

**OPERATIONAL AND ADMINISTRATIVE PROCEDURES FOR  
USAG BAVARIA VIRTUAL JINGLE BELL 5Km RUN  
11 - 13 DECEMBER 2020**

IMBA-MWR

12 November 2020

MEMORANDUM OF INSTRUCTION (MOI)

SUBJECT: USAG Bavaria Virtual Run

1. **REFERENCES:**
  - a. AR 215-1, Nonappropriated Fund Instrumentalities and, Morale, Welfare and Recreation Activities. 24 Sep 10
  - b. DA PAM 385-5, 15 Nov 81, Fundamentals of Safety in Army Sports & Recreation.
  - c. AE 215-1, Family and Morale, Welfare and Recreation Programs in Europe. 17 Jun 2019
2. **WHAT:** USAG Bavaria Virtual Jingle Bell 5Km Run
3. **WHEN:** 11 - 13 December 2020
4. **WHERE:** USAG Bavaria
5. **ENTRIES:** Grafenwoehr, Vilseck, Hohenfels and Garmisch are authorized an unlimited number of individual runners
6. **ELIGIBILITY:** U.S. ID card holders only. Active Duty Soldiers, DoD Civilians and Family members 18 years and older and out of high school.
7. **REGISTRATION:** Online: ends 10 December 2020 @ 1700 hours. Once registered you will receive a confirmation email that will provide information on requirements you need to follow to record your run time/distance. To download the registration form go to: [grafenwoehr.armymwr.com](http://grafenwoehr.armymwr.com) and email it to [usarmy.bavaria.id-europe.list.fitness-programs@mail.mil](mailto:usarmy.bavaria.id-europe.list.fitness-programs@mail.mil)

8. **START TIME:** 11 December 2020. All participants wishing to receive a t-shirt must submit their results by providing a screen shot of their information which must include: your name, distance ran in “kilometers” and overall time ran. This must be emailed to [usarmy.bavaria.id-europe.list.fitness-programs@mail.mil](mailto:usarmy.bavaria.id-europe.list.fitness-programs@mail.mil) NLT 1700 hours on the final day of the event (13 December 2020) to be eligible for a T-shirt
9. **AWARDS:** Event T-shirts for the first 75 Runners that email a screenshot of their Jingle Bell 5KM run results.  
(T-shirt sizes are limited and not guaranteed).
10. **POINTS OF CONTACTS:**
- Mr. Charles M. Bradfish  
Supervisory Sports Specialist Tower Barracks,  
Family and MWR, USAG Bavaria  
DSN: 475-9024
- Mr. Carl S. Boothe  
Supervisory Sports Specialist Rose Barracks,  
Family and MWR, USAG Bavaria  
DSN: 476-2538
- SERGE KEARSE  
Chief, Sports & Fitness Operations Branch  
Family and MWR, USAG Bavaria