



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



SELFM-PTM

4 August 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction, *New Jersey Senior Olympics*

1. GENERAL. During 15 – 17 September 2000, Fort Monmouth will host the New Jersey Senior Olympics throughout Fort Monmouth facilities.

2. SEQUENCE OF EVENTS.

a. 15 September: Registration (1200 - 1700) - Community Center

b. 16 September:

(1) Registration (all day) - Community Center

(2) Sporting events (all day) - Main Post, and Gibbs Hall Area, “100 Area Fields” and Charleswood area.

c. 17 September:

(1) Registration (0800 – 1200)

(2) Sporting events (all day) - Main post, Gibbs Hall Area, “100 Area Fields” and Charleswood Area

3. RESPONSIBILITIES.

a. *Commander, U.S. Army Garrison*, in coordination with the Garden States Games Committee, Inc., has overall responsibility for activities occurring on Fort Monmouth.

b. *CECOM*.

(1) *Public Affairs Office* will offer advice and guidance concerning press coverage.

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(2) *Chaplain* will provide use of Chapel north parking area for use on Saturday, 16 September.

c. U.S. Army Garrison:

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

(a) Provide assistance on an "as required" basis.

(b) Coordinate audio-visual support.

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

(a) Act as lead directorate for the Garrison Commander in the overall organization, implementation and management of this event.

(b) Provide direct coordination concerning usage of MWR facilities and act as primary liaison between all Ft. Monmouth Activities and the Garden States Games Committee.

(c) Co-Promote the Senior Olympics through MWR channels.

(d) Provide two golf carts. Golf carts will be picked up at 0745 on 15 September; carts will be returned at close of events on 17 September.

(e) Request, through DCI, activation of three phone lines in the upstairs office of the Community Center.

(f) Coordinate with DPW for marking out and preparation of all sports venues IAW appropriate governing body regulations.

(g) In cooperation with the PMO, develop a routing plan to most efficiently transport participants to their appropriate venue.

(3) *Directorate for Public Works* will:

(a) Provide necessary landscape preparation and mark-out for all Sports Venues on Ft. Monmouth, Charleswood Area, "100 Area Fields", Gibbs Hall area, and other areas as so designated by Director, MWR or his representative. Markings may include Shot-put distance arcs and range marks for Javelin, Softball throw/hit etc. as necessary.

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(b) Provide adequate number of Chemical Toilets with sanitizer throughout event areas.

(c) Provide, empty, and remove marked trash and recycling receptacles throughout event areas.

(d) Ensure utilities (electrical and water where present) are operational at 800 Area Athletic Field, 100 Area field, Tennis courts (especially lights) and other locations as determined by MWR.

(e) Establish schedule for street sweeping in conjunction with MWR and PMO so as to minimize disruption to normal traffic while preparing venues for 5k. race and bicycle race.

(f) Coordinate with MWR and Garden States Games Executive Director to have appropriate FESD ambulance coverage on site during all track and Field events in 800 area, and as a trailer vehicle during the 5-kilometer run.

(g) Arrange for hanging of banners and signs at all gates, across Saltzman Ave., and other locations IAW MWR requirements.

(h) Erect Directional signage in coordination with MWR and the PMO so that traffic is routed from gates to Community Center and then outward to the specific sports venues.

(4) *Directorate of Logistics* will provide transport of 3-4 picnic tables each to Van Kirk Park, 800 area athletic Field, and field west of Lane Hall, prior to 15 September; picnic tables can be picked up for return on 18 September.

(5) *Provost Marshal* will:

(a) Establish necessary traffic control points in support of various events.

(b) Mark VIP, staff, and handicap parking in Chapel North parking area.

(c) Provide Traffic control along routes of bicycle race and 5k Run, and secure Steelman Gate during the running of the Bike Race.

(d) Assist MWR and DPW in mapping out routes to various venues to reduce congestion.

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(6) *Commander, Headquarters Command – No Requirements.*

4. COORDINATING INSTRUCTIONS:

a. A General coordinating meeting will take place on Thursday, 18 August 2000, at 1300 in the Garrison Conference Room. Each director named above or their designated action officer is to attend this planning and coordination meeting.

b. MWR Directorate will schedule any additional IPR(s) as necessary.

FOR THE COMMANDER:

/s/

EDWARD T. DEVLIN

Director for Plans, Training and Mobilization

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