

Department of the Army
Headquarters, USAFCOEFS
455 McNair Avenue, Suite 100
Fort Sill, Oklahoma 73503
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*USAFCoE Supplement 1 to AR 220-90

Field Organizations
U.S. Army Bands

Summary. This regulation provides supplemental information of Army Regulation 220-90, Army Bands, to support United States Army Fires Center of Excellence (USAFCoE), 77th Army Band policies and describes the types of missions of the 77th Army Band.

Applicability. This regulation applies to the 77th Army Band and all associated requests for support both on post and off the installation.

Supplementation. Supplementation of this regulation is not authorized.

Suggested Improvements. Users are to send comments and suggested improvement on Department of the Army (DA) form 2028 directly to the USAFCoE and Fort Sill Secretary General Staff.

Distribution. This regulation is distributed solely through the Directorate of Human Resources, Administrative Services Division Homepage at http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

AR 220-90, 14 December 2007, is supplemented as follows:

PARAGRAPH 1-4. RESPONSIBILITIES. Add subparagraph (1) to subparagraph f:
(1) USAFCoE Public Affairs Office (PAO) will coordinate requests from Civilian communities and organizations, retired military organizations and Army Recruiting. PAO will forward approved requests through the Director of Plans, Training, Mobilization and Security (DPTMS) for scheduling. The DPTMS will coordinate and process all requests from military agencies on Fort Sill. The DPTMS will forward request to the USAFCoE G33 for tasking.

PARAGRAPH 1-4. RESPONSIBILITIES. Add subparagraph (2) to subparagraph f:
(2) Mission tasking for the 77th Army Band is the responsibility of the USAFCoE G33.

PARAGRAPH 1-4. RESPONSIBILITIES. Add subparagraph (3) to subparagraph f:
(3) DPTMS is responsible for reviewing all ceremony memorandums of instruction (MOI) for correct procedures and sequence of events.

PARAGRAPH 1-4. RESPONSIBILITIES. Add subparagraph (4) to subparagraph f:

(4) Commander, 77th Army Band, will make recommendations regarding the approval or disapproval actions of all commitments to the Director, USAFCoE DPTMS.

PARAGRAPH 1-4. RESPONSIBILITIES. Add subparagraphs u and v.

u. The 77th Army Band is attached to the USAFCoE Headquarters Detachment, Fort Sill. The CDR, USAFCoE Headquarters Detachment, is responsible for providing administrative support, military justice at field grade level, rations, single Soldier housing, and training oversight as required.

v. The Installation Transportation Office (ITO) will provide vehicle(s) sized appropriately for the mission. (1) A 44-passenger bus for all military and Civilian ceremonies and parades. (2) A 44-passenger bus and one 5-ton truck for all stage band, rock band, and concert band commitments within a 100 mile radius of Fort Sill Installation Boundary.

(1) A 44-passenger bus and two 5-ton trucks for all major concert band commitments (i.e., annual Christmas Concert, 4th of July Concert, and summer concert series).

(2) Commitments outside a 100-mile radius of Fort Sill require the use of commercial vehicles. The 77th Army Band will request through the USAFCoE Commercial Bus coordinator at G4 support from the ITO to coordinate for commercial transportation.

(3) A 15-passenger van for groups of appropriate size.

PARAGRAPH 2-1. PERFORMANCE STANDARDS. Add the following to subparagraph c.

(3) Equipment (musical instruments) and uniforms utilized by Army bands are high cost items. To avoid replacement of damaged equipment, uniforms and printed music, limit exposure of the band to inclement weather conditions. Specifically--

(a) For outdoor performances, the requestor must have an inclement weather plan. If weather conditions preclude band participation, the sponsor will notify the PAO who in turn will notify the band.

(b) PAO will inform the requestor in writing that an alternate indoor location must be provided for inclement weather or the contact will risk cancellation in adverse weather. Heavy rain will preclude participation of the band for street parades or other ceremonies. The band OIC or NCOIC on the site has the authority to withdraw the band in adverse weather on post. The OIC or NCO will consult the Director, PAO prior to withdrawal of an off post event.

(c) The senior commander or requestor will consider the possible damage that could occur to band equipment, and will consider the recommendation of the Commander, 77th Army Band, in rendering inclement weather decision.

PARAGRAPH 2-2. COMMITMENT CRITERIA. Add the following to subparagraph c. The Commander, 77th Army Band, is responsible to schedule compensatory time. Reserve dates to compensate for missed federal holidays, weekends, and training holidays. Commander, USAFCoE Headquarters Detachment with coordination through the USAFCoE STRATCOM Office, approves compensatory days. USAFCoE STRATCOM Office will inform the DPTMS of scheduled compensatory days as sixth priority (see para 2-8d).

PARAGRAPH 2-2. COMMITMENT CRITERIA. Add subparagraphs (1) and (2) to subparagraph e.

(1) The 77th Army Band Transportation Noncommissioned Officer in Charge (NCOIC) will notify the Installation Transportation Office of requests as far in advance as possible.

(2) The band frequently travels in civilian clothes to events outside the immediate Fort Sill/Lawton area. Two changing rooms are required.

PARAGRAPH 2-2. COMMITMENT CRITERIA. Add to subparagraph g.

(1) The summer block leave period will be approved consistent with mission requirements. The winter block leave period is aligned with the Installation half day schedule that is executed in December and January. Band Commander will ensure the period of block leave requested is submitted through the FCOE G3/5/7 to the FCOE Chief of Staff for approval.

(2) Whenever possible, a Reserve Component band will be coordinated by the Commander, 77th Army Band and scheduled by DPTMS to perform Annual Training at Fort Sill during the band's summer block leave period.

PARAGRAPH 2-3. AUTHORIZED PARTICIPATION. Add to subparagraph a(5). Band support for social events (military balls, official dinners, receptions, etc.) below the FCoE level requires submission of an exception to policy approved by the Chief of Staff.

PARAGRAPH 2-4. PROHIBITED PARTICIPATION. Add subparagraphs j, k and l.

j. The 77th Army Band will not support Change of Command ceremonies for organizations below the battalion level, and will not support Change of Responsibility ceremonies below the Commandant level.

k. Make all arrangements for unofficial musical support strictly between the off-duty band or band member(s) and the requestor. Neither the Commander, 77th Army Band, nor his/her official representatives, can or will become involved with the scheduling, rates of remuneration, or arbitration over such services. Unofficial support of this nature will not take precedence over official taskings. Although support of this nature may be coordinated for execution in conjunction with an official function, such as described in paragraph 2-4, the provisions within DOD 550.7-R, (Joint Ethics Regulation), 2-100 (5CFR 2635.704 [Use of Government Property]) pertaining to the utilization of government equipment for personal gain still apply. The performing group will not be attired in a military uniform, will not utilize government equipment, and cannot be referred to as any entity of the 77th Army Band.

l. The band's TOE equipment is designed to meet the requirements of the 77th Army Band. The tasking authority will refrain from tasking the Band for equipment in support of other activities not related to a band performance such as utilizing the band sound equipment for public address purposes not associated with a band performance.

PARAGRAPH 2-5. CEREMONIAL MUSIC PERFORMANCE STANDARDS. Add subparagraphs k and l.

k. The 77th Army Band will not perform music requested that could distract from time honored military traditions, or could be in bad taste (i.e., bugle calls between each and every toast, or a flute player and drummer limping while marching in with the colors).

l. Activities requesting to perform the National Anthem with a designated vocalist will submit performance proof that the vocalist is capable of performing the National Anthem at least 48 hrs prior to execution. The band commander reserves all rights to make the final decision on all performer capabilities.

PARAGRAPH 2-8. TASKING. Add paragraph 2-8.

a. Mission tasking procedures.

(1) The USAFCoE DPTMS Operations Office has overall responsibility for the scheduling of the 77th Army Band.

(2) The Public Affairs Office will coordinate requests from Civilian communities and organizations, retired military organizations and Army Recruiting. Requestors will submit written requests to the USAFCoE Public Affairs Office, ATTN: Community Relations, Fort Sill, Oklahoma, 73503. PAO will determine authorization IAW DA and Fort Sill regulations and, when necessary, submit to the Staff Judge Advocate for legal opinion. Coordinate requests with the command calendar. As needed, PAO will coordinate with the Commander, 77th Army Band for technical feasibility of support. The Civilian sector should submit requests to PAO at least 90 days prior to the

requested performance date(s). PAO will consider requests under 60 days on a case-by-case basis and only approved as an exception to policy by the Chief of Staff (CofS), USAFCoE.

(3) The DPTMS Office will coordinate requests from active military including Fort Sill and other military commands or agencies.

(a) Requests from active military including Fort Sill and other military commands or agencies will be submitted through DPTMS Operations utilizing a Fort Sill (FS) Form 104 requesting musical support. Requests submitted less than 45 calendar days from the day of execution require an exception to policy/letter of lateness endorsed by the first O5 or above in the requesting agencies chain of command be submitted to the USAFCoE CofS for approval. DPTMS Operations will coordinate with the Commander, 77th Army Band for technical feasibility of support.

(b) Requests for use of the 77th Army Band in support of social events below the Brigade level must be approved by the USAFCoE CofS prior to scheduling.

(c) Consult with the Commander or representative of the 77th Army Band in the planning of events when the unit is to perform.

(d) Support for field rehearsals is limited to a band representative and a bass drummer for one full dress rehearsal. Include request for rehearsal support on the FS Form 104.

(4) In the event of conflicts in scheduling, the 77th Army Band can provide a recording of ceremonial music. The requester needs to bring a good quality blank tape or recordable CD to McNair Hall, Room 120, at least 30 calendar days prior to the event.

(7) USAFCoE CofS will make final approval and decisions pertaining to commitment conflicts. Once a mission has been approved and the sponsor has been informed, the receipt of a "higher priority" mission request will not automatically cause cancellation of the previously scheduled event. Factors such as public relations impact, degree of importance of the subsequent mission request, etc., will receive consideration.

(8) Do not schedule more than two commitments per day for the full marching band. A full band dress rehearsal including a "Sound Off" or "Pass in Review" is considered one commitment. Allow the band at least 2 hours between marching commitments. Allow 1 hour between ceremonies following a marching commitment, excluding travel and changing time.

(9) For performing groups placed in a traveling or temporary duty (TDY) status, apply the following:

(a) TDY costs normally are borne by the requesting agencies. Requestors may arrange reimbursable funding as needed to support the mission.

(b) Commitments outside of a 100-mile radius of the boundary of Fort Sill require commercial transportation. Commitments inside the 100-mile radius may utilize military transportation as available. Transportation costs are normally borne by the requesting agencies.

(c) The 77th Army Band will request (subject to joint travel regulations) hotel or "guest house" type quarters while away from the home station. The Commander, 77th Army Band, will determine the suitability of all travel and accommodation arrangements for the unit on missions.

(10) A significant mission for the 77th Army Band, as for all continental United States (CONUS) based bands, is to support personnel accession programs for the total Army. The Commander, 77th Army Band, will be responsible for generating and coordinating these types of activities. Recruiting commands, agencies, or schools will submit recruiting-related mission requests to PAO.

b. Funeral tasking for 77th Army Band trumpet players.

(1) Funeral taskings for the 77th Army Band trumpet players originate from the Fort Sill Casualty Office. The Casualty Office will provide the 77th Army Band a completed copy of the FS Form 733. The Bugle NCOIC is responsible for tasking 77th Army Band trumpet players to perform funeral duties and will coordinate for transportation as needed.

(2) Units will submit requests for bugler support for Memorial services for active duty Soldiers through DPTMS operations.

c. Funeral participation factors.

(1) Funerals may occur on days when the 77th Army Band is committed or pre-committed. Due to the limited number of trumpet players assigned to the 77th Army Band, the band commander will monitor support of military functions to ensure that the concert, marching, and stage band ensembles have a least four PMOS-qualified trumpet performers IAW paragraph 2-2h. When funeral participation is limited, the scheduling priority is as follows: Army active duty, Army Medal of Honor awardees, Army retirees, and 100 percent disabled Army veterans buried in Lawton-Fort Sill. The Bugle NCOIC will coordinate in advance with DPTMS to ensure that DPTMS has the number of trumpet players available for funeral duty when the band is pre-committed.

(2) Perform inter-service funerals only on availability of 77th Army Band trumpet players and obtain approval on a case-by-case basis from the Chief of Staff, Fort Sill.

The priority of inter-service funerals is active duty, Medal of Honor awardees, and retirees only.

(3) During the 77th Army Band block leave period, one trumpet player will be on duty for bugle commitments. A request to waive this requirement can be submitted to the USAFCoE CofS if a Reserve Component band can fulfill the funeral support mission.

(4) "Echo Taps" or "Silver Taps" the practice of performing "Taps," with multiple buglers, is not authorized IAW paragraph 2-5h.

d. Scheduling Priorities for the 77th Army Band.

(1) First Priority. All installation-level ceremonies and activities as listed in USAFACFS Regulation 210-5 (i.e., monthly retirement ceremonies and retreat ceremonies) and buglers for funerals.

(2) Second Priority. Battalion and Brigade Change of Command Ceremonies and all events requiring the participation of general officers.

(3) Third Priority. Fort Sill graduation ceremonies, in the order of the date the request is received.

(4) Fourth Priority. All other Fort Sill events to include Commandant and Non-Commissioned Officer Academy Change of Responsibility Ceremonies.

(5) Fifth Priority. Off-post events - active duty official functions.

(6) Sixth Priority. Off-post events - National Guard/Reserve official functions; Army Recruiting; Community Relations; Band compensatory days.

(7) Seventh Priority. Off-post events - retiree official functions and nonmilitary events.

(8) Ceremonies have priority over field rehearsals. Dry runs and field ceremony rehearsals have no priority over scheduled events.

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