

RRW
25 JAN 17



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
Winters Mill High School JROTC
560 Gorsuch Road
Westminster, Maryland 21157
(410) 386-1513

19 JAN 17

OPERATIONS ORDER WMHS JROTC 16-012-16 Dinning-In
After Action Review, Jan 17

1. **SITUATION.** After Action Report (AAR) for the Winters Mill High School Dinning-In, conducted 161730DEC 16.

2. **MISSION.** Winters Mill high school conducts an AAR for the JROTC Program Dinning-In conducted 161730DEC 16.

3. **EXECUTION.**

- a. Dinning-In Training and Operation Officer (S-3) is responsible officer directly to the Battalion Commander (BN CDR) and Executive Officer (BN XO).
- b. S-3 completes and provides AAR to the BN CDR no later than (NLT) 051500DEC 16.
- c. S-3 coordinate's lessons learned input from BN CDR, XO, S1, S2, S4, S5, HHC, B-CO, and C-CO. NLT 051500DEC 16.
- d. AAR format: See attachment 1.
- e. Violations of the Mess and things to remember: See attachment 2.

4. **COORDINATING INSTRUCTIONS.** Provide copies of this OPORD to those identified in paragraph 3c above.

5. **COMMAND AND SIGNAL.**

- a. Primary, is BN CO (Grace DiGate). *Grace DiGate*
- b. Secondary, is BN XO (Austin Cole). *Austin Cole*
- c. Secondary, is BN S-3 (Garrett Patterson) *Garrett Patterson*

DiGate *Grace DiGate* 1/20/17
C/LTC

**OPERATIONS ORDER WMHS JROTC 16-12-16 Dinning-In
After Action Review, Jan 2017**

AAR format: Attachment 1

Two to Three Months Out		
Who	What	Lesson Learned
S-3	Determine location and type of ceremony	How to plan and organize an event
S-3	Draft agenda	How to organize initial agenda
S-3	Coordinate with mess facility	How to email back and forth with school staff
S-3	Coordinate entertainment	Designated to each class to make a skit

One Month Out		
Who	What	Lesson Learned
S-3	Determine menu	How to communicate with the cafeteria staff and to negotiate food within budget
S-3	Determine receiving line requirements	How to researched requirements and pasted it on to staff
CSM	Select color guard	How to choose available units for task
S-3	Refine agenda	When back and streamlined it
S-1	Invitations to members of the mess and their families	How to make school announcements about the event
S-1	Publish agenda, guest list, menu selection, and program	How to make an easy to read papers for the event
S-3	Coordinate training schedule and memorandum of instruction	How to manage time and how to build a schedule
BNCO	Select Mr. Vice and individuals to present toasts	How to delegate jobs to subordinates
S-1	Gather tentative number of attendees	How to made a head count

**OPERATIONS ORDER WMHS JROTC 16-12-16 Dinning-In
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AAR format: Attachment 1 (Continued)

One Week Out		
Who	What	Lesson Learned
S-3	Publish memorandum of instruction	How to publish and sent out important information
S-1	Confirm number attending	How to make a final count to report to BN staff
S-1	Prepare seating charts	How to organize and prepare forms of seating
CSM	Rehearse color guard	How to schedule and conduct practices
S-3	Rehearse serving activities with cooks	How to brief members of a team on their requirements
BNCO	Rehearse Toasts with Mr. Vice and Members who propose and respond to toasts	How to schedule and conduct practices
S-4	Obtain awards, gavel for president of the mess, chimes for Mr. Vice, and appropriate flags and colors	How to gather and take inventory on equipment
BNXO	Rehearse dining facility set up and breakdown activities	How to plan for operating events and objectives