

# "Armed Forces Celebration JUNE 14"

## LETTER OF INTENT

**PLACE:** Greely Field, Fort Monmouth

**DATE / TIME:**

Friday, 11:00am - 5:00pm

**FEE: FOOD VENDORS - \$100.00 NON-FOOD VENDORS - \$ 25.00**

**Make check payable to: FMMWRF**

Name \_\_\_\_\_

Tel \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

**ITEMS TO BE SOLD: (Please list the items or food you will be selling and the prices)**

1 \_\_\_\_\_ \$ \_\_\_\_\_ 2 \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

**NOTE: Please list EXACT ekectrical requirements needed and appliances being used\*\*\*\*\* IF 220V IS NEEDED YOU MUST LET US KNOW**

### **ALL VENDORS:**

1. You will be provided one (1) 8' table only
2. Everyone must be set up and ready for inspection no later than 10:00 am

### **FOOD VENDORS only:**

1. All food vendors must wear head gear (hats, bandanas, etc)
2. **MUST have FIRE EXTINGUISHER, B.C. TYPE - NOT LESS Than 5 LBS**
3. **Compliance with safety, cooking and fire inspections Ft. Monmouth requirements. Preventive Medicine will be doing a health inspection on all food vendors.**
- 4.. **Proof of insurance**

**Please return to me by May 24<sup>th</sup>**

Fort Monmouth Tickets n' Tours

Bldg 1010, Alexander Ave

Fort Monmouth, NJ 07703,

ATTN: Maritza Rivera (732) 532-3077 or 389-0449

Fax: (732) 532-3064, Pager : (732) 219-3606

email: [maritza.rivera@mail1.monmouth.army.mil](mailto:maritza.rivera@mail1.monmouth.army.mil)

**SANITATION REQUIREMENTS**  
**For**  
**REFRESHMENT STANDS AND FOOD BOOTHS**

1. Refreshment stands/booths will be maintained in a clean and sanitary condition.
2. The shift supervisor will inspect personnel working in refreshment stands/booths to insure that NO ONE works who has open sores or cuts on their hands, arms, and/or their faces.
3. Single service tableware (disposable) will be utilized exclusively.
4. Condiments will be served individual packages or from closed containers.
5. Meats will be thawed under refrigeration and maintained under refrigeration until used. (Self-draining coolers/ice chests may be utilized.)
6. Foods prepared for one day will not be held over for the next day unless it is refrigerated at 41°F and then served within 24 hours of the initial refrigeration.
7. Hot foods shall be maintained at 140°F or above.
8. Cold foods shall be maintained at 40°F or below.
9. All foods outside the safe temperatures (below 40°F or above 140°F), for three hours or more, shall be discarded.
10. Personnel working in the booths will wash their hands after using the restrooms and/or tobacco.
11. Each booth will have a hand-washing facility with soap, paper towels, and personnel will use disposable plastic gloves and/or utensils to handle all foods.
12. Ice used for drinks will be dispensed by ice scoops to minimize contamination, and not used to cool other food items.
13. All personnel working with food will wear hair restraints (hats or hairnets).
14. Food handlers will wear NO watches, rings, or excessive jewelry.
15. Booths will be inspected daily by personnel from Preventive Medicine Service.
16. A copy of this memo shall be on hand at each booth throughout the function.
17. The sale of shellfish is prohibited.
18. Cream mixtures for pastry fillings, puddings, sauces and salads containing egg, milk, mayonnaise or salad dressing are not authorized.

SUBJECT: Environmental Health Criteria for Vendors Servicing Installation Functions

- (9) Cold foods shall be maintained at 40°F or below.
- (10) All foods left outside the safe temperature zones mentioned above for three hours or more will be discarded.
- (11) Personnel working in the booths will wash their hands after using the restrooms and/or using tobacco.
- (12) Each booth will have access to a handwashing facility with soap, hot water, and paper towels.
- (13) Personnel will use disposable plastic gloves and/or utensils to handle food.
- (14) Ice used for drinks will be dispensed by ice scoops to minimize contamination and will not be used to cool other food items. Ice shall be covered when not in use and served only by employees. No customer self-service.
- (15) Hair restraints will be worn by all personnel working with foods or drinks.
- (16) Booths will have adequate plastic waste disposal waste bags.
- c. Booths will be inspected prior to initial opening and at least daily thereafter.

### 3. REPORTS:

A completed Sanitary Inspection Form, explaining deficiencies or recommendations will be provided to the vendor for corrective action.

4. The point of contact is 1LT Horner, Environmental Science Officer, (732) 532-9230.



BRYAN HORNER  
1LT, MS  
Chief, Environmental Health

DEPARTMENT OF THE ARMY  
 PATTERSON ARMY HEALTH CLINIC  
 ENVIRONMENTAL HEALTH  
 PREVENTIVE MEDICINE SERVICES  
 FORT MONMOUTH, NJ 07703

\*\*\*\*\*  
**Temporary Food Service (TFS) Inspection Report**

DATE	TYPE OF TFS:	RATING		
NO	PROVISIONS	S	U	REMARKS
1*	Facility in operation has written permission to operate.			
2*	There is no service of preparation of made-to-order potentially hazardous foods (PHF) from raw ingredients (especially sandwiches and cream filled pastries), except safe & approved hamburgers, frankfurters, poultry, and pork ribs.			
3	PHF is not stored between 41° - 140° Fahrenheit for any length of time.			
4	There is no wet storage of raw unpecked foods.			
5	Pre-packaged PHF is dated, covered, and unrefrigerated.			
6	Only sanitary & single serviced eating utensils are provided.			
7	Kitchen utensils are sanitized and serviceable.			
8	Adequate potable water. 50 ppm of Chlorine solution is provided for sanitizing equipment, utensils and food contact surfaces.			1Tbsp(0.5oz) of household type bleach per 4 gallons of water provides a Starting Solution of approximately 50 ppm.
9	Ice is either crushed, chipped, or cubed and potable. Ice storage box is sanitized, drainable, and maintained at 41° Fahrenheit or less.			
10	Paper soap, towels, and are available for hand-washing.			
11	Liquid or solid waste is not accumulating on the premises.			
12	Uniforms and outgarments are clean and serviceable.			
13	Food is stored at least 6" off ground.			
14	Food service workers are washing hands after visiting latrines, handling garbage, and smoking upon reentry to TFS.			
15	There is no evidence of insect or rodent infestation.			
16	Food contact surfaces are protected and free of contamination.			
17	Food service workers have no obvious signs of communicable diseases, such as coughing, cold, skin rashes, vomiting, boils, cuts, soars, open wounds, or dirty fingernails.			
18	No unauthorized personnel (friends, children), or pets are in TFS.			
19	Garbage is collected into liners before disposal into receptacles.			
20	Food service workers wearing effective hair restraints and no unauthorized jewelry (diamond rings, watches, necklaces, etc.).			

**\* THESE DEFICIENCIES CONSTITUTE AUTOMATIC UNSATISFACTORY RATING I**

INSPECTOR \_\_\_\_\_

REPRESENTATIVE \_\_\_\_\_

May 15, 2002

Dear Vendor:

The time is approaching for the Armed Forces Day Celebration, Friday, June 14, 2002 from 11am – 5pm. This year the celebration is only one day instead of our usual 3-4 day event. We will not have a Carnival but we will have entertainment as well as Flag Day ceremony for your enjoyment.

Since 9-11, Fort Monmouth has tightened their security and therefore only individuals with ID cards are allowed access. The gates will have a listing of all the vendors participating in this event. During this celebration we will be asking everyone to provide us with complete name (as it appears on your driver's license) and the License Plate # of the vehicle entering the post. Be sure to provide the License plate # of the attached trailer if it differs from the vehicle towing it.

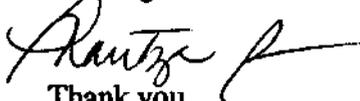
1. Enclose you will find the following:
  - a. Map of the Visitor Control Center - Please note that this is the only gate (Oceanport Ave/Little Silver) you will be allowed to come in through (do not come in through the RT 35 entrance).
  - b. Temporary Food Service Inspection Report
  - c. Environmental Health Criteria – Food vendors only
  - d. Sanitation requirements – Food vendors only
  - e. Fire Safety requirements
  - f. OSHA – Safety requirement
2. Make sure you have a photo Id ,original registration of the vehicles (not a copy)
3. Set up can only be the morning of the event starting at 7 am
4. Tent coverage, one 8' ft table will be provided, if you are bringing in any additional tents (food vendors) make sure it is fire resistant.
5. Electricity will be provided but make sure you give me the correct requirements.

If you have any questions, please call me at:

(732) 532-3077 or 389-0449 – work

(732) 532-3606 pager

Looking forward to seeing you again



Thank you,  
Maritza Rivera

**Fort Monmouth Fire & Emergency Services  
Office of the Fire Chief  
SELFM-PW-F, Bldg. 282  
Fort Monmouth, NJ 07703**

**7 March 2001**

**MEMORANDUM FOR Armed Forces Weekend Cooking Vendors**

**SUBJECT: Fire Safety Requirements**

- 1. The following fire safety requirements will be followed by all vendors during the Armed Forces Weekend events:**
  - a. No cooking appliances within 10 feet of the tent**
  - b. No cooking of any kind inside the tent**
  - c. No open flame sources within 10 feet or inside the tent**
  - d. All outside tarps or protective covers are to be flame retardant and certified by label and letter**
  - e. All fire extinguishers are to be serviceable, accessible and have current inspection tags affixed**
  - f. All propane bottle are to be secured to preclude tipping and have the relief vents pointed away from any flames**
  - g. Propane bottles will be checked for leaks by members of the Fort Monmouth Fire & Emergency Services**
  - h. Any vendor using charcoal will have a metal container with lid to store ashes and charcoal at the end of the day and dispose of the contents off the installation in accordance with local laws and regulations**
- 2. There will be no exceptions to any of the above, regardless of weather conditions or type of cooking appliances used. Violators will be closed until the situation is corrected.**

  
**JOHN C. ERICHSEN**  
Fire Chief

OSHA Management Office  
SELFM-SO, Bldg 286  
Fort Monmouth, NJ 07703

25 April 2002

**MEMORANDUM FOR Armed Forces Weekend Booths/Tents & Food Vendors**

**SUBJECT: Safety Requirements**

1. **Personnel sponsoring a booth/tent during the Armed Forces Celebration must follow the following safety requirements. Failure to do so may result in shutdown of operations.**

- a. **Cooking Operations:**

- (1) **All propane tanks will be fitted with regulators directly on the tank, and hoses and supply lines will be in good condition.**
- (2) **Tanks will be secured and used outside on level ground and shall be free of physical deterioration.**
- (3) **Fire extinguishers will be present at all cooking operations.**
- (4) **Compressed gas cylinders must be properly secured.**
- (5) **Cooking areas must be isolated from the general public.**
- (6) **Charcoal shall be properly extinguished and placed in metal containers at the end of each day. No hot coals will be placed in trash receptacles.**
- (7) **Flammable material will not be stored around cooking appliances.**

- b. **Booths/Tents:**

- (1) **Booths will be inspected for rough wood, splinters, and protruding nails. Nails shall be driven completely into the wood.**
- (2) **Adjacent area to the booth/tent will be clear of visible hazards.**
- (3) **Vehicles will only be parked in designated areas.**

- c. **Electrical:**

- (1) **Electrical cords must be in good condition, no splices or exposed wires.**
- (2) **Electrical cords will be located so they do not present a tripping hazard.**

**d. Shutdown:**

- (1) All fires will be properly extinguished.**
- (2) All electrical equipment will be disconnected unless otherwise directed by authorizing personnel.**
- (3) All trash/debris will be disposed of properly.**
- (4) All properly/equipment will be stored in a safe manner.**
- (5) All booths/tents will be properly secured.**

**2. Provided by the OSHA Management Office, Bldg 286, X20083.**

*Alfred R. Mangino*  
**ALFRED R. MANGINO**  
Acting Chief, OSHA Mgt Ofc

**CF: Operations Officer**  
**Deputy Chairperson/MWR**  
**MWR (Food Vendors) Maritza Rivera ✓**

FM-R 420-9

available to all activities as a free issue at the Installation Blank Forms Warehouse, Building 886. These placards, when completed by the organization, will provide "what-to-do" directions in the event of an emergency. The fill-in information will be typed on paper strips to be posted in place, or neatly lettered directly on the placard. The information will be kept current and the placards will be promptly and permanently displayed in all occupied buildings.

#### **14. Automatic Data Processing Equipment (ADPE) Areas.**

Fire prevention and protection in ADPE areas is governed by the provisions of AR 18-7, AR 420-90, and NFPA 75.

#### **15. Special Events.**

Any function in which the general public, any CECOM or U.S. Army Garrison organization, or any resident activity is involved or invited, will be considered a special event; e.g., Armed Forces Weekend, Oktoberfest, directorate or organization picnic, etc.

a. The organization sponsoring the special event will be responsible for compliance with this regulation.

b. Event coordinators will ensure and document the training of any vendor or organization members involved with cooking on the proper use of fire extinguishers. Vendors will ensure all employees are trained.

(1) Training will be provided by the Fort Monmouth Fire Department.

(2) Group training will be accomplished prior to the start of the event.

#### **(3) Tents/tarpaulins will —**

(a) Have a certificate of flame resistance. Copies of the certificate will be maintained by the event coordinator and forwarded to SELFM-PW-F.

(b) Have proper aisle spacing and required exits.

(c) Ensure all cooking appliances are no less than 15 feet from the tents and tarpaulins.

(d) Have appropriate fire extinguisher readily accessible at each cooking location.

#### **(4) Booths will —**

(a) Have an appropriate fire extinguisher located within the immediate vicinity of the booth as determined by the Fort Monmouth Fire Department.

(b) Have all cooking appliances located outside the booth.

(5) Propane tanks/cylinders will be checked by the operator for leaks, proper connections, and condition, and will be secured in such a fashion as to preclude accidental tipping. The pressure relief valve will be pointed away from the flame source or the cooking appliance.

#### **16. Punitive Application.**

Violations of this regulation by military personnel are punishable under the Uniform Code of Military Justice and through adverse administrative action. Violations of this regulation by civilian personnel may result in adverse administrative action.

# **SAFETY REQUIREMENTS ARMED FORCES DAY DISPLAYS**

1. **DROP ZONE:** Must be cordoned off.
2. **POLICE DOG DEMONSTRATION:** Must be double fenced. Locate portable bleachers around outside fence.
3. **GROUNDS:**
  - a. If areas/exhibits/displays need to be roped off, this must be completed prior to opening of Armed Forces Day.
  - b. Free of tripping, slipping, stumbling hazards.
4. **STEPS/STAIRS:**
  - a. Sturdy construction.
  - b. Provide handrails if 4 or more risers high.
  - c. Provide non-slip treads.
5. **EXHIBIT TABLES:**
  - a. Sturdy construction.
  - b. Free of splinters and sharp edges.
6. **ANTENNAS AND TENTS:**
  - a. Firmly anchored to prevent toppling.
  - b. Guy wires are marked with caution tape.
  - c. Before erecting antenna masts, make sure clearance to nearby power lines is at least twice the length of the antenna mast.
7. **ELECTRICAL:**
  - a. All terminals must be covered.
  - b. Extension cords should be:
    1. Kept out of walkways or covered and marked.
    2. Three prong grounded type.

3. Wired the proper gauge for intended use.
  4. Inspected for serviceability – no cuts in the insulation, no pins missing.
  5. Equipped with dead front type connectors.
- c. Switches not accessible to public.
  - d. Power supply grounded, protected from public.

## **8. EXHIBITS:**

- a. An attendant **MUST** be located at each display/exhibit at all times.
- b. Securely braced or anchored to prevent toppling.
- c. Necessary warnings displayed:
  1. If transmitting RFR, warning signs must be posted to point out location of restricted area.
  2. “NO SMOKING WITHIN 50 FEET” signs must be posted by helicopters
- d. Acceptable noise levels.
- e. Explosives inert and so marked.
- f. Weapons protected from unattended use – theft.
- g. Hatches or doorways to equipment locked or securely fastened in an open position.
  1. Turrets on tanks must be locked in place.
- h. Hand or guard rails provided if above ground access is permitted. Access blocked if not permitted.
- i. Public protected from laser beams, voltages.

## **9. VEHICLES:**

- a. Vehicles i.e. jeeps (HUM Vs) must be disabled so they cannot be inadvertently started by the public.
- b. Before moving a vehicle with a mounted whip antenna make sure the antenna can clear power lines. If practical remove or tie down the antennas before moving the vehicle.

**PROVIDED BY THE OSHA MANAGEMENT OFFICE  
BLDG 286  
X 20083**

OSHA Management Office  
SELFM-SO, Bldg 286  
Fort Monmouth, NJ 07703

25 April 2002

**MEMORANDUM FOR TVS**

**SUBJECT: Safety Requirements for Electrical Installation**

**1. Following are some safety requirements for Armed Forces Celebration:**

- (a) Use only UL listed electrical devices.**
- (b) Power cables must:**
  - (1) Strung overhead at least 10 feet above ground surface. 18 feet over vehicle access point.**
  - (2) Conspicuously marked.**
  - (3) Secured to permanent or semi-permanent objects. NO TENT POLES.**
  - (4) Equipped with strain relief at major cable connections.**
- (c) Junction boxes must be:**
  - (1) Locked to preclude unauthorized entry.**
  - (2) Plainly marked and readily accessible to authorized personnel.**
- (d) Emergency cutoff switches must be plainly marked and readily accessible to authorized personnel.**
- (e) Ground Fault Circuit Interrupters (GFCI) – All circuits must be protected by ground fault circuit interrupters (GFCI) either at the junction box or with portable units and shall be performance tested.**
- (f) Weather Proof Housings – All electrical connections exposed to the elements must be equipped with weatherproof housings.**
- (g) Power Cords – Power cords placed on the ground must be protected (e.g. covered by material that will preclude damage to the cable).**
- (h) Extension Cords Must Be –**
  - (1) 3 prong grounded type.**
  - (2) Wired the proper gauge for intended use.**
  - (3) Inspected for serviceability-no cuts in the insulation, no pins missing.**
  - (4) Equipped with dead front type connectors.**
  - (5) Approved type, if used in moist areas.**

(i) Fencing – Provide fence around portable lights, portable transformers, electrical equipment, generators, etc.

2. Provided by Gail Paustian, OSHA Mgt Ofc, X20083.

*Alfred R. Mangino*  
ALFRED R. MANGINO  
Acting Chief, OSHA Mgt Ofc

CF: Operations Officer, Mike Ruane  
Garrison DPW, Mike Maier

OSHA Management Office  
SELFM-SO, Bldg 286  
Fort Monmouth, NJ 07703

25 April 2002

**MEMORANDUM FOR Armed Forces Weekend Booths/Tents & Food Vendors**

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*Alfred R. Mangino*  
ALFRED R. MANGINO  
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CF: Operations Officer ✓  
Deputy Chairperson/MWR ✓  
MWR (Food Vendors) Maritza Rivera



6 June 1330 AFD meeting

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



Sherrill - 10 handicapped spots

REPLY TO ATTENTION OF

\* contact Lakehurst & Protocol  
helipad closed 10-19 Jun 02

SELFM-PTM

\*13 June 1400 hours - mtg 29 May 2002  
After action 1200 - 21st Jun 02

MEMORANDUM FOR SEE DISTRIBUTION report to Mike Ruane

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.

10 JUN  
- TUES  
19 JUN

Tents set up 10 June - ~~start~~ up 3:30/4:00

Let Lakehurst & Protocol know Helipad closed 10 June

SELFM-PTM

SUBJECT: Memorandum of Instruction – Armed Forces Community Celebration 2002

(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.

17 - novelty vendors  
9 - vendors

SELFM-PTM

SUBJECT: Memorandum of Instruction – Armed Forces Community Celebration 2002

(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.

7

(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.

- (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.  
    *landing*

(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.

13 at 1400

SELFM-PTM

SUBJECT: Memorandum of Instruction – Armed Forces Community Celebration 2002

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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