

**OPERATIONAL AND ADMINISTRATIVE PROCEDURES FOR  
USAG BAVARIA JINGLE BELL FUN RUN  
(Tower Barracks, Grafenwoehr, Germany)  
16 December 2023**

- 1. REFERENCES:**
- a. AR 215-1, Non-appropriated Fund Instrumentalities and, Morale, Welfare and Recreation Activities. 24 Sep 10
  - b. Army Regulation in Europe AER215-1, Family and Morale, Welfare, and Recreation Programs in Europe, 17 June 19.
  - c. DA PAM 385-5, 15 Nov 81, Fundamentals of Safety in Army Sports & Recreation.
- 2. WHAT:** USAG Bavaria “Jingle Bell” Fun Run
- 3. WHEN:** 16 December 2023
- 4. WHERE:** Tower Barracks Fitness Center, Building #170.
- 5. ENTRIES:** Each community is authorized an unlimited number of Competitors.
- 6. ENTRY FEE:** \$25 per person  
(12 years old and below free, No Awards)
- 7. ELIGIBILITY:** Active Duty Soldiers, Civilian Employees, Family Members, U.S. Contractors eligible to use MWR facilities, and members of NATO Forces assigned to Army Europe.
- 8. REGISTRATION:**
- a. Registration 1 Oct - 13 Dec 2023.
  - b. Register at the Tower Barracks Physical Fitness Center, B170 or Jesse L. Williams Fitness Center, B323, Rose Barracks.
  - c. Online Registration: Download form from USAG Bavaria MWR webpage  
[www.grafenwoehr.armymwr.com](http://www.grafenwoehr.armymwr.com)  
Complete registration form and send via email to  
[usarmy.bavaria.id-europe.list.fitness-programs@army.mil](mailto:usarmy.bavaria.id-europe.list.fitness-programs@army.mil)

- 9. RUNNER CHECK-IN:** 16 Dec 2023, 0730 – 0830 hours, at Tower Barracks Fitness Center, Bldg. 170.
- 10. RUNNERS SAFETY BRIEFING:** 16 Dec 2023, 0845 hours. A mandatory meeting for all runners will be conducted at the starting line area. Tower Barracks Fitness Center, Bldg. 170.
- 11. START TIME:** 16 Dec 2023, 0900 hours
- 12. AWARDS:**
- a. Finisher medals and Event T-shirts for the first 200 Runners Registered. T-shirt size, not guaranteed.
- 13. POINTS OF CONTACT:** Sports & Fitness Office, Tower Barracks Family and MWR, USAG Bavaria  
DSN: 526-1420, or CIV: 09641-70-5261420, Or DSN: 526-1423, or CIV: 09641-70-5261423