From: Commanding Officer, Vanderbilt University NROTC
To: High School Junior Reserve Officer Training Corps Units

Subj: ANNUAL VANDERBILT UNIVERSITY NAVAL RESERVE OFFICERS TRAINING CORPS (VUNROTC) DRILL MEET

Encl: (1) Letter of instruction for Vanderbilt University Junior Reserve Officer Training Corps annual drill meet

1. The VUNROTC Midshipman Battalion will conduct the annual drill meet on 13 April 2019. Your unit is invited to participate.

2. Please see Encl (1) for specifics.

D. G. MAT
From: Marine Officer Instructor, Vanderbilt University NROTC
To: High School Junior Reserve Officer Training Corps units

Subj: LETTER OF INSTRUCTION FOR VANDERBILT UNIVERSITY JUNIOR RESERVE OFFICER TRAINING CORPS ANNUAL DRILL MEET

Ref: (a) Vanderbilt NROTC Drill Meet Standard Operating Procedures
     (b) MCO P5060.20 W/ CH 1
     (c) NAVEDTRA 37116-H
     (d) U.S. Marine Corps Junior Reserve Officer Training Corps Hand Book

Encl: (1) Event Map

1. Situation. The Vanderbilt University NROTC (VUNROTC) Battalion organizes and conducts the proper execution of the annual VUNROTC drill meet on 13 April 2019. The VUNROTC Drill Meet is an opportunity for high school JROTC cadets from around the country to compete in a series of close order drill competitions.

2. Mission. On 13 April 2019, the Vanderbilt NROTC Battalion will conduct a safe and efficient drill meet at Vanderbilt University in order to allow the Midshipmen of VUNROTC to hone their leadership skills and provide a rewarding experience for cadets from around the country.

3. Execution
   a. Commander’s Intent. To execute a safe and competitive drill meet while providing VUNROTC Midshipmen with a leadership opportunity with special attention to presenting an enjoyable experience for visiting families and high school cadets.
   b. Scheme of Maneuver
      1. Check-in will be from 0600 to 0700 with each team checking in at the lobby of Vanderbilt Recreation and Wellness Center located at 2700 Children’s Way Nashville TN, 37212 with the VUNROTC Drill Meet OIC. After check-in, each team will be assigned a VUNROTC Midshipman to act as a chaperone. This chaperone will serve as the team’s point of contact throughout the event.
      2. Judges and SNI brief will begin at 0730 in the multi-purpose room located next to the lobby. The Staff OIC and Judges OIC will brief the day’s events and procedures for the drill meet and answer any questions.
      3. Drill meet events will begin at 0800 and will take place inside the Vanderbilt Recreation and Wellness Center field house and basketball courts (see enclosure. 1).
      4. Awards ceremony will begin approximately 15 minutes following the knock out drill competition and will be the last event of the day. Awards will be presented for first, second, and third place in each event to include the overall winners.
4. **Coordinating Instructions**

a. Attending schools and guest will utilize parking lot 75A located at the corner of Natchez Trace and Blakemore Avenue.

b. Per ref (c) and (d), the uniform of the day for all competing drill teams is the appropriate service dress uniform as prescribed by their respective service branch. Uniform changes are allowed for the physical fitness, exhibition, and color guard competitions.

c. Changing rooms will be provided upon check-in the morning of the event. There will be separate dressing areas for males and females. Changing rooms are to be used for changing only, no personal gear will be stored in the changing rooms.

d. The sequence of events and time matrix will be distributed to schools once registration is closed via separate correspondence.

5. **Administration and Logistics**

a. Attending schools are to provide lunch for their students, however there will be a concession table selling snack items, coffee, water, and other soft drinks.

b. There is an emergency medical station in the vicinity of the main entrance to the Vanderbilt Recreation and Wellness Center. In the event of an emergency, students that are involved in the drill meet will be sent to the emergency medical station for evaluation. In the case of extreme emergency, proper 911 protocol will be initiated.

6. **Command and Signal**

a. Command.

   1. Staff OIC       Capt Vickers, Shane B.
   2. Judges OIC      GySgt Michener, William C.
   3. Drill Meet OIC  MIDN 3/C Herrera, Arturo

7. **Point of Contact** for all matters pertaining to this letter of instruction is Gunnery Sergeant Michener, William C. at William.c.michener@vanderbilt.edu (615) 322-1773.

\[Signature\]

S. B. VICKERS
Event Map

- SNI Brief/ CHECK IN
- ARMED EX
- INSPECTION
- ARMED BASIC
- COLOR GUARD
- UNARMED BASIC
- FAMILY VIEWING AREA
- EQUIPMENT STAGING AREA

Enclosure (1)