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

Subj: COLORADO MEET KNOWLEDGE COMPETITION LETTER OF INSTRUCTION

Encl: (1) OPERATIONAL RISK MANAGEMENT  
(2) COMPETITION LAYOUT  
(3) TIMELINE  
(4) SAMPLE QUESTIONS  
(5) MAP TO OLD MAIN

1. Orientation. The Knowledge Competition will take place in the Old Main Chapel on University of Colorado Campus.

2. Situation. To host a fair and intellectually challenging Knowledge Competition between NROTC Battalions across the United States at University of Colorado-Boulder on 2 Mar 19, in the Old Main Chapel, starting at 0700.

3. Mission. From 0700 to 1200 2 March 2019, CU NROTC will conduct the 2019 Colorado Meet Knowledge Competition in order to challenge all participants in their mental and professional military bearing and develop professionalism and knowledge skillsets of NROTC Midshipmen.

4. Execution
   a. Commanders 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. The NROTC participants will come to the event organized into squads. Squads must show up no later than twenty minutes prior to their designated start time and will check in with the Knowledge Competition AOIC. Squads will consist of four midshipmen: at least one Navy option midshipman and at least one Marine option midshipman must be a part of the team in order for the team to participate. A maximum of one active duty MECEP or OC is allowed, but not required. This includes everything from preparation to execution of the Knowledge Competition. Each squad will face a variety of intellectual challenges that will require a coordinated unit effort in order accomplish. Proctors and event staff will monitor the competition.

c. Tasks

(1) All participants. Make sure you have the minimum specified gear. See enclosure (2) for required gear. Make sure you have reviewed and understood all documents including the LOI and any other attached forms.

(2) Squads. Appoint team captains No Later than 23 February 19 and provide name to event coordinator CU NROTC. This individual will represent your squad at all introductory meetings and will be your source of any follow-on guidance and information.

(3) Appointed Team Captains. Once appointed, you will be responsible to ensure all of your assigned squad members are prepared for the competition. You will need to ensure your teams are assembled and positioned at the appropriate time. All event tasks will be disseminated through the squad leaders.

(4) Knowledge OIC CU NROTC. Ensure all required documents are given in a timely manner prior to the start of the competition. Knowledge OIC is responsible for all email, correspondence and communication to teams.

(5) Knowledge AOIC CU NROTC. Ensure the Knowledge Competition runs according to a strict itinerary and that all proctors and teams are staged properly. AOIC will also communicate team scores.

(6) Proctors. Ensure each round of the Knowledge Competition is fair and conducted in a professional and timely manner. Proctors will monitor each round and keep score of the teams competing.
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(7) **Scorekeeper.** Scorekeeper is responsible for calculating final scores and assisting AOIC in communicating scores.

(8) **Competing Members.** Ensure you are in proper uniform and that you show up on time to the Knowledge Competition.

d. **Coordinating Instructions.**

(1) See event timeline page for additional timing information.

(2) Uniform will be khakis with only nametags.

(3) Fees - Teams will be charged $85 in order to cover event costs.

(4) The competition environment will be a classroom setting, where teams are positioned equidistant from each other. Knowledge questions will be projected on a screen for everyone to see clearly.

(5) Check in - Each team will check in via email no later than 1900 on Friday, 1 March 19. Email check in will confirm the team’s arrival and understanding of the Knowledge Competition. See OIC and AOIC contact information under **Point of Contact.**

5. Administration and Logistics

a. **Administration**

(1) **Proctors.** There will be four proctors: one MECEP and three upper-class midshipmen. The MECEP proctor is responsible for moderating the competition while three of the midshipmen will monitor the integrity of the competing teams.

b. **Logistics**

(1) **Supply.** CU NROTC Supply OIC will ensure all competition equipment is provided.

6. **Command and Signal.**

a. **Command.** OIC MIDN 3/C Conroy and AOIC MIDN 3/C Vanlangendonck will be reachable via cell phone at all times.
b. **Signal** Cell Phones will be used by all event staff in order to reach COC as deemed necessary.

(1) **Point of Contact.**

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

(b) Midshipman 2/C Stetz (Meet AOIC):
hugo.stetz@colorado.edu
(619) 846-8415

(c) MIDN 3/C Conroy (Knowledge Competition OIC):
etco0985@colorado.edu
(720) 648-2021

(d) MIDN 3/C Vanlangendonck (Knowledge AOIC):
zava6764@colorado.edu
(813) 751-5078

_/A. W. MCLAREN_
OPERATIONAL RISK MANAGEMENT SHEET
Mishap Probability and Hazard Severity

<table>
<thead>
<tr>
<th>Initial RAC Totals:</th>
<th>Residual RAC Totals:</th>
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You must initial "New Signature" to sign the document. A dotted line will be displayed on the right side of the document. Put the names on the displayed line that you are signing for. Click on the dotted box above and another box will be displayed. Click "OK", then enter your names and the text is displayed when the box is filled. Your signature should never be displayed on the box and it will automatically move to the document.

PROBABILITY MAT Exchange:

- CRITICAL (9): Immediately or within a short period of time. Expected to occur repeatedly in an individual's work or service. A serious fire or explosion.
- OCCASIONAL (3): Occasionally to occur in time. Expected to occur every year in an individual's work or service. A minor fire or explosion.
- MODERATE (2): Unlikely to occur in time. Unlikely to occur. Possibly for the same time as an individual's work or service. A minor fire or explosion.
- INCONSEQUENTIAL (1): Unlikely to occur in time. Unlikely to occur, but possible in the same time as an individual's work or service. A minor fire or explosion.

Per OPM/NISS 900.75 series, an assignment of any initial risk assessment code (RAC) of 1 or 2, as well as an assignment of RAC 3 in severity 1/2 (death of loss of use or equipment), the "probability" of an injury or loss to "severe injury" or "death" will be considered High Risk Rating. Populace automatically on Initial RAC chart under RAC.

Enclosure (1)
COMpetition Layout

(Competition Structure) Questions are projected onto a screen for teams to read. After five seconds, teams can hit their buzzer indicating they have an answer. The team that hits their buzzer first will be able to answer, and if they are wrong the question will go to the next team that hits their buzzer. There will be 30 questions per round with 15 seconds to answer. Points will be awarded to teams based on questions answered correctly. Questions may appear in the form of one or more sentences, or a picture of an identifiable object projected onto the screen. Two points will be awarded if the team answers correctly and one point will be deducted if the team answers incorrectly. One point may also be deducted per question if a team loses military bearing. All questions asked will be from the Blue Jackets Manual 25th Edition or The Historical Atlas of the U.S. Navy.

(Advancement) The competition will begin with three groups of four. The top two teams from each group will continue to the second round with two groups of three. The top two teams from these groups will then continue to the third round with two groups of two. The winners of each group in round three will continue to the final round. The top three teams will be determined based on total points accumulated during each round.

(In Case of a Tie) In the case of a tie, each group of tied teams will compete in separate tie-breaker rounds, with additional questions for these respective situations.
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<th>Time</th>
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<tr>
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<td>Check in</td>
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<tr>
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<td>First match</td>
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<td>Second match</td>
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<td>Finals begin</td>
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<td>1115</td>
<td>Finals end</td>
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SAMPLE QUESTIONS

These are questions that could appear in the competition or share a similar format. The questions asked will not be limited to these.

What is the fourth General Order of the Sentry?

What is the fifth Article of the Code of Conduct?

Describe the following Aircraft Designations
VFA
SH
EA

Identify the following Naval ships/boats
SSN
SSGN
SSBN
DDG

Identify and be familiar with images of the following Marine Corps Vehicles

M1A2 Abrams Main Battle Tank
High Mobility Multipurpose Wheeled Vehicle (HMMWV)
All-Terrain Vehicle
Buffalo Mine Protected Route Clearance Vehicle
Cougar 4x4 MRAP
LAV-25 Light Armored Vehicle
Other vehicles

Identify the ranks in the Navy

Identify the ranks in the Marine Corps

Identify the person who said: “Damn the torpedoes, full steam ahead!”