

MEMORANDUM

15 Mar 12

From: CDR D.F. Olson, 3rd Battalion Officer
To: CAPT C.A. Carroll, Deputy Commandant of Midshipmen

Subj: NOTABLE CHANGES TO COMDMIDNINST 1700.1A

1. COMDMIDNINST 1700.1B is submitted for your approval.
2. The following significant changes were made:
 - Added paragraph 4.c.(3) requiring the Midshipman Action Officer to coordinate with Brigade Staff, as required, to execute this instruction.
 - Comprehensively revised Enclosure (1) to align with the timeline and process followed during previous two KIA memorial:
 - 48 hour window to complete all drafting and approval of all 'products' required to execute Remembrance Meal.
 - 72 hour window to fabricate all hard-copy products required for Remembrance Meal.
 - Revised execution timeline for Remembrance Meal day.
 - Replaced '14th Company Officer' with 'Action Officer' to align with language in paragraph 4.b.
 - Replaced '3rd Batt Ops' with 'Midshipman Action Officer' to align with language in paragraph 4.c.
 - Revised Enclosure (2) to provide details on PowerPoint layout and formatting.
3. I believe the changes incorporated reflect how this instruction was actually implemented during the previous two KIA/OP loss events.

Very Respectfully,



D. F. OLSON
CDR USN