available for use

- a. From the top menu bar, select the **Reports > Cadet**

Cadet Reports:

Academics	Alpha List By Corps	Alpha list By Let Level	Award Credit Detail	Awards on Uniform	Cadet Challenge Overview
Cadet Challenge Score Card	Cadet Challenge Summary	Cadet Clothing Items by Tag & Desc.	Cadet Co-Curricular Activity	Cadet File Label	Cadet Flags
Cadet Record	Counseling with Remarks	Merits-Demerits	Notes	Positions	Privacy Act Statement
Rank	Recruits	Status	Teams	Training	

**b. From the top menu bar, select **Reports> Cadet Awards & Events****

Cadet Awards & Event Reports

- Awards
- Events

**c. From the top menu bar, select **Reports> Unit****

Unit Reports

- School Unit Information Report
- Unit Co-Curricular Activity Report
- Unit Statistics Report

## Appendix A - Unit Report Information/Help and Points by Categories - Event Types

### Unit Report Information Help and Points by Categories - Event Types

## Unit Report Points

Unit Report Category	Unit Report Points Awarded Per Qualifying Event	Minimum Number of Required Events	Maximum Number of Qualifying Events Per Category	Maximum Possible Unit Report Points
Competitive Events	5	6	10	50
Miscellaneous Events	10	4	8	35
* Parade	10	1	2	* see note
* Non-Parade	5	3	6	* see note
Formal Events	40	1	1	40
Color Guard	5	4	8	40
Community Service School Support	5	6	10	50
Community Service Community Support	10	1	6	60
JCLC Participation	50	1	1	50
Cadet Challenge	1	1	1	50
Service Learning	25	1	1	25
<b>Maximum Unit Report Points</b>				<b>400</b>

**\* Note – A maximum of 35 points may be achieved on the unit report in the Miscellaneous Events category; the points awarded are a combination of the parade and non-parade events, and the associated point calculations.**

Unit report points based on the categories detailed above are automatically calculated when the unit report is generated in JUMS, provided the events have been correctly set-up in JUMS, and all of the required information has been entered. Specific requirements and details for each unit report category are explained in detail on the following pages.

**NOTE: Unit report points are awarded by category based on event information entered in JUMS for the current school year. The JUMS school year is 1 July – 30 June annually. JUMS resets on 30 June annually for the next school year.**

**Event information may be edited and updated to meet unit report criteria until the event is “Finalized.” As events are finalized, JUMS will automatically check the event to ensure that unit report requirements are met (minimum number of hours, Cadets, etc.). If an event does not meet minimum unit report criteria, JUMS will display an error message “This event does not meet unit report criteria. If you complete the finalization process you will not be able to edit this event. This event will be listed on the Unit Report with zero points. Do you want to complete the finalization process?” Clicking yes will finalize the event, clicking no will return you to the event screen where you may make the required event corrections, click save, and then click the “Finalize Event” button. Instructors should correct events based on the information in the error message. Once an event is finalized by a JROTC Instructor the only editable field is the event type, all other event information cannot be edited, deleted or changed.**

**The unit report may be generated and reviewed at any time throughout the school year. Events do not have to be finalized to generate and review the report.**

**All events entered in JUMS for the school year being reported must be finalized prior to SUBMITTING the unit report. The unit report is required to be submitted by 30 June each year.**

### **Competitive Events**

**Unit Report Points - minimum 30 points, maximum 50 points**

Competitive events include the following types of Cadet Participation events:

- Academic
- Air Rifle
- Cadet Challenge
- Color Guard
- Drill
- Orienteering/Land Navigation
- Physical Fitness
- Raider
- JLAB

Schools that participate in curriculum related competitions (i.e., marksmanship, drill team, raider challenge, orienteering, JLAB, and LEAD game) will receive 5 points for participation in each event of the competition, not to exceed 5 events or 25 points per competition (this includes multiple competitions under one umbrella).

The competitions must be against another JROTC program, inter-battalion competitions do not qualify for credit. An additional 10 unit report points will be awarded to units that sponsor, and host Cadet Competitions.

For unit report point's calculations, each event of a competition must be entered into JUMS as a separate event to achieve the 5 maximum unit report points per event, per

the example below.

Example:

25 Cadets attend a drill meet competition consisting of 3 events

10 Cadets participate in event A

15 Cadets participate in event B

25 Cadets participate in event C

Entering this event as a single event in JUMS with 25 Cadets participating would result in a score of 5 points on the unit report. To maximize unit report points, three separate events (with the applicable cadet counts) must be entered in JUMS utilizing unique, descriptive, event names for each of the competitive events; this will result in a unit report score of 15 points.

### **Miscellaneous Events – Parade and Non-Parade Events**

**\*Unit Report Points - minimum 25 points, maximum 35 points**

**\*Points are a combined total for parade and non-parade events.**

A miscellaneous event is defined as an activity that includes Cadet Participation in community related events. All miscellaneous events must involve at least five Cadets. Unit relaxation trips such as an amusement park pizza party, skating party, etc., do not qualify for unit report points. For unit report point calculations, miscellaneous events are sub-divided into two categories, parade, and non-parade types of events.

**a. Miscellaneous Parade.** Cadet parade and reviews are included in this category. Parade, and review events must involve participation by at least 50% of the unit Cadets, with a minimum of 30% of the unit Cadets marching in the parade or participating in the review. Brigades may make exceptions to these requirements with valid justification.

Units must perform at least one parade or review each school year. Parade or review events, up to the first two, will earn 10 unit report points each. Subsequent parades or reviews, as well as all other events in this category will earn 5 unit report points per event.

**b. Miscellaneous Non-parade.** Miscellaneous non-parade activities count five unit report points and include, but are not limited to, drill team demonstrations, visits or tours to significant points of interest, and adventure activities such as rappelling or rafting. Examples of miscellaneous non-parade events include:

- Adventure Activity
- Cadet Ride
- Dedicated Fundraisers
- Field Day

### **Formal Events**

**\*Unit Report Points - minimum 40 points, maximum 40 points**

Units are required to participate in at least one formal event during the school year. At least 50% of the unit must participate in the formal event; however, only 30% of the Cadets must attend the event. Participation is defined as planning, coordination, and implementation of the event. Unit report credit will not be awarded for Cadets who attend a formal event hosted by another school. Examples of formal events include:

- Awards Banquet
- Dining In
- Dining Out
- Military Ball

### **Color Guard**

#### **Unit Report Points - minimum 20 points, maximum 40 points**

Cadet color guards are competitive events, a minimum of 4 Cadets must participate in each color guard event. Unit report points are awarded for each color guard event where Cadets present, and post colors. The daily raising and lowering school flags are not considered color guard events, and do not earn unit report points.

### **Community Service - School Support**

#### **Unit Report Points - minimum 30 points, maximum 50 points**

Support is defined as "giving freely of one's time or talents without monetary reward." Fundraisers do not qualify as support in this category. School support events must involve at least five Cadets for unit report credit of 5 points for each activity. Events entered in this category must benefit and support high school/junior high school campuses or property, per the examples below:

A maximum of 10 unit report points per service per year, are earned where service is grouped by category/activity, and event name when entered in JUMS.

To maximize your points in this category enter unique event names in JUMS to allow for the unit report point distribution when grouping services.

*Example event names that may be entered into JUMS*

- Athletic Event Parking
- Athletic Event Traffic Control
- Athletic Event Post Event Cleanup
- Athletic Event Usher

### **Community Service - Community Support**

#### **Unit Report Points - minimum 10 points, maximum 60 points**

Community support projects include pre and post event activities that provide related assistance at community level activities such as adopt-a-highway, blood drives, food banks, ushers, convalescent home assistance. Support is defined as "Giving freely of

one's time or talents without monetary reward." Events entered in this activity should benefit, and support the community, or elementary, and middle schools. Unit fundraisers do not qualify as support in this category. 10 unit report points may be awarded for each activity. At least 25% of the unit Cadets must be involved in the projects over the school year.

### **JCLC Participation**

#### **Unit Report Points - minimum 50 points, maximum 50 points**

The unit goal or quota is to have 10% or 10 Cadets, whichever is less, participate in a valid JCLC in accordance with CCR 145-2. The unit quota is calculated based on active Cadets on the date of the event. Brigades may constrain a unit to a quota less than the calculated quota.

### **Cadet Challenge**

#### **Unit Report Points - minimum 50 points, maximum 50 points**

All JROTC programs are required to administer the Cadet Challenge fitness test to all medically qualified Cadets a minimum of once per school year. Unit report points are awarded based on the administration of the Cadet Challenge fitness test and the entry of information into JUMS.

### **Service Learning**

#### **Unit Report Points - minimum 25 points, maximum 25 points**

Service learning is the use of active learning strategies in the classroom that include a related service project as an integral part of the instruction. Instructors can choose to use these strategies within available curriculum materials. These programs may be used to fulfill most POI requirements as they fit across the entire curriculum.

## Appendix B – Cadet Access Matrix for JUMS by Cadet Role

Cadet Access Matrix for JUMS					
JUMS Access Legend for Cadets= Read, Update, None					
Cadet Assigned Role	Cadet S1	Cadet S3	Cadet S4	BN CSM	BN XO
JUMS Function					
Award Category List	U	U	N	U	U
Award List	U	U	N	U	U
Cadet Flag List	U	N	N	U	U
Class Periods List	U	N	N	U	U
Clothing Bag	N	N	U	U	U
CORPS	U	N	N	U	U
Counseling Topics List	N	N	N	N	N
Credit Category	N	N	N	N	N
Demerits List	N-PII	N-PII	N-PII	N-PII	N-PII
Event Name List	U	U	N	U	U
Enter New Cadets	N-PII	N-PII	N-PII	N-PII	N-PII
Instructional Material Description List	N	N	U	U	U
IM Material Condition	N	N	U	U	U
IM Media	N	N	U	U	U
IM Category	N	N	U	U	U
Merits List	N-PII	N-PII	N-PII	N-PII	N-PII
Note Topics List	N-PII	N-PII	N-PII	N-PII	N-PII
Positions List	U	U	N	U	U
Senior Affiliation	N	N	N	N	N
Team List	U	U	N	U	U
Training	U	U	N	U	U
Manage User Login	N	N	N	N	N
Maintain Cadet Personal Information	U	N	N	U	U
Import Cadet Information	N-PII	N-PII	N-PII	N-PII	N-PII
Manage Batch Cadet Processing	U-PARTIAL	U-PARTIAL	U-PARTIAL	U-PARTIAL	U-PARTIAL
Clothing/IM - Manage Unit Supply Information	N	N	U	U	U
Create Reports	U-PARTIAL	U-PARTIAL	U-PARTIAL	U-PARTIAL	U-PARTIAL
Maintain P.A.R.T. Information	N	N	N	N	N
Maintain Enrollment Information	N	N	N	N	N
Maintain Unit Intentions of Graduates	N	N	N	N	N
Manage Management Control Report Information	N	N	N	N	N
Search/Add Clothing/IM	N	N	U	U	U
Maintain Unit Report Information	N	N	N	N	N

Manage Cadet Information	U	U	U	U	U
Maintain Unit Events Information	U	U	N	U	U
Maintain Unit Award Orders Information	U	U	N	U	U
Transfer Cadet Information	N	N	N	N	N
Receive Transferred Cadet	N	N	N	N	N
Manage Unit Promotion and Demotion Orders Information	U	N	N	U	U
Maintain Cadet Academic Information	N	N	N	N	N
Maintain Cadet Award Information	U	U	N	U	U
Maintain Cadet Clothing Information	R	N	U	U	U
Maintain Cadet Counseling Consultations	N	N	N	N	N
Maintain Cadet Event Information	U	U	N	U	U
Maintain Cadet Fitness Information	U-PII	U-PII	N	U-PII	U-PII
Maintain Cadet Intentions of Graduation Information	N	N	N	N	N
Maintain Cadet Instructional Material Information	R	N	U	U	U
Maintain Cadet Merit Information	N-PII	N-PII	N-PII	N-PII	N-PII
Maintain Cadet Note Information	N-PII	N-PII	N-PII	N-PII	N-PII
Maintain Cadet Position Information	U	N	N	U	U
Maintain Cadet Rank Information	U	N	N	U	U
Maintain Cadet Recruit Information	N-PII	N-PII	N-PII	N-PII	N-PII
Maintain Cadet Team Information	U	U	N	U	U
Maintain Cadet Training Information	U	U	N	U	U
Maintain Cadet Flag Information	N-PII	N-PII	N-PII	N-PII	N-PII
Print Cadet Information	N-PII	N-PII	N-PII	N-PII	N-PII
Maintain Cadet Recommendation Information	N-PII	N-PII	N-PII	N-PII	N-PII
Maintain Cadet Demerit Information	N-PII	N-PII	N-PII	N-PII	N-PII
Award Orders	U	U	N	U	U

## **Appendix C - JROTC Awards and Award Criteria**

JROTC Awards and Award Criteria

Reference: CCR 145-2, Appendix G – JROTC Awards

### **N-1 Series ACADEMIC AWARDS**

#### **N-1-1 Distinguished Cadet Award for Scholastic Excellence**

Criteria: Awarded annually to one Cadet who exhibits the degree of excellence in scholastics.

Awarded by: Superintendent

#### **N-1-2 Academic Excellence Ribbon**

Criteria: Awarded annually to one Cadet in each LET level for achieving the highest academic grades.

Awarded by: Principal

#### **N-1-3 Academic Achievement Ribbon**

Criteria: Awarded annually to those Cadets who maintain a grade of "A" in JROTC and a "B" in the remaining academic subjects.

Awarded by: The Director of Army Instruction or Senior Army Instructor in a single unit.

#### **N-1-4 Perfect Attendance Ribbon**

Criteria: Awarded to Cadets with no unexcused absences during each quarter/semester.

Awarded by: Senior Army Instructor

#### **N-1-5 Student Government Ribbon**

Criteria: Elected to a student government office.

Awarded by: Principal

#### **N-1-6 Leadership Development Service Ribbon**

Criteria: Awarded to Cadets successfully completing first quarter/semester of training of each LET year.

Awarded by: Senior Army Instructor

#### **N-1-7 through N-1-10 Optional by SAI**

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructor

### **N-2 Series ATHLETIC AWARDS**

#### **N-2-1 Varsity Athletic Ribbon**

Criteria: Awarded annually to Cadets in varsity sports.

Awarded by: Principal

#### **N-2-2 Physical Fitness Ribbon**

Criteria: Awarded annually to Cadets who maintain excellent physical fitness? The ribbon will be presented to Cadets receiving an 85-percentile rating or better in all 5 Cadet Challenge events.

Awarded by: Senior Army Instructor

**N-2-3 JROTC Athletic Ribbon**

Criteria: Awarded annually to Cadets who maintain a basic, yet challenging level of physical fitness. The ribbon will be presented to Cadets receiving a 50-percentile rating or better in all 5 Cadet Challenge events.

Awarded by: Senior Army Instructor

**N-2-4 and N-2-5 Optional by SAI**

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructor

**N-3 Series MILITARY AWARDS**

**N-3-1 Directors of Army Instruction/Senior Army Instructor Leadership Ribbon**

Criteria: Awarded annually to the one Cadet in each LET level who displays the highest degree of leadership.

Awarded by: Senior Army Instructor

**N-3-2 Personal Appearance Ribbon**

Criteria: Awarded annually to Cadets who consistently present an outstanding appearance.

Awarded by: Senior Army Instructor

**N-3-3 Proficiency Ribbon**

Criteria: Awarded annually to those Cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

Awarded by: Directors of Army Instruction/Senior Army Instructor

**N-3-4 Drill Team Ribbon**

Criteria: Awarded annually to drill team members.

Awarded by: Senior Army Instructor.

**N-3-5 Orienteering Ribbon**

Criteria: Awarded annually to Cadets who are members of the orienteering teams.

Awarded by: Senior Army Instructor

**N-3-6 Color/Honor Guard Ribbon**

Criteria: Award annually to members of color/honor guard.

Awarded by: Senior Army Instructor

**N-3-7 Marksmanship Team Ribbon**

Criteria: Awarded annually to rifle team members.

Awarded by: Senior Army Instructor

**N-3-8 Adventure Team Ribbon**

Criteria: Awarded annually to Cadets who are members of adventure training type units.

Awarded by: Senior Army Instructor

**N-3-9 Commendation Ribbon**

Criteria: Awarded to Cadets whose performance of duty exceptionally exceeds that expected of Cadets of their grade and experience.

Awarded by: Senior Army Instructor

**N-3-10 Good Conduct Ribbon**

Criteria: Awarded annually to Cadets who have demonstrated outstanding conduct throughout the school.

Awarded by: Senior Army Instructor

**N-3-11 JCLC Participation Ribbon**

Criteria: Awarded to Cadets for JCLC participation.

Awarded by: Senior Army Instructor

**N-3-12 through N-3-15 Optional by SAI**

May be awarded based upon criteria developed locally.

Awarded by: Senior Army Instructor

**N-4 Series MISCELLANEOUS AWARDS****N-4-1 Parade Ribbon**

Criteria: Awarded to Cadets who have participated in local community parades; for example, Veterans' Day, Memorial Day, etc.

Awarded by: Senior Army Instructor

**N-4-2 Recruiting Ribbon**

Criteria: Awarded to Cadets who recruit students into the JROTC program each quarters/semester.

Awarded by: Senior Army Instructor

**N-4-3 through N-4-5 Optional**

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructor

**N-4-6 Service Learning Ribbon**

Criteria: Awarded annually to Cadets who participate in service learning projects.

Awarded by: Senior Army Instructors.

**N-4-7 Excellent Staff Performance Ribbon**

Criteria: Awarded annually to Cadet Staff Officers for excellent performance.

Awarded by: Senior Army Instructor

**Shoulder Chords**

Color Guard – White Cord

Drill Activity – Red

Musical Activity – Blue

Marksmanship Activity – Tan

Honor Organization – Gold  
Orienteering Activity - Green  
Adventure Activity – Black  
Honor Guard – Orange

### **Unit Merit Devices**

Honor Unit w/Distinction – Gold Star  
Academic Achievement Wreath  
Academic Achievement Wreath, 2<sup>nd</sup> Award Red Pad  
Academic Achievement Wreath, 3<sup>rd</sup> Award Silver Pad  
Academic Achievement Wreath, 4<sup>th</sup> Award Gold Pad

### **Air Rifle Marksmanship Qualification Awards**

<b>Qualification Badge</b>	<b>Firing Positions</b>	<b>Air Rifle AR-1 Target</b>	<b>Air Rifle BMC Target</b>
Marksman	10 shots standing, 10 shots prone	110-129	175-187
Sharpshooter	10 shots standing, 10 shots prone	130-200	188-230
Expert	10 shots prone, 10 shots standing, 10 shots kneeling	230-300	290-300

Refer to CCR 145-2, Appendix F for qualification requirements and standards for Marksmanship Qualification Awards

### **ARC Pins**

Color Guard	Flag Detail	Drill Team
Band	Drum & Bugle	Academic
Rifle Team	Honor Guard	Cadet Challenge
Raider Team	JCLC	Orienteering
Physical Training Excellence	Honor Roll	Regulation
Sabre Guard	Sabre Team	PT Team
Rappelling	Regulation	Summer Camp

### **Other Authorized Cadet Awards**

**See CCR 145-2, paragraph 8-25. U.S. and Foreign Awards**

- a. CCR 145-2, chapter 8, contains a list of organizations with approved TIOH awards, the established criteria, and procedures for nominating deserving Cadets to receive these awards.
- b. JROTC Instructors are encouraged to coordinate, prepare Cadet recommendations, and submit documentation required by external agencies for Cadets deserving of an organization's award.
- c. Documentation for all external awards presented by an organization to a Junior ROTC Cadet will be provided to the Cadet when the award is presented, and a copy maintained by the unit instructor in the Cadet's paper record file. **Instructors who desire to post external awards to individual Cadet records in JUMS may do so in the Cadet Detail Screen, Awards on Uniform.**

## **Appendix D -Instructions for Cadets to Establish a MyGoArmy.com Account Instructions for JROTC Cadets to Establish a MyGoArmy.com account**

### **Step 1.**

Click on the link below or copy and paste the URL below into your web browser.

[https://my.goarmy.com/accounts/register/user\\_agreement.jsp](https://my.goarmy.com/accounts/register/user_agreement.jsp)

### **Step 2.**

Complete required fields.

### **Step 3.**

Receive Email Confirmation. Follow instructions in email.

### **Step 4.**

Create your account.

### **Step 5.**

Provide your JROTC Instructor with the e-mail you used to sign up.

## **Appendix E- Enrollment Help**

**Traditional Schedules**- Same Cadets year round

**Accelerated Block**- (90-100 min instruction **daily**) new students and returning students from a previous school year.

**Flexible**- A mixture of traditional and accelerated schedules.

LET Completion Length	Class Schedule Selection
<b>Entire Year</b> (Same group of students for the entire year)  <b>LET Time Schedule</b> (LET1 Used as an example) 1st Semester LET1 45 Minutes (M, T, W, TH, F) 2nd Semester LET1 45 Minutes (M, T, W, TH, F) AJROTC Credit = 1, Other Credit = 0  1st Semester LET1 90 Minutes, 1st Week (M, W); 2nd Week (T, TH, F) 2nd Semester LET1 90 Minutes, 1st Week (T, TH, F); 2nd Week (M, W) AJROTC Credit = 1, Other Credit = 0	<b>Traditional</b>
<b>Half Year</b> (New and returning students, 2nd Semester) 1st Semester (1A,2A,3A,4A) 2nd Semester (1B,2B,3B,4B)	<b>Accelerated Block</b>
<b>Combination</b> A group of students for an entire year for LET course(s) AND another group of new and returning students for half a year for LET course(s)	<b>Flexible</b>

**Traditional schedule:** Cadets will be enrolled in LET 1, 2, 3, or 4 for the whole year.

### **Accelerated Block:**

Cadets will be enrolled in LET 1A, 2A, 3A, or 4A for the first semester.

Cadets will be enrolled in LET 1B, 2B, 3B, or 4B for the second semester.

As a reminder, Cadets can only complete ONE LET level per school year. If a Cadet is in LET 1A for first semester, they **cannot** advance to 2B in the second semester.

Example: PVT Smith completed LET 1A (1<sup>st</sup> semester in SY 19-20). They will need to wait to enroll into LET 2, the following school year 20-21 and will be slotted in either 2A (First Semester) or 2B (Second Semester).

### **Flexible:**

A Cadet that will be in the program for the full year will be listed as LET 1, 2, 3, or 4.

A Cadet that is on an advanced schedule (90-100 minutes of instruction) that will take JROTC for half the year will be listed as LET 1A, 2A, 3A, or 4A in the first semester and LET 1B, 2B, 3B, or 4B for the second semester.