

HQ, III Corps & Fort Hood
Fort Hood, TX 76544
171026 Sep 15

OPERATION ORDER PW 15-09-0800 (HOLIDAY FOOD BASKET 2015)

Reference: Garrison request, dated 31 Aug 15.

Time Zone Used Throughout Order: Local.

Task Organization: Omitted.

1. SITUATION. Garrison requests III Corps support for Holiday Food Basket event **5 Dec 15** at Building 4926, Santa Fe and 80th Street, Fort Hood, Texas.

2. MISSION. All Fort Hood Units provide support for Holiday Food Basket **5 Dec 15** in order to assist financially challenged Soldiers and Families.

3. EXECUTION.

a. Concept of Operations. All Fort Hood Units provide support for Holiday Food Basket 2015, **5 Dec 15 (0900 – 1300)**, in order to assist financially challenged Soldiers and Families.

b. Tasks to **All Fort Hood Units**:

(1) Ensure Unit Command Financial Specialists (CFS) identify Soldiers and Families in need within the Unit and coordinate with the CFS NCOIC or DFMWR Point of Contact for Soldiers and Families requiring assistance.

(2) **1st Cavalry Division**:

(a) Provide two NCOs (SGT – SSG) and 12 Soldiers to assist with the set up and tear down of the Holiday Food Basket event **2 – 5 Dec 15 (0900 – 1630)**.

(b) Provide two flatbed trucks, one truck with a lift, drivers and TC **2 – 6 Dec 15 (0900 – 1700)**.

(c) Provide two (large and small) forklifts with drivers and two pallet jacks **2 – 6 Dec 15 (0900 – 1700)** at Building 4926.

(d) Provide two combat lifesavers with full kits **4 Dec 15 (1700–2100)** and **5 Dec 15 (0800 – 1600)**.

(e) Provide one NCO and 24 Soldiers to assemble a large tent (60' x 80') with liner and heater on **040900 Dec 15** and disassemble the tent on **051500 Dec 15**. Tent, liner and heater will be provided by DFMWR-Army Community Service (ACS).

(4) **III Corps G-4**: Coordinate for the use of Building 4926 for Holiday Food Baskets **2 - 6 Dec 15**.

UNCLASSIFIED

OPERATION ORDER PW 15-09-0800 (HOLIDAY FOOD BASKET 2015)

(5) **Public Health Command District Fort Hood:** Provide inspection of all perishable food items NLT **041300 Dec 15**.

(6) **Garrison:**

(a) **DFMWR Recreation Division (RD):**

1. Coordinate with ACS POC for "Trees to Troops" location.
2. Provide 250 chairs and forty tables to support event at Building 4926 NLT **021300 Dec 15**. Cost is responsibility of ACS.
3. Provide tent with liner and two heaters. Cost is responsibility of ACS.
4. Provide eight 55 gallon trash cans and liner NLT 021500 Dec 15.

(b) **DFMWR Better Opportunities for Single Soldiers (BOSS).** Provide medium-size stage. Set stage up NLT **031500 Dec 15**; tear down stage NLT **051400 Dec 15**. Cost is responsibility of ACS.

(c) **DFMWR Army Community Service (ACS):**

1. Coordinate with DECA for 75 shopping carts. Pickup on **031500 Dec 15**.
2. Coordinate with PX for 75 shopping carts. Pickup on **031500 Dec 15**.
3. Prepare event planning worksheet and staff through Force Protection for event security requirements.
4. Provide event parking plan to Directorate of Emergency Service (DES) for review to determine traffic control requirements.
5. Coordinate access control requirements with DES.
6. Provide certificates to all volunteers.
7. Coordinate for twenty-five volunteers to assist with the bike give away **041730 Dec 15** at Building 4926.
8. Coordinate for twenty volunteers to assist with the toy set up **041730 Dec 15** at Building 4926.
9. Coordinate with the Fort Hood Visual Information Center to provide still photographs and video for this event, set up NLT **050800 Dec 15**.
10. Coordinate with DES for entry into Clear Creek Gate **on 5 Dec 15 (0830 – 1530)**.
11. Obtain legal review of any non-government organizations participating in the event.
12. Provide DPW with event lay-out for placement of recycle containers and trash receptacles.

OPERATION ORDER PW 15-09-0800 (HOLIDAY FOOD BASKET 2015)

13. Provide DES with names of attendees requesting gate passes NLT 21 working days prior to the event.

14. Conduct IPRs and notify invited attendees of DTG and location NLT 10 working days prior to the meeting.

15. Coordinate with Public Affairs Office to provide appropriate internal and external coverage of the event.

(f) **Directorate of Plans, Training, Mobilization and Security (DPTMS):** Provide Threat Analysis.

(g) **Directorate of Emergency Services (DES):**

1. Provide Military Police support for the event (traffic control).
2. Review and approve layout for fire safety.
3. Coordinate gate entrance for the buses carrying volunteers at the Clear Creek gate.

(h) **Directorate of Public Works (DPW):**

1. Provide forty pallets for event at Building 4926 NLT **021400 Dec 15**.
2. Provide eight barriers, two dumpsters for cardboard, two dumpsters for plastic and one roll off dumpster NLT **021500 Dec 15**.
3. Provide eight internal recycle containers NLT **021500 Dec 15**.
4. Provide four American with Disabilities Act (ADA) compliant portable bathrooms for the event at Building 4926 **021400 Dec 15 – 051600 Dec 15**.

(i) **Army Air force Exchange Services:** Provide two 50 foot conveyor belts to use as an assembly line station for preparing food baskets **2 - 6 Dec 15 (0900 – 1700)**.

c. Coordinating Instructions.

(1) Tasked Units will make direct coordination with DFMWR POC (Mr. Casey Jackson) at (254) 553-4698 or casey.a.jackson.civ@mail.mil upon receipt of this order.

(2) Tasked Units will provide a representative to attend scheduled IPRs **031000 Nov 15** and **241000 Nov 15** at the ACS Personal Financial Assistance Center, Building 12020, Suite 400, Battalion and 31st Street, Fort Hood, Texas.

4. SUSTAINMENT. Omitted.

UNCLASSIFIED

OPERATION ORDER PW 15-09-0800 (HOLIDAY FOOD BASKET 2015)

5. COMMAND AND SIGNAL.

a. Command. Omitted.

b. Signal.

(1) DFMWR POC is Mr. Casey Jackson at (254) 553-4698 or casey.a.jackson.civ@mail.mil and Ms. Teresa Gambrel at (254) 553-3101 or teresa.d.gambrel.civ@mail.mil.

(2) ACS CFS NCOIC is SFC Daniel Northington at (254) 288-6330 or daniel.r.northington.mil@mail.mil.

(3) III Corps G3 POC is Mr. Orlando Medina at (254) 287-4775 or orlando.medina.civ@mail.mil.

ACKNOWLEDGE:

//ORIGINAL SIGNED//
MACFARLAND
LTG

OFFICIAL:

WOODWARD
G3

DISTRIBUTION: S