



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT
THE UNIVERSITY OF ARIZONA
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TUCSON, AZ 85721-0032
(520) 621-1281

5420.1A
N1
5 Jul 17

NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 5420.1A

Subj: STANDARD OPERATING PROCEDURE FOR UNIT PLANNING PROCESS

Ref: (a) OPNAVINST 3500.39C
(b) NWP 5-01.A

Encl: (1) Quad Slide Presentation Example
(2) Sequence of Events Example
(3) Letter of Instruction Example
(4) After Action Report Example

1. Purpose. To outline typical ways of helping midshipmen to plan for upcoming events during the semester. A comprehensive checklist such as this is not all-inclusive and the best judgement of the staff mentors shall weigh more heavily than this SOP. This is provided as a means of guidance and resource for enterprising Midshipmen to be enabled to accomplish basic planning for upcoming unit events.

2. Cancellation. Effective until further notice.

3. Background

a. The following steps are required for all U of A NROTC events requiring planning. Active Duty staff members shall be assigned to every event as a mentor for the planning process and a monitor for the execution of the event. The event is the responsibility of Midshipmen. If the active duty advisor deems the below process unnecessary for SUBSEQUENT events executed in a routine nature, then they may cut out some parts of this planning process. However, all Midshipmen shall recognize that this is the exception and not the rule. A majority of the events assigned and executed for U of A NROTC will be planned and executed in this manner.

b. These steps shall be completed in a timely manner, well before the expected time for the event to begin planning and executing the event. Midshipmen planning leads are responsible for completing the planning process in a timely manner. Unit staff is assigned to provide mentorship and guidance not execution of action items required for planning. The intent is to provide Midshipmen the opportunities to lead, grow and learn these processes.

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4. Action

a. In planning unit events, all students and staff need to adhere to the following for beginning the planning process:

(1) Event planning is the responsibility of the Midshipmen assigned as the lead for the event. This Midshipmen will be overall held responsible for the planning, execution and debrief of the event as well as all deliverables and products required for the successful execution of the event. The unit staff is not responsible for dedicating the time and attention required for taking actions for the successful planning and execution of events. It is incumbent on Midshipmen planners to take responsibility for successes and failures of the events as part of their leadership and officer development syllabus.

(2) Event shall not take place until a comprehensive ORM process has taken place with the Midshipmen event leaders and the staff member designated to assist and mentor for the event planning. This comprehensive ORM process shall review all aspects related to the event to ensure compliance with safety, administrative, operations, and PNS expectations. This will be conducted IAW OPNAVINST 3500.39C or most current variation of OPNAVINST 3500.39 series.

(3) Proper planning shall begin with After Action Reports from the previous coordinators of the event. After Action Reports include both positive and negative aspects of the event execution and mission planning. The lessons learned shall be incorporated into the Plan of Actions and Milestones (POA&M) for the current planning of the event.

(4) The next step is to ensure that all of the following questions have been completely answered and noted:

- What is/are the purposes of this event?
- Will personnel involved require any training or certification to fulfill assigned roles?
- Who will participate in this event and how will their involvement fulfill or contribute to successfully achieving the event's purpose?
- What will occur in order to accomplish this event?
- Where will this event occur?
- Where will staging and support for this event occur?
- When will this event occur?
- Where are the closest medical facilities and support for this event?

(5) Once the Midshipmen staff of this event has fully answered the above questions (and any other pertinent questions framing the scope of the event), they shall create a Quad PowerPoint for brief to the active duty unit staff member over the event. See enclosure (1) for example.

(6) The Midshipmen planning the event shall create a Sequence of Events (SOE) in the format laid out in enclosure (2). This SOE shall include all action items with due dates of completion. These shall be laid out in chronological order and lead to the total completion of a successful event from planning through submission of after action reports. This shall be all-inclusive and comprehensive at the time presented to the Active Duty Advisor.

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(7) When meeting to brief this event to Active Duty staff member, the Midshipmen is the project lead and holds all responsibility for the products required for successful briefing to active duty staff. This SHALL NOT be taken lightly. The minimum required items for this briefing include a comprehensive Quad Chart (completed IAW Encl. 1), and the written ORM analysis. The Active Duty Advisor will inspect the written SOE in addition to the two previous stated items in order to assure enough lead-time to accomplish the given items of the SOE. Additionally, the SOE will be inspected to ensure that it will lead to successful execution of the mission or event.

(8) Once the SOE is complete to the satisfaction of the Active Duty Advisor and all action items, ORM and Quad chart have been reviewed, the Active Duty Advisor shall determine if the following steps in creating an LOI or other deliverables are required prior to commencing execution of SOE and other action items for planning the event.

b. If it is deemed necessary by the active duty staff member that additional detail is required in the planning process, then a Letter of Instruction (LOI) shall be created. The purpose of this portion of SOP is to outline the expectations for creation of a LOI. While it shares many common planning themes with the previous mentioned planning method of the Quad PowerPoint, the LOI should go into deeper detail of exact assignments, dates, personnel, timelines, etc. that are require to complete the event.

(1) The LOI should be written following the example of enclosure (3). The LOI shall follow this example, but Active Duty Advisor can dictate changes to the process as required to fulfill the overall intent and mission. The LOI shall contain detailed information regarding the planning, set-up, required supplies, timelines, personnel, location, reservations and more. The intent of the LOI is to be so specific and detailed that Battalion members involved in the event could read the LOI and execute the event with no input or guidance from the planning lead of the event.

(2) The LOI shall be completed and approved by Active Duty Advisor NLT 12 business days prior to event date and distributed NLT 10 business days prior to the event date. This is a hard timeline and shall be complied with despite unforeseen delays. If minor information is unknown to the organizers of the event prior to these timeline, Active Duty Advisor may alter these dates and timelines, but LOI release should be NLT five business days prior to the event. Execution of planning shall not wait for the completion of the LOI.

(3) After the Active Duty Advisor has approved and received an approved LOI from PNS or XO, the Active Duty Advisor will return the approved LOI to the midshipmen planning the event for dissemination to the Battalion. Once the LOI has been submitted to the Battalion, planning should be completed and execution of the Quad chart and/or LOI of the event shall commence.

c. Upon successful completion of the event, the planning process is not completed. The planning process requires a detailed After Action Report (AAR) to outline both positive and negative aspects of the planning process, event execution and lessons learned for planners undertaking the event or similar events in the future. The AAR shall follow the example given in enclosure (4)

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(1) The goal of the AAR is to continuously enhance unit events' planning and execution despite high turnover rates. Further, the documentation and official write-up of AAR enhances the leadership lessons learned during planning and execution. This does not need to be written in a paper format, but all portions of the AAR shall be complete thoughts and able to be understood within a context that readers not involved with the event can understand. Common questions to answered are:

- What portions of planning went well with this event?
- What were areas that planning left out during execution phase?
- What can be improved for planning in the future?
- Include rewritten LOI or Quad chart if required by Active Duty Advisor
- What worked well with the execution of the event?
- What could have been done better?
- How was communication and where could it be improved?

(2) The AAR shall be delivered to the Active Duty Advisor NLT 5 business days following the event and contain input from all personnel involved in the event.

5. Conclusion

- a. The information contained above is intended to guide and increase effectiveness of student planning for the unit in coming years by introducing a system to ensure turnover and continuity. The instruction and the processes within this instruction are owned by students and is their responsibility to uphold and maintain as a valuable facet of officer development.

P. L. WALL

Distribution:
All Hands

11 September 2017

9/11 Memorial PT

Overview

Purpose: To develop the physical fitness of MIDN and improve overall PFA scores while commemorating 9/11

Who: 102 MIDN, 6 OC's, 3 MECEP's and 2 Staff (115 total)

What: 9/11 Stair run

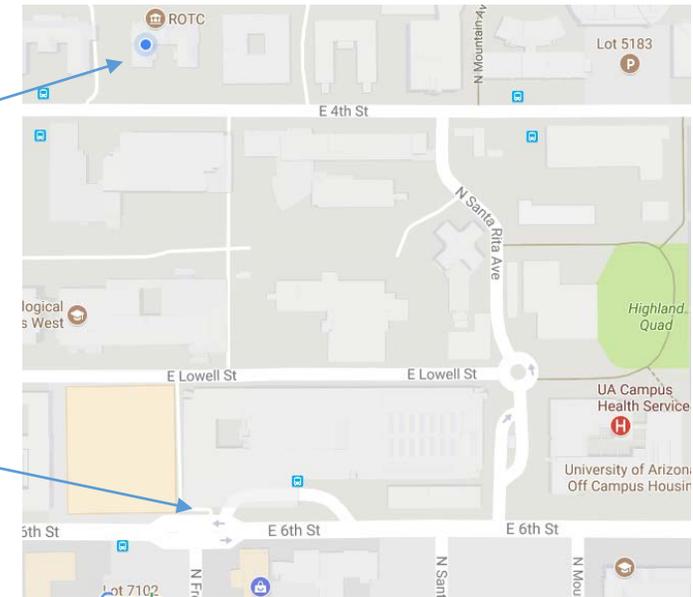
Where: 6th St. Garage

When: 9/11/2017

Medical Facilities: AED and First Aid Kits with Trained Safety Observers on site, will call 911 if life threatening situation occurs

NROTC
Unit
muster
point

Stairs to
be used.



Logistics and Required Personnel

Weather: 9/11 High 102, Low 67, Sunrise: 0630

Uniform: Navy PT Gear

Equipment: Camelbacks and glow belts, cell phones, 2 x AED, 1 x First Aid Kit

Duty Driver: OC Dittie

Staff Safety Observer: LT Warfare

Desired Outcomes

- Safe and proper execution of event
- Responsible medical treatment for anyone with unforeseen circumstances
- zero safety violations
- increase unit morale
- commemorate fallen heroes

OPERATIONAL RISK MANAGEMENT MATRIX

University of Arizona, NROTC

| | | | | | |
|---|------------------------------------|--------------------------------------|-------------------------------------|---|------------------------|
| TRAINING EVOLUTION: 8 MILE PLT HIKE | ORGANIZATION: MARINE PLT | Assigned OIC CAPT MCCARLEY | Assigned RSO: MSGT MORENO | Supply: DE-MILITARIZED M-16A1 | Date: 030417 |
|---|------------------------------------|--------------------------------------|-------------------------------------|---|------------------------|

| OPERATIONAL PHASE | HAZARD | CAUSES | INIT RAC | DEVELOP CONTROLS | RES RAC | HOW TO IMPLEMENT | HOW TO SUPERVISE |
|--------------------|---|---|----------|--|---------|---|--|
| Conduct of Hike | Heat Exhaustion | Marine wears warming layers underneath gear; Marine is not properly hydrated. | II/C=3 | -MOI/AMOI on site -Safety vehicle on site -Water resupply will occur at midpoint of the hike -Casevac plan in place | II/D=4 | Platoon staff and Squad Leaders will ensure that all Marines are well hydrated and not wearing any type of warming layer prior to step off. | Platoon staff and seniors will conduct PCCs and PCIs 10 minutes prior to step off. |
| Conduct of Hike | Marine falls and sustains an injury | Uneven terrain/fatigue | II/C=3 | -MOI/AMOI on site -Safety vehicle on site -Casevac plan in place | II/D=4 | The MOI will be located with the Platoon and safety vehicles will be located at the rear and front of the formation. | The Platoon staff will give a safety brief prior to step off. The OIC will select a pace that will limit injury. |
| Post Hike Recovery | Medical injuries related to heat exhaustion | Marine manages to complete the hike but begins to have heat related injuries | II/C=3 | -MOI/AMOI on site -Casevac plan briefed -Halt at halfway point | II/D=4 | A halt will be conducted at the halfway point where there will be a water resupply. | MOI/AMOI will evaluate each Marine at the conclusion of the hike. |
| Conduct SULE | MIDN falls and sustains injury | Uneven terrain/fatigue | II/C=3 | -MOI/AMOI on site -Safety vehicle on site -Casevac plan in place | II/D=4 | | Lane instructors will ensure squads take a route that limits injury. |

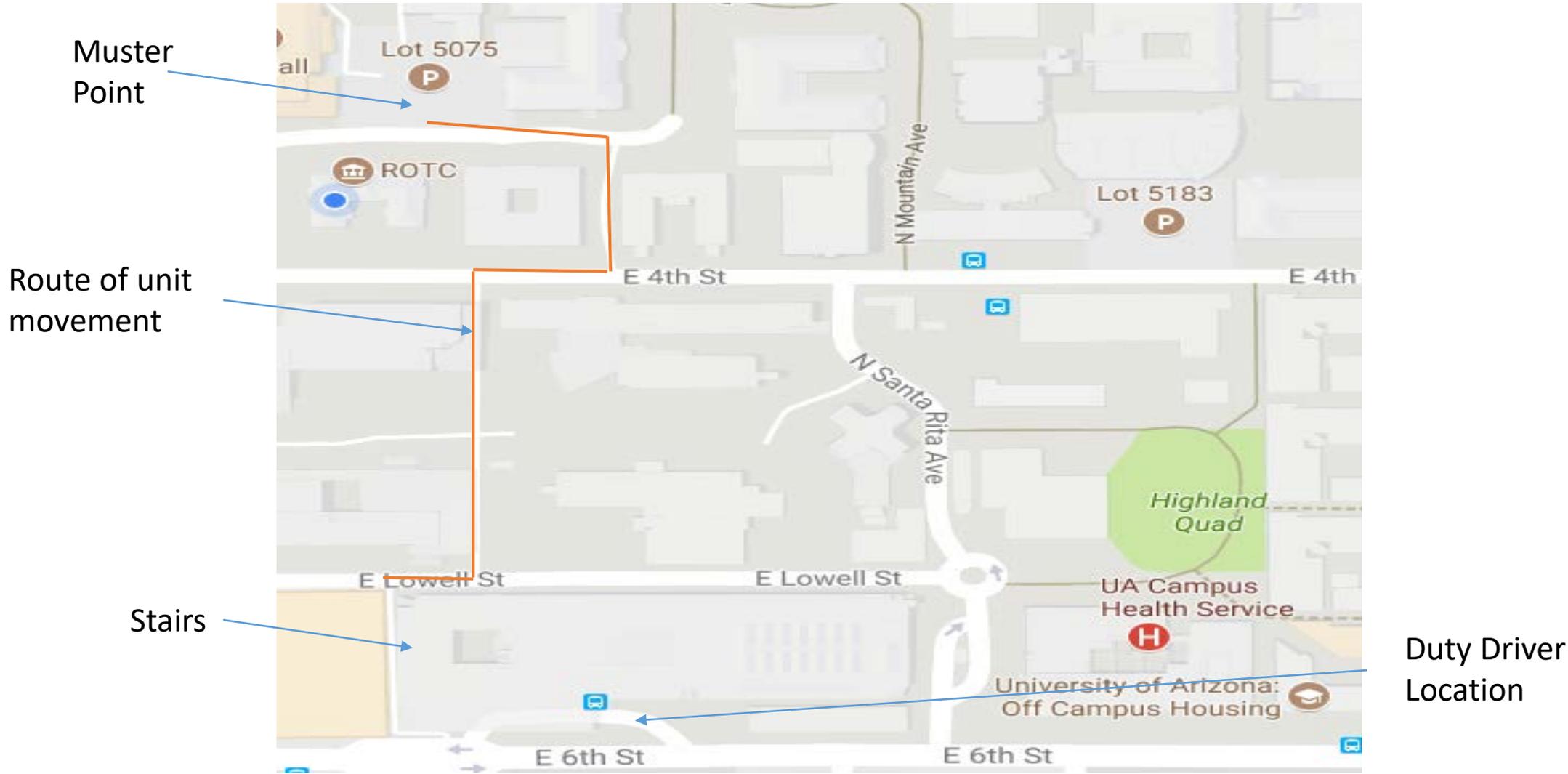
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------------------|---------------------------|----------|----------|----------|--|----------|----------|----------|----------|----------|---|---|---|---|-----------|---|---|---|---|------------|---|---|---|---|-----------|---|---|---|---|---|
| <p>HAZARD SEVERITY</p> <p>I - CATASTROPHIC- Death, permanent disability, major property damage II - CRITICAL - Permanent partial disability, major system or minor property damage III - MARGINAL - Minor injury, minor system or property damage IV - NEGLIGABLE - 1st aid, minor system repair</p> <p>MISHAP PROBABILITY</p> <p>A – FREQUENT, B – LIKELY, C – OCCASIONAL, D - UNLIKELY</p> <p>RISK ASSESSMENT CODE (RAC)</p> <p>1 – CRITICAL, 2 – SERIOUS, 3 – MODERATE, 4 – MINOR, 5 - NEGL</p> | <p>RAC ASSESSMENT CODE MATRIX</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">HAZARD SEVERITY</td> <td colspan="4" style="text-align: center;">MISHAP PROBABILITY</td> </tr> <tr> <td></td> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="text-align: center;">C</td> <td style="text-align: center;">D</td> </tr> <tr> <td style="text-align: center;">I</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">II</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">III</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">IV</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> </table> | HAZARD SEVERITY | MISHAP PROBABILITY | | | | | A | B | C | D | I | 1 | 1 | 2 | 3 | II | 1 | 2 | 3 | 4 | III | 2 | 3 | 4 | 5 | IV | 3 | 4 | 5 | 5 | <p style="text-align: center;">COMMAND REVIEW/APPROVAL</p> <p>OIC: _____</p> <p>RSO: _____</p> <p>XO/CO: _____</p> <p>S-3: _____</p> |
| HAZARD SEVERITY | MISHAP PROBABILITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | A | B | C | D | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | I | | 1 | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | II | | 1 | 2 | 3 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | III | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IV | 3 | 4 | 5 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Enclosure 1

2

Area of Operations

Enclosure 1



Timeline and Description

- 0545 – Unit Muster
- 0600 – Commence warm-up and stretching
- 0610 – Depart on jog to garage
- 0620 – Commence Stair run
 - 8 laps to top of stairs
 - Batt staff counts for participants at top
- 0640 – Cease and depart for muster point
- 0650 – Cool down and completion of event

SOE for the University of Arizona Commissioning Ceremony

- 0845: Arrive to Crowder Hall
- 0900: Commissioning Ceremony begins
- 0903: Arrival of the Official Party/Parade of the Colors
- 0910: Invocation is given
- 0915: Commanding Officer Speaks
- 0920: Commanding Officer introduces Guest of Honor
- 0920: Guest of Honor speaks
- 0940: Reading of the commissioning citations and affirm the Oath of Office
- 1000: Explanation of First Salute
- 1005: Exchange insignias and receive first salute
- 1020: Rear Admiral George W. Lotzenhiser Inspirational Leadership Award
- 1025: Mameluke Sword Ceremony
- 1030: Present the spring 2016 Commissionees
- 1035: Photos
- 1040: Playing of Anchors away and the Marines Hymn
- 1045: Conclusion of Ceremony

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE PLATOON 8-MILE CONDITIONING HIKE

IN REPLY REFER TO:
1000
27 Feb 17

From: MIDN 1/C Buckle
To: Marine Platoon

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE PLATOON 8-MILE CONDITIONING HIKE

Ref: (a) MCRP 3-01B How to Conduct Training
(b) NAVMC 3500.18C Entry-Level Training (ELT) T&R Manual
(c) MCRP 3-02A Marine Physical Readiness Training For Combat
(d) FM 21-18 Foot Marches
(e) MCO 3500.27 Operational Risk Management
(f) MCO 6200.1E Marine Corps Heat Injury Prevention Program

Encl: (1) Route Overlay
(2) Map to Nearest Hospital
(3) Operational Risk Assessment Worksheet

1. Situation. During OCS candidates will be evaluated on their ability to hike with a load, and small unit leadership. In order to prepare MIDN for OCS and TBS, on 4 March 2017, the Marine platoon will conduct an 8-mile conditioning hike followed by SULE. Each individual in the platoon has a prescribed total weight for their pack - **Freshman 35 lbs, Sophomores and Juniors 45 lbs, and Seniors and MECEPs 55 lbs.**

2. Mission. On 4 March 2017, the Marine Platoon will conduct an 8-mile conditioning hike IOT better prepare MIDN for OCS and follow on schools. After the hike is complete, MIDN will conduct SULE IOT practice their small unit leadership, and orienteering skills.

3. Execution

a. Commander's Intent

(1) Purpose. My intent is that the 2/C, 3/C, and 4/C MIDN will safely conduct the hike and SULE. The MIDN will be able to practice hiking under a load, and receiving and briefing a 5-paragraph order.

(2) Method. This hike will be completed IAW the references, utilizing all required Marine Platoon assets. This training will be conducted safely and accountability of personnel and equipment will be maintained at all times.

(3) Endstate. All participants will safely complete the training evolution. All personnel and equipment will be accounted for. Additionally, Marine platoon will have gained valuable experience on how to conduct a hike and SULE.

b. Concept of Operations

(1) Scheme of Maneuver. The endurance hike will take place in five phases.

(a) Phase I – Preparation. On 3 March 2017, Marine Platoon will begin preparations for the endurance hike. This will include issuing MRE's to the platoon and ensuring ice is the freezers in the wardroom. On 4 March 2017, NLT 0500, duty drivers will muster at South Hall, along with a work detail consisting of 4 MIDN, IOT draw demilitarized M-16A1 service rifles, water jugs, ice buckets, radios, first-aid kits, AED's, road guard vests, and compasses.

(b) Phase II – Assembly. On 4 March 2017, at 0515, Marine Platoon will assemble at South Hall, take

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE PLATOON 8-MILE CONDITIONING HIKE

accountability, and consolidate vehicles IAW the t-plan. The Marine Platoon will depart South Hall NLT 0530 for the AA. The Marine Platoon will convoy to the AA and arrive NLT 0630. Once at the AA, the Marine Platoon will be issued rifles and accountability will be taken.

(c) Phase III - Conduct of Hike. On 4 March 2017, NLT 0700, Marine Platoon will conduct the 8-mile conditioning hike. Within the first 10 minutes of the hike, there will be a 2-minute gear adjust, allowing MIDN to identify problems with their gear and correct it. There will be a 10-minute halt at points Bravo and Charlie as prescribed in enclosure (1). Phase III will end NLT 0930

(d) Phase IV – SULE. On 4 March 2017, NLT 1000, the Marine Platoon will divide into three squads with two 2/C in two squads and one in the third squad. The squads will move to their respective starting SULE lanes. Upon completion of the SULE lane, the squads will move to the next lane.

(e) Phase V – Completion. On 4 March 2017, NLT 1230, the Marine Platoon will gather at the AA and rifles will be de-issued. Once accountability of gear and personnel has been taken, the platoon will move back to South Hall. Once back at South Hall, water jugs and ice buckets will be emptied, radios, AED's, first-aid kits, road guard vests, compasses, and rifles will be returned. Accountability will again be taken of all personnel and gear. Once accountability has been taken, the platoon will be dismissed.

c. Tasks

(1) Duty Driver (SSgt Minigolf) and A-Driver (MIDN Puttputt)

- (a) Ensure duty vehicle are equipped with water jugs, first aid kit, radio, and AED.
- (b) Ensure rifles are in the gov-v.
- (c) Ensure the MOI is informed of any vehicles approaching the formation on the hike.
- (d) Ensure a map of the hike route, and a route map to the nearest hospital is located in each duty vehicle.
- (e) Ensure safety vehicles are staged with all gear on 4 March 2017, NLT 0530.
- (f) For the duration of the hike, stay approximately 100 meters ahead of the formation.
- (g) Advise the MOI of any MIDN that ride in the duty vehicle.

(2) Duty Driver (ENS Tacostand) and A-Driver (MIDN Burritotruck)

- (a) Ensure duty vehicle are equipped with water jugs, first aid kit, radio, and AED.
- (b) Ensure the MOI is informed of any vehicles approaching the formation on the hike.
- (c) Ensure a map of the hike route, and a route map to the nearest hospital is located in each duty vehicle.
- (d) Ensure safety vehicles are staged with all gear on 4 March 2017, NLT 0530.
- (e) For the duration of the hike, stay approximately 100 meters behind the formation.
- (f) Advise the MOI of any MIDN that ride in the duty vehicle.

(3) MIDN Carneasada

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE PLATOON 8-MILE CONDITIONING HIKE

(a) Ensure SULE lanes are set up with necessary equipment NLT 1030.

(b) Ensure all lane instructors have operations orders, and water jugs are staged at the start of each SULE lane.

(4) Front Road Guards (MIDN Driver and MIDN Passenger)

(a) Stay 75 meters ahead of the formation and advise the MOI of any dangers along the route.

(b) Ensure road guard vests are on your packs.

(5) Rear Road Guards (MIDN Tornado and MIDN Twister)

(a) Follow 75 meters in trace of the formation for the duration of the hike.

(b) Advise the MOI of any MIDN that fall out.

(6) MECEPS and MIDN Puppies. Facilitate in causing stress and confusion in the formation.

(7) Platoon Commander

(a) Ensure accountability is taken at South Hall, at the AA, during each halt during the hike, before leaving the AA, and upon returning to South Hall

(b) Ensure all gear is accounted for after the hike.

(8) Logistics Officer MIDN Rawr

(a) Gather radios (7), road guard vests (4), water jugs (5), first aid kits (2), AED's (2), and ice on 4 March 2017.

(b) Ensure personnel have necessary equipment.

(c) Ensure all gear is returned at the conclusion of the exercise.

(9) Platoon Sergeant

(a) Ensure accountability is taken at each halt during the hike.

(b) Ensure the formation is maintained during the hike.

(10) Officer in Charge (OIC)

(a) Conduct safety brief prior to stepping off.

(b) The OIC will be located where he feels he can best monitor the training evolution.

(c) Coordinate MEDEVAC if needed.

d. Coordinating Instructions

(9) Timeline

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE PLATOON 8-MILE CONDITIONING HIKE

| DATE | TIME | EVENT | LEAD | LOCATION |
|--------|-------------|--|----------------|---------------|
| 170303 | NLT 1600 | Issue MRE's to the platoon. | MIDN Rucksack | South Hall |
| 170304 | 0500 | Duty Drivers and work detail muster at South Hall. | OIC | South Hall |
| 170304 | 0515 | Platoon muster. | OIC | South Hall |
| 170304 | 0530 | Depart South Hall. | OIC | South Hall |
| 170304 | 0630 | Issue rifles | OIC | AA |
| 170304 | 0700 | Conduct hike. | OIC | Hike Route |
| 170304 | 0710 | 2 Minute halt. | OIC | Point Alpha |
| 170304 | 0750 | 10 Minute halt. | OIC | Point Bravo |
| 170304 | 0850 | 10 Minute halt. | OIC | Point Charlie |
| 170304 | 0930 | Complete hike. | OIC | AA |
| 170304 | 1000 | Start SULE. | MIDN Tacostand | AA |
| 170304 | 1200 | End SULE, de-issue rifles, and debrief. | OIC | AA |
| 170304 | 1230 | Return to South Hall | OIC | South Hall |
| 170304 | 1330 | Arrive at South Hall and return all gear. | OIC | South Hall |

(10) Significant Event Reporting Requirements (SERR). Any MIDN who has knowledge of any of the following SERRs must report the incident up the chain of command, ensuring the MOI is informed immediately: death, heat casualties, significant injury, or the potential to seriously harm personnel.

4. Administration and Logistics

a. Administration

- (1) Accountability will be given to the MOI NLT 0530 on 4 March 2017.
- (2) The MOI is the overall training coordinator.
- (3) Any instructions not contained in this LOI will be directed from the MOI directly.
- (4) Uniform

On the Marine:
 Utility Blouse
 Utility Trouser
 Web Belt or MCMAP Belt
 O/D T-Shirt
 Boot Socks
 MARPAT Boots
 8 Point Cover
 Kill Card (Left Sleeve Pocket)
 Chemlight (AMOI, MOI, Nurses, staff only.)
 In the Pack:
 Camel Back, Conservative Color
 Warming Layer (USMC Sweat Shirt or Fleece Pullover)
 Go Fasters
 2 x extra T-Shirt
 4 x extra pairs of socks
 Mole Skin
 Chow (energy bar, trail mix, enough to last all day etc.)
 ALL NS105 Materials (Op order, map pen, etc.)
 Flashlight (RED LENS)

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Assault Pack
Additional weight
-Books, weights, water bottles, etc.
*Pack will total 35 lbs for Freshman, 45 lbs
for Sophomores and Juniors, and 55 lbs for
Seniors and MECEPs.

b. Logistics

(1) Distribution of gear and equipment, and organization of platoon assets during the movement will be coordinated through the platoon.

(2) Medical Evacuation (MEDEVAC).

(a) Routine. Routine casualties will be picked up in the rear duty vehicle, and the hike will continue.

(b) Priority. Priority casualties will be transported to St. Mary's Hospital via the safety vehicle (See enclosure 4).

(c) Urgent. In the case of an urgent casualty, 911 will be called, and evacuation to the hospital will be coordinated with dispatch.

5. Command and Signal

a. Command

(1) Captain Hoorah is the Commanding Officer and he will be located in the front of the formation.

(2) Gunnery Sergeant Yutyut will be located with the platoon.

(3) The Platoon Commander will be located in the front of the platoon.

(4) The Platoon Sergeant will be located with the platoon.

(5) Numbers of key personnel.

(a)

| Name | Number |
|-------------------------|---------------|
| Captain Hoorah | 555-555-5515 |
| Gunnery Sergeant Yut | 555-555-5515 |
| Ensign Burritotruck | 555-555-5515 |
| Staff Sergeant Puttputt | 555-555-5515 |
| MIDN Hooah | 555-555-5515 |
| MIDN Tacobell | 555-555-5515 |

b. Signal

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE PLATOON 8-MILE CONDITIONING HIKE

- (1) Primary communications will be via Motorola radios.
- (2) Secondary communications will be via cell phones.
- (3) Tertiary communications will be via runners.
- (4) The MOI, Front Road Guards, Rear Road Guards, and duty vehicle personnel will use a hand held radio on a pre-set channel (#1) to contact the safety vehicles.
- (5) Road guard teams will have radios and monitor communication at all times.
- (6) Safety vehicle will have a radio and monitor communication at all times.

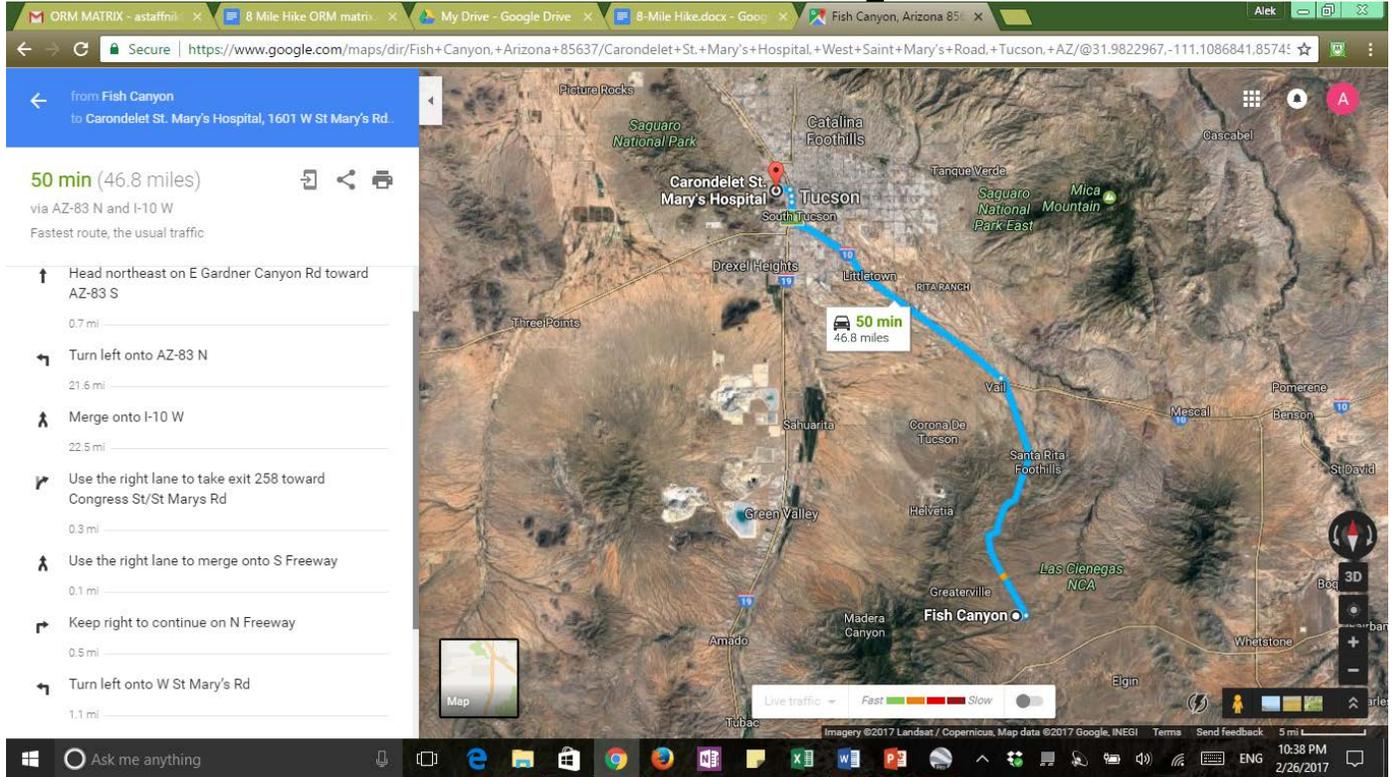
A. R. 15RIFLE

Distribution:
Marine Platoon
MOI, AMOI
Duty drivers
PLC/Navy MIDN who hike

ROUTE OVERLAY



Route To Nearest Hospital



OPERATIONAL RISK MANAGEMENT MATRIX
University of Arizona, NROTC

| | | | | | |
|---|------------------------------------|---------------------------------------|-----------------------------------|---|------------------------|
| TRAINING EVOLUTION: 8 MILE PLT HIKE | ORGANIZATION: MARINE PLT | Assigned OIC: CAPT MCCARLEY | Assigned RSO: GYSGT DOW | Weapons Systems: DE-MILITARIZED M-16A1 SERVICE RIFLES | Date: 030417 |
|---|------------------------------------|---------------------------------------|-----------------------------------|---|------------------------|

| OPERATIONAL PHASE | HAZARD | CAUSES | INIT RAC | DEVELOP CONTROLS | RES RAC | HOW TO IMPLEMENT | HOW TO SUPERVISE |
|--------------------|---|---|----------|--|---------|---|--|
| Conduct of Hike | Heat Exhaustion | Marine wears warming layers underneath gear; Marine is not properly hydrated. | II/C=3 | -MOI/AMOI on site -Safety vehicle on site -Water resupply will occur at midpoint of the hike -Casevac plan in place | II/D=4 | Platoon staff and Squad Leaders will ensure that all Marines are well hydrated and not wearing any type of warming layer prior to step off. | Platoon staff and seniors will conduct PCCs and PCIs 10 minutes prior to step off. |
| Conduct of Hike | Marine falls and sustains an injury | Uneven terrain/ fatigue | II/C=3 | -MOI/AMOI on site -Safety vehicle on site -Casevac plan in place | II/D=4 | The MOI will be located with the Platoon and safety vehicles will be located at the rear and front of the formation. | The Platoon staff will give a safety brief prior to step off. The OIC will select a pace that will limit injury. |
| Conduct of Hike | Vehicle Accident/ Injury to Marine in formation | Steep terrain/ Complacency/ Vehicles not properly maintained | II/C=3 | -Safety Vehicles PM'd -Driver know the route -Casevac plan briefed | II/D=4 | The driver will be briefed the route to step off. They will maintain a buffer from the platoon. | The Platoon Sgt will be at the rear of the formation, ensuring the proper placement of road guards and the safety vehicle. |
| Post Hike Recovery | Medical injuries related to heat exhaustion | Marine manages to complete the hike but then begins to experience heat related injuries | II/C=3 | -MOI/AMOI on site -Casevac plan briefed -Halt at halfway point | II/D=4 | A halt will be conducted at the halfway point where there will be a water resupply. | MOI/AMOI will evaluate each Marine at the conclusion of the hike. |
| Conduct SULE | MIDN falls and sustains injury | Uneven terrain/fatigue | II/C=3 | -MOI/AMOI on site -Safety vehicle on site -Casevac plan in place | II/D=4 | The MOI will be located at the AA, and safety vehicles will be located at the AA. | The Platoon staff will give a safety brief prior to step off. Lane instructors will ensure squads take a route that limits injury. |

| HAZARD SEVERITY | RAC ASSESSMENT CODE MATRIX | | | | COMMAND REVIEW/APPROVAL | | | |
|-----------------|----------------------------|--------------------|----|---|-----------------------------|------------|------------|---|
| | HAZARD SEVERITY | MISHAP PROBABILITY | | | | OIC: _____ | RSO: _____ | |
| | | I | A | B | C | | | D |
| | | | 1 | 1 | 2 | | | 3 |
| | | | II | 1 | 2 | | | 3 |
| 2 | | | 3 | 4 | 5 | | | |
| III | 2 | 3 | 4 | 5 | | | | |
| IV | 3 | 4 | 5 | 5 | | | | |
| | | | | | S-3: _____ | | | |
| | | | | | RCO: _____ (as required) | | | |

HAZARD SEVERITY
I - CATASTROPHIC- Death, permanent disability, major property damage
II - CRITICAL - Permanent partial disability, major system or minor property damage
III - MARGINAL - Minor injury, minor system or property damage
IV - NEGLIGABLE - 1st aid, minor system repair
MISHAP PROBABILITY
A - FREQUENT, **B** - LIKELY, **C** - OCCASIONAL, **D** - UNLIKELY
RISK ASSESSMENT CODE (RAC)
1 - CRITICAL, **2** - SERIOUS, **3** - MODERATE, **4** - MINOR, **5** - NEGL

After Action Report-Dining In Spring 2016

1. SIZE:

There were 107 students and 6 staff members present for a total of 113.

2. ACTIVITY:

Spring 2016 Dining In

OIC: OC Courgae

AOIC: MIDN Ribbons

Actions performed by OIC/AOIC: Reserving ballroom at the Radisson Hotel, planning the menu, providing budget to the staff, purchasing items required outside of the catering service, making name cards with colored stars indicating desired meal for all personnel, revising LOI, selecting toasters, training the Battalion on toasts, and establishing the 5-man setup and 5-man breakdown teams. Funds were obtained and delivered

Points of contact at Radisson:

Derrick Kingsley (Head of Catering)

Cindy Lauper

3. LOCATION:

Cavalier Room, Radisson Hotel and Water-park, 2500 Carlisle Blvd, Tucson, AZ. (520) 545-3311

4. TIME:

11 Apr 16, 1730-2200

5. EQUIPMENT/EXTRA:

The following equipment had to be purchased/supplied from the Unit:

Grog

-2 Bottles Jerry's Sailor Rum

-2 Equal Parts Water

-1 Lime

Grog (Non-alcoholic)

-1 gallon Sunny D

-1 Pot black coffee

-1 cup Worchester sauce

POW Table:

-Table and black table cloth (Supplied by Radisson)

- Blank dog tag
- Purple Heart (Supplied by SSgt Barry)
- Candle (Supplied by Radisson)
- Place setting/chair (Supplied by Radisson)

Music:

- Ipod
- Amplifier/Speaker and cables

Colors:

- Ensign, USMC Flag, Navy Flag

MISC:

- Mr. Vice's desk (Supplied by SSgt)
- Bullets
- Podium: (Supplied by Radisson)
- Wine 20 bottles
- Place Cards with Names and Stars for food choice
- Gavel for Mr. President
- Punch Bowls and Ladles for Grog
- Coffee can for silver

6. LESSONS LEARNED:

A. IMPROVE

1. Where to places flags
2. Cost of overall event
3. Composition of the grog

B. SUSTAIN

1. Continue training for Mr. President and Mr. Vice on the LOI to ensure the event flows smoothly.
2. Requiring everyone to attend.
3. Not approving people missing inside of time money is paid for venue.

C. RECOMMENDATIONS

1. Conduct training for Mr. Vice on necessity to "move things along" when the floor is open for fines.
2. Train Battalion the purpose of fines. It is not just an opportunity for 'Gag-gifts', fines are issued by Mr. Vice.
3. Conduct training for Mr. President and Mr. Vice on the LOI to ensure the event flows smoothly.