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MIDN
24 Jan 23

From: Colorado Meet Officer in Charge, Naval Reserve
Officers Training Corps, University of Colorado
To: All Hands
Subj: LETTER OF INSTRUCTION FOR 2023 COLORADO MEET

Encl: (1) Hospital Map and MEDEVAC Procedure
(2) Registration and Payment Procedure
(3) Overall Scoring Breakdown
(4) Awards Ceremony
(5) Evening Social
(6) Operational Risk Management (ORM)
(7) CU Campus Map
(8) Official Schedule
(9) Inclement Weather Guidelines
(10) After Action Report

1. Orientation. The 2023 Colorado Meet will commence 3 and 4 March 2023 at the University of Colorado Boulder campus with the center of operations at 2400 Colorado Ave, Boulder, CO 80302 Gate 6.

a. Weather Outlook. The Colorado Meet staff will monitor the weather in the time leading up to the event and will implement inclement weather plans if needed. Snowfall and snowstorms are common in early March in Colorado; therefore, teams must prepare accordingly.

b. Elevation Awareness. The city of Boulder is at an elevation of 5430 feet. Due to high elevation, the air pressure is much lower, and the effective breathing oxygen is lower. As a result, those who are not acclimated may experience altitude sickness and shortness of breath while visiting Boulder. In order to prepare for and prevent altitude sickness, teams should adequately hydrate and consume proper nutrients.

2. Situation

a. Higher's Mission. The Commanding Officer's mission is to host an invitational meet where schools from across The United States attend and compete in multiple events, inspiring camaraderie, building leadership, and strengthening future Naval and Marine Corps officers.

b. Support. The Colorado Meet hosts x number teams competing in 7 events, thus resulting in a large evolution. The University of Colorado Naval Reserve Officers Training Corps (CU NROTC) Battalion will staff the Colorado Meet as an all-hands event; members of the battalion will work where they are needed most. Any Colorado Meet personnel who are not members of the CU NROTC Battalion will remain in contact with their respective event's OIC and AOIC. All other personnel will direct their inquiries to the Colorado Meet OIC and AOICs.

c. Attachments and Detachments

(1) Attachments. All NROTC Units who attend and compete in the Colorado Meet are considered attachments of the University of Colorado Boulder NROTC Unit. No other attachments will be designated.

(2) Detachments. None.

3. Mission. The University of Colorado NROTC Unit purpose is to create a competitive, safe, and challenging environment where Colorado Meet can thrive. This event will grow Midshipmen in their ability as future officers and create comradery among NROTC Units. The Colorado Meet fosters pride in the Navy and Marine Corps, instills confidence and camaraderie in future Naval and Marine Corps officers, and reinforces Esprit de Corps.

4. Execution

a. Commander's Intent

(1) Purpose. The primary objectives of the Colorado Meet are to instill confidence in future Naval and Marine Corps officers, provide an environment for a healthy and challenging competition, as well as strengthen camaraderie between competitors and all working personnel. The Colorado Meet provides an opportunity for all competitors and all personnel to train, demonstrate, and evaluate their leadership skills necessary for performing in The Navy and Marine Corps.

(2) Endstate. All participants of the 2023 Colorado Meet will perform in a challenging and safe environment which will be enjoyable and productive for all who attend.

b. Concept of Operations. The University of Colorado NROTC Battalion and Colorado Meet personnel will successfully conduct The Colorado Meet on 3-4 March 2023. The Colorado Meet execution is

divided into three separate phases: (1) Organization and Preparation, (2) Event Execution, (3) Conclusion and Awards.

c. Scheme of Maneuver

(1) Phase 1: Organization and Preparation. Attending and competing teams are expected to prepare throughout the academic year for the events they intend to participate in. Furthermore, all facilities used for the Colorado Meet will be reserved and prepared accordingly before the Colorado Meet. Schools who wish to attend and compete are required to register no later than 10 February 2022. See enclosure (2) for more details on registration procedures. Prior to arrival, schools must contact their respective liaisons.

(2) Phase 2: Event Execution.

(a) 2 March 2023 - first teams arrive in Boulder, meet their liaisons, and check into their hotels.

(b) 3 March 2023 - remaining teams arrive in Boulder, meet their liaisons, and check into their hotels. Shooting competitions will begin in the morning with Knowledge competition in the evening.

(c) 4 March 2023 - All competitions will take place from 0600 to 1600. All scores will be finalized by 1630. See Enclosure (3) for a thorough description of scoring rubrics.

(3) Phase 3: Conclusion and Awards. The awards ceremony will commence at 1700 and the social event will follow, see Enclosure (5) for the social event.

d. Tasks

(1) Meet OIC. The Meet OIC will oversee the evolution of the Colorado Meet in its entirety and ensure a fair competition takes place.

(2) Meet AOIC. The Meet AOIC will assist the OIC in ensuring a successful evolution of the Colorado Meet. All personnel will refer questions and information to the Meet AOIC in the absence of the Meet OIC.

(3) Hospitality OIC. The Hospitality OIC is responsible for planning and executing the awards ceremony and social event following the awards ceremony, as well as coordinating food and sustenance for

the Colorado Meet. Furthermore, the Hospitality OIC will organize lodging information for teams and any other information pertinent to their stay in Boulder, and provide liaisons for each attending team.

(4) Supply OIC. The Supply OIC will ensure all competing teams have the supplies they need in order to carry out a fair and effective event. The Supply OIC will oversee and track the usage of all CU NROTC gear and equipment as visiting teams check out and check in gear.

(5) Drill OIC. The Drill OIC will plan and execute the Drill and Color Guard Competitions. The Drill OIC is also the point of contact for all competing drill captains.

(6) Shooting OIC. The Shooting OIC is responsible for planning and executing the Rifle and Pistol Competitions. The Shooting OIC is the point of contact for all competing shooting captains.

(7) Endurance Race OIC. The Endurance Race OIC is in charge of planning and executing the Endurance Race Competition and will be the point of contact for all competing Endurance Race team captains.

(8) Knowledge Competition OIC. The Knowledge Competition OIC is responsible for the overall planning and execution of the Knowledge Competition and will be the point of contact for all competing knowledge team captains.

(9) Public Affairs Officer (PAO). The PAO is responsible for documenting the Colorado Meet and disbursing photos of the competition to their respective teams. The PAO is also responsible for coordinating videography for the Drill Competitions to ensure a fair competition. The PAO is also responsible for a Colorado Meet slide show which will play during the Awards Ceremony.

(10) Safety Advisor. The safety advisor is responsible for coordinating and overseeing all volunteers involved with event safety to include RSO's at the range, pool supervisors, safety van drivers, and endurance race guides and checkpoint stations, as well as relaying any pertinent information to the Colorado Meet OIC.

e. Coordinating Instructions.

(1) Each event OIC will be in direct contact with Midshipman 2/C Eddington, MA1 Barnes, and Midshipman 2/C McLaren via radios and then cell phones to address any questions and report potential problems.

(2) Team captains from each school will be in direct contact with their respective event OICs and liaisons via face to face communication, cell phones, and email as needed.

5. Administration and Logistics.

a. Administration.

(1) Transportation. All teams are responsible for their own transportation to and from events in the Colorado Meet. For the shooting competitions, teams will have to muster at Folsom Field Gate 6 30 minutes prior to their scheduled competition time in order to transport all necessary personnel and gear to the Boulder Police Department.

(2) Medical. In the case of a medical emergency, self-aid and buddy-aid will be utilized. In the event that an individual's medical condition is unsolvable by on-scene Colorado Meet Staff, that individual will be transported to the nearest medical facility for treatment. See the event specific LOIs for Operational Risk Management. See Enclosure (1) for a route to the nearest medical facility and Enclosure (6) for a more detailed MEDEVAC Plan.

b. Logistics.

(1) Chow. There will be a catered breakfast on 4 March 2022. All other meals and sustenance must be provided by the schools. Liaisons can give suggestions for local restaurants as this will be a good opportunity to see Boulder. The evening social on 4 March 2022, and food and alcohol will be available for purchase. Underage drinking or excessive inebriation will not be tolerated.

(2) Uniforms. Refer to event specific LOIs for required uniforms at those events. All Colorado Meet Headquarters Staff will wear their utility uniforms. The awards ceremony will be conducted in unit polo and khakis/dress slacks for the competitors. If attendees do not own unit polos, then their uniform will be proper civilian attire.

(3) Gear. See event specific LOIs for information regarding gear and personnel required at each event.

6. Command and Signal.

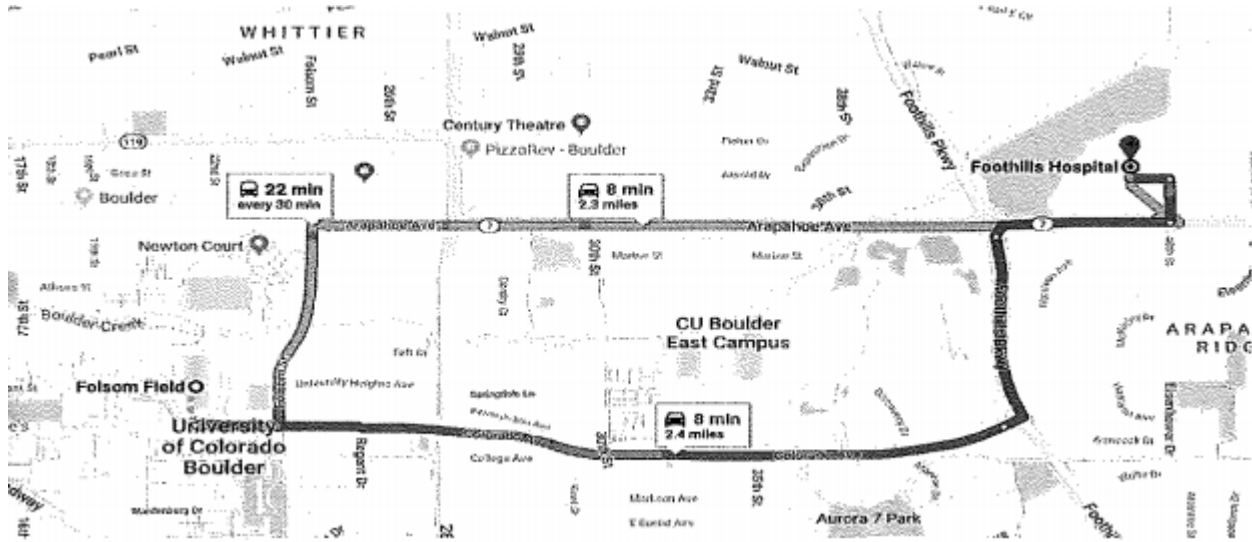
a. Command. Colorado Meet OIC Midshipman 2/C Eddington and AOIC Midshipman 2/C McLaren and MA1 Barnes will be reachable via cell phone at all times during the Colorado Meet and will be located in Colorado Meet Headquarters. All significant emergencies will be routed to the staff OIC LT Robbins and CU NROTC Leadership. The Colorado Meet Staff will maintain a proper deck log at all times to ensure the event is conducted effectively. All Event OICs are responsible for assigning one volunteer to oversee the scoring of their event. This individual will be responsible for receiving and marking scores. Event OIC's will be responsible for reporting all scores to Headquarters as they become available. Headquarters will constantly keep scores up to date.

b. Signal. All communications that cannot be done verbally will be conducted via radio or cell phone during the event.

(1) Point of Contact.

- (a) Midshipman 2/C Eddington (Meet OIC):
coloradomeet2023@gmail.com
(720) 660-2348
- (b) Midshipman 2/C McLaren (Meet AOIC):
william.mclaren@colorado.edu
(810) 923-4859
- (c) MA1 Barnes (Meet AOIC):
loba6984@colorado.edu
(720) 384-4173
- (d) Lt. Robbins (Staff OIC):
Mikaela.Robbins@colorado.edu
(303) 492-2581

Hospital Map and MEDEVAC Procedure



1. Each emergency will be assessed on a case-by-case basis. Injuries should be treated at the lowest level possible and will be categorized into tiers. The tiers will determine the protocol necessary to follow and how the overall meet will be affected.

Tier 1: Highest level emergency which requires flight for life, ambulance, or another equal medical procedure. Tier 1 injuries are not to be solved by anyone other than a licensed medical practitioner. In the case of a tier 1 injury, the event will be postponed indefinitely. All personnel involved in the event will evacuate indoor spaces, meet at a rendezvous point, and then meet at the Buffalo Statue on University of Colorado Main Campus to take accountability. The first responder at the scene will take command of the scene and direct emergency services.

Tier 2: The second highest level emergency which involves a loss of consciousness and justifies a hospital visit. Tier 2 injuries are not life threatening. The individual will be evacuated from the course or building and will be transported to the nearest medical facility via government vehicle, see above. In the case of major broken bones (i.e. femur, skull, ribs), the individual will be transported to the nearest hospital via ambulance.

Tier 3: The lowest level of emergency which does not require transportation to the hospital. Any tier 3 injuries can be treated on-scene with a first aid kit. There will be appropriate first aid supplies at each event and more extensive first aid supplies at the command center.

*All injuries that occur over the duration of the Colorado Meet will be reported directly to the Meet OIC. Below are useful numbers for schools to have upon arrival in the case of an emergency.

Emergency #: 911 CU Boulder PD: 303-492-6666 Boulder PD: 303-441-3333

Foothills Hospital: 303-415-7000

Registration and Payment Procedure:

1. Email coloradomeet2023@gmail.com with your intention to compete in the 2022 Colorado Meet.
2. Go to <https://www.colorado.edu/nrotc/colorado-meet> and fill out the "Colorado Meet Registration Form."
3. Send registration fees via check no later than 10 Feb 2023, or bring day of events made out to the following:
CU NROTC
Gate 5, Room 135
374 UCB
Boulder, CO 80309-0374

Or

Venmo @CU-NROTC and under the description of payment include the following:

Unit Name

Each event the Unit intends to participate in

4. Once payment is received and confirmed, teams will receive an email confirming their attendance.
5. Event Pricing:
 - a. Endurance Race: \$85
 - b. Pistol Competition: \$180
 - c. Rifle Competition: \$180
 - d. Color Guard: \$85
 - e. Squad Drill: \$85
 - f. Platoon Drill: \$85
 - g. Knowledge: \$85

Overall Scoring Breakdown

1. All teams will be scored individually during each competition. Events will hold different weight towards schools' overall scores.
2. Only the teams who score first, second, or third in a competition event will earn points.
3. The school with the highest total points at the conclusion of the Colorado Meet will earn the title of Colorado Meet Champions.
4. If desired, each team may send one (1) representative to HQ to observe so there is no dispute about the recording of points. This representative will not interfere in any way with the operation of HQ, and if they make the working environment untenable, the MIDN OIC reserves the right to kick individuals out of HQ, and teams will be responsible for replacing them or will not have a representative in HQ.
5. Below is a schematic for how much each placing is worth:

Place	First	Second	Third
E-Race Points	20	15	10
Rifle Points	20	15	10
Pistol Points	20	15	10
Squad Drill Points	20	15	10
Platoon Drill Points	20	15	10
Color Guard Points	20	15	10
Knowledge Points	20	15	10

Awards Ceremony

1. The awards ceremony will occur between 1700 and 1800
2. The location of the Awards Ceremony will be in Math 100.
3. Schools will sit with their teams.
4. Each Event OIC will give a short speech and then go into awards for the teams who place in their respective events. Then, the Colorado Meet OIC will give a small speech and award the overall Colorado Meet Champion with a trophy, and recognize the 2nd and 3rd place.
5. The awards ceremony will be conducted in unit polos and khaki pants. If units do not have polos, then their uniform will be proper civilian attire.

Evening Social:

Each year, CU NROTC hosts an event to celebrate the Colorado Meet and allow teams to come together to socialize and foster camaraderie essential for the Fleet. All participating schools are invited to the social for a chance to meet midshipmen and staff from battalions across the nation, as well as relax with members of their own teams and battalion. The Evening Social is not required but is highly recommended for teams to make connections and enjoy their time together.

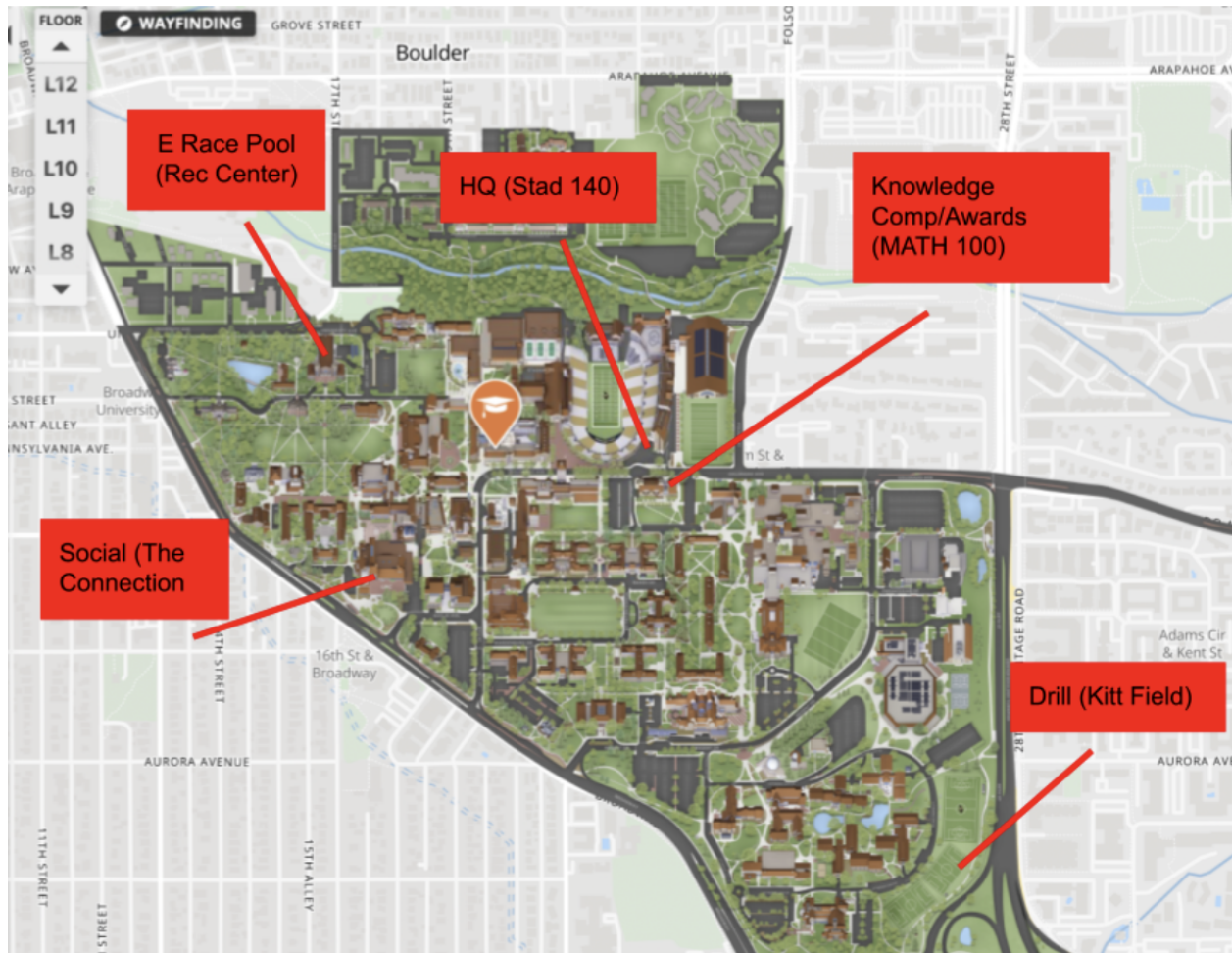
The Evening Social will be hosted at The Connection Bowling Alley, housed within the University Of Colorado-Boulder's "University Memorial Center." The Connection features bowling lanes, arcade games, food, and alcohol for those of age. The Evening Social will begin at 1830 and end at 2130 on 4 March 2023. Members of visiting units are welcome to attend at times of their own convenience, and do not need to notify Colorado Meet Staff of their attendance.

CU NROTC will rent eight bowling lanes and four billiard tables for the duration of the social. Renting shoes and purchasing bowling games are costs that are covered by CU NROTC. Participants however must bring their own money if they wish to purchase food, beverages, and arcade games at The Connection. Alcoholic Beverages are for sale at The Connection **(strictly for those over the age of 21)**. Please note the staff of The Connection recommends 2-3 drinks each hour, and holds the right to dismiss anyone from purchasing alcohol based on excessive intoxication. Only one drink will be provided per card, per purchase (to prevent the distribution of alcohol to minors). The staff of The Connection also reserves the right to immediately dismiss people from the venue if alcohol has been distributed to underage consumers.

Operational Risk Management (ORM)

	Identify the Hazards [1]		Assess Hazards [2]		Make Risk Decisions [3]			Implement Controls [4]
Lesson # [6]	Training Topic / Event / Step [7]	Hazard and Root Cause [8]	Potential Cause/Injury [9]	Initial Risk [10]	Type of Control [11]	Student to Instructor Ratio [12]	Residual Risk [13]	Clear and Concise Control Implementation [14]
1	Set-Up	Loss of Gear	Incomplete gear inventory and poor accountability of items necessary for events.	III/B = 3M	Standardize gear checks	N/A	IV/B = 4L	Ensure that Supply OIC has adequate event staff volunteers. Conduct several gear checks to ensure accurate accountability of gear.
2	Set-Up	Personal Injury	Improper lifting form while setting up and moving event equipment.	III/C = 3M	Utilize the buddy system and ergonomics	N/A	IV/C = 4L	
3	Set-Up	Inclement Weather	Unpredictable weather	III/C = 3M	Utilize advanced weather notice systems	N/A	IV/C = 4L	MIDN OIC will be tracking the weather systems leading up to the event to ensure advanced notice can be given in the event of poor weather. Alternate plans will be enacted if weather prevents proper preparation for the events. Tracking will be done through online weather stations with radio stations serving as backup.
4	Execution	Loss of Communication	Malfunctioning equipment	III/C = 3M	Radios as primary, cell phones as back up	N/A	IV/C = 4L	Check communication technology prior to event. In briefing, include proper protocol in the event of communication loss.
5	Execution	Missing Teams	Improper guidance or navigation	II/C = 2H	Guides and navigational aids	N/A	III/C = 3M	Properly marked trails, properly briefed guides, and constant communication with team liaison.
6	Execution	Missing Personnel	Communication breakdown	II/D = 3M	Utilize the buddy system and accountability to team leaders	N/A	II/D = 4L	Constant communication with event OIC's proper briefing of event staff.
7	Execution	Missing Scores	Missing scores	III/C = 3M	Utilize prompt and accurate score reporting procedures	N/A	IV/C = 4L	Detailed score reporting procedure and well briefed reporting personnel
8	Execution	Off Schedule	Events taking longer than expected	III/B = 3M	Accurately brief event planning and timing	N/A	IV/B = 4L	OIC's will ensure proper briefing of team captains so that event participants will show up on time. If necessary, the event schedule will be changed to accommodate events behind schedule. In the scenario where the event has not terminated by the drop dead time, the situation will be assessed and the award ceremony will be conducted later if necessary.
9	Social	Loss of Personnel	Disorientation and unfamiliar territory	II/D = 3M	Provide necessary navigation information	N/A	III/D = 4L	Liaisons will provide adequate information on getting to the social as well as general navigation information concerning Boulder, CO.
10	Social	Underage Drinking	Lack of supervision and accountability	III/C = 3M	Zero tolerance	N/A	IV/C = 4L	All participants will be identified as legal or underage before entering the Colorado Meet social event. All personnel under the age of 21 years of age are strictly prohibited from consuming alcohol for the entirety of the social.
11	Social	Inebriation	Over consumption of alcohol	II/D = 3M	Zero tolerance	N/A	III/D = 4L	If an individual is found to be inebriated, he or she will be removed from the social. Reproductions will be given by NROTC staff.
12	Social	Active Shooter	Religious/ Political radical, mentally unstable person	I/D = 2H	Periodic security check	N/A	II/D = 3M	Acknowledgment of possible threat will be taken into consideration in all public venues. Proper situational awareness will be utilized to mitigate active shooter risks.

CU CAMPUS MAP



Official Schedule

Thursday

1800:

Intro brief/Check-in for Teams/Team Leaders arriving on Thursday.

Friday

0600-1800: Shooting Competition

Shooting Times will be assigned based on the arrival of teams in Colorado. Shooting times can change due to team registration. Participants will arrive 15 minutes prior to slotted time.

Example:

CU Boulder NROTC (0600-0800)

(Rifle): 0600-0700

(Transition period)

(Pistol): 0710-0740

0740-0850 (clean up)

CU Boulder AFROTC (0800-1000)

(Rifle): 0800-0900

(Transition period)

(Pistol): 0910-0940

0940-0950 (clean up)

1500:

Intro brief/Check-in for Teams/Team Leaders arriving on Friday.

1545:

Endurance race check in/gear issue (ALL E-RACE COMPETITORS MUST SHOW UP)

1700-2100:

Knowledge Competition

Event will commence with teams competing in a Jeopardy style competition. Teams will need to arrive 15 minutes prior to the event.

Saturday

0615-1600: Endurance Race

Participants will arrive 15 minutes prior to slotted start time.

Example: The drop dead time for all teams will be 1630.

Time	Teams
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0615	Teams 1-3
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0645 Teams 4-6
0715 Teams 7-9

0700-1400: Drill Events

Participants will arrive 15 minutes prior to slotted start time.

Example: Same format for squad drill and color guard.

Time	Teams
0700-0730	Colorado
0730-0800	Team 2
0800-0830	Team 3
0830-0900	Team 4
0900-0930	Team 5

1630: Scores finalized

1700-1800: Awards Ceremony

1815-2100: Social Event

Weather GuideLines

-E-Race will be moved to the Inclement Weather plan when:

- Packed ice covers sidewalks between CU Campus and Chautauqua Park with no signs of melting or shrinking before sunrise; to be judged by CO Meet OIC and Staff OIC 12 hours prior to E-Race start.

-Forecasted weather includes the following:

- Sustained winds greater than 25 MPH, gusting greater than 40 MPH and a wind chill of below 15 degrees Fahrenheit.
- Precipitation/snow accumulation greater than 3 inches.
- This will all initially be judged 48 hours prior to event start, then again 24 hours and 12 hours prior by the CO Meet OIC and Staff OIC.

-Drill will be moved to Balch Fieldhouse and the Inclement Weather Drill Card when:

- Forecasted weather includes the following:
 - Precipitation/snow accumulation greater than 5 inches the night before/morning of the event.
 - Initially judged 48 hours prior to event start, then again 24 hours and 12 hours prior by the CO Meet OIC and Staff OIC

AFTER ACTION REPORT:

What did you like about the competition?

What did you not like about the competition?

If you were in charge of this competition, what would you change for next year?