



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 5140.1A
Band
18 OCT 2019

DEPOT ORDER 5140.1A

From: Commanding General
To: Distribution List

Subj: PARRIS ISLAND MARINE BAND STANDING OPERATING PROCEDURES
(SHORT TITLE: BAND SOP)

Ref: (a) MCO 5000.18B
(b) MCO 5720.77
(c) MCO 5726.15
(d) MCO 5060.20
(e) Navy Regulations (Chapter 12)
(f) MCO 4400.150E
(g) MCO 1200.7
(h) Parris Island Marine Band Duty Orders

Encl: (1) Parris Island Marine Band Standard Operating Procedures
(2) Military Request Form
(3) DD Form 2536 Request for Armed Forces Participation
in Public Events (Non-Aviation)

1. Situation. The Parris Island Marine Band (Band) provides musical support for ceremonies, functions, and other occasions aboard Marine Corps Recruit Depot Parris Island (MCRD PI), within the Beaufort Tri-Command and Southeast Region, and the total force recruiting mission within the Eastern Recruiting Region (ERR). Additionally, the Band performs community relations and public outreach events across the United States in order to improve morale, inspire, motivate, and instill a sense of pride and patriotism, and to re-affirm our core values, customs, and traditions, and best represent the United States Marine Corps.

2. Cancellation. DepO 5140.1

3. Mission. The Band will conduct day-to-day operations and will be employed aboard MCRD PI, within the ERR, and in support of (ISO) other tasking in compliance with this standard operating procedure(SOP) and all relevant orders and directives.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Band will be organized and equipped to provide musical support for ceremonies, quality of life programs, community relations events, and personnel procurement programs. Improper use of this Marine Corps asset and its personnel must be avoided. The purpose of this SOP is to establish the procedures and policies in accordance with the references to ensure effective and efficient musical support is consistently available and able to be provided when required.

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18 OCT 2019

(2) Concept of Operations

(a) The Band is a professional musical organization, capable of performing various musical genres and styles. It does this by maintaining several ensembles that include, but are not limited to: concert band; ceremonial/marching band; brass quintet; and contemporary and traditional jazz/pop/rock ensembles.

(b) Per reference (a), and in accordance with enclosure (1), the Band, as authorized by the Commanding General MCRD, provides musical support for military organizations. Additionally, references (b) and (c) authorize the Band to perform in the public domain, subject to the restrictions therein. Moreover, because the Band serves as an integral component in total force recruiting and community relations efforts, its area of responsibility encompasses MCRD PI/ERR. Performances in other geographic areas will be based upon appropriate requests and approval.

b. Subordinate Element Mission

(1) Assistant Chief of Staff G-3 (AC/S G-3). The Band is under the operational control of the AC/S G-3.

(2) Commanding Officer, Headquarters and Service Battalion (CO, HQSVCBN). The Band is under the administrative control of the CO, HQSVCBN.

c. Coordinating Instructions. All requests for band support will be in writing and utilize the request forms in enclosure (1) or (2). Additionally, request for band support will be approved or disapproved IAW the policies and procedures in this Order.

5. Administration and Logistics

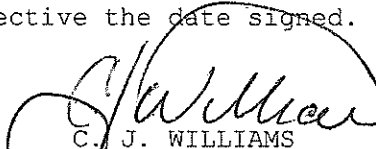
a. Recommendations concerning the contents of this Order will be forward to AC/S G-3 via the chain of command.

b. An electronic copy of this Order can be found on the MCRD PI SharePoint site.

6. Command and Signal

a. Command. This Order is applicable to all MCRD PI/ERR personnel.

b. Signal. This Order is effective the date signed.


C. J. WILLIAMS
Chief of Staff

DISTRIBUTION: A

PARRIS ISLAND MARINE BAND SOP

1. The Parris Island Marine Band (Band), as authorized by the Commanding General, MCRD PI/ERR provides musical support in accordance with the following guidelines:

a. Official Military Functions. Official military functions are those commitments requiring musical support, which are performed for active duty and reserve organizations aboard military installations or approved alternate locations.

(1) The Band may provide musical support for battalion/squadron level commands or higher. The Band may also provide musical support for recruiting district level ceremonies. The Band may support retirement ceremonies for field grade and general officers, chief warrant officer 3 and above, E-8/E-9 personnel, and GS-14 and above personnel.

(2) All ceremonies will be conducted in strict accordance with references (a), (d), and (e). Exceptions to the references are not authorized.

(3) The Band's Jazz Combo and/or pianist will only provide support for official receptions hosted by the Commanding General. When available, the Jazz Combo will perform during graduation weeks for the family dinner aboard MCRD PI.

(4) The Band may provide a bugler, when requested and available, for funeral details and/or memorial services of active duty, retired, reserve and former members of the Armed Forces within a 100 mile radius of Parris Island, SC.

(5) All requests for special music outside the realm of standard ceremonial music will be referred to the Band Officer for consideration no later than 30 days prior to any event.

(6) The Band will not provide musicians for ceremony rehearsals below the Depot level. Recorded music may be obtained from the Band by providing a blank compact disc, requested music, and a sequence of events. Production and required lead time for all recording requests is 48 hours.

(7) Temporary Additional Duty (TAD) procedures will be in accordance with the Joint Forces Travel Regulations (JFTR). When the Band is traveling over 100 miles and/or there is a requirement that the Band needs to be billeted overnight, orders will be issued by the Instrument Repair Technician, who is assigned as a Defense Travel Administrator (DTA). All circumstances described in this paragraph are subject to the following criteria:

(a) Individual travel orders will be issued for members of the Band via Defense Travel System (DTS).

(b) For military-sponsored commitments, the requestor must provide the Band with appropriation data for funding no later than 30 days prior to the commitment date or risk cancellation.

(8) Per reference (a), commitment requests made less than 21 days or more than 90 days prior to a performance date are usually not considered.

Requesting units will utilize the military request form, enclosure (2), when requesting musical support.

(9) Military requests will generally be supported on a first come, first served basis. If multiple commands request the Band for the same date and time, all efforts will be exhausted to de-conflict the events with the requesting commands.

b. Official Civilian Functions. Official civilian functions are those commitments approved for musical support, which are performed in the public domain located off of a Federal installation.

(1) The Commanding General may authorize participation of the Band in local public events. Local is defined as the area within 100 statute road miles of Parris Island, SC.

(2) All Armed Forces participation in public events (i.e., patriotic parades, public relations ceremonies, concerts, recruitment support, etc.) is subject to the provisions and restrictions of references (b) and (c). Enclosure (3) contains important criteria from references (b) and (c).

(3) All requests for musical support must be in writing using a Request for Armed Forces Participation in Public Events form, enclosure (3).

(4) Participation may not directly support, nor appear to support, a religious, political, or fund-raising group, commercial ventures, or private group with restricted membership. At no time will the Band participate in any event that is solely being used to raise funds of any kind.

(5) As scheduling permits, the Band may provide musical support for recruiting efforts in high schools and higher education institutions. Junior high school and elementary school requests will be considered, schedule permitting.

(6) No admission fee may be charged to the public solely to observe the performance of the Band. A general admission, incidental to an event, does not restrict the performance of the Band, so long as Armed Forces participation is not the sole or primary attraction.

(7) The Band may perform in public, providing the nature of the event does not interfere, nor appear to interfere, with or prevent the customary employment of civilian musicians.

(8) When the Band is required to remain overnight during its participation in public events, the sponsor will provide all costs for transportation, billeting, and messing to the Bandmaster no later than 45 days prior to the requested performance in order to properly report all information and gifting dollar amount to the Communication Directorate (CD) Field Music.

(9) Sponsors are encouraged to contact the Band Bandmaster to determine the availability of the Band prior to submitting a formal written request. However, no action will be taken until a signed and dated written request is provided to the Band.

(10) Per reference (a), commitment requests made less than 21 days or more than 90 days prior to a performance date may not be considered.

2. Transportation

a. All vehicle requirements will be supported by the MCRD PI motor pool. Vehicles will be requested by the Band following the motor pool's procedures. These requests usually consist of a 44 passenger bus and/or covered truck with lift gate. Additionally, one 12 passenger van will be assigned solely to the Band for use for daily operations and to support smaller ensemble performances. The assigned van will be maintained at building 6005.

b. When air transportation is required, the Band will request military air support through the Joint Operational Support Airlift Center or the Navy Air Logistics Office. In cases where military air support is canceled, the Band Officer will immediately notify the A/CS G-3 along with the Bandmaster immediately contacting the event sponsor and inform him/her of the situation.

c. The use of commercial air for the Band and its equipment is normally cost prohibitive due to luggage fees; however, this option is authorized and should be explored before support is declined.

3. Weather

a. Most military commitments have inclement weather plans. The Band Officer will dictate the Band's participation and ability to perform outdoors during inclement weather.

b. Outdoor band performances may be canceled at the Band Officer's discretion when weather conditions (rain, excessive humidity, lightning, or temperature below 40 degrees, including wind chill factors and temperatures above 95 degrees including heat index), as defined in reference (a), are likely to cause damage to instruments, or conditions are unbearable or unsafe to personnel. The Band Officer will make recommendations to the G-3 for graduation week events when weather is a concern.

c. The Band will make every effort to perform in all scheduled outdoor civilian commitments unless the sponsor cancels the event. The Band Officer will dictate the Band's participation and ability to perform outdoors during inclement weather.

4. Periods of Non-Availability

a. The Band may request two 15-20 day block leave periods during the year (summer and winter). The Band is structured with the minimum number of personnel required to accomplish its primary mission; therefore, requests for support during block leave periods will not normally be approved.

b. Per reference (a), the Band may not be available during annual training events such as re-qualification with service weapons and other required training events.

c. Per references (a) and (g), Marines assigned to the Band will stand duty at building 6005 in accordance with Band Duty Orders. Due to the operational nature of the unit, the Band may stand company, battalion, or Depot Command Duty when musical commitment scheduling and personnel staffing permits.

d. On days of scheduled graduations, no commitment requests will be supported prior to 1200. All assigned personnel will be utilized in the morning colors and graduation ceremonies. The only exception is a bugler supporting a funeral request.

5. Equipment/Instruments/Accountability

a. Procurement of musical instruments and accessories from local funds is authorized per reference (f).

b. The Band Officer is assigned by the Commanding General as the Funds Manager and obligating official of the Band's sub-account.

c. The Band Instrument Repair Technician, per reference (g) maintains supplies, repairs and maintains band property, and determines replacement per reference (f).

6. Action

a. Requests for Musical Support in Military Events

(1) Requesting units are encouraged to contact the Bandmaster to determine the availability of the Band prior to submitting a formal written request. No action will be taken until a signed and dated written request is provided to the Band, utilizing enclosure (2).

(2) The Band Officer will notify each military organization/unit in writing concerning approval or disapproval of each request as soon as a determination of support has been made.

(3) Upon notification of approval of a military request, the requesting unit will contact the Band to coordinate the sequence of events and logistics.

b. Requests for Musical Support in the Public Domain

(1) The Band Officer is responsible for determining the legality and appropriateness of off-base performances in conjunction with Communication Strategy and Operations; Staff Judge Advocate; and G-3.

(2) The Band Officer will notify each organization/unit/sponsor in writing concerning approval or disapproval of each request as soon as a determination of support has been made.

(3) Occasionally military commitments of a higher priority may conflict with a scheduled public performance. In the event a performance must be canceled by the Band, the requesting organization/unit/sponsor will be notified by telephone immediately.

UNIT LETTERHEAD

From: Commanding Officer, (Name of Unit)
To: Officer in Charge, Parris Island Marine Band
Subj: REQUEST FOR PARRIS ISLAND MARINE BAND MUSICAL SUPPORT
Ref: (a) MCO 5060.20

1. Per the reference, the following request is submitted:

- a. Name / Type of event:
- b. Date / Time:
- c. Location of Event:
- d. Inclement Weather Location:
- e. Uniform for Event:
- f. Date Event may be rescheduled if unavailable:
- g. Number of Expected Attendees:
- h. Dignitaries / VIPs:
- i. Special Requests:
 - (1) Type of Ensemble:
 - (2) Special Music Request(s):
- j. Rank and Name of Retiree, if applicable:
- k. Appropriation / funding data, if applicable:

2. Point(s) of contact for this event are as follows:

- a. Primary Point of Contact:
- b. Secondary Point of Contact:

I. M. MARINE

REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS (NON-AVIATION)		OMS No. 0704-0200 OMB approval expires November 30, 2015
<p>The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Alexandria, VA 22304-3100 (202-430-2070). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to a penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS FORM.</p>		
<p>ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.</p>		
<p>PURPOSE: This form is used to request an Armed Forces MUSICAL UNIT, TROOP, COLOR/HONOR GUARD, and/or EXHIBIT/EQUIPMENT participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.</p>		
<p>SECTION I - EVENT DATA</p>		
1. SPECIFIC REQUIREMENT (i.e., Musical Unit, Color Guard, military equipment, etc.)		2. DATE OF EVENT (YYYYMMDD)
		3. TIME OF EVENT a. FROM: b. TO:
4. TITLE OF EVENT (from website, if applicable)	5. a. EXPECTED ATTENDANCE	b. MEDIA COVERAGE (if not part apply) <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National
		c. VIP ATTENDANCE (if applicable)
6. SITE OF EVENT (e.g., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.)	7. ADDRESS OF EVENT (Street, City, State, ZIP Code)	
8. PROGRAM (Describe program theme and objective, audience and civic message, and the purpose of Armed Forces participation.)		
9. a. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (if so, specify)	b. HAS DoD SUPPORTED THIS EVENT IN THE PAST? (if so, specify previous military support)	
10. IS THERE ANY CHARGE? (e.g., admission, parking, etc.) (if so, specify)	11. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (if so, specify how funds will be distributed)	
12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, RELIGION, COLOR, SEX OR NATIONAL ORIGIN? (X appropriate box)		YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>SECTION II - SPONSORING ORGANIZATION DATA</p>		
13. NAME AND WEBSITE OF SPONSORING ORGANIZATION		
(X appropriate box for each item.)		
14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION? (e.g., a non-governmental organization primarily focused on improving local-based communities, etc.)		YES <input type="checkbox"/> NO <input type="checkbox"/>
15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?		
16. a. DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?		
b. DO ANY OF THE FOLLOWING APPLY TO YOUR EVENT? (X all that apply)		
		POLITICAL EVENT <input type="checkbox"/> RELIGIOUS EVENT <input type="checkbox"/> MEDICAL EVENT <input type="checkbox"/>
17. SPONSOR'S REPRESENTATIVE (Please PRINT all contact information)		
a. NAME (Include title, rank, Military Rank)	b. ADDRESS (Street, City, State, ZIP Code)	
c. PRIMARY TELEPHONE (include area code)	d. ALTERNATE TELEPHONE (include area code)	e. FAX NUMBER (incl area code) f. E-MAIL ADDRESS
<p>SECTION III - SPONSORING ORGANIZATION SUPPORT DATA</p>		
18. See page 2, paragraph 3 before completing this section. Please answer the following questions ONLY for musical support requests. Is the sponsor offering to: (X appropriate box for each item.)		YES <input type="checkbox"/> NO <input type="checkbox"/>
a. Fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?		
b. Fund transportation costs, meals, and hotel accommodations for unit representatives to visit the site prior to the event?		
c. Fund transportation costs from home station to the event and return for Armed Forces participants?		
d. Fund transportation costs for Armed Forces participants between the site of the event and the hotel?		
e. Provide telephone facilities for necessary official communications at the site of the event?		
<p>SECTION IV - CERTIFICATION</p>		
19. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.		
a. SIGNATURE OF SPONSOR'S REPRESENTATIVE	b. DATE SIGNED (YYYYMMDD)	c. PRINT NAME AND TITLE

INSTRUCTIONS

1. This form is used to request Armed Forces musical unit, personnel, color honor guard and/or exhibit/equipment participation in public events. The requested information is required to evaluate the event. Please complete all sections.

2. Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.

3. Department of Defense (DoD) policies require that Armed Forces participation in public events will be provided at no additional cost to the Government, which means unprogrammed costs incurred solely because of participation in or support of an unplanned activity. For example, additional costs to the Government include unplanned travel and transportation, meals and lodging for military personnel away from Government mess, civilian per diem, and overtime pay. Unsolicited contributions of money, personal property, or services (e.g., gifts in kind for lodging, meals transportation) may be accepted for the benefit of military musical units for events that align with the DoD's mission. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.

4. This form should be submitted to the appropriate Military Service (listed in right hand column) not less than 30 days in advance of a scheduled program. Final determination will occur no earlier than 90 days in advance. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the DoD and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.

5. Additional forms may be obtained on the Internet at <http://www.dss.mil/wmsid/ce/usafarmada/ds/forms/603-2989.htm>. For legibility, event sponsors are highly encouraged to fill out applicable information on-line prior to printing out the form. Submit forms through the nearest military installation public affairs office, or from any of the military public affairs offices listed to the right. If you have questions regarding information required on this form, please call the Community and Public Outreach Directorate between 8 00 a.m. and 5 00 p.m. Eastern Time, Monday through Friday (703) 695-3465.

SUBMIT COMPLETED REQUEST FORM TO:

The Public Affairs Office of the Military Installation closest to the event; OR to the appropriate Military Service listed below

ARMY:
Community Relations Division
HQDA, Office of the Chief, Public Affairs
1500 Army Pentagon, Room 1D478
Washington, DC 20310-1500
(703) 614-3354 (fax)
www.army.mil/commrel

MARINE CORPS:
For instructions on how to request Marine Corps assets visit
www.usmc.mil/community
(703) 614-1034 (voice)

NAVY:
Navy Office of Community Outreach
5722 Integrity Drive, Bldg 458-3
Millington, TN 38054
(901) 874-5804 (voice)
bandsupport@navy.mil
www.outreach.navy.mil

AIR FORCE:
Office of the Secretary of the Air Force
Office of Public Affairs (SAF/OPA)
1650 Air Force Pentagon
Washington, DC 20330
(703) 695-4664 (voice)
(703) 695-3601 (fax)
www.afoutreach.af.mil

Submit band requests online at
www.outreachrequests.hq.af.mil

NATIONAL GUARD BUREAU:
Submit requests to the State National Guard Public Affairs Office in the state where the event will take place. Contact information for State Public Affairs Offices is available online at
<http://www.nationalguard.mil/Resources/StateWebSites.aspx>

SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.

20. REMARKS (Use this area to continue any items if necessary. Reference by section and item number.)