



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



REPLY TO  
ATTENTION OF

SELFM-PTM

5 April 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction, *U.S. Army Soldier Show*

**1. GENERAL.** The U.S. Army Soldier Show will perform at Fort Monmouth EXPO Theater on Tuesday and Wednesday, 28 and 29 May 2002. There will be an evening performance at 1900 on 28 May and an afternoon matinee on 29 May at 1330.

**2. RESPONSIBILITIES:**

a. Commander, U.S. Army Garrison Fort Monmouth, has overall responsibility for coordination and conduct of these events.

b. CECOM:

(1) **Public Affairs Office** will provide/coordinate press coverage in coordination with MWR Marketing Office.

(2) **Protocol Office** will:

(a) Brief ushers prior to performance.

(b) Develop VIP seating area for evening performance only.

(c) Develop a token of appreciation to be presented to the Soldier Show personnel following the evening performance.

c. U.S. Army Garrison:

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

(a) Coordinate support for the ceremony on an "as needed" basis.

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(b) Coordinate Messing at the closest Dining Facility for the entire Soldier Show cast and crew.

(2) **Directorate for Morale, Welfare and Recreation** will:

(a) Coordinate support requirements with Army Entertainment Soldier Show.

(b) Provide all publicity materials.

(c) Coordinate photographer with AV.

(d) Coordinate with Protocol on VIP seating and presentation.

(e) Provide and manage snack bar for attendees.

(f) Ensure lodging is available for 38 personnel, 27 to 30 May, on a reimbursable basis.

(g) Pick up, deliver, return, and monitor GSA vehicles for Cast and Crew as noted below in DOL.

(2) **Directorate for Public Works (DPW)** will:

(a) Provide an electrician at the EXPO Theater on the Morning of 27 May during set-up; estimate 1000 – 1500; 28 May, 0800-2200; and 29 May, estimate 0800 –1700, including teardown.

(b) Ensure EXPO Theater has lighting capability of 400 amps at 208/220 VAC, 3 phase, 5 wire; service to be provided within 30 feet of performance area on the stage right side; and service should be provided with a separate mechanical ground. Audio service will be 100 amp at 120/220 VAC, single phase, 4 wire; service to be provided within 30 feet of performance area on the stage left side; and separate neutral leg and ground from lighting service. Advance Team will provide CAM-LOCK service tails for connection to Soldier Show equipment.

(c) Police and ensure appearance of EXPO Theater area is maintained for both performances.

(d) Ensure adequate janitorial support on-hand for both performances.

(3) **Directorate for Logistics (DOL)** will provide:

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(a) Two fifteen passenger vans during the period 27-30 May, for use by Advance Team. Vans will be picked up by MWR personnel no earlier than 1530 26 May; and returned no later than 0800 31 May. MWR will ensure only personnel with military licenses drive the vehicles.

(b) Provide adequate personnel (approximately 6) as determined by Army Entertainment to assist in set-up on 27 May and teardown on 29 May.

(4) **Director, Public Safety** will provide any necessary traffic support and crowd control on an “as needed” basis.

(5) **Commander, Headquarters Command** will provide two soldiers as Ushers for the evening show on 28 May. Soldiers will report to the EXPO Theater at 1800 on 28 May in Class ‘A’ uniform.

### 3. COORDINATING INSTRUCTIONS:

a. A token of appreciation will be presented from the Soldier Show members at the evening performance, 28 May, to the Commanding General or his designated representative. The Commanding General or his designated representative will, in-turn, present a token of appreciation to the Show Cast and Crew from Fort Monmouth.

b. Point of contact is Jackie Bruno, MWR Marketing, x20963 or Neil Terjesen, , MWR Business Activities, x26609.

### ***FOR THE COMMANDER:***

/s/  
EDWARD T. DEVLIN  
Director for Plans, Training,  
And Mobilization, USAG

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