

2018 VOLUNTEER INSTRUCTIONS

Thank you for your support of the **34th Army Ten-Miler (October 7, 2018)**. Each of you will play an important role in another successful year. We have 35,000 registered runners and will continue our established tradition of excellence!

This message contains specific volunteer instructions for race packet pick-up on Friday (Oct 5th) and Saturday (Oct 6th) at the DC Armory and for race day at the Pentagon North/South Parking Lot. Please **READ IT CAREFULLY**. It is very important to adhere to the times which you are to report.

CONFIRM YOUR STATUS: Visit <http://www.armytenmiler.com>, click on *Volunteer* and then *Confirmation*.

PACKET PICK-UP

WHERE: DC Armory, 2001 East Capitol Street, SE, Washington, DC 20003

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|----------------------------|-----------------------------|
| WHEN: Friday, Oct 5 | Shift 1: 9:30 am – 2:30 pm |
| | Shift 2: 2:00 pm – 6:00 pm |
| Saturday, Oct 6 | Shift 1: 9:30 am – 12:30 pm |
| | Shift 2: 12:00 pm – 4:00 pm |
| | Shift 3: 3:30 pm – 6:00 pm |

POC: Darryl Gale - 202-631-8831

METRO: The DC Armory is easily accessible via the orange, silver and blue lines. Exit at the Stadium-Armory metro station stop. There will be no reimbursement for Metro.

DRIVING: Parking is available at the DC Armory in Lot 3. Check the DC Armory website <http://www.dcsec.com> for more information.

ATTIRE: Casual. All volunteers will be given a volunteer t-shirt to wear during their shifts. Wear comfortable shoes, as some volunteer positions may require standing for extended periods of time.

CHECK-IN: All volunteers will check-in at the Volunteer Check-In area on the first floor. There is a separate entrance for volunteers so you don't have to stand in line. The door is located to the left side of the runner entrance and it will be marked. There will be a person to check volunteers in at that door. If you registered online you will be on the list. Volunteers working BOTH SHIFTS ON THE SAME DAY will receive a meal voucher. **It is very important to adhere to the times which you are to report.**

RACE DAY

WHEN: Sunday, Oct 7 at 6:00 am. Although many volunteer jobs do not start until later in the morning, it is important to arrive on time to ensure that all volunteers are in place before runners start arriving. If required resources will be shifted. Volunteers for Garment Check volunteers report at 5:30 am to Metro Lower Bus Terminal. All volunteers for water stations report NLT 6:00 a.m. to their locations.

WHERE: Check-in – Metro Lower Bus Terminal at Garment Check Left of Station “A” (Pentagon South Parking Lot) for the following assignments: Garment Check, Start Line Seed Monitors.

Start Line Seed Monitors pick up Vest, Megaphones, and Caps at the above check-in. Please return the megaphones and vest but the cap is yours to keep.

North Parking Lot Lane 63 (At Shuttle Bus Stop) for the following assignments: Volunteer Check-In / Lost & Found, Awards, Coin Distribution, Food, Floater, Youth Run/Activity Zone, Hooah Tent Zone, Runner Finish Corral, Result Posting, and Finish Line.

TRANSPORTATION TO NORTH LOT: Shuttle Buses will run 4:00 a.m. – 7:30 a.m. and 8:30 a.m. – 1:00 p.m. The shuttle is for all volunteers/spectators. Shuttle is in the Pentagon South Parking Lot in Lane 19 along Fern St across South Rotary Road in the Pentagon South Parking Lot..

Wristbands will be given out at the time of Volunteer check-in. The wristbands will grant access into the Start/Finish line areas. **WRISTBANDS ARE TO BE WORN AT ALL TIMES.**

METRO: Metro will not open until 6:00 am on race day. There will be no reimbursement for Metro. Please note that Volunteer Check-In is at 6:00 am so alternative transportation is recommended. For additional transportation information go to <http://armymtenmiler.com/hotel-travel/travel.cfm>.

DRIVING: Use <http://www.mapquest.com> to obtain driving directions **to the Pentagon**. The destination address is S Fern St. and Army Navy Drive, Arlington, VA 22202. Free parking for volunteers will be located off Army Navy Drive in the **Pentagon Hayes Street Parking Lot**, which is within walking distance of the Pentagon South Parking Lot at Eads Street and South Rotary. **A parking pass is required. To obtain a parking pass, visit ATM website under VOLUNTEERS (click on the link marked parking pass).** Carpooling is recommended because Metro will not open until 7:00 am and parking is limited. There is NO parking in the South or North Pentagon Parking Lot.

ATTIRE: Casual. All volunteers will be given a volunteer t-shirt to wear during their shifts. Please be prepared for cold or inclement weather. Wear comfortable shoes, as some volunteer positions may require standing for extended periods of time.

GENERAL CHECK-IN: SEE ABOVE FOR EXCEPTIONS Unless otherwise noted, all volunteers check-in at the Information/Volunteer Tent in Lane 63 of the North Pentagon parking lot at 6:00 a.m. A light snack and water is available at the Food Tent (Lane 55). Please stop by before going to your area. If you want hot drinks, please bring your own. Garment Check Volunteers report at 5:30 am to Garment Check (Metro lower bus terminal- South Pentagon Parking Lot)

ON-COURSE WATER POINTS CHECK-IN: Volunteers for on-course water points will check-in with their points of contact (POC) at their water point locations. **Volunteers should be in place NO LATER THAN 6:00 am.** The POC for the groups should notify the Officer In-Charge (OIC) of the soldiers upon their arrival.

Water Station 2 – On Route 110 (North Lane Right Side) before the exit to Route 66

OIC: The Old Guard (TOG) TBD

POC: Charlene Lockett, Woodrow Wilson High School JROTC

POC: Shay Cook, SaveAndInvest.org

POC: Trishana Thomas, National Society of Pershing Angels, Company G-8-5

POC: Tom Oettinger, Technomics

Band: The US Army Band (TUSAB)

Water Station 4 – On Independence Ave (West Bound) Between Ohio and Above Daniel French Drive (On one side) DO NOT BLOCK DANIEL FRENCH DRIVE

OIC: TOG

POC: Donna Meek, HP Enterprise

POC: Stephen Chong, Georgetown University SoM MMIG

POC: Erik Baldwin, Kaiser Permanente

POC: Kimberly Waddell, Heart On a Mission

Band: The US Army Band (TUSAB)

Water Station 6 – On East Side of 14th St. (Dep. Of Agriculture) north and south of C St.

OIC: Jason Markzon, Grant Thornton

POC: Ralph Cooper, Parkdale High School JROTC
POC: Seam Mahon, BAE Systems FLDP
POC: Michael Lee, Omicron Chapter of Chapter Lambda Chi Military Fraternity Inc.
POC:
Band: Paul VI High School

Water Station 8 – On Army Navy Drive at Eads Street (Virginia).

OIC: TBD
POC: Kirby Massengale, Ernst and Young
POC: LTC Patrick McNutt, 7250th U.S. Army Hospital
POC: Emily Christianson – momsRUNthis town
POC:
Band: King's Park Band

START AND FINISH WATER POINTS CHECK-IN: Check in at 6:00 am at Information/Volunteer Tent in Metro Lower Bus Terminal of the South Pentagon parking lot. After checking-in, report to the Start Line water on Pentagon South Parking Lot, (Aberdeen Proving Ground).

SECURITY (Race Day): In each of the areas there will be a POC military/civilian that will have a responsibility to maintain communication back with the Military District of Washington Tactical Action Center (TAC). If you are unable to locate the POC the number to reach the MDW TAC is **337-802-0517 (Chris)**.

To report ANY SUSPICIOUS ACTIVITY call 703-222-7006. This number rings at the Unified Command Center

Please wear the volunteer wristband at all times.

Note: I do request your attention to all reporting times for the DC Armory and on race day at the Pentagon and the course. It's best to have the one reporting time on race day in lieu of staggered time because of limit traffic movement as the morning progresses. I would request that if you have not done so look over the ATM website to get a better understanding of the event and who you are supporting.

On course water stations - after the last runner and trail vehicles have passed the break down will start of each area. There will be a trash compactor vehicle to collect all of the trash. Once the area has been cleaned the OIC will release all personnel. Please pay attention to all parking restrictions and do not park along any grass areas. Please print a copy of parking pass (ON WEBSITE) and place it in your vehicle.

The water stations will be located along the streets and tables will be set up along the streets. The streets early in the morning will be open to traffic and there will be a police vehicle but still use caution.

Throughout the entire weekend think safety in all that you do.

Additional Instructions: COIN DISTRIBUTION: It is very important that each volunteer remain at the exit point in the Runner Finish Corral Coral. Do not walk out among the runners to pass out the coins. We have a limited supply and **one coin per runner**, no exceptions. Remove coin tag from bottom of Bib.No coins for friends who did not make the race.

PLEASE VISIT THE ARMY TEN-MILER WEBSITE – VOLUNTEER SECTION

<http://www.armytenmiler.com>

Volunteer Overview
Water Station Location with photographs
Parking Passes Course for side streets, Pentagon Hayes Street Parking Lot off Army Navy Drive
Race Course Overview
Map of the Pentagon South Parking Lot
Map of the Pentagon North Parking Lot