



THE UNITED STATES OF AMERICA
**VIETNAM WAR
COMMEMORATION**



“Welcome Home” Volunteer Handbook

Thursday, May 11th to Saturday, May 13th, 2023

Join the Nation ... thank a Vietnam veteran!



“Welcome Home” Volunteer Group



**CPT Andrew Hargroder
(OIC)**

LT Luis Rivera (A-OIC)

Teams:

USAA

Team Leaders:
Kimberlie Lewin
Geneva Marandure

Task(s): Ushers (11
and 13 May)
Hosts (12 May)

Purpose:
To facilitate the
movement of
veterans and
visitors throughout
the event area,
particularly those
with disabilities .

Amtrak

Team Leaders:
Denise Miller

Task(s): Hosts (11
and 13 May)

Purpose:
To serve as
“Welcome Home”
docents, to provide
event information
to the public, and
to monitor
entrances and exits.

Unified

Team Leaders:
Cyndy Stancliff

Task(s): Ushers (12
May)
Attendants (11 and
13 May)

Purpose:
To facilitate the movement
of veterans and visitors
throughout the event area,
particularly those with
disabilities.
To assist Vietnam War
Commemoration Staff
operating Camp Legacy and
the Concert.

Travis Manion Foundation

Team Leaders:
Katherine Martinez

Task(s): Attendants
(11-13 May)

Purpose:
To assist Vietnam
War
Commemoration
Staff operating Camp
Legacy and the
Concert.

Join the Nation ... thank a Vietnam veteran!



SITUATION



The Vietnam War Commemoration will conduct a series of commemorative and educational events on the National Mall from 11-13 May 2023. These events are collectively designated as “Welcome Home.” The purpose of “Welcome Home” is to thank and honor Vietnam Veterans and their families by conducting three key events:

1. “Welcome Home” Opening Ceremony – Thursday, May 11th, 11:00am at the John F. Kennedy Hockey Fields
2. Camp Legacy – Thursday, May 11th through Saturday, May 13th at John F. Kenney Hockey Fields and West Potomac Park, designated respectively as “Camp Legacy JFK” and “Camp Legacy WPP.”
3. “Welcome Home” Concert – Saturday, May 13th, 1:00pm at West Potomac Park

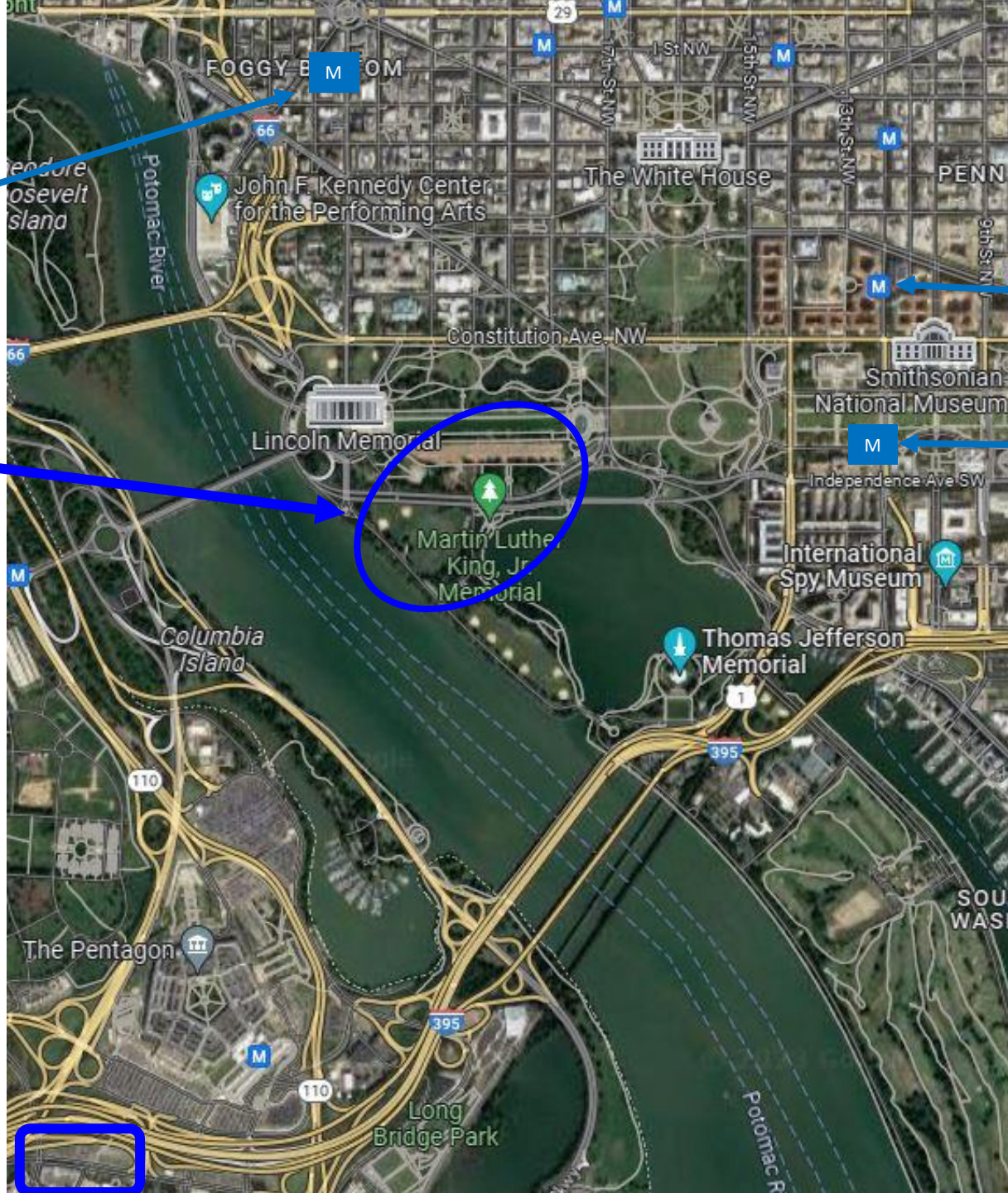
Join the Nation ... thank a Vietnam veteran!

Area of Interest

Foggy Bottom
Metro

“Welcome
Home” Area of
Operations

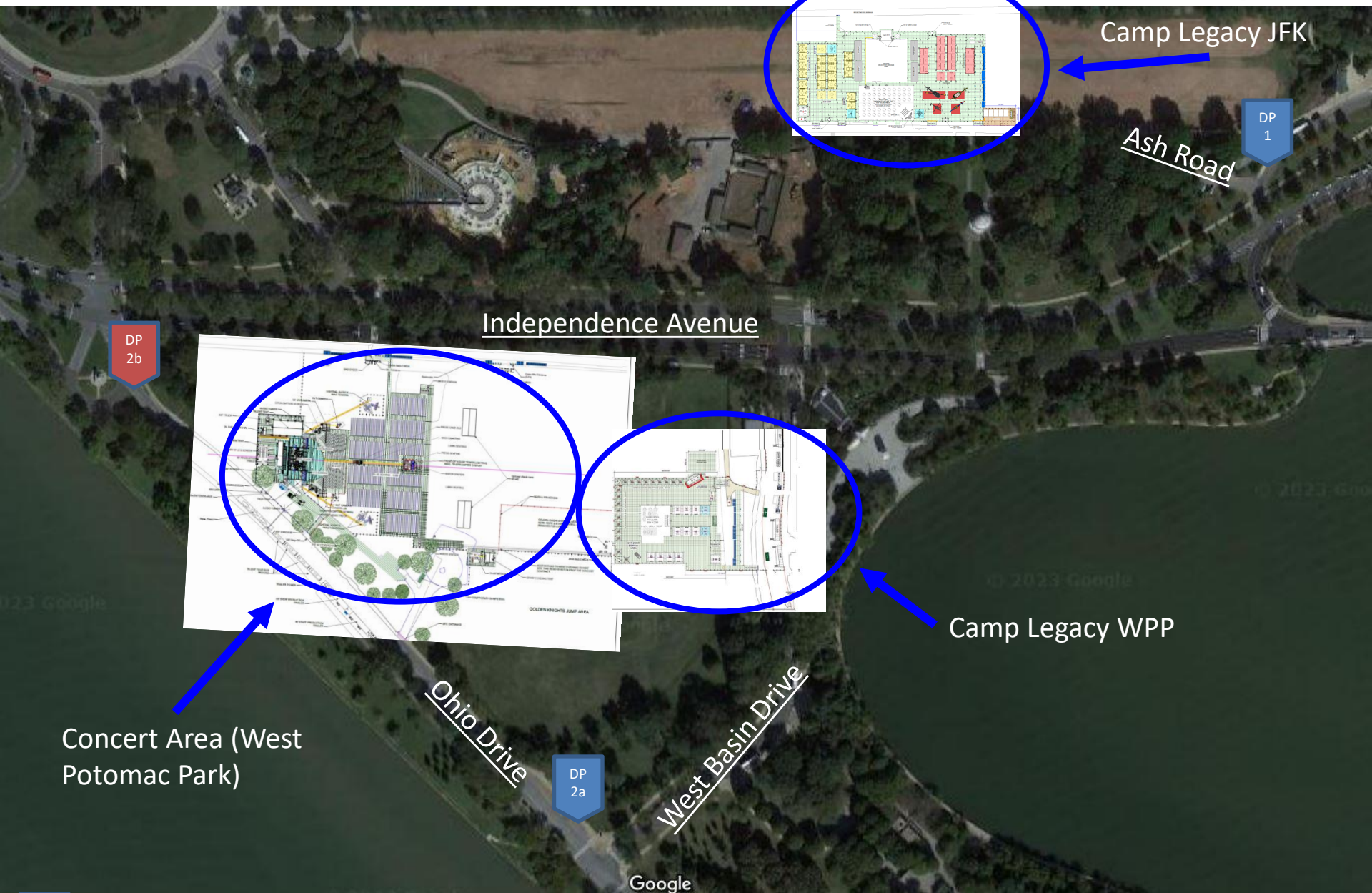
Hayes Parking
Lot – 880
Army-Navy
Drive



Federal Triangle
Metro

Smithsonian
Metro

Area of Operations



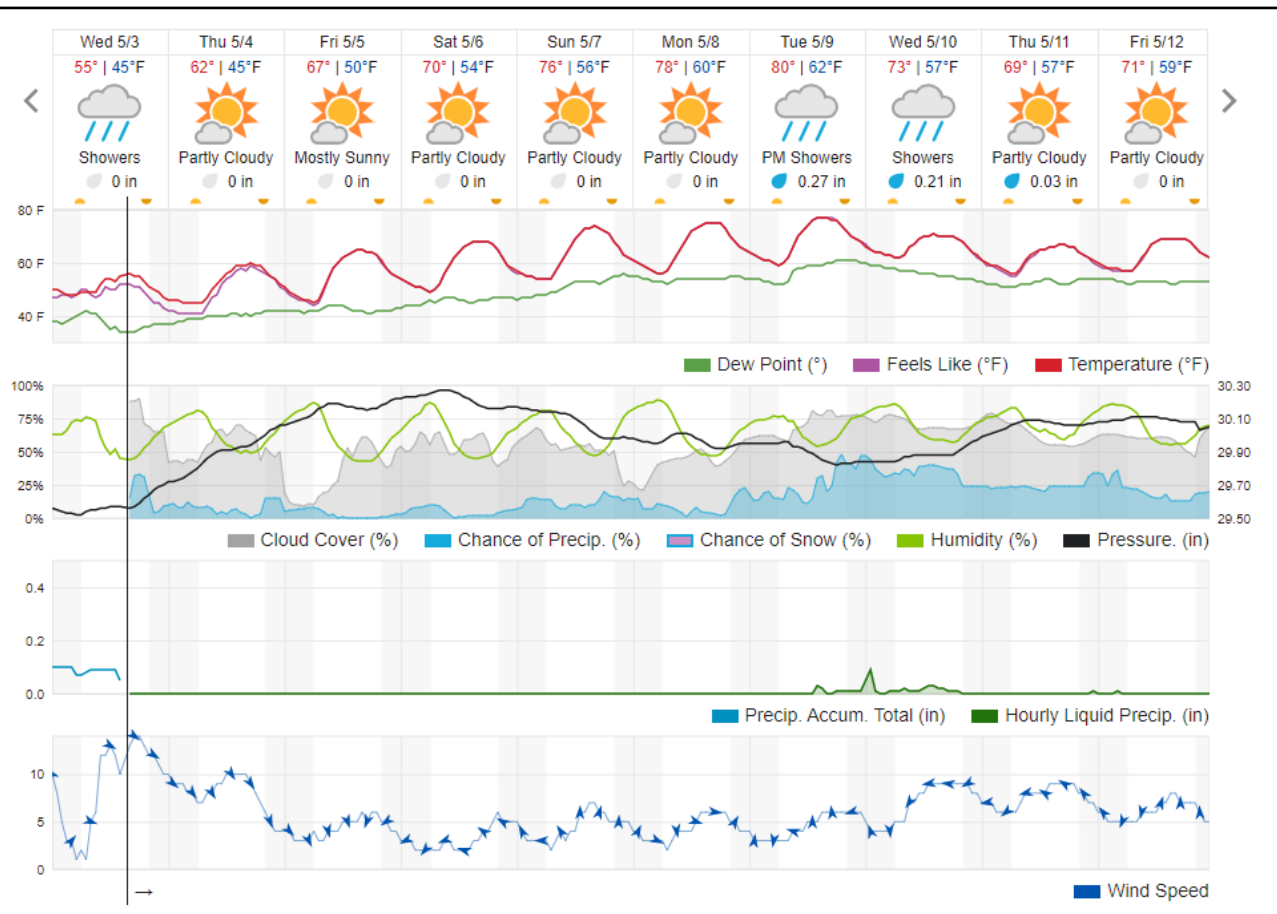
- DP 1 = Drop-off Point 1 (11-13 May)
- DP 2a = Drop-off Point 2a (11-12 May)
- DP 2b = Drop-off Point 2b (13 May only)



THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION



WEATHER



The predictability of a forecast beyond 8 days has low confidence. However, weather predictions for May 11-13 do not indicate any wind or severe weather concerns.

However, due to the sporadic nature of springtime weather in the National Capital Region, volunteers should prepare to mitigate their exposure to a wide range of conditions.

Join the Nation ... thank a Vietnam veteran!



MISSION



The “Welcome Home” Volunteer Group will support Vietnam War Commemoration Staff in the vicinity of JFK Hockey Fields and West Potomac Park, Washington, D.C., between 8am on Thursday, May 11th to 8pm on Saturday, May 13th in order to facilitate the successful execution of commemorative events.

Endstate: All key events safely completed, all exhibits are returned without damage to property and artifacts, and all visitors, staff, and volunteers safely return to their starting places.

Join the Nation ... thank a Vietnam veteran!



EXECUTION



MG Edward Chrystal's Intent: Execute all three major “Welcome Home” events with the utmost adherence to safety and by utilizing all authorized and available resources.

Concept of the Operation: The “Welcome Home” Volunteer Group will conduct its mission in three phases:

1. Preparation – Began when Volunteer Teams began recruiting efforts (30 March) and ends at 8:30am on Thursday, May 11th when the first shift of volunteers rally at the Martin Luther King Jr. Memorial.
2. Execution – Begins no later than 9am, when volunteers depart from MLK Memorial to receive their safety brief and begin their first shifts; ends at 6pm on Saturday, May 13th when the Military Service Band concludes “Taps” and closes “Welcome Home.”
3. Recovery – Begins with the timely and successful closure of “Welcome Home” and ends when all volunteers have safely gathered all of their belongings and returned to their homes or starting places.

Join the Nation ... thank a Vietnam veteran!



EXECUTION



Tasks to Volunteer Teams

In accordance with the Task Organization (Slide 2), the “Welcome Home” Volunteer Teams will conduct tasks associated with the capacities in which they will serve, as follows:

1. Hosts – serve as “Welcome Home” docents; provide event information to the public; guide visitors towards key areas and evacuation routes in the event of an emergency; monitor entrances and exits.
2. Ushers – receive visitors as they arrive to drop-off points and the event area; escort veterans and visitors with disabilities to key areas; guide visitors and staff towards covered areas and evacuation routes in the event of an emergency.
3. Attendants – provide general support to Vietnam War Commemoration Staff; assist with moving items or boxes, including heavy objects.

Although each team has an assigned primary capacity in which they will support “Welcome Home,” individual volunteers may request to serve in a different capacity if they would prefer.

Join the Nation ... thank a Vietnam veteran!



EXECUTION



Coordinating Instructions

Arrival and Check-In:

- Between 8am and 8:30am each morning of “Welcome Home,” the first shift of volunteers will rally at the Martin Luther King Jr. Memorial. The OIC or A-OIC will standby there to meet you.
- At 8:30am, the OIC or A-OIC will escort the first shift of volunteers each day to the VWC TOC (Tent 506) to check in, to provide a safety brief, to distribute t-shirts, and to conduct radio checks.
- By 9am each morning, volunteers will be in place to begin their shift.

Shift Changes

- All volunteers arriving after the first shift (9am-11am) will report to the VWC TOC **30 minutes** in advance of their shift in order to check-in with the OIC or A-OIC, receive their safety brief, and receive their t-shirts.

Check-out and Departure

- Upon completion of their shift, all volunteers will check-out with their respective Team Leader and secure all of their personal belongings before departing. Volunteers will notify their Team Leader once they return safely to their home or lodging.



Join the Nation ... thank a Vietnam veteran!



SUSTAINMENT



Transportation:

Volunteers may arrive to and depart from the “Welcome Home” Area by one of two options: personally-owned-vehicle (POV) drop-off/pick-up or by a combination of POV driving and public transportation.

Option 1: POV Drop-Off/Pick-Up

Referencing Slide 5 (Area of Operations), volunteers may arrange for someone to drop them off or pick them up at one of the three designated Drop-off Points.

Option 2: Parking and Public Transportation

Referencing Slides 4 (Area of Interest), 12 (Hayes Parking Lot), 13 (WMATA System Map), and 14 (D.C. Circulator), volunteers may drive to the Hayes Parking Lot to park their vehicle, then walk south across Army-Navy Drive towards the Pentagon City Mall (a.k.a. Fashion Centre at Pentagon City) where they may take the WMATA Metro Blue Line to one of three Metro Stations on or near the National Mall: Foggy Bottom-GWU, Federal Triangle, or Smithsonian. Upon arriving to one of the three preceding stations, volunteers may either walk to the “Welcome Home” Area (allow 15-20 minutes to walk from each station) or they may catch the D.C. Circulator Bus from the stop near Federal Triangle (intersection of Madison Drive and 12th Street NW) to the temporary stop at the intersection of Independence Avenue and West Basin Drive.

****PLEASE NOTE**** - Parking at Hayes Lot may quickly fill-up in the morning. Please arrive early and be prepared to use paid parking lots or garages in Washington, D.C., close to the National Mall if no spots are available at the Hayes Lot.

D.C. Circulator Website: <https://dccirculator.com/>

WMATA Website: <https://www.wmata.com/>

Join the Nation ... thank a Vietnam veteran!

Hayes Parking Lot – Thursday, May 11, 2023

Address: 880 Army-Navy Drive, Arlington, VA, 22202



Hayes Parking Lot – Friday and Saturday, May 12-13, 2023



Please be advised that on Thursday, May 11th, “Welcome Home” volunteers may only park in the green-shaded are of the lot. The remainder of the lot is for employee parking only. Volunteers may park in any space at the Hayes Lot on Friday and Saturday, May 12th and 13th.

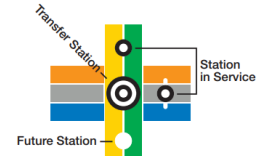
Legend

- **RD** Red Line • Glenmont / Shady Grove
- **OR** Orange Line • New Carrollton / Vienna
- **BL** Blue Line • Franconia-Springfield / Downtown Largo
- **GR** Green Line • Branch Ave / Greenbelt
- **YL** Yellow Line • Huntington / Greenbelt
- **SV** Silver Line • Ashburn / Downtown Largo

Station Features

- Parking
- Hospital
- Airport

Connecting Rail Systems



Metro is accessible.

N
 Map is not to scale



- National Mall Route (W/ Detour)
- Temporarily Suspended Service
- ⊙ Circulator Stop (In Service)
- ⊗ Temporary Stop
- ⊗ Circulator Stop (Suspended)



DC Circulator's National Mall route will detour temporarily due to road closures.

Follow us on Twitter (@dccirculator) for up-to-date information.
Visit dccirculator.com for more details.



SUSTAINMENT



Navigating to “Welcome Home” (MLK Memorial):

Referencing Slide 4, there are three WMATA Metro Stations that are within walking distance (15-25 minutes) to “Welcome Home.” Instructions from each of the preceding Metro Stations to “Welcome Home” are as follows:

1. Foggy Bottom-GWU (Map on Slide 16)

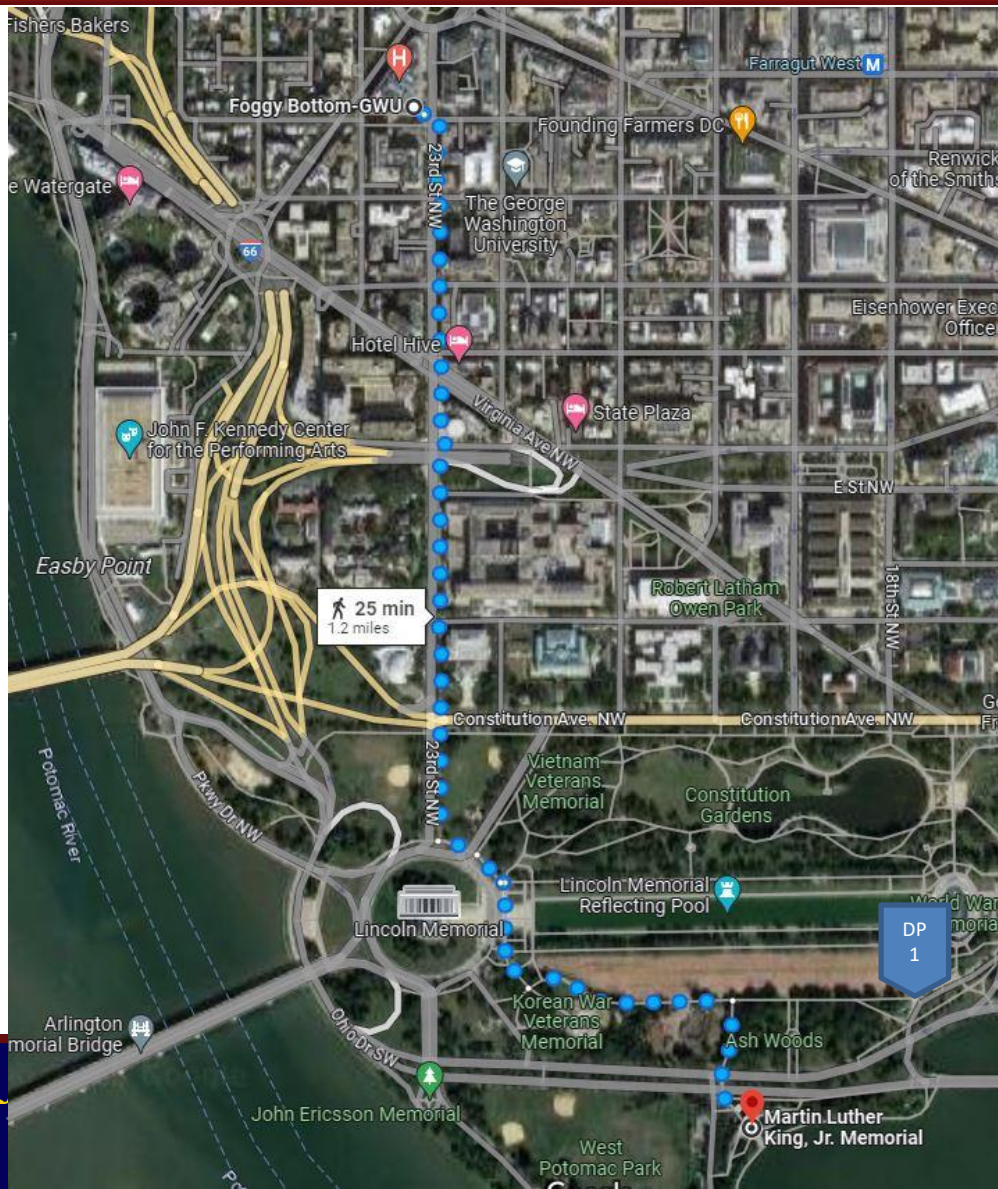
- a. Walking - When you arrive to Foggy Bottom-GWU, proceed south on 23rd Street NW towards the National Mall. You will walk approx. .75 miles and arrive to the Lincoln Memorial. From the Lincoln Memorial, continue southeast towards Independence, passing the Lincoln Memorial Reflecting Pool on your left. Once you pass the Reflecting Pool, you may notice an open field with tents and an event area on your left. That is Camp Legacy-John F. Kennedy Hockey Fields. Continue southeast towards Independence Avenue and you will pass the Korean War Veterans Memorial. Once you arrive to Independence Avenue, take a left. You will walk about 800 feet, passing the National Park Service Stables, to the intersection of West Basin Drive and Independence Avenue. You will then take a right and cross Independence Avenue. When you reach the South side of Independence Avenue, to your right you will see the Martin Luther King Jr. Memorial Bookstore and Camp Legacy-West Potomac Park; to your left, you will see the pathway down towards the Martin Luther King Jr. Memorial at the Tidal Basin. This is the “Welcome Home” Veterans Rally Point each morning at 8:30am.
- b. Shuttle – The Veterans of Foreign Wars (VFW) will provide a shuttle to Drop-Off Point 1 at “Welcome Home” from the Foggy Bottom-GWU Metro Station each day. The shuttle will begin at 10am and run until 7pm, with buses running every 20-30 minutes.

Join the Nation ... thank a Vietnam veteran!



SUSTAINMENT

50th





SUSTAINMENT



Navigating to “Welcome Home” (MLK Memorial):

2. Federal Triangle (Map on Slide 18)

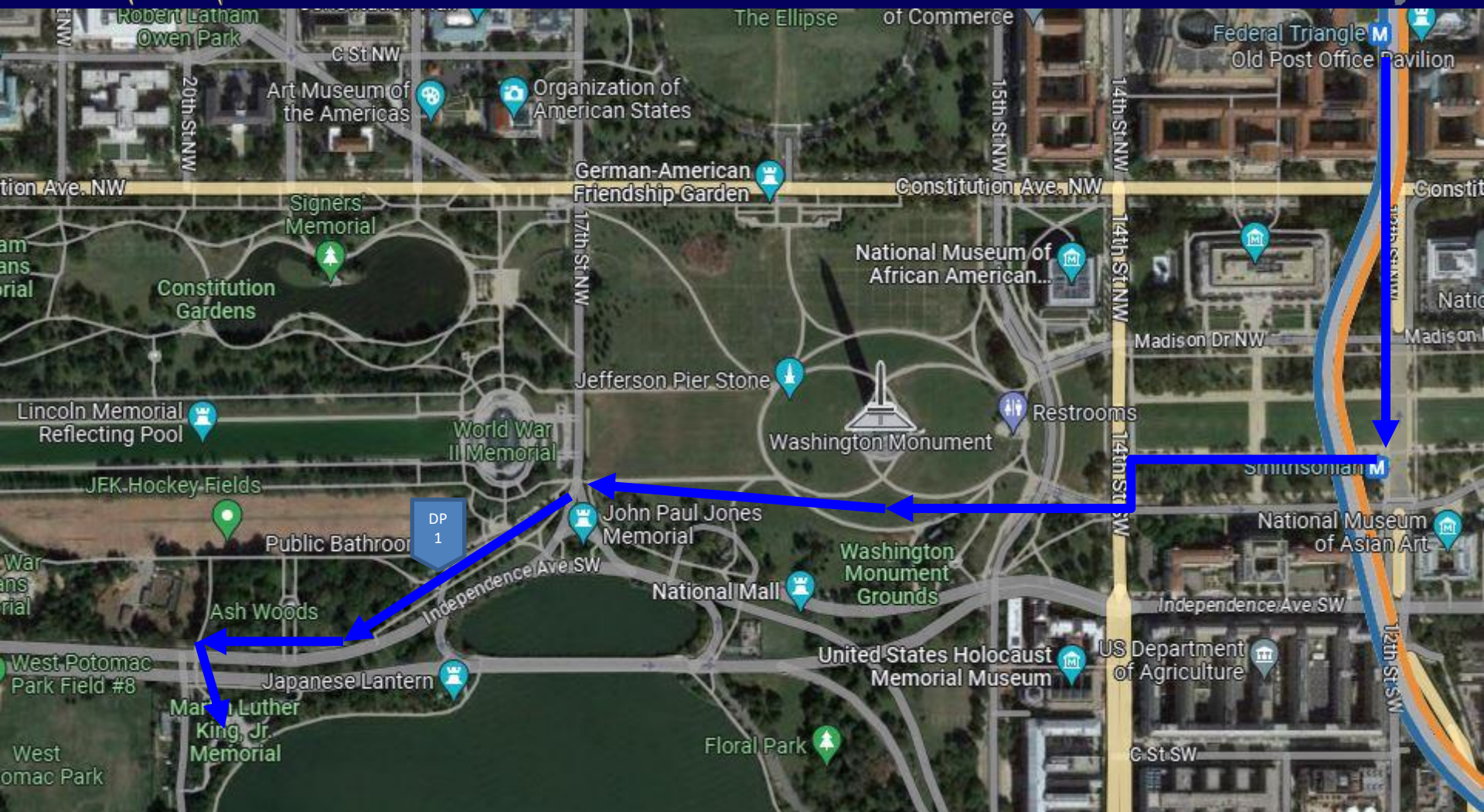
- a. Walking – When you exit from the Federal Triangle Metro Station, proceed south on 12th Street NW towards the National Mall. You will cross Constitution Avenue and Madison Drive before entering the National Mall. Once you enter the National Mall, look to your right and you will see the Washington Monument. Proceed towards the Washington Monument. When you arrive to 14th Street SW, cross it, and head west towards the WWII Memorial, which is approximately ¼ mile directly west (or beyond) the Washington Monument. You will pass the Washington Monument on your right, walking parallel to Independence Avenue on your left. Cross 17th Street NW and take a slight left on the sidewalk, passing the WWII Memorial on your right. You proceed beyond the public restrooms, which is also Drop-Off Point 1, towards the intersection of West Basin Drive and Independence Avenue. The Ash Woods will be on your right. When you arrive to the intersection of West Basin Drive and Independence Avenue, take a right on the crosswalk. When you reach the South side of Independence Avenue, to your right you will see the Martin Luther King Jr. Memorial Bookstore and Camp Legacy-West Potomac Park; to your left, you will see the pathway down towards the Martin Luther King Jr. Memorial at the Tidal Basin. This is the “Welcome Home” Veterans Rally Point each morning at 8:30am
- b. D.C. Circulator - When you exit from the Federal Triangle Metro Station, proceed south on 12th Street NW towards the National Mall. When you arrive to the intersection of 12th Street NW and Madison Drive, observe your surroundings to identify the D.C. Circulator Bus Stop. A D.C. Circulator Bus will stop approximately every 10-15 minutes and will transport you to a temporary stop at “Welcome Home,” near the intersection of West Basin Drive and Independence Avenue. See Slides 11 and 14 for more information.

Join the Nation ... thank a Vietnam veteran!



SUSTAINMENT

50th



Join the Nation ... thank a Vietnam veteran!



SUSTAINMENT



Navigating to “Welcome Home” (MLK Memorial):

3. Smithsonian (Map on Slide 20)

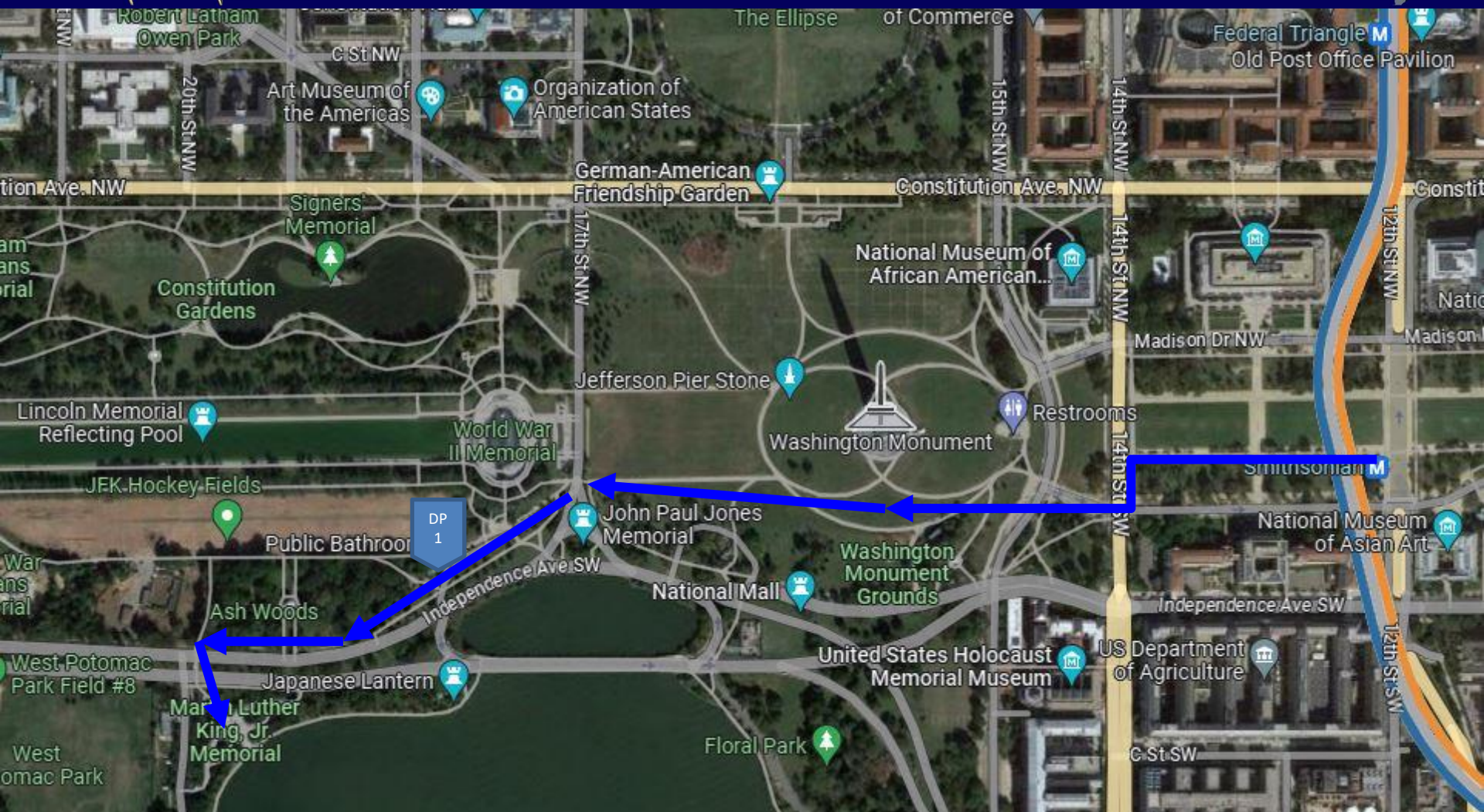
- a. Walking – Once you exit the Smithsonian Metro Station, you will be located on the southern side of the National Mall. As you proceed up the steps or escalators, look to your left (northward) and proceed to the National Mall. As you enter the National Mall, look to your left and you will see the Washington Monument. Proceed towards the Washington Monument. When you arrive to 14th Street SW, cross it, and head west towards the WWII Memorial, which is approximately ¼ mile directly west (or beyond) the Washington Monument. You will pass the Washington Monument on your right, walking parallel to Independence Avenue on your left. Cross 17th Street NW and take a slight left on the sidewalk, passing the WWII Memorial on your right. You proceed beyond the public restrooms, which is also Drop-Off Point 1, towards the intersection of West Basin Drive and Independence Avenue. The Ash Woods will be on your right. When you arrive to the intersection of West Basin Drive and Independence Avenue, take a right on the crosswalk. When you reach the South side of Independence Avenue, to your right you will see the Martin Luther King Jr. Memorial Bookstore and Camp Legacy-West Potomac Park; to your left, you will see the pathway down towards the Martin Luther King Jr. Memorial at the Tidal Basin. This is the “Welcome Home” Veterans Rally Point each morning at 8:30am.

Join the Nation ... thank a Vietnam veteran!



SUSTAINMENT

50th



Join the Nation ... thank a Vietnam veteran!



SUSTAINMENT



Food and Water:

The Vietnam War Commemoration will not provide food to volunteers or the general public; “Welcome Home” volunteers should either pack their own lunch or snacks, or obtain food from food trucks and restaurants on or near the National Mall. USAA has graciously provided bottled water that VWC Staff will distribute to volunteers and the general public throughout “Welcome Home.” In addition, the OIC and A-OIC strongly recommend that volunteers bring non-alcoholic drinks of their choice.

Uniform and Required Items:

Comfortable walking or hiking shoes

Outdoor pants or shorts, like khakis.

“Welcome Home” Volunteer T-Shirt – will provide at check-in.

A digital or physical copy of “Welcome Home” Volunteer Handbook

Cell phone

Photo ID

Payment methods

Recommended Items:

Backpack

Wet-weather gear (rain jacket, poncho, and/or umbrella)

Towel

Extra pair of socks

Sunscreen

Cell phone charger

Food and snacks

Non-alcoholic beverages

Personal fan

Hat

Join the Nation ... thank a Vietnam veteran!



SUSTAINMENT



Prohibited Items:

The “Welcome Home” Prohibited Items List reflects that of the National Park Service’s Fourth of July Celebration. See infographic and website below:

<https://www.nps.gov/subjects/nationalmall4th/prohibited-items.htm>

Additional considerations:

The VWC recommends against bringing bulky, valuable, or too many personal items or equipment. Volunteers may bring a small cooler, a backpack, or handbag to transport required and recommended items.

The VWC will provide a space for volunteers to secure their personal belongings upon request.

Please be prepared to inform “Welcome Home” visitors about the Prohibited Items List (right).

National Park Service
U.S. Department of the Interior
National Mall and Memorial Parks



July 4th - Prohibited Items

The following items are prohibited at all access points:



No Guns, Knives, or Ammunition



No Unmanned Aerial Systems



No Alcohol



No Glass containers



No Explosives or Fireworks

Recommendations:



Leave Pets at Home



Please Use Metro



Bring Plenty of Water



Please Recycle

www.nps.gov/foju

Join the Nation ... thank a Vietnam veteran!



SUSTAINMENT



Health and Emergency Service Support:

American Medical Response (AMR) will provide first aid and medical care at “Welcome Home.” Each site in the event area (Camp Legacy JFK, Camp Legacy WPP, and the Concert) will include on Advanced Life Support Ambulance and a First Aid Station. Please reference their locations at each site, marked by a red circle and red cross on Slides 28-32.

If you experience or witness a medical emergency, take the following steps:

1. Notify nearest ALS Station on-site. If none are present, dial 9-1-1.
2. Notify your Team Leader.
3. Standby on-site until an EMT arrives.

Severe Weather:

In the event of inclement weather, volunteers will direct visitors towards and seek shelter within the following covered areas in the vicinity of “Welcome Home”: MLK Bookstore, Ash Woods Restroom Building, WWII Memorial Restroom Building, FDR Restroom Building, Lincoln Memorial, or D.C. Circulator Bus. Team Leaders must report to the OIC the location(s) of their team once they take shelter.

Join the Nation ... thank a Vietnam veteran!



SUSTAINMENT



Active Shooter:

If an active shooter situation develops, U.S. Park Police will immediately respond on-site to secure the area and neutralize the threat. We encourage volunteers to use the Run-Hide-Fight methodology in order to protect their lives and the lives of others in the event of an active shooter situation.

1. **RUN** – Upon hearing shots fired, immediately and quickly move away from the event area.
2. **HIDE** – If running is not an option, move immediately and quickly to the nearest covered and concealed location. If you seek shelter within a building or structure, lock and reinforce the door to bar entry. Close any windows or blinds, turn off the lights, then move away from doors and windows.
3. **FIGHT** – As a last resort, if running and hiding are not an option, fight back against an active shooter by using any available object as a weapon.

Evacuation:

In any event that requires evacuation, please direct attendees and follow the general evacuation routes below:

- If located at West Potomac Park, the evacuation routes are westward down Independence Avenue and southward down Ohio Drive.
- If located at JFK Hockey Fields, the evacuation routes are eastward towards 17th Street along Independence Avenue, northwards to the Vietnam Veterans Memorial, and westward down Independence Avenue.

****NOTE**** - The VWC will announce more specific evacuation guidance depending upon the emergency.

Join the Nation ... thank a Vietnam veteran!



EVACUATION ROUTES





Command and Control



Location of Key Leaders:

The OIC will be located at either the VWC TOC (Tent 506) or at one of the key event areas throughout “Welcome Home.”

Succession of Command:

Volunteer OIC: CPT Andrew Hargroder

Volunteer Alternate OIC: LT Luis Rivera

Camp Legacy Mayor: Mr. Eric Minton

Camp Legacy Deputy Mayor: Mr. Luc Chiarenza

Communication:

Primary – Handheld Radio

Alternate – Cell phone

Contingency/Emergency – Walker or Runner

Join the Nation ... thank a Vietnam veteran!



Command and Control



Reports:

Throughout “Welcome Home,” Volunteer Team Leaders must submit the following reports by radio or cell phone to the OIC each day:

- 9am – First roll-call (conducted at Tent 506 for check-in) confirming volunteer roster
- 11am, 1pm, 3pm, and 5pm – Roll-call for each shift change
- 7pm – Departure of volunteers
- NLT 10pm – Safe return of all volunteers to home or lodging.

Commander’s Critical Information Requirements:

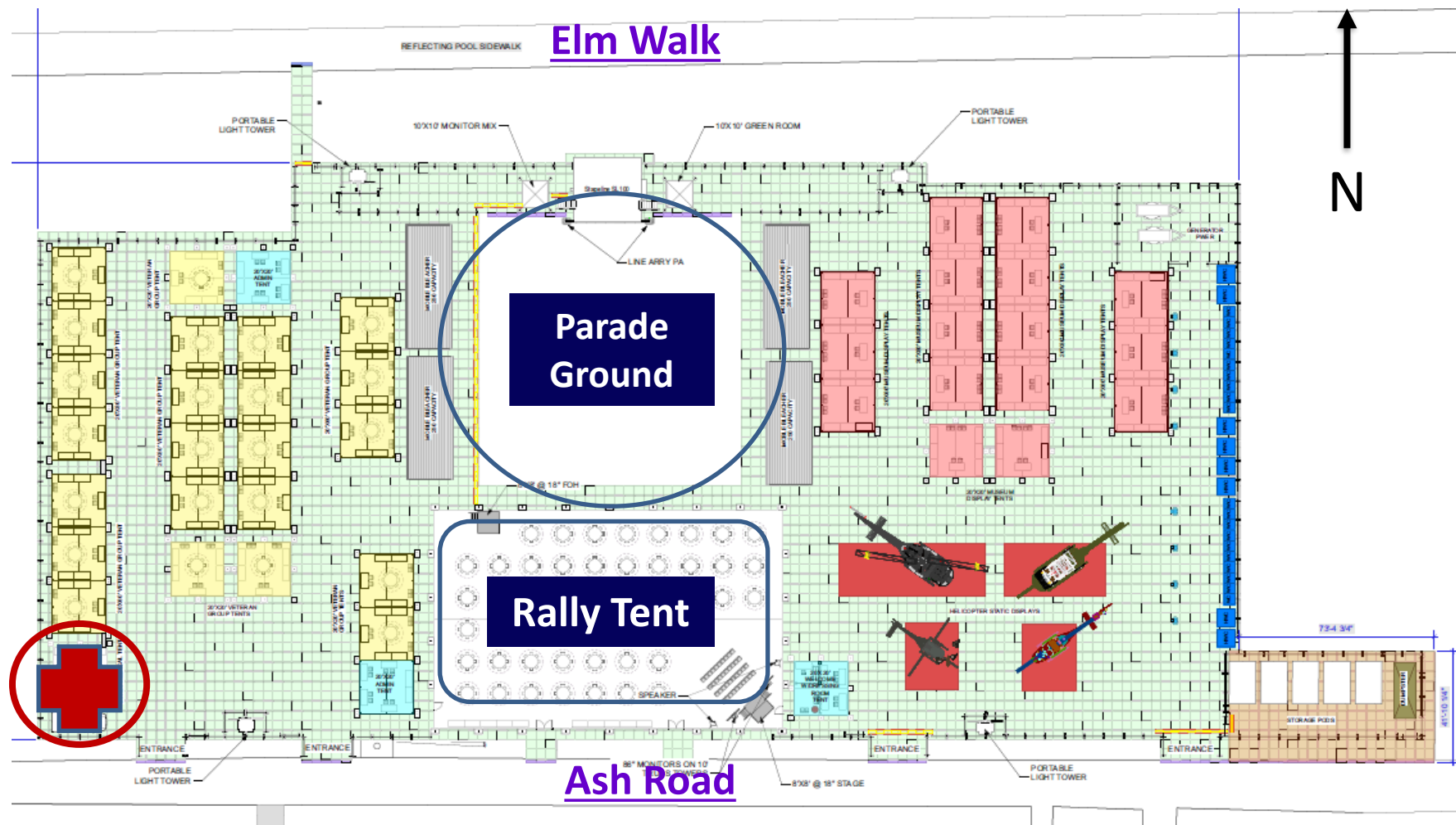
In addition to the Team Leader reports, all volunteers must report to their Team Leader (and Team Leaders to the OIC) if they witness or receive information of the following:

- Any incident of illness, injury, or medical emergency involving “Welcome Home” attendees, staff, or performers.
- Any security incident that required law enforcement response.
- Any stoppage or delay of mission execution for over one hour.
- Missing persons report.
- Forecast of severe weather.

Join the Nation ... thank a Vietnam veteran!



Camp Legacy JFK Hockey Fields

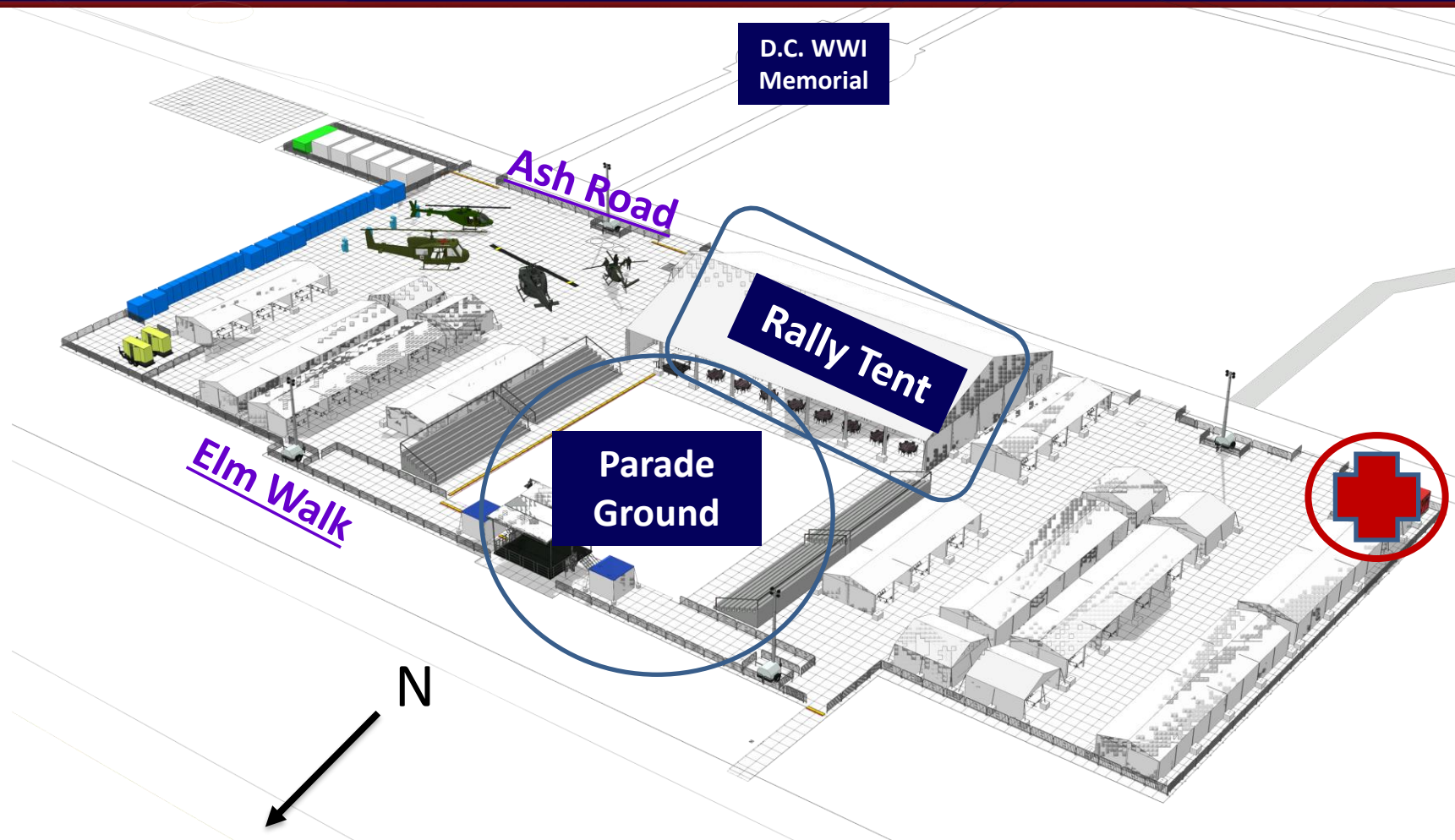


Join the Nation ... thank a Vietnam veteran!



Camp Legacy JFK Hockey Fields

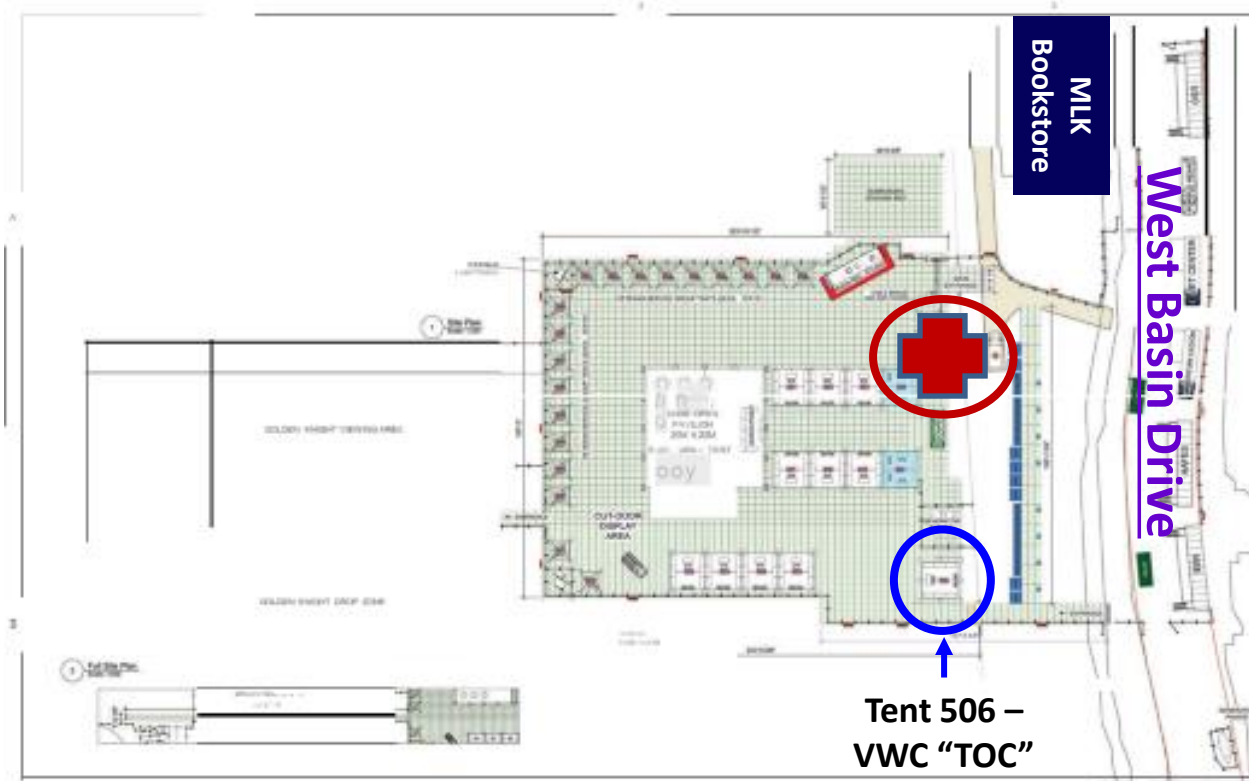
50th



Join the Nation ... thank a Vietnam veteran!



Camp Legacy West Potomac Park (WPP)

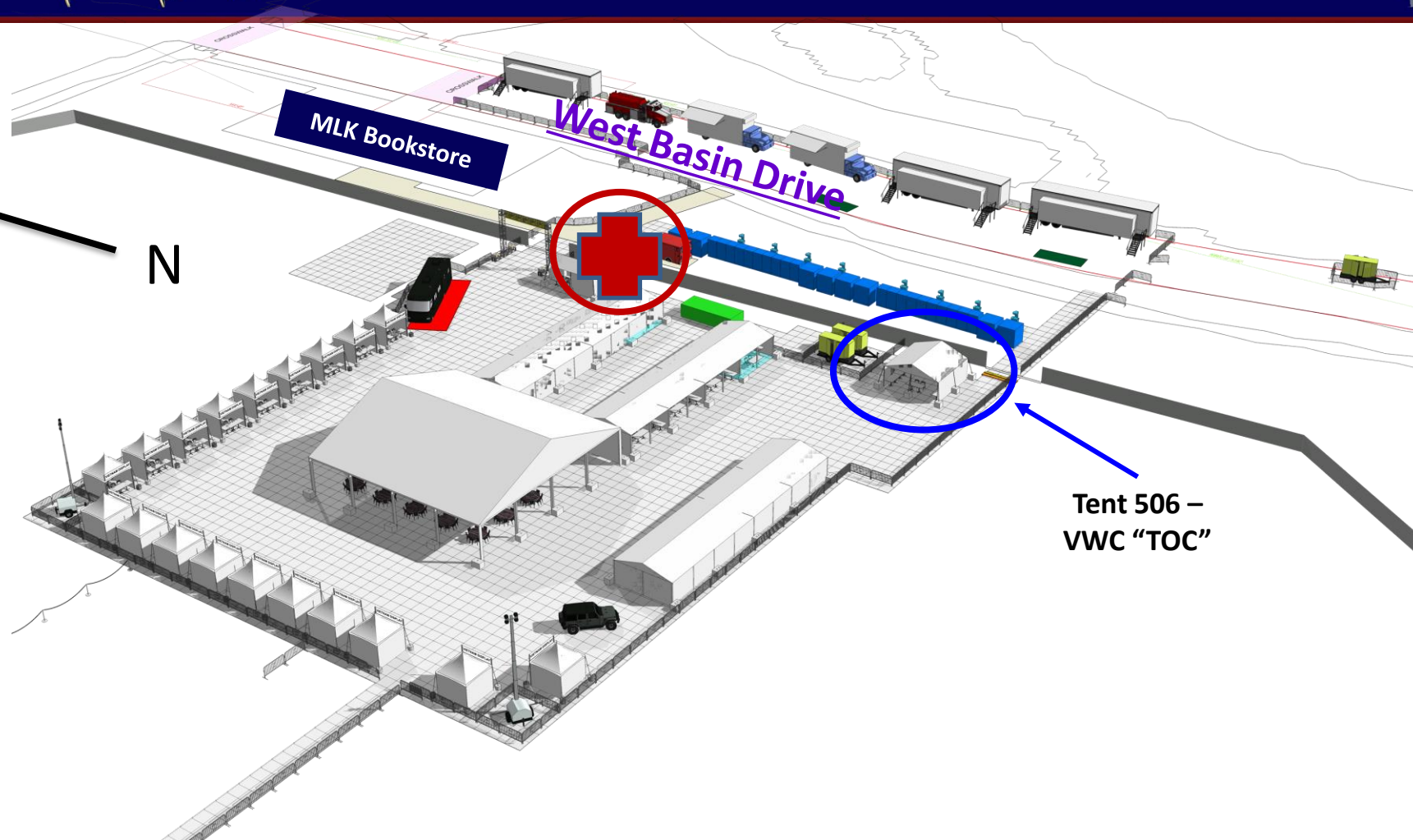


Join the Nation ... thank a Vietnam veteran!



Camp Legacy West Potomac Park (WPP)

50th



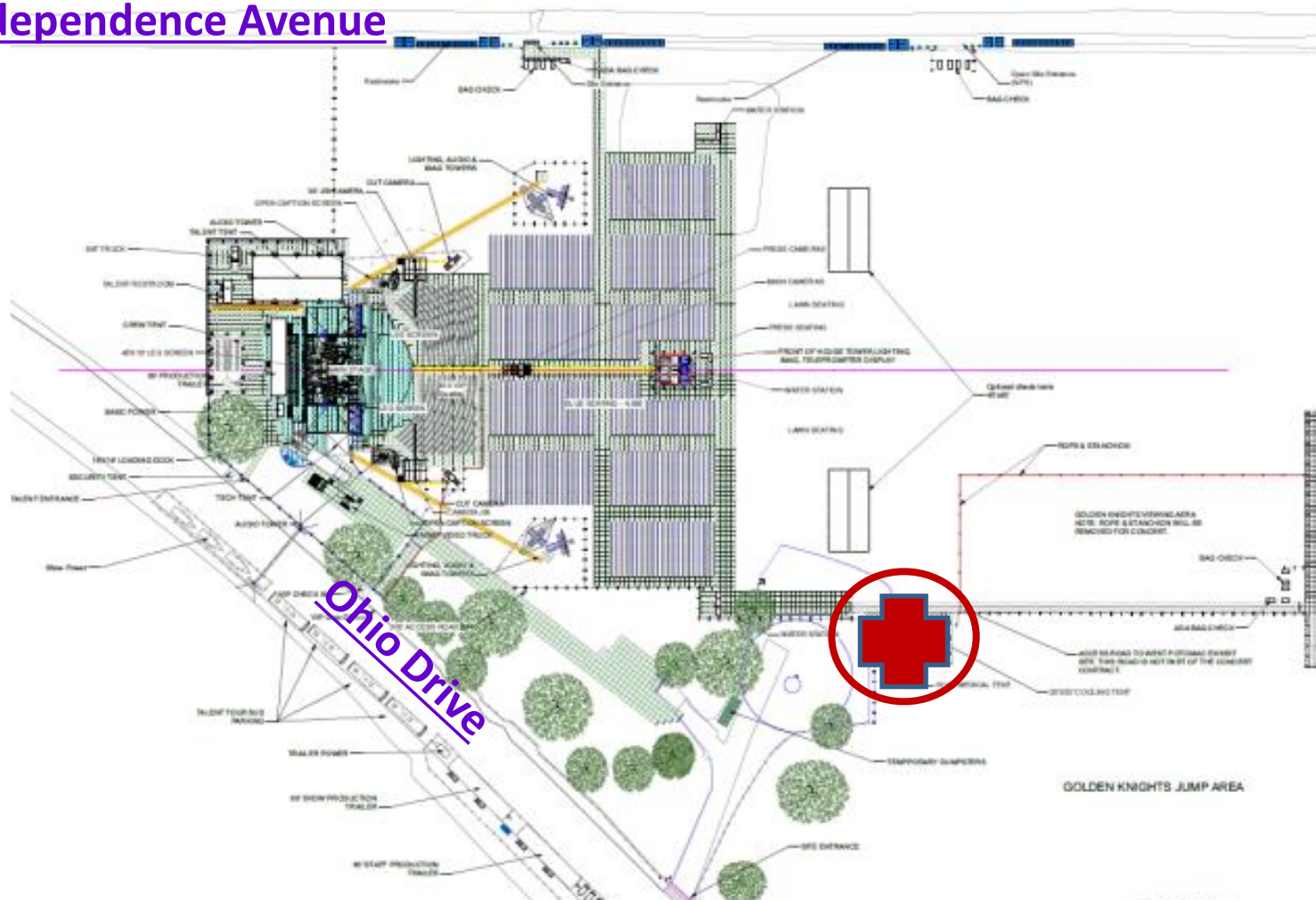
Join the Nation ... thank a Vietnam veteran!



Concert Area West Potomac Park



Independence Avenue



Join the Nation ... thank a Vietnam veteran!



THE UNITED STATES OF AMERICA VIETNAM WAR COMMEMORATION



Questions or Concerns?

Please contact the “Welcome Home” Volunteer OIC:

CPT Andrew Hargroder

andrew.l.hargroder.mil@mail.mil

(202) 209-3502

Join the Nation ... thank a Vietnam veteran!