

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

*TRADOC Memorandum 220-1

8 June 2006

Field Organizations
UTILIZATION AND SUPERVISION OF
THE U.S. ARMY TRAINING AND DOCTRINE COMMAND BAND

Summary. This revision updates the name change and uniform policy for The U.S. Army Training and Doctrine Command Band.

Applicability. This memorandum applies to Headquarters (HQ), U.S. Army Training and Doctrine Command (TRADOC) General and Special Staff Offices.

Suggested improvements. The Proponent of this memorandum is the TRADOC Public Affairs Office. Send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, through channels to Commander, HQ TRADOC (ATPA), 66 Ingalls Road, Fort Monroe, VA 23651-1032. Suggested improvements may also be submitted using DA Form 1045, Army Ideas for Excellence Program Proposal.

Availability. This memorandum is distributed solely through the TRADOC Homepage at <http://www.tradoc.army.mil>

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*This memorandum supersedes TRADOC Memorandum 220-1, 6 April 2005.

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1. Purpose. This memorandum establishes policies and procedures for the use and supervision of the U.S. Army TRADOC Band assigned to HQ TRADOC, Fort Monroe, Virginia. Its mission is to fulfill HQ TRADOC musical requirements. The band supports military, state, and civil functions and performs at formal concerts and recreational activities.

2. References. Appendix A contains the required publications.

3. Explanation of abbreviations. The glossary contains abbreviations used in this memorandum.

4. Responsibilities.

a. Deputy Commanding General/Chief of Staff (DCG/CofS), TRADOC, is the senior rater for Commander, U.S. Army TRADOC Band.

b. Chief of Public Affairs, TRADOC, is responsible for the command and supervision of the band and serves as the rater for the U.S. Army TRADOC Band commander.

c. Commander, U.S. Army TRADOC Band, coordinates support for commitments following each scheduling meeting.

5. Priorities. The band will participate in activities in accordance with Army Regulation (AR) 220-90, paragraph 2-2, and AR 360-1, chapter 7-2. The band's priorities, in order, are:

a. Military and civic functions for HQ TRADOC.

b. Military functions for:

(1) U.S. Army Transportation Center and School.

(2) Northeast Region, Installation Management Agency (IMA).

(3) HQ Fort Monroe.

(4) HQ Fort Eustis.

(5) HQ Fort Story.

c. Civic functions for:

(1) U.S. Army Transportation Center and School.

(2) Northeast Region, IMA.

(3) HQ Fort Monroe.

(4) HQ Fort Eustis.

(5) HQ Fort Story.

d. Military and civic functions for other military activities in the local surrounding area.

e. Civic functions in the local surrounding area as allowed by regulations.

6. Commitment procedures.

a. Send requests for a band performance, in writing, to either U.S. Army TRADOC Band or the Office of the Chief of Public Affairs. The band also accepts requests submitted through their web page at <http://www.tradocband.army.mil>. Telephonic requests are not honored.

b. Except for the priorities listed in paragraph 5a, above, all requests must reach the band or Chief of Public Affairs at least 45 days before the event. All requests must include the following information:

(1) Exact time and date of the event.

(2) Purpose and description of the event.

(3) Location of the event.

(4) Estimated duration of the event.

(5) Estimated size and composition of the audience.

(6) Name, telephone number, e-mail address of the requesting agency, and the action officer, or point of contact.

c. Commander, U.S. Army TRADOC Band reviews all requests to identify functions that will enhance the image of both TRADOC and the Army. The Chief of Public Affairs has final approval authority over all band commitments.

d. HQ TRADOC requirements take priority over all other scheduled events. Commander, U.S. Army TRADOC Command Band must notify all event sponsors that the band could possibly cancel its commitment if a higher priority event arises. In such instances, the Chief of Public Affairs will immediately send a letter to the event sponsor expressing regrets.

e. The band and all elements thereof may only perform for functions authorized in ARs 220-90 and 360-1 and this memorandum.

f. During off-duty time, band members may participate in private engagements, but will not wear their military uniform, nor use government equipment when performing for private

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engagements. Neither the Chief of Public Affairs, nor Commander, U.S. Army TRADOC Band will manage or schedule private engagements for band members.

7. Ceremonial support.

a. The band will support the following ceremonies:

(1) Army change of command ceremonies for Lieutenant Colonel or O5 equivalent level and above.

(2) Change of responsibility ceremonies for the Command Sergeants Major (CSMs) of TRADOC and U.S. Army Transportation Center and Fort Eustis, and the HQ CSMs of Forts Monroe, Eustis, and Story.

(3) Periodic group retirement ceremonies HQ TRADOC and Fort Eustis host.

(4) Individual retirement ceremonies for general officers and equivalents.

b. The band will provide the following rehearsal support for ceremonies and dry-runs:

(1) Ceremonies for the TRADOC Commanding General and TRADOC DCG/CofS. If required, U.S. Army TRADOC Band may provide full band support for the final dress rehearsal. The band commander, drum major, bass drummer (and bugler, if it is a command bugle-style ceremony) normally attend key leader and dress rehearsals.

(2) Brigade/battalion/garrison-level ceremonies. The band will provide recorded materials for rehearsals.

(3) Recorded practice music. Any unit may request recorded music for training purposes. The requesting unit must provide a blank audio cassette or recordable compact disk (CD) and a memorandum which lists the music required, point of contact, and the requested pick up date. The band requires no less than 3 working days for tape/CD preparation.

8. Social function support. AR 220-90, paragraph 2-3, and AR 360-2, paragraph 7-2, prescribe band support for social functions.

a. An active-duty military organization must sponsor the social function.

(1) Examples of authorized social functions include military/patriotic musical programs for the Army Birthday Ball, dining in or out, TRADOC training conference banquets, West Point Founder's Day Dinner, Artillery Ball, and the TRADOC Command Sergeants Major Conference Dinner.

(2) Examples of social functions that are not authorized are promotion parties, retirement parties, and wedding receptions.

b. If a social function requires the purchase of entry tickets, meals, or beverages, the musical support must be incidental. Musical support is incidental if it is not the chief attraction, or if little chance exists that it will increase participation in the event.

(1) Examples of incidental musical support are background music for receptions, dinners, and patriotic programs of either general or specific orientation.

(2) An example of music that is not incidental is dance music provided for an Artillery Ball, since the music is vital to the event.

9. Information support. The Chief of Public Affairs will publicize all local commitments through press releases and media advisories, and arrange for newspaper, electronic media, and photographic support. When the band is on tour, event sponsors will offer similar support.

10. Additional duties. Band members will not be detailed to activities that interfere with their musical mission and training, except as the DCG/CofS directs, such as the band's force protection mission.

11. Transportation.

a. The Transportation Officer, Directorate of Public Works and Logistics, Fort Monroe, will furnish transportation for all band activities within a 100-mile round trip of Fort Monroe.

b. The band will use commercial transportation for travel exceeding 100 miles round trip from Fort Monroe. The band may require that requesting agencies, both military and civilian, provide or pay for commercial transportation for long distance commitments.

12. Uniform policy. For musical missions, band members will wear the Army Mess Uniform, Army Blue Uniform (Dress Blue), the Army Green Uniform (Class A or B), and the Battle Dress Uniform (BDU) or Army Combat Uniform (ACU) as appropriate. As a ceremonial unit, the band will wear the BDU or ACU at Fort Monroe unless otherwise directed. At the discretion of the Commander, U.S. Army TRADOC Band, the uniform is the same as the line of troops.

13. Block leave. Band members may participate in block leave twice each year. These periods will not exceed a combined total of 30 days each year. Commander, U.S. Army TRADOC Band will determine leave periods, with the approval of the Chief of Public Affairs.

Appendix A
References

Required Publications

AR 220-90
Army Bands

TRADOC Memo 220-1

AR 360-1
The Army Public Affairs Program

AR 670-1
Wear and Appearance of Army Uniforms and Insignia

Glossary

ACU	Army Combat Uniform
AR	Army Regulation
BDU	Battle Dress Uniform
CD	compact disk
CSM	Command Sergeant Major
DCG/CofS	Deputy Command General/Chief of Staff
HQ	Headquarters
IMA	Installation Management Agency
TRADOC	Training and Doctrine Command

FOR THE COMMANDER:

OFFICIAL:

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*Original signed document is retained on file by the TRADOC CIO, Publications Officer