From: Midshipman 2/C McLaren, University of Colorado Naval Reserve Officer Training Corps Unit
To: All Hands

Subj: LETTER OF INSTRUCTION FOR 2019 COLORADO MEET

Encl: (1) Hospital Map & MEDEVAC Procedure
(2) Registration and Payment Procedure
(3) Overall Scoring Breakdown
(4) Master Schedule
(5) Award Ceremony
(6) Evening Social
(7) Operational Risk Management

1. Orientation. The Colorado meet will be held on the University of Colorado Boulder campus with the center of operations at 2400 Colorado Ave, Boulder, CO 80302 Gate 5. The rifle and pistol events will be held at the Boulder Police Department. The endurance race will take place in Balch Fieldhouse, CU Recreation Center, and Chautauqua Park. The drill competition will take place in the CU Champion's Center and Balch Fieldhouse. The knowledge competition will take place in Old Main Auditorium. Below is a map showing where the center of operations is located.

![Map of University of Colorado at Boulder Main Campus](image-url)
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a. Weather Outlook.

b. Elevation Awareness. Boulder, CO has an average elevation of 5430ft. This means that the air pressure is much lower than at sea level. Thus, teams should be advised to ensure proper hydration and appropriate nutrition in order to prevent altitude sickness.

2. Situation

a. Higher's Mission. The Commanding Officer's mission is to host an invitational meet where schools from across the United States will come to compete in several events in order to inspire future Marine Corps and Naval Officers and to foster Esprit de Corps.

b. Support. With 12 teams coming and competing in 7 events, this event is projected to be very large. The University of Colorado Boulder Naval Reserve Officer Training Corps Battalion will be staffing the event. Members of the battalion will be placed where they are needed most. This is an all-hands event, so every member of the battalion will be actively involved. All non-battalion members required to successfully run the event will be in consistent contact with the Meet OIC, AOIC, and event OICs will be in consistent contact with them.

c. Attachments and Detachments

(1) Attachments. All Naval ROTC units that come to the University of Colorado to compete will be considered attachments to the University of Colorado Boulder ROTC unit. No other attachments will be designated.

(2) Detachments. None.

3. Mission. The CU Naval Reserve Officer Training Corps (NROTC) is hosting a meet on 1-2 March 2019, in which several NROTC units will be competing in the events: Platoon and Squad Drill, Color Guard, Endurance Race, Knowledge Competition, and Rifle and Pistol Competition. This meet will instill pride in MIDN for their service, establish camaraderie with future coworkers, and establish a strong Esprit de Corps.
4. Execution

a. Commander’s Intent

(1) Purpose. The primary focus of this event is to provide a fair and challenging environment that encourages camaraderie in future naval officers, provides a facet for fellow midshipman to exercise their leadership abilities and communication skills, and reinforce the value of tradition in both the Marine Corps and Navy through events such as drill and color guard.

(2) Endstate. All participants in the 2019 Colorado Meet will take part in a challenging, fun, and productive competition. This competition will build camaraderie and practicing valuable military skills.

b. Concept of Operations

(1) On 1-2 March 2019, the Colorado Meet staff, along with the battalion leadership, will successfully execute the events of the Colorado Meet. The execution of the event will be broken up into 3 phases: (1) Organization and Preparation, (2) Event Execution, (3) Conclusion and Awards.

c. Scheme of Maneuver

(1) Phase 1: Organization and Preparation. Teams will be expected to prepare throughout the year in preparation for their respective events. Additionally, all facilities and resources will be reserved in advance and prepared for the competition. Participating schools will need to register no later than February 1st. See enclosure (2) for a detailed procedure of how this should be conducted. Prior to arrival, schools need to contact their respective liaisons.

(2) Phase 2: Conducting the events

(a) 28 February 2019 - First teams arrive, meet their liaisons, and check into their hotels.

(b) 1 March 2019 - Remaining teams arrive, meet their liaisons, and check into their hotels. Shooting events
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will begin in the morning. Optional practice facilities will be available for drill related events.

(c) 2 March 2019 - All competitions will take place from 0600-1400. At the conclusion of the E-Race, Overall team results will be announced at the awards ceremony. All scores will be finalized by 1430.

(3) Phase 3: Conclusion and Awards. Following the conclusion of the final event, an awards ceremony will be held in the Glen Miller Ballroom, see Enclosure (4). After the award ceremony there will be a social for all the schools to interact. See Enclosure (5) for more details. See Enclosure (3) for a detailed breakdown of overall team scoring.

d. Tasks

(1) Meet OIC. The Meet OIC will oversee the overall coordination of events and assurance of fair competition.

(2) Meet AOIC. The Meet AOIC will assist in the successful conducting of the competition while supporting the OIC with their tasks.

(3) Drill OIC. The Drill OIC will is in charge of coordinating the drill and color guard competition. The Drill OIC will also be the point of contact for team captains regarding drill events.

(4) Endurance Race OIC. The Endurance Race OIC is responsible for the safe and fair execution of the race. The Endurance Race OIC will also be the point of contact for team captains regarding specific details of the race.

(5) Knowledge Team OIC. The Knowledge Team OIC is in charge of preparing and conducting a fair knowledge competition.

(6) Shooting Competition OIC. The Shooting Competition OIC is responsible for enforcing safe practices at the range as well as fair competition in both the pistol and rifle course of fire. The Shooting Competition OIC will also be the point of contact for team captains regarding shooting events.

(7) Hospitality OIC. The Hospitality OIC is responsible for reserving spaces for the social, coordinating
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catering services and informing the teams of pertinent information regarding their stay in Boulder. This document will provide helpful information for teams when they are reserving their accommodations in Boulder.

(8) Supply OIC. The Supply OIC will oversee all of the CU Naval ROTC gear and equipment. During the execution of the meet they will supervise the usage and tracking of the gear checked out to teams for competition. In addition, they will insure that all gear is returned.

(9) Public Affairs Officer (PAO). The PAO will be responsible for documenting the event, in the form of pictures and video.

e. Coordinating Instructions.

(1) Each event specific OIC will be in direct contact with MIDN 2/C McLaren and MIDN 2/C Stetz via cellphones to address any questions and report potential problems.

(2) Team captains from each school will be in direct contact with the appropriate OIC for each event through face to face communication, email, or cellphones when needed.

5. Administration and Logistics

a. Administration

(1) Transportation. Every school is responsible for their own transportation to and from the events. For shooting competitions, teams will have to organize personal transportation in order to transport necessary gear and participants to Boulder Police Department.

(2) Medical. In case of any medical emergency, self-aid and buddy aid will be utilized. Any individual with a medical condition that cannot be handled in such a fashion will be transported to the nearest medical facility for treatment. See the event specific LOIs for the Operational Risk Management sheets. See Enclosure (1) for a map to the nearest hospital. See Enclosure (6) for a detailed MEDEVAC plan.
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b. Logistics

(1) Supply. There will be a catered meal for lunch on 2 March 2019. All other food sources need to be procured by the schools. The evening social on 2 March 2019 will have cheap dinner for sale. Any dietary restrictions must be met by the individual with the specific restriction. Each unit will find their own lodging. CU will not coordinate lodging and will not allow participants to sleep in the Battalion Spaces.

(2) Uniforms. See respective event LOIs for specific uniform instruction. All HQ volunteers will wear unit polo and khakis. The awards ceremony will preferably be conducted in unit polos and khaki pants. If units do not have polos, then proper civilian attire will be worn.

(3) Gear. See respective event LOIs for details regarding necessary gear.

6. Command and Signal

a. Command. OIC MIDN 2/C McLaren and AOIC MIDN 2/C Stetz will be in the command center and will be reachable by cell phone or radio at all times. Any significant emergencies will be reported up to the Staff OIC, Gunnery Sergeant Stockman. A log book will be maintained always to ensure that everything is in good order. Each event OIC will be responsible for assigning one volunteer to oversee scoring of their event. This individual will be responsible for receiving and marking scores.

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

(1) Point of Contact

(a) MIDN 2/C McLaren (Meet OIC):
Alexander.mclaren@colorado.edu
(810) 923-7545

(b) MIDN 2/C Stetz (Meet AOIC):
Hugo.stetz@colorado.edu
(619) 846-8415
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(c) GySgt Stockman (AMOI):
Anthony.Stockman@colorado.edu
(317) 519-0423

[Signature]

A. W. McLAREN
1. Each emergency shall be assessed on a case by case basis. Injuries should be treated at the lowest level possible. Injuries will be categorized into tiers. The tier will determine the protocol that will be followed and how the overall meet will be affected.

Tier 1: Catastrophic injury that requires flight for life, ambulance or equal emergency procedure. This injury cannot be solved by anyone other than a highly trained medical professional. In the event of a Tier 1 injury, the event will be postponed indefinitely. All personal involved in the event will evacuate the building, go back to a rendezvous point, and muster at the buffalo statue directly outside the stadium for a head count. The first responder will have responsibility at the scene and will direct emergency services.

Tier 2: Injury that is severe enough to cause loss of consciousness and/or justify a hospital visit. Tier 2 injuries are not life-threatening. The individual will be evacuated from the course or building and driven to the nearest hospital with a government vehicle, see above. If a major bone (i.e. femur, skull or sternum) is broken, then the individual will be taken to the hospital via ambulance.

Tier 3: Injury is not severe enough to justify a hospital visit. This injury is able to be treated with the on-site first aid kit. There will be appropriate first aid supplies at all events and more extensive supplies at the command center.
*All injuries that occur over the course of the day will be reported to the Meet OIC directly. Below are helpful emergency numbers for schools to have upon arrival.

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

Foothills Hospital: 303-415-7000
Registration and Payment Procedure

1. Email alexander.mclaren@colorado.edu indicating your intention to compete as well as the teams that your school will be fielding.

2. Between 1 February 2018-15 February 2018 send registration fees via check made out to the following:
   a. CU NROTC, Gate 5, Room 135,374 UCB Boulder Colorado, 80309-0374

3. Once payment is received, registration will complete and finalized which will be indicated by a confirmation email.

4. Event Pricing:
   -Pistol: $180
   -Rifle: $180
   -Endurance Race: $85
   -Color Guard: $85
   -Squad Drill: $85
   -Platoon Drill: $85
   -Knowledge Team: $85
Overall Scoring Breakdown

1. Teams will be scored individually during each competition. All events are weighted equally in each school's overall score.

2. Only teams that get first, second, or third in a competition event will be given points.

3. The school with the highest number of total points at the end of the competition will be Colorado Meet Champions.

4. Below is a schematic showing how much each placing is worth.

<table>
<thead>
<tr>
<th>Place</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>12</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

Example: If the University of Colorado scores 1st in Color Guard and Platoon, 2nd in Pistol and E-Team, and 4th in Squad Drill and Rifle, the school will receive a score of 36.

- 1st places=24 points
- 2nd places=12 points
- 4th places=0 points
Registration Deadline: February 1st

<table>
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<tr>
<th>Plan of the Day</th>
<th>28 FEB 2019</th>
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<tbody>
<tr>
<td>Time</td>
<td>Event</td>
<td>Location</td>
</tr>
<tr>
<td>0700</td>
<td>Gear Inventory</td>
<td>Fieldhouse, Rifle Lockers and Wardroom</td>
</tr>
<tr>
<td>1530</td>
<td>Battalion Brief</td>
<td>MUEN E050</td>
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<table>
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<th>Plan of the Day</th>
<th>01 Mar 2019</th>
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<tbody>
<tr>
<td>Time</td>
<td>Event</td>
<td>Location</td>
</tr>
<tr>
<td>0700</td>
<td>Shooting Preparation</td>
<td>Gate 6</td>
</tr>
<tr>
<td>0745</td>
<td>Shooting Teams Arrive</td>
<td>Boulder Police Department Range</td>
</tr>
<tr>
<td>0800</td>
<td>Shooting Competition Begins</td>
<td>Boulder Police Department Shooting Range</td>
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Enclosure (4)
<table>
<thead>
<tr>
<th>Time</th>
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<tr>
<td>1800</td>
<td>School Check-In Begins</td>
<td>Wardroom, Gate 6</td>
<td>Each school will send one representative to check-in and confirm all the teams competing in the meet.</td>
</tr>
<tr>
<td>2000</td>
<td>School Check-In Ends</td>
<td>Wardroom, Gate 6</td>
<td>All schools that will be later than this must contact MIDN 2/C Mclaren to set up an individual check-in.</td>
</tr>
<tr>
<td>2000</td>
<td>OIC Briefs</td>
<td>Stadium Room 140</td>
<td>General briefs given by each Event OIC and the meet OIC to give a final summary of the event.</td>
</tr>
<tr>
<td>2000</td>
<td>Cut-off time for Shooting Competition</td>
<td>Boulder Police Department</td>
<td>The shooting competition will be finished by this time and no later.</td>
</tr>
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</table>

Plan of the Day 02 Mar 2019

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<th>Event</th>
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<tr>
<td>0500</td>
<td>E-Race Preparation</td>
<td>Gate 6</td>
<td>All volunteers for the E-Race will muster outside Gate 6 to prepare for the E-Race.</td>
</tr>
<tr>
<td>0600</td>
<td>E-Race Begins</td>
<td>CU Student Recreation Center</td>
<td>Reference the Endurance Race LOI to see all details.</td>
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<tr>
<td>0600</td>
<td>Drill Preparation</td>
<td>Gate 6</td>
<td>All Drill volunteers and staff will muster at Gate 6 to gather gear and prepare for the event.</td>
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<tr>
<td>0700</td>
<td>Drill Events Begin</td>
<td>Champion Center</td>
<td>Color Guard, Squad Drill and Platoon Drill will all begin simultaneously.</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
<td>Location</td>
<td>Notes</td>
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</tr>
<tr>
<td>0700</td>
<td>Shooting Competition Preparation</td>
<td>Boulder Police Department Shooting Range</td>
<td>All staff and volunteers will arrive to prepare for the competition.</td>
</tr>
<tr>
<td>0800</td>
<td>Shooting Competition Resumes</td>
<td>Boulder Police Department Shooting Range</td>
<td>Reference Shooting LOI</td>
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<tr>
<td>1100</td>
<td>Catered Lunch</td>
<td>CUNROTC Wardroom</td>
<td>E-Race participants have priority for receiving lunch after finishing the race. Lunch will begin at 1100 and end at 1430.</td>
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<tr>
<td>1500</td>
<td>Endurance Race Drop-Dead Times</td>
<td>CU Boulder</td>
<td>Reference individual LOIs for specific end times. All competitions, excluding rifle/pistol, will be concluded at this time.</td>
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<tr>
<td>1550</td>
<td>Rifle/Pistol Drop Dead Times</td>
<td>Boulder PD Range</td>
<td>All teams will be done shooting and all gear will be accounted for by this time.</td>
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<tr>
<td>1730</td>
<td>Awards Ceremony</td>
<td>Glen Miller Ballroom</td>
<td>See Enclosure (5)</td>
</tr>
<tr>
<td>1930</td>
<td>Evening Social</td>
<td>The Connection</td>
<td>See Enclosure (6)</td>
</tr>
<tr>
<td>2130</td>
<td>Colorado Meet Conclusion</td>
<td>Stadium Room 140</td>
<td></td>
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Enclosure (4)
Award Ceremony Procedure

1. The award ceremony will occur between 1730-1900.

2. The award ceremony will be held in the Glen Miller Ballroom in the University Memorial Center. A slideshow of the events will play as participants mingle.

3. Schools will sit as a team.

4. Each Event OIC will give a short speech and then go into the awards for 1<sup>st</sup> through 3<sup>rd</sup> place. Then, the meet OIC will give a small speech and award the overall meet champion with a trophy and recognize 2<sup>nd</sup> and 3<sup>rd</sup> place.

5. The awards ceremony will preferably be conducted in unit polos and khaki pants. If units do not have polos, then proper civilian attire will be worn.
Social

What:
Each year, the Navy ROTC unit hosts an event to celebrate victories and come together after a weekend of hard work after the Colorado Meet. All participating schools are invited to the festivities for a chance to meet midshipmen and staff from other battalions, as well as relax with members of their own community. While it is not required, the social is an excellent way to make connections and have a great time.

Where:
The Social will be hosted at The Connection, housed within the University of Colorado’s ‘University Memorial Center’. The venue is located on campus, just a short walk from the unit spaces. The Connection features several bowling lanes and arcade tables, as well as a bar and small concessions stand. Please see below for a map of campus with directions to the venue.

When:
The social will begin at 1930 and end at 2130 on 02 March 2019. Members of visiting units are welcome to come and go as they wish, and do not need to let us know if they will be coming in advance.

Details:
We will be renting eight lanes and four billiard tables for the duration of the social. Renting shoes and purchasing bowling games are costs that will be covered by CU’s unit. We do, however, encourage participants to bring their own money if they would like to purchase food from The Connection. Alcoholic beverages can be purchased (strictly for those over the age of 21), including beer, wine, and hard cider. Please note, the staff of The Connection recommends only 2-3 drinks each hour, but 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 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 minors.
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<th>Training Topic / Event / Stop (T)</th>
<th>Hazard and Root Cause (G)</th>
<th>Potential Consequences (C)</th>
<th>Type of Control (C1)</th>
<th>Implement Controls (C2)</th>
<th>Proactive Measures (C3)</th>
<th>Note / Review / Feedback (C4)</th>
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