

Department of the Army
Headquarters, U.S. Army Garrison
455 McNair Avenue, Suite 100
Fort Sill, Oklahoma, 73503
24 September 2013

***Fort Sill Regulation 210-3**

OPERATIONS

SCHEDULING THE 77th ARMY BAND, THE FIELD ARTILLERY HALF SECTION, THE POLO FIELD, THE OLD POST QUADRANGLE, and FLAG ROOM SUPPORT

Summary. This Regulation prescribes policies and procedures for scheduling the 77th Army Band, the Field Artillery Half Section, the Polo Field and the Old Post Quadrangle (OPQ) and requesting support from the installation Flag Room.

Applicability. The policy and guidance prescribed in this regulation is applicable to all Fort Sill Organizations.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Chief of Staff.

Suggested Improvements. The component of this regulation is the Directorate of Plans, Training, Mobilization and Security (DPTMS) Ops Branch. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended changes to Publications and Blank Forms) directly to DPTMS.

Distribution. This publication is available in electronic media only and can be accessed from the index of the Fort Sill Publication web site at:
<http://sill-www.army.mil/USAG/publications.html>

*This regulation supersedes Fort Sill Regulation 210-3, 30 December 2009.

Chapter 1

Introduction

1-1. Purpose. To establish policies and procedures for scheduling the 77th Army Band, the Field Artillery Half Section, Polo Field, Old Post Quadrangle (OPQ) and requesting equipment from the Fort Sill Flag Room.

1-2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

Chapter 2 Responsibilities

2-1. Directorate of Plans, Training, Mobilization, and Security (DPTMS). DPTMS will schedule-

- a. The 77th Army Band, for all on and off post events.
- b. The U.S. Army Field Artillery Half Section, for all on and off post events.
- c. Flight and rail restrictions, during ceremonies.
- d. Photographic support, for installation level ceremonies.
- e. OPQ and Polo Field.
- f. Flag Room support.

Chapter 3 General

3-1. Scheduling Procedures. The 77th Army Band is under the control of Headquarters Detachment, Fires Center of Excellence (FCOE); however, scheduling is controlled by Directorate of Plans, Training, Mobilization, and Security (DPTMS) Operations Branch. The Field Artillery Half Section, OPQ, Polo Field, and the Installation Flag Room is also operated, operationally controlled and scheduled through DPTMS-Operations Branch. Scheduling procedures are as follows:

- a. You must hand carry or email all (FS Form 104) Training Support Requests which provide less than 45 calendar days lead time to DPTMS Operations with a memorandum of lateness signed by a commander (LTC or above), director, commandant or chief of special staff or tenant unit.
- b. All support requests must be logged and processed through the requester's Brigade S3.
- c. Support request can be emailed or hand carried to DPTMS Operations Branch, building 455 (McNair Hall), room 211, fax number 442-5504.

3-2. Scheduling Priorities.

*Fort Sill Regulation 210-3, 24 September 2013

- a. First priority is all installation level ceremonies (i.e., monthly retirement ceremonies, reveille and retreat ceremonies, and special ceremonies as directed by the Commanding General, FCOE).
- b. Second priority is Brigade/Battalion level Change of Command ceremonies and all events requiring the participation of a general officer.
- c. Third priority is on post graduation ceremonies, in the order the requests are received.
- d. Fourth priority includes all other on-post events (i.e. Change of Responsibility ceremonies, Commanders Ball, Prayer Breakfast) and rehearsals for GO level ceremonies.
- e. Fifth priority is off-post events that are active duty official functions.
- f. Sixth priority includes off-post events such as National Guard/Reserve official functions, Army Recruiting, and Community Relations.
- g. Seventh priority is off-post retiree official functions and nonmilitary events.

3-3. Scheduling Restrictions.

- a. The use of the OPQ is limited to Installation and General Officer ceremonies.
- b. Request for exception to this policy must be submitted NLT 45 days prior to the ceremony through this headquarters, ATTN: IMSW-SIL-PLO, to the Chief of Staff, USAFCOEFS.
- c. Requesting units are responsible for providing their own marking materials when marking either the OPQ or Polo Field.

3-4. 77th Army Band Scheduling Guidelines.

a. When requesting the Band, indicate the type of support needed on Fort Sill Form 104 (figure 1). When type of support is not clear, DPTMS will delay request until unit clarification is received. Use the following musical group names to indicate what support is required. Commander, 77th Army Band, based upon his/her experience and technical expertise, determines the applicability, of any performing group, in relation to the target audience.

- (1) Concert Band for major events.
- (2) Marching Band for military ceremonies and parades.
- (3) Popular Music Group or Small music ensemble for official functions, USAREC, community relations.
- (4) Indicate which type of Soloist is needed (bugler, pianist, or vocalist).

b. Commander, 77th Army Band, based upon his/her experience and technical expertise, determines the applicability, of any performing group, in relation to the target audience.

c. Requests for scheduling of individual elements of the band are considered only when requests do not conflict with full-band participation in another event.

3-5. U.S. Army Field Artillery Half Section.

a. FIRING A ROUND DURING A CEREMONY. A unit (brigade and higher) desiring to fire a round during a ceremony must submit a written request through DPTMS, to Chief of Staff, FCOE. This does not include Half Section demonstrations or retreat ceremonies.

b. Military organizations requesting the Half Section should forward a completed FS 104 to DPTMS, Operations.

c. Nonmilitary organizations that wish to request the U.S. Army Field Artillery Half Section for their event should contact the Community Relations Branch of the Fort Sill Public Affairs Office at 580-442-3024. Costs associated with the Half Section performance, to include travel and per diem for personnel, are the responsibility of the requesting organization.

3-6. Fort Sill Flag Room.

a. You must hand carry or scan and email all (FS Form 104) Support Requests which provide less than 45 calendar days lead time to DPTMS Operations.

b. Chairs and canopies are only authorized for use by Brigades and higher for changes of commands (ref: USAFCOEFS 210-5).

c. Requesting organization will contact Fort Sill flag room to confirm receipt of support request and receive a pickup date and time. Requestors who fail to arrive on time or contact the flag room to reschedule their pickup will be rescheduled for the following day.

d. Requesting organizations are responsible for the pick-up, transport, proper emplacement, recovery and return of all Flag Room equipment.

e. All equipment will be inspected and issued on DA Form 3161; equipment will be re-inspected and in satisfactory condition upon turn in.

f. Flag room equipment will not be issued for personal or individual use.

3-7. Scheduling the Old Post Quadrangle and the Polo Field.

a. Request use of the OPQ or Polo Field, along with all other support needed, on one Fort Sill Form 104.

b. Units will sign and return a Statement of Understanding (figure 2) and submit it with the Fort Sill Form 104.

c. It is the responsibility of the using unit to follow the rules on the Statement of Understanding when using the OPQ or Polo Field.

d. No tracked or wheeled vehicles are allowed on the field (except a HMMWV when performing a mounted inspection).

e. Clean and remove all debris from the area immediately following the event.

Chapter 4 Performance Standards

4-1. Performance Standards. Bands will not perform in any manner or style which has the potential to unnecessarily injure performers or damage equipment, for example, performing on musical instruments while running. Performing outdoors during electrical storms or in other severe weather or climactic conditions is potentially dangerous to band members, will result in substandard performance, and can render instruments inoperable or in need of extensive and costly repairs.

a. Rain can severely damage woodwind and percussion instruments and presents a serious safety hazard for electronic instruments, sound reinforcement systems, and other electrical equipment.

b. At or below the freezing point, as determined by temperature or wind chill, there is a great potential for personal injuries. Brass, electronic, and woodwind instruments will cease to function properly, if at all, and serious damage to instruments is inevitable.

Chapter 5 Participation

5-1. Army Band Participation. Army bands may participate in—

a. Official military functions, whether on or off the military installation (see AR 360-61, paragraph 6-6a). For example—

b. Military ceremonies, to include those supporting other federal agencies (see AR 360-61, paragraph 6-6b).

c. Worship Ceremonies. Army bands may support the installation or activity commander's religious programs and perform at officially designated command memorial ceremonies, military funerals, prayer breakfasts, special religious observances, or other official events which may have religious content.

d. Other events on military installations and sponsored by the military such as physical training and sports events, open houses, Army Birthday celebrations, organization days, dedications of official government facilities, and annual branch specific celebrations. See AR 360-61.

e. Free social and entertainment activities sponsored by the military, held on or off military installations, and conducted for the benefit of military personnel and their guests. These may include functions for which a charge is levied to defray expenses for food, beverages, and other incidental expenses. See AR 360-61.

5-2. Prohibited Participation. Army bands are specifically prohibited from participating in the following: (Reference AR 220-90 • 14 December 2007)

a. Luncheons, dinners, receptions, or dances, held in the public domain and sponsored by other than military or official Government personnel, where Army musicians on official duty are expected to provide background, dinner, or dance music (see AR 360-61, paragraph 6-7a).

b. Political meetings, ceremonies and like events, whether on or off the installation.

c. Public programs held away from a military installation where the band is expected to perform back-up support for other entertainers, unless the band performs as a featured participant and has received a waiver from the American Federation of Musicians.

d. Events, other than those authorized above, for which there is an admission or other fee imposed.

e. Events, other than normal military commitments, for which band participation would selectively benefit or appear to selectively, benefit any person, group, or corporation. This applies to all affiliations (profit, nonprofit, religious or quasi-religious, sectarian, ideological, fraternal, political, or commercial).

f. Motion picture premieres or regular movie presentations, fashion shows, or similar events sponsored or conducted for the sole benefit of commercial interests.

g. Parades (such as Christmas parades) sponsored primarily to support the commercial aspects of a holiday or event.

h. Civilian-sponsored beauty contests or pageants and similar events.

i. Events that are solely designed to stimulate sales or increase commercial business.

SUPPORT REQUEST

IMPORTANT! You may email or hand carry requests which provides less than 45 calendar days lead time to the appropriate agency with a memorandum of lateness signed by a commander (LTC or above), director, or chief of special staff or tenant unit.

Date:	To:	From:
Unit Requiring Support:		POC:
Telephone:		Email:
Request for (Check all that apply) <input type="checkbox"/> Personnel <input type="checkbox"/> Equipment <input type="checkbox"/> Information <input type="checkbox"/> Other		
List All Requirements:		
Tasking Start Date/Time:		
Tasking Ending Date/Time:		
Location of Tasking (Area, Bldg, LP or Place):		
Special/Specific Tasking Instructions (May attach word document if necessary):		
FOR FSCTO USE		
FSCTO Task #:	Assigned To:	
Suspense Date:	Published Date:	

FS Form 104
(DPTMS) 07 Feb 2011

PREVIOUS EDITION IS OBSOLETE.



REPLY TO
ATTENTION OF:

IMSI-PLO

DEPARTMENT OF THE ARMY
US RMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
455 MCNAIR AVE, SUITE 201
FORT SILL, OKLAHOMA 73503

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY
AND
THE USERS OF POLO FIELD

SUBJECT: Use of Polo Field

1. Reference. USAFCOEFS Regulation 210-3, Scheduling the 77th Army Band, FA Half Section, Polo field, and the Old Post Quadrangle.
2. Purpose. To authorize the use of Polo Field and to ensure compliance with USAFCOEFS Regulation 210-3.
3. Fort Sill's Polo Field is reserved for activities sponsored by the installation and must be maintained to the highest standard of appearance. Therefore, usage of the parade field, reviewing stand, and surrounding areas is controlled by DPTMS. Units or agencies can request to use Polo Field by following the procedures outline in USAFCOEFS 210-3.
4. To reduce the damage done to the parade field, certain restrictions have been put in place to ensure the parade field, reviewing stand, and surrounding areas are not damaged.
5. The unit or agency using Polo Field agrees to the following restrictions:
 - a. The unit will not allow tracked or wheeled vehicles on any part of Polo Field unless approval is granted by the Chief of Plans and Operations Division, DPTMS.
 - b. A police call of the entire field, including the reviewing stand and bleachers, will be conducted upon completion of the organization's event.
 - c. The unit or agency will clean the reviewing stand of all dirt and debris immediately following the event.
 - d. Paint, chalk and flags are the only acceptable methods of marking Polo Field. Can lids, nails, stakes, or canisters will not be used under any circumstances. This is to prevent damage to mowers and to prevent injury from flying debris.

SUBJECT: Use of Polo Field

e. A representative from DPTMS, Operations Branch will inspect Polo Field for damage and cleanliness the day following the event.

f. The unit or agency will provide a detail to repair damage or clean the area if the DPTMS, Operations Branch representative finds that the unit did not comply with the restrictions listed above.

6. This agreement is effective on the date the unit is scheduled to use Polo Field.

Insert Name
Chief, Operations Branch
DPTMS

(Date)

Insert Name
Signature Block Here

(Date)

(Figure 2)

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

AR 25-400-2

The Army Records Information Management System

AR 220-90

Army Bands

AR 360-61

The Army Public Affairs Program

DA Pam 25-403

Guide to Recordkeeping in the Army

USAFCOEFS Reg 210-5

Procedures for Ceremonies and Reviews

Section III Prescribed Forms

DA Form 3161

Request for Issue and Turn-In

Fort Sill Form 104

Support Request

Section IV Referenced Forms

DA Form 2028

Recommended changes to Publications and Blank Forms

Glossary

Section I

Abbreviations

AR

Army Regulation

ARIMS

Army Records Information Management System

DA

Department of the Army

DA Pam

Department of the Army Pamphlet

DPTMS

Directorate of Plans, Training, Mobilization, and Security

DPTMS, Ops

Directorate of Plans, Training, Mobilization and Security, Operations Branch

FCOE

Fires Center of Excellence

FS Form

Fort Sill Form

GO

General Officer

HMMWV

High Mobility Multi Wheeled Vehicle

LTC

Lieutenant Colonel

NLT

No Later Than

OPQ

Old Post Quadrangle

USAFACFS

United States Army Field Artillery Center and Fort Sill

USAFCOEFS

United States Army Fires Center of Excellence and Fort Sill

USAREC

United States Army Recruiting Command

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.

IMSI-PLO



TRACY P. BANISTER
Colonel, GS
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Director of Human
Resources

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