

## Anne Arundel Young Marines



### LETTER OF INSTRUCTION

From: Michael Mager, Executive Officer, Anne Arundel Young Marines  
To: Anne Arundel Young Marines and Families

Subject: LETTER OF INSTRUCTION FOR UNIT ENCAMPMENT September 12- 14, 2025

### Enclosures:

- Gear List (Packing List)
- Map of Campground
- Agenda
- Roles and Responsibilities

**Situation:** The Anne Arundel Young Marines are conducting a unit encampment for all participating Young Marines and Adult Volunteers to train together, Learn needed field skills, Develop a sense of camaraderie with the unit, and have fun.

**Mission:** To conduct a successful escapement to include PT, DDR, PO sign offs, community service, and outdoor activities.

### Information:

- **Location:** Sandy Point Park - 1100 E College Pkwy, Annapolis, MD 21409
- **Arrival:**
  - **Adult Volunteer Arrival:** Friday, between 5 pm - 5:30 pm
  - **Young Marine Arrival:** Friday, at 6:30 pm, no later than 8 pm.
- **Departure:** All - Sunday at 11am.
- **Attire:**
  - Friday/Check In: BDU with white t-shirt, NO ribbons.
  - Saturday: PT uniform, black shorts, tennis shoes.
  - Sunday: Green unit t-shirt, black shorts, tennis shoes.

**ALL: Bring sweatshirt! Weather is unpredictable this time of year**

- **Facilities:** Young Marines and Adult Volunteers will billet in tents. **\*Male and females will be posted in separate areas unless part of a family unit**

## Anne Arundel Young Marines

**Action:** The following information includes details for Staff and attendees.

- **Registration:** To complete registration for each attendee, the following forms are required:

- Hold Harmless Agreement
- Authorization for medical treatment

Completed forms are sent to the Unit XO at [mikemager07@gmail.com](mailto:mikemager07@gmail.com) by **September 8th, 2025**. Forms shall be emailed to families along with this document. Once sent, Michael Mager, or another Adult Volunteer, will confirm receipt.

- **Medical:** Ensure all medical paperwork is completed thoroughly and accurately. The Activity Medical Officer (AMO) will collect medication upon arrival during check-in. Medication must be in the original prescription or over the counter container with instructions on frequency and dosage. Young Marines with doctor's notes and/or injuries will report to the AMO during check-in. In case of injury or incident during the event, the following medical facilities will be utilized:

- Anne Arundel Medical Center: 2001 Medical Pkwy, Annapolis, MD 21401 / 443-481-1000
- Patient First Primary and Urgent Care: 2051 West St. Annapolis, 21401(443)603-0758

- **Responsibilities:** This section lists responsibilities for individuals attending the event.

- Commander:
  - Oversee encampment to ensure successful execution
- Executive Officer:
  - Collect and maintain paperwork for the event
  - Keep all paperwork on hand throughout the event
  - Coordinate activities
  - Coordinate supervision for activities
  - Ensure equipment needed for activities is on hand
  - Ensure requirements are met for awards/ribbons
- Adjutant:
  - Keep detailed record of achievements
  - Work with the Young Marines to prepare food
- Activity Medical Officers (AMO) / This escapement: Brian Ott, and Dana DeLucca:
  - Collect and maintain all medications during check-in for Young Marines in attendance
  - Collect any additional medical documents from Young Marines during check-in
  - Distribute medications when necessary and maintain medical logs

## Anne Arundel Young Marines

- Maintain medical office throughout the event and be available during activities in case of incident or injury
  - Keep all required forms on hand in case of incident or injury
- Unit Senior Young Marines:
  - Conduct formations
  - Coordinate platoons for chow
  - Ensure Staff is always informed
  - Assign duties to Young Marines of lesser rank for smooth execution of all evolutions
  - Assist Unit Commander and Staff
- **Chain of Command (COC):** Event Staff and chain of command.
  - Commander: Ray Sturm, 202-903-8480 / [bandit6a@gmail.com](mailto:bandit6a@gmail.com)
  - Unit XO: Michael Mager, 443-889-8391 / [mikemager07@gmail.com](mailto:mikemager07@gmail.com)
  - Adjutant: Debbie Southward, 443-835-5701 / [adjutant@annearundelym.org](mailto:adjutant@annearundelym.org)
  - Financial Manager: Teresa Nash, [nashteresa@yahoo.com](mailto:nashteresa@yahoo.com)
  - Activity Medical Officer: Brian Ott, Dana DeLucca
  - DDR Officer: Petra Clingenpeel / [petra@clingenpeel.com](mailto:petra@clingenpeel.com)
  - Senior Young Marines:
    - Hudson Mager
    - Charlie Knott

# Packing List - Sandy Point State Park

## September 12 - 14, 2025

### Must Bring:

- Tent
- Sleeping Bag
- Pillow and extra blank if needed
- Camp pad/yoga mat to lay under sleeping bag
- Backpack
- Change of socks and skivvies (x2)
- Pajamas
- Bathing suit
- Sunscreen
- Towel
- Dirty laundry bag
- Flashlight with extra batteries
- Notebook and pen
- Guidebook
- Compass
- Water bottle (NO disposable bottles)
- Hygiene items (toothbrush, deodorant, etc.)
- Attire:
  - Young Marines
    - o Cammies w/green undershirt (No ribbons)
    - o PT gear (Red national shirt w/ black sweatpants)
    - o Unit shirt
    - o Water shirt
    - o Water shoes or Crocs
    - o Tennis shoes
    - o Sweater

### Should Bring:

- Rain poncho
- Bug spray
- Sunscreen

### Do **NOT** Bring:

- Cameras
- Electronic devices (such as Game consoles)
- Laser lights
- Pocket knives
- Matches or lighters
- Firearms of any kind, including toys
- Cell phones. Note: Any cell phones brought must be turned into staff immediately, and will be protected from damage during the encampment.

### Uniform of the Day

- Friday/arrival: Cammies, white t-shirt, not ribbon
- Saturday: PT uniform.
- Sunday Morning: Green unit t-shirt, black shorts.

### Helpful Hints:

- Mark your name on as many belongings as possible to avoid confusion.
- Pack lightly

**Note: If you DON'T have any of the items listed, and have questions about what product is best, please let Mike know. Between the AVs we can recommend a solid product. If pricing/finances is a problem, also let us know.**

## Schedule / Agenda

## Friday

| Time        | Event                                                     | Instructor     |
|-------------|-----------------------------------------------------------|----------------|
| 1800-1830   | Arrival                                                   | AV Staff       |
| 1830 - 1900 | Camp Setup                                                | All            |
| 1900 - 2000 | Building Fire and Fire Safety POs / Firewatch Assignments | UC / YM Knott  |
| 2000 - 2100 | CampFire Marshmallows!                                    | All            |
| 2100 - 2130 | Hygiene                                                   | Unit Commander |
| 2130        | Lights out                                                | YM Knott       |

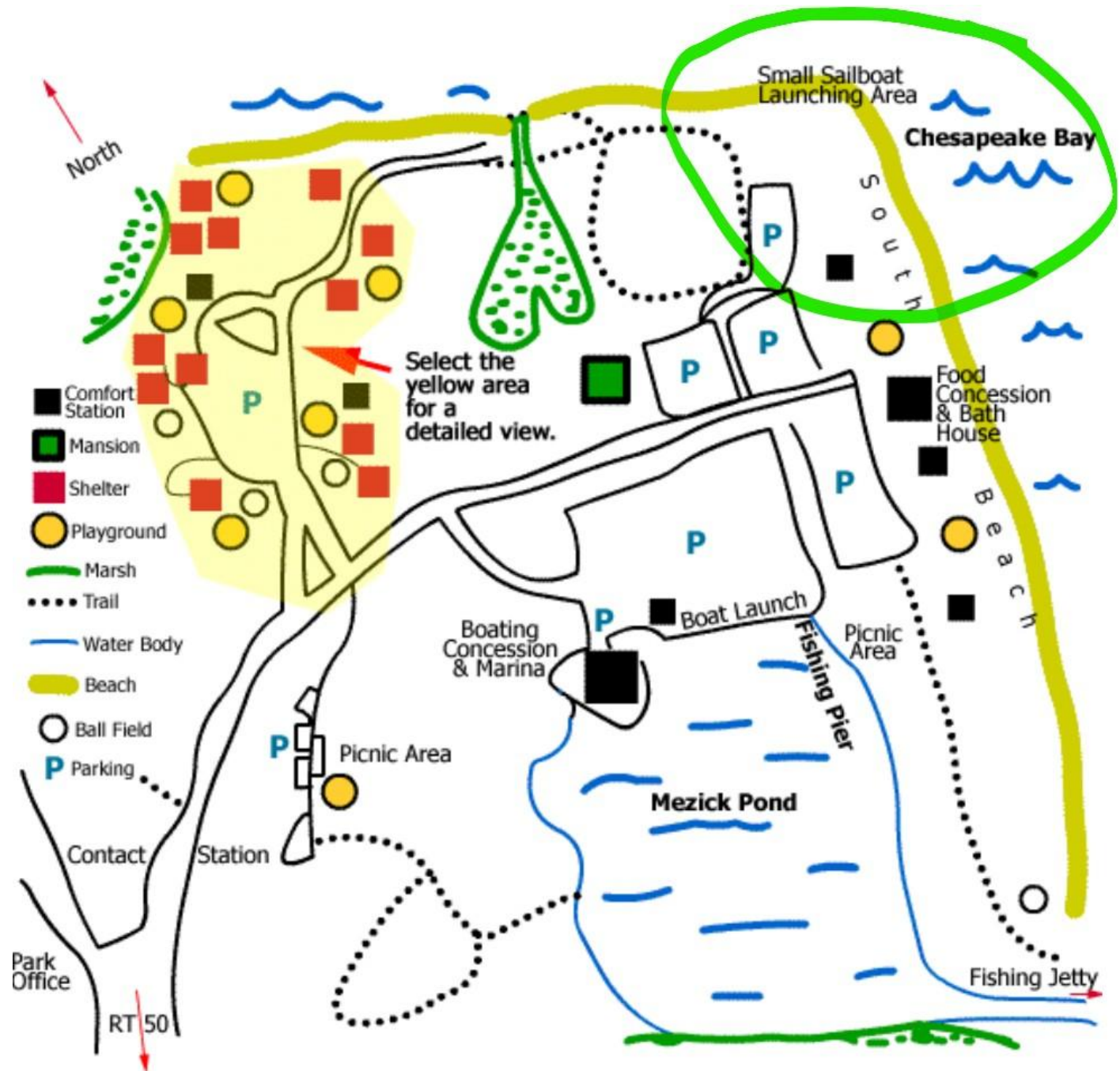
## Saturday

| Time         | Event                  | Instructor  |
|--------------|------------------------|-------------|
| 0700         | Reveille               | All         |
| 0700 - 0715  | Hygiene                | All         |
| 07:15 - 0800 | PT                     | XO          |
| 0800 - 0830  | Chow                   | All         |
| 0830 - 1000  | Fishing                | AV          |
| 1000 - 1100  | DDR                    | DDR Officer |
| 1100 - 1300  | Canoeing               | All         |
| 1300 - 1400  | Chow                   | Adjutant    |
| 1400 - 1600  | Park service project   | All         |
| 1600 - 1730  | PO Round Robin         | General AV  |
| 1730 - 1830  | Free Time              | All         |
| 1830 - 1930  | Chow                   | Adjutant    |
| 1930 - 2030  | Games                  | All         |
| 2030 - 2130  | CampFire Marshmallows! | YM          |
| 2130 - 2200  | Hygiene                | All         |
| 2200         | Light out              | All         |

## Sunday

## Anne Arundel Young Marines

| Time        | Event                        | Instructor |
|-------------|------------------------------|------------|
| 0700        | Reville                      | All        |
| 0700 - 0715 | Hygiene                      | All        |
| 0715 - 0900 | Hike                         | All        |
| 0900 - 0930 | Chow                         | YM Knott   |
| 0930 - 1000 | Camp Breakdown               | YM Knott   |
| 1000 - 1030 | Trash hunt (leave no trace!) | YM Knott   |
| 1030 - 1100 | Departure                    | All        |



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