

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5000**

**USASC&FG Regulation
No. 220-2**

5 August 2003

**Field Organizations
UTILIZATION AND SUPERVISION OF
THE UNITED STATES ARMY SIGNAL CORPS BAND**

Summary. This regulation prescribes policies, responsibilities, and guidelines pertaining to the utilization of the United States (U.S.) Army Signal Corps Band.

Applicability. This regulation applies to all individuals and organizations (military and civilian) authorized musical support from the 434th Army Band (U.S. Army Signal Corps Band). It applies to functions occurring on military installations and in the community.

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from Commander, United States Army Signal Center and Fort Gordon (USASC&FG), ATTN: ATZH-DPB.

Suggested improvements. The proponent of this regulation is the Office of the Garrison Commander. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASC&FG, ATTN: ATZH-DPB, Fort Gordon, Georgia 30905-5000 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator.

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***This regulation supersedes USASC&FG Regulation 220-2, 16 March 1998.**

1. Purpose. This regulation prescribes policies and guidelines pertaining to the utilization of the United States (U.S.) Army Signal Corps Band. It establishes priorities and procedures in scheduling and tasking the band for mission support. In addition, it assigns responsibilities for the organization, administration, training, supply, and mission tasking of the band, and specifies guidelines for the determination and scheduling of official and unofficial events.

2. References.

a. AR 215-1, Non-appropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities.

b. AR 220-90, Army Bands.

c. AR 360-61, Community Relations.

d. FM 12-50, U.S. Army Bands.

e. DOD 5500.7-R, Joint Ethics Regulation (JER).

3. Responsibilities. Headquarters, Department of the Army has assigned the 434th Adjutant General Band to Headquarters, U.S. Army Signal Center and Fort Gordon (USASC&FG). It has been officially designated "The U.S. Army Signal Corps Band" by the Secretary of the Army. To ensure continuing, complete, and professional mission accomplishment, the following responsibilities are established:

a. The U.S. Army Signal Corps Band is attached to the Military Police Battalion (Provisional), U.S. Army Garrison. The Commander, Military Police Battalion (Provisional), U.S. Army Garrison, is responsible for providing administrative support, military justice at field grade level, quarters, rations, and training oversight, as required. Due to the band's mission requirements, the band will be exempt from staff duties and taskings.

b. Operational control of the U.S. Army Signal Corps Band is the responsibility of the Director of Plans, Training, and Mobilization (DPTM). This agency is responsible for mission management of the band.

c. The Commander, U.S. Army Signal Corps Band, is responsible for accomplishment of missions and all unit level functions of the band. Responsibilities further include, but are not limited to:

(1) Periodic reviews/updates of authorization documents. The U.S. Army Signal Corps Band is a table(s) of organization and equipment (TOE) organization. The Commander will ensure that appropriate adjustments are made to the modification table of organization and equipment (MTOE) and any tables of distribution and allowances (TDA) paragraph to reflect current and correct grade/specialty, balance of assigned personnel, and adequate equipment requirements.

(2) Effective management of a balanced training program within the unit that provides adequate training and proficiency in military subjects, and technical training that compliments the organizational mission.

(3) Advisor to the command in all related band mission matters. Responsible for providing all entities of the command with technical guidance pertaining to appropriate and proper utilization of the band for musical support on and off post. Further, the commander will make appropriate recommendations regarding the approval/disapproval actions of all commitments.

(4) Establishment of criteria for quality/serviceability of all equipment utilized by the band in support of their mission. This includes the establishment of guidelines pertaining to the procurement of professional quality equipment.

(5) Preparation of formal annual submission and periodic update of complete fiscal requirement forecasts pertaining to the management of the unit. This submission will consider current budget requirements and will reflect anticipated requirements for the next fiscal year, utilizing the U.S Army Signal Corps Band's 5-year forecast of requirements. The forecast will include requirements for equipment replacement, expendable supplies (including music and other technical reference materials), organizational uniforms (issue and replacement), and travel requirements. Also required will be the formulation and submission of any un-financed requirements as these may develop.

4. Mission tasking procedures.

a. Military agencies and civilian organizations requesting band support will forward a written request outlining the event, type of support requested, date, time of the event, and point of contact (POC) to DPTM. Telephonic coordination with the band prior to submitting the written request is authorized and highly encouraged. It must be clearly understood that prior coordination with the band in no way constitutes an action of approval or confirmation of the band support request. The DPTM will be responsible for requesting legal opinions from the Staff Judge Advocate on any questionable commitments. Upon receipt of legal opinion, DPTM will coordinate mission requirements with the band for final approval. Approval authority for missions has been delegated to DPTM.

b. The DPTM will coordinate all military and civilian requests with the Commander, U.S. Army Signal Corps Band, for determination of the technical feasibility of supporting the request and to allow the band to tentatively schedule the event for planning purposes. The DPTM will notify the Commander, U.S. Army Signal Corps Band, by tasking memorandum when missions are approved. Upon approval or disapproval of a request for band support, DPTM is responsible for appropriate notification to the requester.

c. The Commander, U.S. Army Signal Corps Band, will determine the type of musical support for any mission that the band is tasked to accomplish. The Commander (or representative) of the U.S. Army Signal Corps Band should be included in the planning stages for all events where the unit is tasked to perform.

d. Requests for band support from the military community at Ft. Gordon should be received by DPTM no later than 45 days prior to the requested performance date(s). Requests from the civilian sector should be received no less than 60 days prior to the requested performance date(s). Requests received after these dates will be considered on a case-by-case basis and only approved as an exception to policy.

e. Mission requests receive final approval between 30 days (military commitments) to 45 days (civilian commitments) prior to the actual date(s) of performance. 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. The Garrison Commander will make final decisions pertaining to commitment conflicts.

f. Military commitments received less than 45 days must be accompanied with a memorandum through the DPTM, to the Garrison Commander explaining why the commitment was not scheduled in a timely manner. The Garrison Commander will make final decisions on the feasibility of the commitment. Exceptions to this policy are commitments not normally scheduled in advance.

g. Normally, no more than two commitments will be scheduled for the entire band per day so that performances will not be adversely affected by fatigue.

h. The U.S. Army Signal Corps Band, or any performance entity thereof, may be tasked to provide musical support at locations away from USASC&FG which will require the performing group to be placed in a temporary duty (TDY) status. The following policy governs such taskings:

(1) Temporary duty travel (transportation and per diem) not financed within the U.S. Army Signal Corps Band's operating budget will be borne by the requesting agencies. If the trip is in support of Total Army Involvement in Recruiting (TAIR), funding to support the U.S. Army Signal Corps Band's TDY can also be made available by the recruiting unit(s). Reimbursable funding may be used as needed to support the mission.

(2) The Commander, U.S. Army Signal Corps Band, will determine the suitability or acceptability of all travel and accommodation arrangements for the unit on such missions.

(3) Commercial buses will be utilized by the U.S. Army Signal Corps Band while on any type of tour or TDY mission outside of a 75-mile radius of USASC&FG.

(4) Subject to joint travel regulations, hotel or "guesthouse" type quarters will be requested by the U.S. Army Signal Corps Band while away from the home station. The utilization of transient or "open-bay" type barracks is not acceptable due to adverse impact on mission and morale.

(5) Senior noncommissioned officer (NCO) personnel (staff sergeant (promotable) or above) will be provided individual living areas or rooms.

(6) All personnel will be provided standard per diem rates for all meals.

i. A primary function of the U.S. Army Signal Corps Band, as for all continental United States (CONUS)-based bands, is to support personnel accession programs for the total Army force. The Commander, U.S. Army Signal Corps Band, will be responsible for generating and coordinating these types of activities. Although the majority of these missions are conducted in the civilian community, recruiting-related mission requests will be forwarded directly to DPTM by recruiting command agencies.

j. The final approval/disapproval authority regarding official commitments rests with the Garrison Commander, USASC&FG.

5. Funeral tasking for Signal Corps Band Buglers.

a. All funeral taskings for the Signal Corps Band buglers will come from the Fort Gordon Casualty office, Directorate of Human Resources (DHR), to the bugle noncommissioned officer in charge (NCOIC) of the Signal Corps Band. The bugle NCOIC will be responsible for tasking Signal Corps Band trumpet players to perform funeral duty, and to coordinate with the Fort Gordon Ceremonial Detachment, DPTM, for transportation of buglers. The bugle NCOIC will also be responsible for the training of all Signal Corps Band trumpet players for funerals.

b. Memorial services for active duty soldiers must be submitted through DPTM to the bugle NCOIC of the Signal Corps Band.

6. Funeral participation factors.

a. Funerals may occur on days when the Signal Corps Band is pre-committed. Due to the limited number of trumpet players assigned to the Signal Corps Band, support of military functions will be monitored closely by the Band Commander to ensure that the concert, marching, and stage band ensembles have a least four primary military occupational skill (PMOS 02B) qualified trumpet performers. Proper instrumental balance is necessary for musical effectiveness, in accordance with (IAW) AR 220-2, paragraph 2-2h.

b. When funeral participation is limited, the priority is as follows: Army active duty, Army Medal of Honor awardees, Army retirees, and 100 percent disabled Army veterans. It will be the responsibility of the bugle NCOIC to coordinate with the DHR Casualty office ahead of time to ensure that the Casualty office knows how many trumpet players are available for funeral duty when the band is pre-committed for concert, marching, and stage band performances.

c. Inter-service funerals will only be performed on availability of Signal Corps Band trumpet players and approved on a case-by-case basis by the Commander of the Signal Corps Band. The priority of inter-service funerals is active duty, Medal of Honor awardees, and retirees only.

d. During the Signal Corps Band block leave period there will be two trumpet players on duty for bugle commitments. The senior trumpet player will be responsible for coordinating with the Casualty office and the Ceremonial Detachment for the tasking of funerals during the band's block leave period.

7. Authorized participation-priorities in scheduling. The U.S. Army Signal Corps Band will be tasked to support missions on an official basis in the following order of priority:

a. Installation/command sponsored military troop support activities, to include military ceremonies, funerals, retirement activities, etc.

b. Activities supporting the U.S. Army Recruiting Command, to include Reserve recruiting activities. These activities will receive the maximum support possible.

c. The official portion of "commemorative" or military social functions (i.e., military oriented balls, dining in/out, etc.), whether held on or off the military installation. Support will be limited to the following:

(1) Small group (combo, piano, or guitar) support for preliminary social hour activities, and during service of the meal.

(2) Music of a patriotic or ceremonial nature, allied to the opening and closing of such functions (i.e., honors, national anthem, bugle calls, and music allied to the posting and retirement of the colors).

(3) Short programs of a patriotic content, depicting heritage of the country, service, or branch. Such presentations are presented prior to the retirement of the colors.

d. Background musical support for functions sponsored by the Commanding General, Deputy Commanding General, Chief of Staff, Garrison Commander, or other commanders of the ranks, colonel and above, where dignitaries might be present and the conduct of the function is by virtue of the sponsor's rank and position (e.g., official receptions, foreign liaisons, etc.). These functions may be conducted in open mess facilities, the sponsor's quarters, or at any other location deemed suitable for the function.

e. Community relations missions in the civilian communities, so long as this type of musical support will generate favorable exposure or enhance the professional reputation of the U.S. Army Signal Corps Band and Fort Gordon. Musical support of this type will be within the guidelines established in AR 220-90 and AR 360-61. Performances encouraged within the civilian sector are those that stimulate patriotism, support music education, and ultimately support personnel accession programs for the total Army force.

8. Prohibited participation.

a. The U.S. Army Signal Corps Band will not be committed to perform any activity that is solely of an "entertainment" type performance at any otherwise official or commemorative

function where there is a mandatory purchase requirement for admission, tickets, or the like. Such requirements for attendance do not preclude band support of these events, IAW paragraph 7c, above. Prohibited participation in such events will be those activities (i.e., dances, fashion shows, and non-patriotic presentations) in which music provided is not incidental, or when it becomes the primary attraction for the conduct of that portion of the event.

b. The U.S. Army Signal Corps Band will not be committed to provide official musical support for private functions.

c. The U.S. Army Signal Corps Band cannot be committed to provide official musical support for activities sponsored by private organizations, whether based on or off the installation. Exceptions to this policy will be support requested for veterans' organizations, or service oriented/community organizations that clearly benefit and support all members of the military and are open to the membership of all military personnel (e.g., Association of the United States Army).

d. Music requested that is not part of the official opening and closing of military social functions 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), will not be performed by Signal Corps Band members.

e. To facilitate proper utilization of the Signal Corps Band, and to allow proper mission essential training time for the band, the following authorized commitments will be adhered to:

(1) The Signal Corps Band will support retirees in conjunction with the post monthly retirement ceremony. General Officer retirement ceremonies will be supported when scheduled independently of the post ceremony.

(2) The Signal Corps Band can support retirement ceremonies held as part of a battalion level or higher Change of Command ceremony.

(3) The Signal Corps Band will not support company level Change of Command ceremonies and award ceremonies.

(4) No unit parties, promotion parties, and Hail and Farewell parties will be supported by the Signal Corps Band.

9. Training, compensatory time, and block leave scheduling.

a. An Army band can perform its mission to appropriate professional standards only if adequate rehearsal/technical training time is available to the unit to properly prepare. The Commander, U.S. Army Signal Corps Band, is responsible for coordinating and scheduling this time to facilitate mission scheduling. All assigned personnel must be available for optimum mission performance. Therefore, the band, subject to the approval of the Garrison Commander, will take block leave.

b. DPTM will not approve or schedule commitments for the U.S. Army Signal Corps Band during approved block leave periods.

c. Adequate compensatory time will be scheduled for unit personnel who are detailed outside of the normal duty day for official mission performances. The Commander, U.S. Army Signal Corps Band, may request "block" dates during the month to compensate personnel when a series of weekend/holiday days are consumed by commitments. Once such a request is approved, it will be prioritized as a commitment.

10. Weather factors. Equipment (musical instruments) and uniforms utilized by Army bands are high cost items. Additionally, musical equipment is highly susceptible to inclement weather conditions. To preclude high cost replacement of damaged equipment, uniforms, and printed

music, exposure of the band as a unit to inclement weather conditions will be extremely limited. Specifically:

a. The U.S. Army Signal Corps Band will not be utilized to perform in outdoor missions when the temperature drops below freezing. Band personnel generally cannot wear gloves and perform on their instruments. As temperatures drop below the freezing point, irreparable damage may occur to band instruments and equipment.

b. The DPTM will ensure that all sponsors for community relations missions conducted off the installation are informed in writing that, in addition to the above:

(1) For concert commitments conducted outside, an alternate indoor location must be provided for inclement weather situations or the performance will be canceled should adverse weather conditions prevail. This is especially important for smaller groups that utilize electronic equipment that could be damaged by rain exposure.

(2) Heavy rain conditions will preclude the utilization of an Army band for street parades or other ceremonies.

(3) The individual in charge of any entity of the band performing will have the authority to make weather decisions regarding performances and to withdraw that group from participating in any event where inclement weather is a factor in the interest of safety and equipment preservation IAW AR 220-90.

c. Sponsors of military ceremonies or events conducted on the installation will consider the possible damage that could occur to equipment and will rely upon the recommendation of the Commander, U.S. Army Signal Corps Band, in rendering inclement weather decisions. If recommendation is ignored, the senior commander will be held liable for the cost of instrument repair.

11. Uniforms. The Commander, U.S. Army Signal Corps Band, will make final determination pertaining to the uniform utilized by the band during performances. At all commitments the unit will strive to be in the uniform requested on the memorandum of instruction from the requesting activity.

12. Standards of conduct/unofficial musical support.

a. No member or entity of the U.S. Army Signal Corps Band may receive or accept monetary reward for the performance of an official mission commitment. They may receive meals, transportation, or lodging that may be provided by event sponsors. These are entities of support allied to the conduct of the mission and are construed as a defrayal of government costs.

b. Agencies or individuals requesting musical support for those events not authorized official support may be referred to off-duty band personnel who engage in that type of activity. All such arrangements for unofficial musical support will be made strictly between those parties. It must be clearly understood that neither the Commander, U.S. Army Signal Corps Band, nor his official representatives can or will become involved with the scheduling, rates of remuneration, or arbitration over such services. It must be further understood that support of this nature will in no way take precedence over official tasked commitments. Although support of this nature may

be coordinated for execution in conjunction with an official function, such as described in paragraph 8a, above, the provisions within DOD 5500.7-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 U.S. Army Signal Corps Band.

13. Transportation support.

a. To facilitate the smooth operation of the Signal Corps Band and its mission requirements, the Installation Transportation Office will supply the following transportation:

(1) A 44-passenger bus for all military and civilian ceremonies and parades.

(2) A 44-passenger bus and one truck (5-ton stake and platform (S&P)) for all stage band, rock band, and concert band commitments.

(3) A 44-passenger bus and two trucks (5-ton each S&P) for all major concert band commitments (i.e., annual Christmas concert, Georgia Music Educators Association concert, 4th of July concert, and Riverwalk concert series).

(4) A 15-passenger van for all parades, Dixie band, brass quintet, woodwind quintet, and combo commitments.

b. To ensure timely transportation, it will be the responsibility of the Signal Corps Band Transportation NCOIC to see that all transportation requests are forwarded to the Installation Transportation Office in a reasonable amount of time.

14. Publicity/Information support.

a. The PAO will be responsible for developing and maintaining an active publicity program pertaining to the U.S. Army Signal Corps Band and its mission. This program will include timely releases, radio/television spots, and press advisories.

b. The Training Service Center, DPTM should provide photographic support.

15. Maintenance of records. The Commander, U.S. Army Signal Corps Band, will be responsible for maintaining records pertaining to all mission performances of the unit. These records will include, but are not limited to:

a. All pertinent information derived from the coordination, planning, and leading to the execution of the mission including a risk assessment.

b. Any support received from the sponsor.

c. A breakdown of any funds expended to conduct the mission.

d. General after-action data, to include statistics, audience participation, travel utilization, program content, problems encountered, etc.

(ATZH-DPB)

FOR THE COMMANDER:

OFFICIAL:

ROBERT F. HENDERSON
Colonel, SC
Garrison Commander

//SIGNED//

LISA E. McCLEAVE
Director
Information Management

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