

LETTER OF INSTRUCTION

EVENT: OE 254 Antenna Assembly

RESPONSIBLE UNIT: HQ/A

TIME: 1400 hrs, 2 October 2004

LOCATION: South Side of Armory

UNIFORM: BDUs

TASK ORGANIZATION:

- a. Staff Requirements: OIC/NCOIC
- b. Eligible Participants: 2 teams of 4/1 per team allowed to be commo qualified

1. **SITUATION:** To explain the process that will be used to conduct and score the OE 254 Antenna Assembly event.
2. **MISSION:** To complete event and determine 1st, 2nd and 3rd place winners
3. **EXECUTION:** The OE 254 Antenna Assembly Event will be conducted on the South Side of the Armory at 1400 hrs..

a. Concept of Operations:

- (1) Each unit will have 2 teams of 4.
- (2) Each team will be required to assemble from start to finish the OE 254 Antenna Group IAW TM 11-5985-357-13.
- (3) Each team will also be required to disassemble the antenna set and pack it as found, though this is not part of the evaluation.
- (2) This is a timed event. Times from both teams will be combined to determine overall time for a unit.
- (3) Each team will assemble/disassemble the same equipment set.
- (4) 30 second penalties will be given for each safety, performance measure, operation or assembly violation.
- (5) 1st, 2nd and 3rd places will be determined on overall shortest time.

4. **SERVICE SUPPORT:** The OIC/NCOIC will be responsible for coordinating the following equipment needed to conduct this event. This list is not considered to be all-inclusive but to be used as a guide when rehearsing event.

- Hand held radio
- Scorekeeping cards
- Stopwatch
- Antenna Set
- Hammer
- Water/Cups

5. COMMAND AND SIGNAL:

- a. **Command:** Succession of command for this event is OIC/NCOIC.
- b. **Signal:** Hand-held radios will be the primary means of communication. OIC will hand receipt radios from the BN Commo NCO on Friday evening. Frequencies TBD.

RISK ASSESSMENT: Event OIC/NCOIC will complete a risk assessment for their event prior to Friday morning and submit to the BN XO during that evening's backbrief. Copy of risk assessment will be available at training site for review by participants while event is being conducted.