

DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICER TRAINING CORPS
MIDSHIPMAN BATTALION
6823 ST. CHARLES AVENUE
NEW ORLEANS, LA 70118-5698

1300
Operations
16 OCT 2024

From: Midshipman Battalion Operations Officer
To: Tulane Naval Reserve Officers Training Corps (NROTC) Battalion

Subj: LETTER OF INSTRUCTION FOR THE BATTLE OF NEW ORLEANS JROTC DRILL MEET 2024

Encl: (1) 2024 JROTC Supply List
(2) Monetary Request from Midshipman Funds
(3) 2024 JROTC Drill Meet ORM
(4) 2024 JROTC Drill Meet Timeline
(5) 2024 Yulman Stadium Layout
(6) 2024 Job Assignments JROTC

1. Situation. Every year, the Tulane Naval Reserve Officers Training Corps (NROTC) Battalion organizes and executes a drill to meet the standards of the National Junior Reserve Officers Training Corps (JROTC) Organization. This drill meet will be held on 26 October 2024 and is an Area 08 qualifying drill meet for those JROTC units participating.

2. Mission. The Tulane NROTC BN will organize and conduct a safe and efficient drill meet, providing a rewarding experience for the JROTC cadets participating. This event will allow the MIDN of the Tulane NROTC to hone their leadership skills while hosting and judging the drill to meet the standards set forth by the National JROTC Organization.

3. Execution

a. Commander's Intent

(1) Purpose. To execute a safe and effective drill meet while providing the MIDN of Tulane NROTC with leadership opportunities vital to their future success in the fleet.

(2) Method. The JROTC Drill meet will be carried out by the MIDN and staff of the Tulane NROTC BN. The MIDN will serve in various roles in order to conduct a successful drill meet. The participants of the drill meet will be JROTC units located in Area 16.

(3) End State. Provide a rewarding and impressive drill meet for JROTC units to participate in. JROTC cadets and instructors should leave with a positive impression of our unit and our drill meet. Additionally, MIDN will improve upon their leadership ability through their specific roles during the JROTC drill meet.

b. Concept of Operations

(1) Scheme of Maneuver. Members of the BN will aid in the support and execution of the drill meet. Operations Department will be responsible for planning the drill meet. Execution of the support and competition portions of the drill meet will be delegated to the Administration, Supply and Operations Departments. Within each department, tasks will be delegated through the chain of command to individual divisions/squads, which will work as a unit to execute their task, with the exception of personnel assigned to other groups to accommodate staffing needs.

(a) Administration Department.

1. Recruiting Division.

a. Prepare for and execute recruiting elements of the drill meet.

b. Run a table to field all questions about the unit and NROTC to schools. Be prepared to answer all queries about the application process.

2. Academics Division.

- a. Process all scores received over to tabulations.

(b) Supply Department.

1. Finance Division.

- a. Process all financial budget requests related to the drill meet.
- b. Check in schools arriving at the drill meet, accept indemnity forms and payments.
- c. Purchase trophies for drill meet events.

2. Supply/Wardroom Division.

- a. Prepare and sell concessions for all personnel in attendance.
- b. Prepare for and execute on all pre order forms.

(c) Operations Department.

1. Planner Squad.

- a. Responsible for the delegation of tasks oriented towards planning before the day of execution of the drill meet.
- b. Provide guide services to all participating schools to include: communication and information leading up to the drill meet once registration is submitted and guiding the school on the day of the drill meet. Escort schools to their seating and staging locations within the stadium. Answer any and all questions about Tulane's campus.

2. AT/FP Squad.

- a. Coordinate all logistical support for the drill meet.
- b. Coordinate all approvals needed for the drill meet to be executed; Yulman Stadium, Police Security, Concessions, etc

3. Athletics OIC.

- a. Prepare for and execute the athletics portion of the drill meet under the supervision of the PTI/PltSgt, with staffing support from the battalion, to include: the field meet competition, individual knockout, and tug of war.

4. Judges OIC.

- a. Provide judging for all drill competition events featured in the drill meet, including personnel inspection, unarmed basic, armed basic, unarmed exhibition, armed exhibition, color guard, and tandem exhibition.

5. Set Up/Clean Up OIC.

- a. Set up shall be an all hands effort led by OIC MIDN 2/C Mounts.
- b. Athletics set up shall be led by OIC MIDN 2/C Yeomans.
- c. Clean up shall take place as events are completed, as supervised by each event's OIC.
- d. Final clean up shall be an all hands effort, led by OIC MIDN 2/C Mounts, to be terminated when drill meet facilities are completely clean.

(d) Coordinating Instructions.

1. Safety.

a. Tulane policy states that Tulane Emergency Medical Services (TEMS) is the EMS provider for Tulane students and guests.

b. Perform Check, Call, Care (CCC) and report any casualties to the MIDN Operations Officer, the Assistant Marine Officer Instructor (AMOI), the Marine Officer Instructor (MOI), and the ADS.

c. In the event of a casualty, self-aid is practiced first, followed by buddy-aid, followed by TEMS, if necessary.

d. In the case of extreme emergency, TEMS will be called by the MIDN Operations Officer, the MIDN CO, or the ADS.

2. Weather.

a. In the case of rain:

1. Color Guard will be moved into the Navy Building.

2. Armed Exhibition will be cancelled.

3. Armed Basic will be cancelled.

4. Tandem Exhibition will be cancelled.

5. Running events will be cancelled.

6. Inspection, Armed and Unarmed Basic, and Unarmed Exhibition will continue until weather becomes too dangerous to continue.

b. If the weather becomes too dangerous to continue, each school will move to their assigned location along with their guide. Word will be passed through the guides regarding the situation and updated status of the drill meet. The drill meet will be modified based upon weather reports received at the time of foul weather. These modifications may include but are not limited to:

1. Postponement of drill events until weather subsides.

2. Cancellation of remaining events if weather will not subside.

c. In all of these cases, the drill meet will be scored based upon which events were able to be fully completed by the participating schools.

3. Uniform of the Day (UOD). MIDN's UOD will depend on their respective roles. OICs will pass down their respective UODs. The UODs of each position are as follows:

a. The Guides and Runners UOD will be MARPATs and NWUs.

b. The Concessions UOD will be slacks and polo.

c. The Athletics UOD will be Boots-and-Utes.

d. The Judges and Recruiting OIC will be in khaki uniform.

4. Administration and Logistics.

a. Transportation.

(1) All crosstown students will get together to plan out their transportation plan in personally owned vehicles (POV). The Admin Department Head will verify that crosstown MIDN have rides.

(2) All JROTC units are responsible for their own travel to and from the drill meet.

5. Command and Signal.

a. Signal.

numbers include: (1) Personal cell phones will be used. Pertinent phone

a. Operations Officer: MIDN 2/C Bartels: 908-297-6383.

b. Admin Department Head: MIDN 1/C Allmon: 904-322-1182.

c. Supply Department Head: MIDN 2/C Mounts: 757-202-5295.

b. Command.

(1) Succession of Command.

a Commanding Officer: MIDN 1/C Lewis: 972-342-9787.

b Executive Officer: MIDN 1/C Swinkle: 773-562-4693.

c Operations Officer: MIDN 2/C Bartels: 908-297-6383.

6. Go/No-Go Criteria.

a. Extreme Weather.

b. Minimum of six (6) schools participating.

A handwritten signature in cursive script, appearing to read "L. Bartels".

L. Bartels