

DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST CAVALRY DIVISION
Fort Hood, Texas 76544
7 October 2013

1st Cavalry Division Band Utilization Policy

SUMMARY: To establish policy and procedures pertaining to the utilization of the 1st Cavalry Division (1CD) Band.

APPLICABILITY: This outlines policy and procedures for anyone, representing any unit, organization, agency, etc., on or off post, requesting 1CD Band support.

INTERIM CHANGES: All recommended changes must be submitted through the G-3, and approved by the Chief of Staff.

SUPPLEMENTATION: This policy cannot be supplemented without the approval of the Chief of Staff.

DISTRIBUTION RESTRICTION: None

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Section I. Overview

1-1. PURPOSE: To establish policy and procedures pertaining to the utilization of the 1st Cavalry Division (1CD) Band.

1-2. REFERENCES:

- a. Department of Defense (DOD) Directive 5410.18, Public Affairs Community Relations Policy, 20 NOV 01
- b. DOD Instruction 5410.19, Public Affairs Community Relations Policy Implementation, 13 NOV 01
- c. DOD 5500.07R, Joint Ethics Regulation, 20 DEC 07
- d. Army Regulation (AR) 220-90, Army Band, 14 DEC 07 (currently under revision)
- e. Department of the Army Pamphlet (DA PAM) 220-90, A guide for Senior Commanders, 1 DEC 07
- f. AR 360-1, The Army Public Affairs Program, 15 SEP 00
- g. AR 600-25, Salutes, Honors and Visits of Courtesy, 24 OCT 04
- h. TC 3-21.5, Drill and Ceremonies, JAN 12
- i. ATTP 1-19, Army Bands, 7 JUL 10
- j. III Corps and Fort Hood Regulation 350-1, Training and Leader Development, 30 MAR 09
- k. III Corps and Fort Hood Regulation 360-4, Community Relations, 18 APR 11

1-3. MISSION: The mission of the 1CD Band is to provide music throughout the spectrum of operations and instill in our Soldiers the will to fight and win, foster the support of our citizens, and promote our national interests at home and abroad.

1-4. RESPONSIBILITIES: The following organizations have responsibility for the areas indicated.

a. 1CD Chief of Staff (CoS):

(1) Approval authority for missions requiring Band support. May be delegated to the 1CD G-3.

(2) Approval authority for prioritization of support when scheduling conflicts make it impractical for the Band to

provide concurrent support

b. Community Outreach Working Group (COWG):

(1) Established by the CoS, the COWG implements and manages the 1CD Commanding General's (CG) Community Outreach Program in accordance with the CG's Campaign Plan and Community Outreach Strategy.

(2) Resolves scheduling issues due to competing demands, personnel shortages, limited training time, and physical location of the missions.

(3) Provides CoS recommendations on all requests for Band support based on input from the 1CD Band

Commander, 1CD Public Affairs Officer (PAO), and 1CD Staff Judge Advocate (SJA)..

c. 1CD G-3:

- (1) Maintains the official commitment calendar for the 1CD Band.
- (2) Tasks the 1CD Band to provide musical support for approved missions.

d. Band Commander:

- (1) Responsible for the command and control, and training of the Band.
- (2) Provide trained and ready music ensembles for musical missions approved by 1CD.
- (3) Advise the G-3 and 1CD CG on local band matters such as organization, operation, committing procedures, planning of training, and facilities.
- (4) Serve as the 1CD command subject matter expert on all matters pertaining to music and Band readiness.
- (5) Evaluate the physical and acoustical limitations of performance sites, length of the events supported, resources available, and determine the size and instrumentation of musical groups used in support of authorized commitments.
- (6) Audition and interview prospects, both on and off post (including local educational institutions), for enlistment as Army musicians. See AR 601-210 for further information.
- (7) Establish and maintain rapport with local centers of influence (including high school and college music educators) to gain support and assistance in recruiting Army musicians as well as fostering the Good Neighbor relationships between the U.S. Army and the local communities.
- (8) Identify potential in-service personnel for on-the-job training (OJT) in shortage ASIs and special duty vocalists.
- (9) Select and program appropriate music for all Band missions.
- (10) Review and recommend changes to authorization documents.

Section II. Policies

2-1. GENERAL:

a. The 1CD Band is a separate company-level MTO&E unit. The Warrant Officer Bandmaster is the Commander and serves as the subject matter expert on all matters pertaining to music. The Band Commander advises the senior commander on the most effective ways to employ the band's music performance teams (MPTs) in support of operations.

b. MPTs perform in a multiple of configurations, separately and in combination with each other to provide support to a wide variety of military and civilian venues and events, to include, but not limited to: formal concerts, reviews, parades, ceremonies and other special events.

c. Musical selections may include, but are not limited to patriotic and martial music, jazz and other popular music. With appropriate training time and coordination special music requests can be supported.

d. Key to achieving the mutual goal of providing professional musical support to an event is lead time in planning and coordinating music requirements.

e. When scheduling the MPTs, consideration must always be given to the time required to set up and execute equipment checks once arriving on site. All set up should be completed no less than 30 minutes prior to performance start time.

f. Time between missions must be allotted to permit not only transit and set up, but time for reset of music and final contact with POC on site prior to the start of mission support.

g. The 1CD Band Commander will advise the 1CD G-3 when situations inhibit mission capabilities. Inhibiting factors may include absences due to deployments, schools, shortage of personnel holding specific ASI (ASIs identify specific instruments), or lack of training time to sustain musical capabilities.

h. If the Band Commander determines severe personnel shortages or technical deficiencies exist, participation in public events will be declined.

i. The Band Commander will closely monitor bugler (ASI 9B) and drummer(ASI 9M) support of official functions to ensure the band ensembles have the proper instrumental balance necessary for musical training and performing effectiveness.

2-2. PROCEDURES:

a. All requests for 1CD Band support will be forwarded to the 1CD Band through the COWG no later than 60 days prior to execution date. There are two exceptions to this requirement:

(1) Requests for a bugler for funeral support will be handled through Casualty Operations IAW local policy.

(2) Requests for band support to unit memorial services require coordination through 1CD SGS. Parallel coordination with the 1CD Band and the SGS is permitted in the interest of timeliness.

b. Requests for support will be submitted in writing and include the following:

(1) Date, time, location (venue), and type of event.

(2) Identification of the military and civilian dignitaries involved in the ceremony, to include the Reviewing Officer rank/name for military ceremonies.

(3) Uniform of participants.

- (4) Any special music that is requested.
 - (5) Date, time, location of IPRs and rehearsals.
 - (6) Point of contact (POC) information.
 - (7) Sequence of Events, Program, draft script or description of the event indicating the appropriate portions when music will be performed.
 - (8) Requests for special events should include purpose of the event and target audience (age, style of music, theme of event, etc.).
- c. The 1CD Band Commander will utilize information provided in the request to tailor the performing group to provide the professional level musical support each event requires.
 - d. 1CD Band Commander will provide recommendation for approval/disapproval through the \ COWG. If approved by the 1CD CoS, the 1CD G-3 will publish an OPORD for the mission. If disapproved, the COWG or III Corps, as appropriate, will notify requestor of non-support.
 - e. Once the band support OPORD is published, direct coordination will be made between the Band Operations section and the POC identified in the OPORD.
 - f. Changes to requested band support after issuance of an OPORD will require a FRAGO.

2-3. PRIORITIES:

- a. The 1CD Band will participate in activities IAW references listed above. Every effort will be made to support all valid requests for support. If scheduling conflicts cannot be otherwise resolved, priority of support will be as follows:
 - (1) Buglers for funerals.
 - (2) Memorial ceremonies or services.
 - (3) Official military ceremonies and events.
 - (4) Military community events.
 - (5) Civil ceremonies and events, community outreach, and recruiting.
- b. Once approved, mission support may change if a higher priority mission request is received.

2-4. CAPABILITIES:

- a. The 1CD Band is an Army Band Medium, authorized 62 personnel (2 WO/60 enlisted), capable of performing as a single unit (consolidation of MPTs) or by employing separate MPTs, the modular building blocks of Army bands.
- b. When operating at authorized personnel strength, the 1CD Band is capable of providing multiple

MPTs operating concurrently.

c. When performing as a single unit, capabilities include:

(1) Marching Band – generally provides military and patriotic music support for military reviews and civic parades.

(2) Concert Band – generally provides a wide variety of music in a formal setting in support of military and civic special events.

c. Each MPT described below contains non-concurrent solo performers and music performance elements to a varying degree.

d. Due to the flexibility required to adapt to shifting personnel and equipment resources, training time available, venue and sequence of events, the specific instrumentation of each MPT will vary, but capabilities include:

(1) Ceremonial Music Ensemble – generally provides military and patriotic music support for static ceremonies, protocol functions, civil support, and religious support activities; consists of 5 to 40 personnel.

(2) Large Popular Music Ensemble – generally provides vocally driven contemporary music for troop support functions, protocol functions, and civil support; consists of 5 to 12 personnel.

(3) Small Popular Music Ensemble - generally provides music for troop support functions, protocol functions, and civil support; consists of from 4 to 8 personnel.

(4) Brass Chamber Music Ensemble – generally provides military and patriotic support to static ceremonies in smaller venues, protocol functions, civil support, and religious support activity; consists of for 5 to 11 personnel.

(5) Woodwind Chamber Ensemble – generally provides military and patriotic music for static ceremonies in smaller venues for protocol functions, civil support, and religious support activity; consists of from 5 to 11 personnel.

2-5. NON-STANDARD CEREMONIES/EVENTS:

a. Ceremonies or events other than those included in references above are considered non-standard ceremonies.

b. When band support is required in support of non-standard ceremonies/events, it needs to be understood that additional training time is required in preparation for the event.

c. Some non-standard ceremonies/events may require a legal review prior to approval, per references above.

2-6. REHEARSALS:

a. In an effort to maximize band support capabilities and minimize scheduling conflicts, the 1CD

Band will only support dress rehearsals with the full band by exception. The 1CD Band Commander will determine appropriate support for rehearsals. At a minimum, a representative will be sent to coordinate the band's actions/involvement.

b. A bass drummer will be provided to represent the band for ceremonial rehearsals that involve troop movement.

c. The 1CD Band can provide recorded music to support rehearsals. Requests for recordings should be included in the original request for support.

d. It is inappropriate to rehearse the National Anthem, Honors, or Taps in a public setting. A representative single note can be played at rehearsals when appropriate.

2-7. INCLEMENT WEATHER CONSIDERATIONS:

a. The person in charge of the 1 CD Band during a performance is authorized to withdraw from events in which weather conditions clearly threaten the welfare of the performers or in which more than acceptable damage to their equipment is probable.

(1) Outdoor ceremonies should have indoor sites designated in case of inclement weather.

(2) The person in charge of the 1CD Band during a performance may withdraw woodwind instruments and other ceremonial equipment that is subject to excessive water damage, as necessary. Such instrumental withdrawal degrades the effectiveness of the Band and will only be done as a last resort.

b. Performance begins to deteriorate at approximately 40 degrees Fahrenheit (including wind chill), and decreases rapidly as the temperature drops and equipment freezes. At or below the freezing point, as determined by temperature or wind chill, there is 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. Reliable weather forecasts should be considered and inclement weather sites declared when conditions are borderline.

The proponent of this policy is the Chief of Staff, 1st Cavalry Division. Users are invited to send comments and suggested improvements to Chief of Staff, 1st Cavalry Division, ATTN: AFVA-CoS, Fort Hood, Texas 76544.

FOR THE COMMANDER:

JEFFREY L. MILHORN
COL, GS
Chief of Staff

DISTRIBUTION:

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TAB A (Band Support Matrix) to ENCLOSURE 5 (1CD Band Utilization Policy) to 1CD CEREMONIES SOP

<u>Event</u>	<u>Fully mission capable band</u>	<u>Reduced capability band</u>	<u>Minimum support for Key Leader rehearsal</u>	<u>Minimum support for Full Dress rehearsal</u>	<u>Indoor Inclement Weather</u> <u>Note 3</u>
Division level CoC/CoR, DSW, Patch Ceremonies	Marching Band Command Bugler	Non-Marching Band with Bugle commands from within the band	Band representative Bugler	Band representative Bugler Bass Drummer	Non-Marching band without bugle commands
Brigade CoC/Color Casing/Uncasing Note 1	Marching band with bugle commands from within the band	Non-Marching Band with bugle commands from within the band	Band representative Bugler	Band representative Bugler Bass drummer	Non-Marching band without bugle commands

- Notes:
1. Band does not perform Sound Off
 2. Reduced capability identified by Band Commander based on shortage of ASIs as well as overall available personnel strength
 3. When inclement location is a gym or similar large venue; smaller venues may not be suitable for band support