



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON FORT MONMOUTH
Fort Monmouth, New Jersey 07703-5101



REPLY TO
ATTENTION OF

SELFM-PTM

29 May 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction – Armed Forces Community Celebration 2002

1. GENERAL. On 14 June 2002, CECOM and Fort Monmouth will host an Armed Forces Community Celebration (AFCC) on Greely Field. The celebration will highlight the proud and significant contributions made by the Armed Forces and will showcase military equipment, related military demonstrations, and vehicle displays. Fort Monmouth resident activities and private vendors will participate in this event.

2. RESPONSIBILITIES.

a. The US Army Garrison Commander is the Chairperson of the AFCC Committee. The Directors of DPTM and MWR are Deputy Chairpersons and will establish the organization to research, request and confirm equipment displays and demonstrations, and arrange for appropriate supporting activities.

b. U.S. Army Communications-Electronics Command:

(1) DCSOPS will plan for and coordinate all C4IEWS displays to include set-up and take down; this will be done in coordination with the AFCC Operations Office.

(2) Directorate of Corporate Information will provide audio-visual support as follows:

(a) Provide on-site audio-visual support with an edited video record of the event.

(b) Install outdoor public address system and speakers at Greely Field at the WWII Memorial and festival grounds NLT 0800 on 13 June 2002; have a troubleshooter on standby throughout the event.

(c) Provide a photographer to photograph activities, in coordination with the AFCC Operations Office and MWR Marketing, and to specifically photograph each individual display and each demonstration while in action for the record.

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(d) Coordinate with MWR for the fabrication of signs needed for billboards and with AFC Operations for signs for each display and for the AFCC Operations.

(2) Public Affairs Office will:

(a) Coordinate with MWR Marketing and AFCC Operations on a publicity plan for the Fort Monmouth Community.

(b) Ensure and coordinate print, radio, and television interviews with the local media before and during the event.

(c) Arrange and ensure representation at town meetings and other on-post events effective immediately.

(d) Arrange and execute news releases on and off post effective immediately.

(e) Send notices and news releases to neighboring military installations effective immediately.

(f) Provide a copy of the publicity plan to AFCC Operations NLT 13 June 2002.

(g) Provide copies of all press releases to AFCC Operations as they take place.

(4) Protocol Office will:

(a) Prepare appropriate invitations, mail and receive RSVP replies. Assume responsibility for VIP invitations, seating arrangements, charts, and etc. for the AFCC opening and Flag-Day/Army Birthday Ceremony.

(b) Maintain listing of responders and advise AFCC Operations.

(c) Provide a copy of the protocol plan to AFCC Operations NLT 13 June 2002.

c. U.S. Army Garrison:

(1) Directorate for Morale, Welfare, and Recreation (MWR) will:

(a) Contract for and organize the setup of food vendors and concessions by Fort Monmouth activities and private organizations invited to participate.

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(b) Plan and coordinate the golf tournament, 5k run and entertainment.

(c) Provide picnic tables, and small tents, if required, on Greely Field NLT 13 June 2002.

(d) Coordinate with DPW and provide two billboards (approximately 4'w x 6'h) showing the schedule of events and Greely Field layout to be placed on Greely Field NLT 13 June 2002.

(e) Coordinate with DPW for the fabrication/preparation of two advertising banners to be placed on Fort Monmouth County NLT 1 June 2002.

(f) Provide a copy of the marketing plan to AFCC Operations NLT 13 June 2002.

(g) Upon request, be prepared to provide extra chairs and tables.

(2) Directorate for Plans, Training and Mobilization (DPTM) will:

(a) Designate an Event Coordinator to assist with the overall planning, coordination, execution and After Action Report.

(b) Establish a Command Post to organize and control overall operations for the AFCC . It will be operational before displays are set-up until completion of clean up. DPTM and MWR will staff the Command Post.

(c) Open the Communications-Electronics Museum, bldg 275 from 1100 to 1700 during the AFCC.

(d) Provide four hand-held radios with chargers to the Command Post.

(3) Directorate for Installation Logistics (DOL) will:

(a) Provide a flat bed truck and fork lift with drivers to the AFCC Event Coordinator 10 – 17 June 2002 to assist with communications equipment installation, picnic table pick-up and placement, and general support as required; table return date is 17 June 2002.

(b) Provide 15-minute shuttle bus service between the parking areas and Greely Field during the hours of the AFCC; coordinate plan with Directorate of Public Safety and provide plan and schedule to the AFCC Operations Director NLT 7 June 2002.

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(4) Installation Business Management (IBM) will:

(a) Provide budget representation to the Committee to participate in the planning process and assist in the processing of Military Interdepartmental Purchase Requests and Purchase Requests and commitments.

(b) Provide a fund citation to support appropriated fund expenses.

(5) Directorate of Public Works (DPW) will:

(a) Provide a POC to the Committee to participate in planning and to be present in the Command Center during the event.

(b) Provide 10 Port-a-Potties with hand sanitation capabilities, two suitable for handicapped persons. Position them as indicated on the general ground plan NLT 12 June 2002.

(c) Provide for sanitation, cleaning, refuse collection, and area police of Greely Field and festival grounds on 14 June 2002.

(d) Provide necessary maintenance and preparation to Greely Field and festival grounds NLT 8 June 2002.

(e) Provide appropriate fire protection, inspections and fire prevention supervision.

(f) Provide marked trash and recycling receptacles on site NLT 0800 on 13 June 2002 and remove NLT 1630 on 17 June 2002.

(g) Coordinate with MWR for the fabrication of billboards and street banners and with AFCC Operations for stakes for signs for each display and for the AFCC Command Post; install signs in coordination with AFCC Operations.

(h) Coordinate with the Fire Department and MWR to get AFCC banners displayed on Fort Monmouth.

(i) Provide stakes and tape to cordon off vendor cooking areas and any hazardous walking areas.

(j) Provide a Fire Department static display in front of the Fire Headquarters.

(k) Provide an electrical utility plan to service the display tents, vehicles, concession areas and tents and other areas requiring electrical support NLT 1 June 2002.

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- (l) Provide a potable water supply for food vendors and festival grounds.
- (m) Provide and place “AFCC Shuttle Bus Stop”, “Parking”, and “No Parking” signs in coordination with DPS and DOL.
- (n) Provide command and control, and coordination support and coverage for all First Aid Squads.
- (o) Provide a medical support plan for minimal on-site medical treatment and evacuation support during hours of operation.
- (6) Directorate of Public Safety (DPS) will:
 - (a) Provide general security for all displays at Greely Field.
 - (b) Provide overall security, traffic and parking plans to include support for traffic egress points and parking control for the event.
 - (c) Provide notification to installation personnel, residents, and visitors regarding parking impact on various activities, to include housing areas, of parking disruptions prior to 8 June 2002.
 - (d) Coordinate with surrounding Police Departments for support and cooperation.
 - (e) Provide night bank deposit police escort as required.
- (7) Safety Office will:
 - (a) Review and approve general ground and utility plan prior to installation.
 - (b) Conduct necessary safety inspections NLT 1600 on 13 June 2002.
 - (c) Update and provide safety checklists for displays, vendors and electrical support and ensure checklists are followed.
 - (d) Coordinate with the CECOM Aviation Officer, DPW and AFCC Operations to mark off the drop zones.

(8) Commander, Patterson Army Health Clinic will:

(a) Provide sanitary inspection of all food handling concessions.

(b) Provide a medical display in coordination with the AFCC Display Committee.

3. COORDINATING INSTRUCTIONS:

a. Committee members will provide AFCC Chairperson, Deputy Chairpersons, and/or Event Coordinator with a milestone update at each meeting, and a completed milestone chart of significant events by 7 June 2002.

b. All participants will keep accounting records of all costs incurred, in support of this event.

c. All tasked units or activities will appoint a POC for direct coordination within the AFCC Committee. Submit POC name and telephone numbers to AFCC Events Coordinator.

d. The Deputy Chairpersons will conduct a final on-site coordination meeting on 13 June 15 1400 in the AFCC Command Post located on Greely Field. MEDDAC, Safety Office, First Aid, Fire Chief, DPS and DPW representatives will be in attendance along with all Display Committee members. The purpose is to test all communications and electrical equipment and familiarize participants with the layout of the tents. The group will discuss or rehearse emergency procedures to be taken in the event of an emergency.

e. All displays and vendors will remain available to the public until 1700 on 14 June 2002.

f. All activities will be prepared to support the Flag Day celebration as required to include its preparation, set-up, and conduct.

g. All tasked units, activities and directorates will submit an After Action Report through the AFCC Events Coordinator by 1200 on 21 June 2002.

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h. Units or activities will coordinate changes to the above taskings through DPTM. Any unit or activity must receive approval by the undersigned before executing changes.

GEORGE W. MUDD
Chief of Staff, USAG

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