



**DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Supplement to
AR 220-90

23 April 2004

Field Organizations
ARMY BANDS

Summary. This supplement establishes policies and procedures for use and support of the 399th Army Band.

Applicability. This supplement applies to all units, organizations, activities, and agencies requesting band support, and those units tasked to provide direct support to the band.

Supplementation. Amendment of this supplement is prohibited unless specifically approved by Headquarters, United States Army Maneuver Support Center and Fort Leonard Wood (MANSCEN & FLW).

Suggested Improvements. The proponent agency of this supplement is the 399th Army Band. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MANSCEN, 399th Army Band, 913 Colorado Avenue, Fort Leonard Wood, and MO 65473-8960.

FOR THE COMMANDER:



JEFFERY J. DORKO
Colonel, GS
Chief of Staff

KATHLEEN S. KERNS
GS-14
Director, Information Management

DISTRIBUTION:
A
Plus 100 – ATZT-IM-ST
3 – ATZT-IM-SP

Contents	Page
Paragraph 1. Purpose	2
Paragraph 2. References	2
Paragraph 3. Explanation of Acronyms	2
Paragraph 4. General	2
Paragraph 5. Responsibilities	2
Paragraph 6. Utilization Policies, Commitment Routing, and Approval Authority	2
Paragraph 7. Scheduling Procedures	4
Paragraph 8. Transportation and Operating Costs	4
Paragraph 9. Potential Bandsmen	4
Appendix A. References and Forms	4
Appendix B. Weather Factors	4
Glossary	5

1. Purpose. This supplement prescribes policies, procedures, responsibilities, use, and support of the 399th Army Band.

2. References. Required and related references are listed in appendix A.

3. Explanation of Acronyms. Acronyms used in this supplement are explained in the glossary.

4. General. The 399th Army Band is a separate company organized for the following missions:

a. The mission of Army bands in a force projection Army is to provide music to enhance unit cohesion and soldier morale and to musically support civilian/military operations, coalition operations, recruiting operations, and national and international community relations.

b. During contingency operations, mobilization/ demobilization, and major training exercises, the mission expands to include musical support for civil affairs and psychological operations.

c. The 399th Army Band further promotes readiness by performing music that enhances troop morale and unit esprit. It also supports the Recruiting Command and the Public Affairs Office (PAO) by conducting public performances heightening awareness of the military.

5. Responsibilities.

a. Garrison Commander.

(1) Serves as senior rater for the band commander.

(2) Provides special courts-martial convening authority jurisdiction over the band, including administrative and disciplinary actions.

(3) Is the final conflict resolution authority for the band.

b. Commander, 43d Adjutant General (AG) Battalion (BN).

(1) Serves as the Band Operational Control Officer.

(2) Serves as the rater for the band commander.

(3) Serves as the initial conflict resolution authority for the band.

(4) Provides summary courts-martial jurisdiction over the band, including related administrative and disciplinary actions.

(5) Approves and protects block leave periods for the band (paragraph 6g).

(6) Serves as the promotion authority for enlisted soldiers in the band.

(7) Provides administrative support as required.

c. The Director, Directorate of Plans, Training and Mobilization (DPTM) assists in the scheduling of band commitments by prioritizing them in the event of scheduling conflicts per paragraph 6a.

d. The Director, Directorate of Logistics, Transportation Division.

(1) Provides transportation as required in accordance with AR 58-1 and FLW Reg 55-34.

(2) Unit transportation outside the guidelines of FLW Reg 58-1 require a commercial "over the road" type bus.

(3) Transportation costs will be provided or paid for by the event sponsor, except when the event is initiated by a MANSCEN agency, in which case the initiating agency will provide or pay for the costs.

e. The 399th Army Band Commander.

(1) Serves as the bandmaster.

(2) Serves as the approval authority for scheduling band commitments in all priority levels. Conflicts in scheduling are referred to Commander, 43d AG BN. If conflicts cannot be resolved at this level, they will be forwarded to the Garrison Commander for final resolution.

(3) Is proactive in providing musical support for soldiers and communities located in the MANSCEN area of support.

(4) Is responsible for the administration, training, logistics, company level non-judicial punishment, and the overall operations of the band. This includes all personnel actions and unit level logistics operations.

(5) Serves as principal conductor and trainer of the band.

(6) Serves as subject matter expert on musical and ceremonial matters.

(7) Serves as subject matter expert for the selection and requisitioning of music, instruments, musical supplies, and modification table of organization and equipment (MTOE) equipment for the band.

(8) Develops an annual budget and submits it through the Commander, 43d AG BN to the Resource Management Office.

(9) Coordinates command inspections through the commander and the S1, 43d AG BN.

6. Utilization Policies, Commitment Routing, and Approval Authority.

a. Priorities. The band is scheduled as requests are received, according to the following priorities:

(1) Priority I - All installation level ceremonies and requests for buglers for active duty funerals and memorial ceremonies.

(2) Priority II – Brigade and Battalion change of command ceremonies and all events requiring the participation of General officers.

(3) Priority III - On post graduation ceremonies.

(4) Priority IV - All other on post events.

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

(6) Priority VI - Off post events - National Guard/Reserve official functions.

(7) Priority VII - Off post events - Retiree official functions and nonmilitary events.

b. Support request for the same date/time period, with a matching support priority, will be handled on a first come, first serve basis.

c. Commitment Routing and Approving Authority.

(1) Priority I through V. Band commander approves.

(2) Priority VI and VII. PAO or DPTM (as appropriate) staffs to band, band commander approves.

d. Capabilities. The band has the ability to provide a large variety of musical ensembles. Requests for band support for which the band is not adequately trained or manned cannot be supported.

(1) The fully trained and manned band may provide the following musical elements. Elements are listed according to the normal length of time required to train for a mission, from shortest to longest.

(a) Bugler and/or drummer.

(b) Pianist, background solo.

(c) Combo, easy listening.

(d) Brass or Woodwind Quintet, background music.

(e) Marching Band (provides martial music with or without marching).

(f) Specialized small ensembles (Brass or Woodwind quintet), showcased.

(g) Combo Top 40/Rock/Jazz/Dixieland, showcased.

(h) Concert Band, informal or formal concert.

(2) Vocalists- When available, vocalists may be provided as soloists.

e. Limitations. Due to the number of band performances and required training to maximize the band's efforts, the following limitations apply:

(1) Ceremonies. Live support is limited to battalion and higher-level commands with all soldiers in participation. A company-level change of command may be supported if in conjunction with a graduation ceremony. Tape recordings or compact disks may be provided for company level and below ceremonies.

(2) Rehearsals. Full support to ceremony rehearsals reduces support available to other functions and has an impact on band readiness, and does not improve execution of the mission. The following ensures elements are properly trained for a ceremony:

(a) Installation level ceremonies (DPTM tasked). The full band may be provided for the final dress rehearsal if essential. The bandmaster/first sergeant, operations noncommissioned officer (NCO), drum major, bugler, and bass drummer normally attend the key leader and dress rehearsals.

(b) Brigade level and Battalion organizations. Support is limited to 90 minutes for the final dress rehearsal. The band provides, as needed, an operations NCO, drum major, bugler, and bass drummer for one (1) 90-minute dress rehearsal, subject to availability of the above personnel for tasking due to other commitments outlined in 6a. This element will execute all actions required of the full band.

(c) Units located outside the FLW area. Rehearsal support will be handled on a case-by-case basis, but will not include full band support.

(3) Recorded material for practices and rehearsals. Any unit may request recorded music for training purposes. The requesting unit must provide a memorandum or email that lists the required music, a point of contact, and a pickup date. Requests for recorded material should be submitted two weeks prior to the required pick up date.

(4) Indoor Ceremonies. A drum roll will be used for posting and/or retiring the colors. No rehearsals are supported for this activity as on-site coordination is adequate.

(5) Bugle Support.

(a) Buglers will only perform calls found in FM 12-50.

(b) No rehearsals are supported for activities involving buglers as on-site coordination is adequate. The exception to this provision is a bugle command ceremony. (See 2b for rehearsal limitations).

(c) Buglers will at all times remain under the command and control of the Commander, 399th Army Band.

(6) Honors and the National Anthem.

(a) It is normal protocol to perform musical honors to any General officer in the official party of any ceremony, per AR 600-25.

(b) If a band is present at a ceremony, the National Anthem should be performed by the band, to ensure proper respect and dignity of the National Color. If the requesting agency, activity or unit wishes to provide a vocalist(s) to perform the Anthem, either with or without musical accompaniment, coordination of rehearsals should be made through the band's operations office at 596-0686 or by email at atztb@wood.army.mil.

f. Social Events.

(1) Support is limited to official battalion level and above events.

(2) Support will be limited to only the official portion of such events.

(3) Due to limited training time, no band accompaniment will be provided for skits, etc.

g. Block Leave Periods. In order to provide band soldiers the opportunity to use regular leave during the year, two time periods will be blocked off from all missions and training for their use. Coordination with a United States Army Reserve or National Guard band during the mid-year block period will ensure no interruption of mission support. The other block leave period will be in conjunction with the scheduled FLW Holiday Exodus.

h. Weather Factors. Appendix B provides general guidance on inclement weather support. Support considerations will include the effect of the band's performance capability, mission, future commitments, and potential equipment damage and personnel injuries. Support during inclement weather will be determined as follows:

(1) Garrison Commander makes the determination on band support and the extent of support provided during inclement travel conditions.

(2) Commander, 43d AG BN may make the determination in the event the Garrison Commander cannot be reached.

(3) Commander, 399th Army Band will determine amount and type of support that can be provided in the event of severe weather and climatic conditions immediately before and during a performance.

7. Scheduling Procedures. Training constraints, personnel shortages, travel difficulties, and band scheduling make it inevitable that some requests will not be approved. The following guidelines will be followed to schedule the band.

- a. Availability. Requestors may telephone band operations to determine availability at (573) 596-1360.
- b. Requests.
 - (1) Active duty military.
 - (a) Submit requests more than 45 calendar days prior to the event. Recurring events (i.e. graduations) should be scheduled on blanket requests for the FY.
 - (b) Address requests to: Commander, 399th Army Band, 913 Colorado Avenue, Fort Leonard Wood, and MO 65473-8960.
 - (c) Band Fax: (573) 596-0687.
 - (d) Requesters wishing to submit by email should contact the band at atztb@wood.army.mil
 - (2) Other Organizations. These include all agencies not in the active military, on or off post and all nationalities.
 - (a) Submit requests more than 45 calendar days prior to the event.
 - (b) Address requests to: MANSCEN, Public Affairs Office, Fort Leonard Wood, and MO 65473-8936.
 - (c) PAO Fax: (573) 563-4012.
- c. Processing.
 - (1) Confirmation. Upon receipt of the request, the operations NCO will confirm the receipt and contact the point of contact to collect additional information if necessary.
 - (2) Authorization.
 - (a) All requests will be screened for meeting established criteria for support.
 - (b) Requests that may violate criteria for support will be forwarded to the Staff Judge Advocate for legal review.
 - (c) Appropriate staffing and the approving officer as stated in paragraph 6b determines approval or disapproval.
 - (3) Notification. Requestors will be notified of approval or disapproval as soon as the appropriate authority has made a final decision.
 - (4) Conflicting Requests. The Commander, 43d AG BN is the initial authority for conflicting support requests. The Garrison Commander is final approval authority for all conflicting requests.
 - (5) Late Requests for Support. Requests for band support that are within 45 days of event date must be accompanied by a letter of lateness explaining reason for lateness of the request. It must be signed by the first Colonel (COL) in the requesting organization and addressed to the Garrison Commander. All late requests without the required signatures will be handled on a case-by-case basis. Late requests with the required signatures will still be subject to the commitment priorities set in 6a.

8. Transportation and Operating Costs. Cost of transportation, lodging, meals, and all other operating costs will be covered by the requesting activity. The following guidance is given:

a. Military Buses will not be used to transport band personnel outside the one-way boundaries listed in FLW 58-1. Commercial-type buses will be used to transport band personnel and equipment outside of this radius.

b. When the Concert Band, Stage Band, or Marching Band is requested, two vehicles are required (usually a bus and a large truck or carryall van). This is to allow for adequate safety of personnel and equipment during transportation. At no time will band personnel be required to travel with cased equipment in the seated area of vehicles.

c. All vehicles used to transport band personnel and equipment will be capable of being locked and secured from possible theft.

9. Potential Bandsmen. Soldiers wishing to reclassify in a band primary military occupational specialty (MOS) or train in the band secondary MOS should contact the 399th Army Band Commander at 596-0686 for details on the supervised on-the-job training program.

Appendix A
REFERENCES

Section I. Required References.

- a. AR 58-1 (Management, Acquisition and Administrative Use of Motor Vehicles). Cited in paragraph 5d (1) and 8a.
- b. FM 12-50 (U.S. Army Bands). Cited in paragraph 6e (5).
- c. FLW Reg 55-34 (Local Transportation Procedure). Cited in paragraphs 5d (1) and 5d (2).

Section II. Related References.

- a. AR 220-90 (Army Band).
- b. AR 360-1 (The Army Public Affairs Program).
- c. FM 12-6 (Personnel Doctrine).
- d. FM 22-5 (Drill and Ceremonies).
- e. FLW Reg 350-14 (Tasking).
- f. FLW Reg 360-1 (Public Affairs Program).
- g. AR 600-25 (Salutes, Honors and Visits of Courtesy)

Appendix B
WEATHER FACTORS

B-1. The band is equipped, trained, and prepared to provide limited musical support for outdoor events when weather conditions become unfavorable. A well-rehearsed ceremony in an inclement site is far more effective than a ceremony given in inclement weather.

B-2. The following table indicates typical weather conditions and the normal action that would be taken. Action taken would be to prevent harm of soldiers or damage to equipment.

WEATHER FACTORS	EXPECTED SUPPORT
Light Rain	Full Support
Heavy Rain	Brass and percussion only
Lighting/Hail in the area	Move to safe location, continue support as weather permits
32 degrees F and above.	Full support

Below 32 degrees F	Brass and percussion only
25 degrees F or below	Percussion remains if no threat of cold weather injury

Table 1. Weather conditions and typical support.

Glossary

AG
Adjutant general

AR
Army regulation

BN
Battalion

DPTM
Directorate of Plans, Training, and Mobilizations

FLW
Fort Leonard Wood

FM
field manual

MANSCEN & FLW (Same as MANSCEN)
United States Army Maneuver Support Center and Fort Leonard Wood

MOS
Military occupational specialty

MTOE
Modification table of organization and equipment

NCO
Noncommissioned officer

PAO
Public affairs office