 

AFTER ACTION REVIEW

Content Of This Report

This after action review for the 50th Reunion of EOCR Class 22 Hotel 69 contains an Introduction and Appendices related to all areas of planning and execution. Most importantly we have listed Lessons Learned and Recommendations to assist our class and other classes in the planning of future reunions.

A 45th reunion was held on 8, 9, and 10 August, 2014 in the Washington, D. C. area. Thirty seven graduates of Class 22 Hotel and their guests gathered for three days of reuniting. It was decided after the class 45th reunion to have another reunion in five years.

On 4 May, 2018 an Initial Survey (Appendix #1 ) was emailed to all class members. Graduates were surveyed regarding dates, locations, attendance, and joining the planning team. First platoon planning team volunteers were: Chuck Engelberger, Kit Kitson, and Joe Tavares. Second platoon volunteers were: Gary Cochard, Jeff Ellis, Glenn McCarley, and Jim Wilson. Jim Wilson was selected to act as facilitator for the team. As a result of the responses received (Appendix #2 - Responses for Reunion) – the dates for the reunion were set for 3, 4, and 5 October, 2019. October 6 was a travel day to return home. The respondents preferred having the reunion in the Washington, D. C. area. The next course of action was the selection of a hotel in the DC area. Gary Cochard undertook the role as OIC for Lodging (Hotel Considerations). He drove to the Washington D. C. area and visited four hotels in search of our “home” away from home. (Appendix #3 Hotel Proposals Spreadsheet) gives the criteria weighed with relevant comments. Gary’s recommendation was the Sheraton Pentagon City Hotel in Arlington, Virginia. The planning team reached a unanimous conclusion with Gary’s recommendation. We would eventually have interactions with four different Conference Service Managers (Appendix #4– Lodging Pentagon Sheraton)

It was decided early on that we needed a theme for our reunion. The theme “Fifty Years And A Wakeup” we found to be very appropriate. Reunion lapel pins were designed and ordered to present to each Hotel graduate. (Appendix #5 – Logo Reunion Lapel Pin). We prepared a draft budget on 8 December, 2018 (Appendix #6 - ) which obviously changed over the course of the next seven months. More details related to the budget are offered in the Individual Review for Finance.

Our early inner communications were primarily emailing with a few telephone calls. Beginning in January of 2019 – we began having monthly teleconference calls (via ZOOM). ZOOM worked well for three months, but we experienced technical difficulties. From April through October of 2019 we used conference calls. Our calls were scheduled on the first Tuesday of

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each month at 1000 (EST). As the reunion deadline approached, more and more calls between team members were required. Minutes were kept of each teleconference call and approved/corrected as needed for the next meeting. Communications with vendors, hotel, classmates, and others were generally done via email (to have written documentation). Personal

phone calls were made as needed. More detailed information concerning communication is in the Individual Review for Communication.

Part of our early planning entailed determining Itineraries for each day of the reunion. (Itineraries – Appendices #7, 8, and 9 ). Thursday was devoted to Hotel Registration, Reunion Registration and a Welcome/Orientation Session. We had hoped that the US National Army Museum would be open prior to our reunion. That did not happen, nor did a request to tour the Museum prior to completion. (Appendices #10 and #11). Our class did purchase a commemorative brick for “The Path Of Remembrance.” (Appendix #12). Jeff Ellis, our Tour OIC made initial contact with SEN Jerry Moran’s (Kansas) (April 4, 2018 – Appendix #13 ) office for tours of the White House and Capitol. Jeff was later able to schedule a Pentagon trip as well. These tours comprised most of our Friday’s activities. Saturday morning was reserved for laying a wreath to honor our deceased classmates. (Appendix #14) . The wreath laying ceremony was conducted in Area 5 near the Viet Nam Memorial. Saturday evening was earmarked for our banquet – Joe Tavares in charge. (Appendix #15 ). See Individual Reviews for Banquet, Program and Color Guard.

As the months passed our planning efforts increased to include: Welcome and Hospitality Suite, Tracking and Surveying Of Our Attendees, Transportation requirements, and Photography concerns. We did locate most of the survivors of our twenty deceased classmates. (Appendix #16 ). The survivors were given options as to links for special videos, photography package, and Reunion Lapel Pins. We specifically wanted them to have the link to David Jones “In Memoriam Video.” Our final action was the creation of an Action Action Report.

AREAS OF INDIVIDUAL REVIEW

1. Finance
2. Hotel Considerations and Banquet Program
3. Communication
4. Attendee Tracking and Surveying
5. Tours and Activities
6. Transportation
7. Wreath Laying
8. Banquet
9. Photography

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A P P E N D I C E S

1. [Initial Survey For Reunion](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/email_-_initial_survey_for_reunion_-_final.docx)
2. [Reunion Survey Responses - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/ocs_22_hotel_69_responses_for_reunion_-_final.xlsx)
3. [Hotel Proposals - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/hotel_proposals_22_hotel_50th_reunion.xlsx)
4. [Hotel Proposal - Sheraton Pentagon City Hotel - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/hotel_proposals_-_sheraton_pentagon_city.xlsx)
5. [Reunion Theme Graphic](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/reunion_theme_graphic_-_3_colors.jpg)
6. [Initial Budget For Reunion 18 Dec 18 - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/budget_for_reunion_18_dec_18.xlsx)
7. [Thursday (3 Oct 19) Itinerary](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/thursday_itinerary_-_3_october_2019.docx)
8. [Friday (4 Oct 19) Itinerary](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/friday_itinerary_-_4_october_2019.docx)
9. [Saturday (5 Oct 19) Itinerary](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/saturday_itinerary_-_5_october_2019.docx)
10. [Tour Request - National Museum Of The United States Army](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/army_museum_tour_-_21_may_18.docx)
11. [Tour Request Denied - National Museum Of The United States Army](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/tour_request_denied_-_national_museum_of_the_united_states_army.docx)
12. [22 Hotel 69 Commemorative Brick - National Museum Of The United States Army](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/commemorative_brick_-_army_museum.jpg)
13. [Tours - SEN Jerry Moran Of Kansas](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/sen_jerry_morans_office_-_tours.docx)
14. [Wreath Laying - Honor Guard And Wreath](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/sen_jerry_morans_office_-_tours.docx)
15. [Banquet Program - Order Of Events](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/program_-_events_schedule_-__28__sep_19_rm_albion.docx)
16. [Survivors Information Privacy - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/14_oct_19_-_privacy.xlsx)