

DRAFT

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

RLS REVIEW
SGM ~~AK~~
S3 ~~PK~~
R00 SFH
SFC M ~~PK~~ 2/16/01

14 February 2001

ATOA-ARI-PC

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
- 1300 hrs – Tour of ROTC facilities
- 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 I, II, III~~: Class Bs *if appropriate civ attire*
- 3) Civilians: Appropriate attire

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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.

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

Enclosure 1

DETACHMENT TASKINGS

1. LTC McGonagle:

- OIC of Visit

2. CPT Riley

- PUBLISHER MOI
- Asst. OIC of Visit
- Coordinate visit requirements and logistics (i.e. SOFT LOUNGE, GROTTO)
- Coordinate with invited guests
- Serve as the Narrator

- *Coordinate w/ Security*

ANNE MANCETER-MALOCK
DIR of COMM. RELATIONS

3. MAJ Corcoran

[Signature]
- Participate in Lunch

4. MAJ Houston

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

5. CPT Hopkins

- ~~Coordinate for use of President's Dining Room~~
- Coordinate media support for the ceremony
- ~~Participate in lunch~~

*Contact v.p. Alamin Office
Joseph Bruen
at Ext 2411
Ref Plaque*

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

[Signature]