

2018 Volunteer Short List

This ANNEX provides basic information about the key task of the **Volunteer Positions** (soldiers and civilians).

KEY ELEMENTS FOR SUCCESS:

- Outline the various tasks by Volunteer area.
- Ensure adequate personnel to support each task.
- Identify POC for Volunteer area.
- Ensure controls to eliminate congestion.

End State: Adequate staffing to meet or exceed runner expectations and no congestion or backup at Expo or Race Day, i.e., Finish Line, Food Tents., and Garment Check.

Course Marking and Marshaling.

Mission: Conduct Course Marking and Marshaling operations, 7 0500 – 1200 Oct18, starting on Route 110 in the vicinity where Route 27 crosses over Route 110 and proceeding along the USATF certified course in order to mark the course for runners and deter breaches by motor vehicles.

Purpose: Conduct Course Marking and Marshaling operations in order to mark the course for runners and deter breaches by motor vehicles.

Key Tasks:

- Preload the cones onto trucks on 4 1100 Oct18.
- Place cones on the certified race course, coordinate placement with police jurisdictions after roads have been closed.
- Direct runners along the certified course
- Observe the movement of any pedestrians or vehicles
- Be alert for any medical and/ or security situation
- Personnel placed at strategic locations along the certified course
- Compliance with USATF Rule 243 (1A)

End State: Cones correctly placed along the certified course to guide the runners. Course Marshals in position along the certified race course in order to guide runners and report any cheating, observe the course and support the police in deterring course breaches by motor vehicles and pedestrians.

2018 Volunteer Short List

Finish Line

Mission

This ANNEX provides technical guidance and procedures for conducting Finish Line operations, 20 0500-1200 Oct 13. The Finish Line is located along Boundary Channel Drive between the two flag poles near the Pentagon North Parking Lot. All USA Track & Field finish line rules apply.

1. **Purpose:** Conduct Finish Line Operations in order to quickly pass runners through the finish line area.

Key Tasks:

- Finish Line set up NLT 0730 by ATM Contractor
- Timing equipment properly placed at Finish Line
- Prevent spectator access by limiting access to authorized personnel only
- Traffic Monitors positioned to respond to medical emergencies and clear third lane
- Avoid congestion by rapidly moving runners from the finish line to the Runners Corral at lane 52 in the Pentagon North Parking Lot.
- Pass out Finisher Coins

End State: Finishing times properly recorded secure area clear of spectators and runners quickly moved through the finish line area.

Garment Check Operations.

This ANNEX provides technical guidance and procedures for conducting **runner only** Garment Check Operations.

1. **Mission:** ATM Volunteers conduct Garment Check operations from 0600 – 1300, 11 Oct 15 at the Pentagon Lower Metro Bus Terminal in order to store runner's personal belongings in a quick and orderly manner.

2. **Commander's Intent:**

Purpose: Conduct Garment Check operations in order to provide a location for runners to store personal items during the race. Check-in and return of personal items is swift and orderly.

Key Tasks:

- Accept clear plastic bags only, no back packs
- Monitor runner traffic flow
- Prevention of runner back-up during drop off and pick-up
- Accept no known valuables
- Set-up and breakdown

2018 Volunteer Short List

End State: All runner's garment bags are stored in an orderly manner to facilitate an easy return at the end of the race. There are no lost or damaged bags and the process is simple for drop off and pick-up with little or no waiting in lines.

Hooah Tent

Mission

The Hooah Tent Zone (HTZ) is a race-day location where military units promote their Divisions through displays within the tents. The Hooah Tent Zone attracts both Soldiers and civilians alike to learn more about the various units that comprise all components of the U.S. Army.

As a Hooah tent volunteer, you'll discover the Hooah tent is more than a place. You'll find the Hooah tent creates a feeling of pride and passion you'll identify as the "Hooah Spirit." The "Hooah Spirit" is displayed through leadership, sustained performance and commitment.

Location and Schedule

The Hooah tent zone will be located in the Pentagon North Parking Lot (Lane 58). The Hooah tent will be assembled by contractors on Friday and Saturday. The coordinator will support tent occupants during set-up on Saturday. When you arrive to volunteer on Sunday (6:00 AM), do not go directly to the Hooah Tent Zone. Be sure you register at the Volunteer Check-in (Lane 61) and stand by in that area (Lane 58).

Key Task

- Providing direction to race participants and visitors
- Relaying information to coordinators on tent issues and electrical problems
- Monitoring if trash needs to be removed and contact Tent Contractor for removal

2018 Volunteer Short List

Information Tent

PURPOSE: This ANNEX provides technical guidance and procedures for conducting Information Tent Operations in support of The Army Ten Miler.

Mission: Volunteers conduct Information Tent Operations 20 0500-1200 Oct 13, at Lane 61 in the Pentagon North Parking Lot (Primary) and the Pentagon Lower Bus Terminal, next to Garment Check (Secondary) in order to provide general runner's race day information, conduct lost and found, and conduct volunteer check-in.

Purpose: Conduct Information Tent Operations.

Key Tasks:

- Operational NLT 20 0500 Oct 13.
- Staff knowledgeable of ATM layout
- Execution of Lost Child Alerts
- Volunteer Check-in
- Lost and Found
- Distribute t-shirts to Volunteers on list

End State: Volunteer check-in completed quickly and professionally. Questions about ATM from guests, volunteers and runners answered. Lost children returned to parents or guardians. Lost and found items returned to owners or George Banker (ATM Office).

2018 Volunteer Short List

Packet Pick-up (packet and race number) and Usher/ Greeter missions.

DC Armory and Hotel Operations

Mission: 3rd Infantry Regiment and Army Ten Miler Volunteers conduct Usher / Greeter and Packet Pickup missions on 18 0930-1930 Oct 13 and 19 0930-1930 Oct 13, at the DC Armory, 2001 East Capital Street, SE (adjacent to RFK Stadium) in Washington, DC. Purpose of the Usher/Greeter mission is to welcome race participants and direct them to the appropriate place/activity. Purpose of the Packet Pickup (packets and race numbers) mission is to provide a race packet and the correct race number to the correct runner.

Purpose: Successfully execute the Packet Pickup, and Usher/Greeter missions.

Key Tasks:

- Ask the runner his/her race number – direct to race number board in facility if the runner forgot their race number
- Verify name, age, and gender of runner thru his/her photo ID
- Provide a packet and the correct Bib (safety pins in packet)
- Ensure that B-Tag is affixed to back of Bib
- Direct runners to t-shirt pick-up area
- Problems or Corrections? Direct participants to the Solutions Table
- Monitor flow to prevent back up of lines
- Do not leave Bibs unattended
- Know your area and maintain situational awareness
- Breakdown and pack up of unused numbers and bags

End State: Each runner receives the correct Bib, a race packet, runner information (name/age/gender) is correct and no loss or theft of Bibs.

2018 Volunteer Short List

Recovery Operations.

Mission: Army Ten Miler personnel and volunteers conduct Recovery Operations, clean and clear the race course and support areas beginning 20 1200 Oct 13 throughout the Army Ten Miler Area of Operations in order to return the Area of Operations to owning organizations or agencies.

Purpose: Conduct Recovery Operations in order to clean and clear the race course and support areas.

Key Tasks:

- Movement/ removal of balloon arches
- Water Point clean up
- Start Line clean up
- “Pork chop” and Pentagon North Parking Lot clean up/ tear down
- Turnover to Pentagon

End State: ATM Area of Operations, to include Pentagon North & South Parking Lots and the race course cleaned, cleared and returned to owning organization.

Set-up Operations (Annex – C Operations Appendix 20)

Mission: Army Ten Miler personnel and volunteers conduct Set-up Operations 19 Oct 2013 – 20 Oct 2013, in the South (Lane 27-36)/North Pentagon Parking Lot.

Purpose: Conduct set-up operations to support the Army Ten Miler

Key Tasks:

- Contractor picks up ATM race supplies
- Pentagon Police Department (PPD) enforce towing
- All contractors report for staging set-up operations
- Security Check point set-up

End State: All tents, stages and barricades in place according to timelines. CG’s walkthrough conducted with no discrepancies.

2018 Volunteer Short List

Split Timers

This Annex provides technical guidance for the set-up and operation on the Split Timers. This plan is subject to change.

1. Situation: See base OPORD.

2. Mission: 3rd IN REG conducts Split Timer operations, 11 0600-1200 Oct 15, at every mile marker, starting at the 1 mile mark on the Memorial Drive going towards the Memorial Circle, proceeding along the ATM certified course and ending at the 9 mile mark on the south end of the HOV Lanes, in order to call out the elapsed race time to runners.

3. Execution:

3.A. Mission Intent:

Purpose: To ensure ATM runners know their run times at each mile marker.

Key Tasks:

- Report (by LMR) to the MDW AOC when the Lead Runner passes each mile
- Call out race time (not time of day) as runners pass each mile location
- Remain focused on accurate time reporting
- Remain until clocks are recovered by contractor

End State: Accurate race time called out at each mile marker along the certified course.

2018 Volunteer Short List

Start Line Operations

This Annex provides technical guidance and procedures for Start Line Operations. Plan is subject to change.

3. Mission: ATM conducts Start Line operations, 11 0500 – 1200 Oct 15, on Route 110 (Southbound lane, See Attachment 4). In order to control race participants by pace staging is into the 8 Seed Areas and there is 8-Wave start to control the congestion of the 25,000 runners.

4. Execution:

Purpose: To ensure ATM support personnel have clear guidance on start line procedures to facilitate ATM runners.

Key Tasks:

- Mark seed areas with colored balloon arches.
- Line up runners according to seed areas
- Control 8-Wave start by having soldiers at the front of each Wave.
- Removal of barricades at Start Line to advance runners forward.
- Form a human chain across Start Line to prevent a false start by runners
- Placement of Salute Guns to start each Wave (See Attachment 3).
- Provide Color Guard for posting of Colors
- Destroy all balloon arches (do not release into air) and dispose of into trash compactor. Concrete bricks moved to side for removal with trash.

End State: All participants lined up in the correct seed area, running in the correct Wave, and no false starts.

2018 Volunteer Short List

Youth Activity Zone

Mission: Army Ten Miler personnel and volunteers conduct **Youth Activity Zone** Operations 20 0800-1200 Oct 13, at the south end of Lanes 61 in the North Pentagon Parking Lot.

Purpose: To conduct organized and safe youth runs and other activities for children up to 13 years old.

Key Tasks:

- Conduct youth warm ups
- Conduct two age-determined youth runs
- Conduct activities associated with The Hill
- Maintain a safe environment
- Offer activities that are educational, safe, and fitness related

End State: Youth runs completed safely, children and parents leave with a positive feeling towards the Army and the Army Ten Miler.

2. Mission: Army Ten Miler personnel and volunteers conduct **Water Point**

Purpose: To conduct water point operations in order to prevent runner dehydration.

Key Tasks:

- Water point supplies load on 8 Oct 15 at ATM Office
- Water stations operational NLT 11 0730 Oct 2015.
- Service up to 300 runners per minute
- Do not run out of water
- Recover all ATM assets, clean and discard trash
- Observe runners for potential medical situations

End State: All participants hydrated no reported cases of dehydration and no shortage of water.

2018 Volunteer Short List

Awards Ceremony / Award Tent

Purpose: Conducting the CG Awards Ceremony starting at 1030 (Individual) 1130 (teams) for the distribution of the top male and female award, Wounded Warrior, and the first place team awards. The distribution of the second and third place awards will be distributed at the Awards Tent.

KEY ELEMENTS FOR SUCCESS:

- Accurate results and delivered on time (Individual and Team).
- Award Ceremony starts at 1030 (Individual) and 1130 (Teams)
- Award winners in place by stage NLT 1015 (Individual) and 1115 (Teams)
- Script ceremony specific to awards order

End State: Awards Ceremony is conducted on time at 1030 & 1130 and accurate results (time and place) are announced.

Food Distribution

To ensure ATM runners are properly hydrated and nourished after the race and support personnel are provided food and water prior to the race.

Key Tasks:

- Coordinate with vendors for delivery of food items
- Monitor usage and stock replenishment
- Maintain traffic flow through the tents
- Limit the quantities to each person
- Distribute food items to runners and volunteers only
- Layout of food / water within each tent

End State: Each runners receives food items and water to aid in recovery after the finishing the ATM. The volunteers through the course of the day have received nourishment and water. There are no medical situations from lack of food or water.