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From the desk of  
**CPT Paul W. Riley**  
*Battalion Executive Officer*

SIR -

THIS IS THE MOI FOR THE  
ASTP VISIT. I THINK IT IS  
ABOUT 90%. I STILL NEED THE  
SET-UP PLAN TO BE INCLUDED AS  
ENCLOSURE 2. FOR YOUR REVIEW.

V/R

PD

**DEPARTMENT OF THE ARMY**  
**Department of Military Science**  
**Providence College**  
**Providence, RI 02918**

ATOA-ARI-PC

14 February 2001

MEMORANDUM FOR Cadre, Staff, and Cadets of the Patriot Battalion,  
Providence College, Providence, RI 02918

SUBJECT: Memorandum of Instruction (MOI) for the Army Specialized Training Program (ASTP) Visit

1. Purpose: To prescribe the schedule, procedures and responsibilities for the ASTP Visit for 18 May 2001.

2. General:

A. On 18 May 2001, from 1100 to 1800 hours, the cadre, staff, guests, and selected cadets of the Patriot Battalion will host the Providence College ASTP for a re-dedication ceremony and commissioning.

B. Timeline(18 May 2001):

1030 hrs – ASTPers arrive at Grotto

1100 hrs – Re-dedication of ASTP memorial plaque

1130 hrs – Lunch in the Soft Lounge at the Slavin Center *reserved yet?*

1300 hrs – Tour of ROTC facilities *Supply in Key*

1600 hrs – Commissioning Ceremony

1700 hrs – Reception

1800 hrs – ASTPers depart the area

3. Responsibilities:

A. Detachment Taskings will be IAW encl. 1 to this MOI.

4. Coordinating Instructions:

A. Uniform:

1) Cadre and MS IVs: Dress Blue with for-in-hand tie

2) MS III: Class Bs

3) MS I, II, Civilians: Appropriate attire

↖ BDU's?

*INCLOSURE  
in the  
PMT*

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B. Lunch:

- 1) 10 Cadets will attend the lunch with the ASTPers. The cost of Lunch will be compensated by the department for all cadets. ✓
- 2) Maximum cadre participation is expected for the lunch understanding that other events must be coordinated.

C. Facilities:

- 1) The Grotto is reserved for set-up at 0900 hrs on 18 May 2001. A rehearsal will begin at 0900hrs.
- 2) Physical plant coordination and set-up diagram to be submitted.
- 3) Audio-visual support will be available for rehearsals and ceremonies. *Requested Coord yet*

D. Milestones:

- 1) IPR#1 – 0900 hrs 9 March 2001
- 2) IPR#2 – 0900 hrs 6 April 2001
- 3) Key Leader Rehearsal – 1000 hrs 17 May 2001
- 4) Full Dress Rehearsal – 0900 hrs 18 May 2001

5. Point of contact for the ASTP visit is CPT Paul Riley (401) 865-2269.

FOR THE COMMANDER:

STEVEN T. MCGONAGLE  
LTC, EN  
Battalion Commander

1 Enclosures

1. Detachment Taskings
2. Ceremony Set-up - TBP

## **Enclosure 1**

### **DETACHMENT TASKINGS**

#### **1. LTC McGonagle:**

- OIC of Visit

#### **2. CPT Riley**

- Asst. OIC of Visit
- Coordinate visit requirements and logistics with Alumni Office
- Coordinate with invited guests
- Serve as the Narrator
- Coordinate for security support

#### **3. MAJ Corcoran**

- Participate in Lunch
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#### **4. MAJ Houston**

- Participate in lunch
- Coordinate for Providence College tour for ASTPers

#### **5. CPT Hopkins**

- Coordinate media(ie: newspaper, photos) support for the ceremony

#### **6. SGM Fortunato**

- Participate in Lunch and briefing
- Coordinate for 10 Cadets to participate in Lunch

#### **7. SFC Michaud**

- Coordinate with physical Plant for set-up of Grotto
- Coordinate for Audio-Visual Support