

25 October 2021

Field Organization  
**ARMY BAND**

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FOR THE COMMANDER:

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Colonel, GS  
Chief of Staff

*Michael Beando*

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**History.** This regulation is a minor revision.

**Summary.** This regulation prescribes policies, procedures, responsibilities, use, and support of the Fort Leonard Wood (FLW) 399<sup>th</sup> Army Band.

**Applicability.** This regulation applies to Maneuver Support Center of Excellence (MSCoE), Special Staff Offices, other Department of Defense Military and civilian requesters and the 399<sup>th</sup> Army Band.

**Proponent.** The proponent of this regulation is the FLW 399<sup>th</sup> Army Band.

**Supplementation.** Supplementation of the regulation is prohibited without prior approval from the 399<sup>th</sup> Army Band.

**Suggested Improvement.** Users are invited to submit comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, FLW 399<sup>th</sup> Army Band, Fort Leonard Wood, Missouri 65473-8960.

**Distribution.** This publication is available in electronic medium only and posted on the FLW web site.

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This Regulation supersedes FLW Regulation to AR 220-90, dated 17 December 2018

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## **Chapter 1 Introduction**

### **1-1. Purpose**

This Regulation establishes policies and procedures for the utilization of the FLW 399<sup>th</sup> Army Band. Its mission is to fulfill FLW musical requirements. The band supports military, state, and civil functions, and performs at formal concerts, community relations, and communication synchronization activities.

### **1-2. References**

Required and related references are listed in appendix A.

### **1-3. Explanation of Acronyms**

Acronyms used in this regulation are explained in the glossary.

### **1-4. General**

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

a. The mission of Army bands is to provide music throughout the spectrum of military operations to instill in our forces the will to fight and win, foster the support of our citizens, and promote our national interests at home and abroad.

b. The 399th Army Band further promotes readiness by performing music that enhances troop morale and unit esprit de corps. It also supports the Commanding General's Public Outreach Initiative, the United States Army Recruiting Command (USAREC), and the Public Affairs Office (PAO) by conducting public performances and joint military and nonmilitary missions, heightening awareness of the military and strengthening the bond between Fort Leonard Wood (FLW) and its surrounding communities.

## **Chapter 2 Responsibilities**

### **2-1. Chief of Staff (CoS), U.S. Army Maneuver Support Center of Excellence (MSCoE)**

- a. Serves as the senior rater for the band commander.
- b. Serves as the final conflict resolution authority for the band.

### **2-2. MSCoE G-3**

- a. Serves as the initial conflict resolution authority for the band.
- b. Approves and protects block leave periods for the band (chapter 3-8).

### **2-3. Commander, 701st Military Police Battalion (BN)**

- a. Serves as the rater for the band commander.
- b. Serves as the initial conflict resolution authority for the band.
- c. Provides summary courts-martial jurisdiction over the band, including related administrative and disciplinary actions.

- d. Serves as the promotion authority for enlisted Soldiers in the band.
- e. Provides administrative support as required.

#### **2-4. Commander, 14th Military Police Brigade (BDE)**

- a. Provides special courts-martial convening authority jurisdiction over the band, including administrative and disciplinary actions.
- b. Provides administrative support as required.

#### **2-5. The Director, Directorate of Plans, Training, Mobilization and Security (DPTMS)**

Assists in the scheduling of band commitments by prioritizing them in the event of scheduling conflicts per chapter, 3-1(a-b).

#### **2-6. The Director, Logistics Readiness Center, Transportation Division**

- a. Provides transportation as required in accordance with AR 58-1 and FLW Reg 55-34.
- b. Unit transportation outside the guidelines of FLW Reg 58-1 require a commercial “over-the-road” bus.
- c. When possible, transportation costs should be provided or paid for by the event sponsor, except when the event is initiated by a MSCoE agency, in which case the initiating agency will provide or pay for the costs.

#### **2-7. The 399th Army Band Commander**

- a. Serves as the Bandmaster and Band Commander.
- b. Serves as the approval authority for scheduling band commitments in all priority levels. Conflicts in scheduling are referred to MSCoE G-3 for initial resolution and then to the CoS, MSCoE for final resolution. The Band Commander has the authority to approve or deny musical requests at a Regimental or Brigade level and lower based on the determining factors outlined in chapter 3-1 and 3-2.
- c. Is proactive in providing musical support for Soldiers and communities located in the MSCoE area.
- d. 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.
- e. Serves as principal conductor and trainer of the band.
- f. Serves as subject matter expert on musical and ceremonial matters for the installation.
- g. Serves as subject matter expert for the selection and requisitioning of music, instruments, musical supplies, and Modified Table of Organization and Equipment (MTOE) equipment for the band.
- h. Develops an annual budget and coordinates with MSCoE G-8.
- i. Coordinates command inspections through the Commander and the S1, 701st Military Police BN.

## **2-8. Central Tasking Office/PAO.**

Handles most off-post musical requests and provides recommendations for tasking support to the Band Commander.

## **Chapter 3**

### **Utilization Policies, Commitment Routing, and Approval Authority**

#### **3-1. Prioritization.**

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

- a. Priority I - All installation-level ceremonies and requests for buglers for active duty funerals and memorial ceremonies.
- b. Priority II – School, BDE, and BN Change of Command/Responsibility (CoC/CoR) ceremonies and all events requiring the participation of General Officers.
- c. Priority III - On-post graduation ceremonies.
- d. Priority IV - All other on-post events.
- e. Priority V - Off-post events - Active Duty official functions.
- f. Priority VI - Off-post events - National Guard/Reserve official functions.
- g. Priority VII - Off-post events - Retiree official functions.

#### **3-2. Commanding General's Public Outreach Initiative Prioritization**

Off post events - Joint military and nonmilitary staffed events.

a. These events include but are not limited to local and regional outreach missions to elementary, secondary, and post-secondary institutions; local, regional, and national parades and sporting events; bi-lateral partnerships with other professional and sister service organizations; and other joint outreach missions with local, regional, and national visibility.

b. Conflicts between these missions and other prioritized missions will be resolved by the Band Commander based on the relative impact of each mission locally, regionally, and/or nationally. Requests for exceptions to determinations made will be routed via procedures outlined in chapter 2-7(b), conflict resolution authority.

#### **3-3. Support requests.**

The same date/time period, with a matching support priority, will be handled on a first-come, first-served basis.

#### **3-4. Commitment Routing and Approving Authority.**

- a. Priority I through V. Band Commander determines approval.
- b. Priority VI, VII, and the Commanding General's Public Outreach Initiative priorities. PAO or DPTMS (as appropriate) staffs to band, Band Commander determines approval.

### **3-5. 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 must be amended to a format in which the band can support. 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, Brass or Woodwind Quintet, Top 40/Rock/Jazz/Brass Band - ceremonial.
- d. Combo, Brass or Woodwind Quintet, Top 40/Rock/Jazz/Brass Band - featured.
- e. Marching/Ceremonial Band (provides martial music with or without marching).
- g. Concert Band, informal or formal concert.
- h. Vocalists - When available, vocalists may be provided as soloists.

### **3-6. Limitations.**

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

- a. Review Ceremonies.

- (1) Live support is limited to Battalion and higher-level commands with all Soldiers in participation.

- (2) Command buglers can be used for BDE-level ceremonies and higher, provided that the bugler remains in the band formation at all times.

- (3) If enough trumpeters are available, the command bugler will be with the Commander of Troops (CoT) and Staff for MSCoE CoC/CoR.

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

- (1) Installation and Regimental-level ceremonies (DPTMS-tasked). The full band may be provided for the final dress rehearsal if essential. At a minimum, the Operations Noncommissioned Officer (NCO), bugler, and/or bass drummer will normally attend the key leader and dress rehearsals. The Band Commander and Drum Major will be available for these rehearsals, availability permitting.

- (2) Brigade-level and Battalion organizations. Units should ensure they are prepared as support is limited to 90 minutes for the final dress rehearsal. The band provides, as needed, an Operations NCO, Drum Major, bugler, and/or 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 and b. This element will execute all actions required of the full band.

- (3) Members of the band will not attend a dress rehearsal for any event other than a review ceremony. This includes, but is not limited to indoor graduations, FMWR functions, or formal events

such as military balls.

(4) Requesting organizations located outside the FLW area. Rehearsal support will be considered on a case-by-case basis by the Band Commander, but will not include full band support.

c. Recorded material. Any unit requiring recorded music for training purposes or for ceremonies in which the band cannot support will visit The United States Army Band's Ceremonial Music Guide located at <http://www.usarmyband.com/watch-listen/ceremonial-music-guide.html> for access to the required music.

d. Bugle Support.

(1) Buglers will only perform calls found in TC 1-19.10, Army Ceremonial Music Performance.

(2) 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 chapter 3-6 for rehearsal limitations).

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

e. Honors and the National Anthem.

(1) It is normal protocol to perform musical honors for any General Officer in the official party of any ceremony, per AR 600-25, Salutes, Honors, and Visits of Courtesy.

(2) If any element of the band is present at a ceremony, the National Anthem will be performed by the band to ensure proper respect and dignity for the National Colors. Units requesting to use an internal vocalist in lieu of the band must provide G3 an ETP NLT 14 days prior to an event. The vocalist will be required to audition with the Band Commander to ensure the National Anthem is sung IAW DA Pam 220-90, Army Music and is able to do so as to render proper respect to the National Colors. The band commander will provide his/her recommendation to the MSCoE G-3. The MSCoE G-3 is the final approval authority for all ETPs as it relates to the National Anthem. For ceremonial purposes, the band is not authorized to perform accompaniment for a non-Military Occupational Specialty (MOS) qualified vocalist on the National Anthem.

f. Regimental Songs and the Army Song. If the band is present at any military ceremony, it will Perform the appropriate Regimental Song and the Army Song; additionally, the band will perform "Old Soldiers Never Die" and "Auld Lang Syne" for all supported Bi-Monthly Retirement Ceremonies.

g. The band's TOE equipment is designed to meet the requirements of the 399th Army Band. Band equipment will not be utilized in support of activities not related to a band performance such as utilizing the band sound equipment for public address purposes not associated with a band performance.

### **3-7. Military Social Events**

a. Support is limited to official Battalion-level and above events.

b. Based upon availability, support may be limited to only the official portion of such events. Other musical support and duration will be considered on a case-by-case basis by the Band Commander.

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

### **3-8. Block Leave Periods**

a. Per AR 600-8-10, Leaves and Passes para 2-2c (5), the 399th Army Band will take block leave as a unit to ensure proper instrumental balance and mission effectiveness. Two periods of block leave are permitted per calendar year. Coordination with a United States Army Reserve or National Guard band during the mid-year block leave period can ensure no interruption of mission support; however, there may not be a backfill band available.

b. Based on OPTEMPO, the 399th Army Band will take block leave in the month of July or August. Units that conduct ceremonies during this time likely will not have the option for band support. The other block leave period will be in conjunction with the scheduled FLW Holiday Block Leave.

c. To ensure adequate retraining, the band will not be tasked for any musical support for 3 days after the block leave period has ended.

### **3-9. 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 by the FLW Snow and Ice Removal (SNAIR) Report or as follows:

a. MSCoE G-3 makes the determination on band support and the extent of support provided during inclement travel conditions.

b. Commander, 701st Military Police BN may make the determination in the event the MSCoE G-3 cannot be reached.

c. 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. In addition, the Band Commander will make the final determination on necessary Band Service Member (SM) uniform modifications for each event based on personnel safety and conservation of resources. In the event of a needed adjustment, every attempt will be made to minimize the visual impact on the formation.

## **Chapter 4 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:

### **4-1. Availability does not guarantee band support.**

### **4-2. Requests**

a. Active duty military.

(1) Instructions for requesting the band can be found by visiting <https://home.army.mil/wood/index.php/units-tenants/399th/request>, and clicking on the "Military Ceremonies" icon.

(2) Submit requests more than 45 calendar days prior to the event. Recurring events (i.e. graduations) should be scheduled on blanket requests for the Fiscal Year (FY). Regarding requests



inside of 45 calendar days, reference Chapter 4-3 (e).

(3) Band Operations: (573) 596-0686,  
email distro: usarmy.leonardwood.mscoe.mbx.399th-army-band-operations@mail.mil

b. Other Organizations. These include all agencies not in the active military, on or off-post and all nationalities.

(1) Instructions for requesting the band can be found by visiting <https://home.army.mil/wood/index.php/units-tenants/399th/request>, and clicking on the “Public Performances” icon.

(2) Submit requests more than 45 calendar days prior to the event.

(3) FLW PAO: (573) 563-4145.

#### **4-3. Processing**

a. Confirmation. Upon receipt of the request, the Operations NCO will confirm the receipt and contact the point of contact to collect additional information as necessary.

b. Authorization.

(1) All requests will be screened for meeting established criteria for support.

(2) Requests that may violate criteria for support will be forwarded to the Staff Judge Advocate for legal review.

(3) Appropriate staffing and the approving officer as stated in paragraph 5 determines approval or disapproval.

c. Notification. Requestor's will be notified of approval or disapproval as soon as the appropriate authority has made a final decision.

d. Conflicting Requests. Reference chapter 2-7(b), conflict resolution authority, for more information regarding resolving conflicting support requests.

e. 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 CoS, MSCoE for final determination by the Band Commander. All late requests without the required signatures will be handled on a case-by-case basis. Late requests with the required signatures will be subject to the commitment priorities set in Chapter 3-1 and 3-2 to include limitations within the band's training schedule.

#### **Chapter 5 Transportation and Operating Cost**

When possible, 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, Management, Acquisition and Administrative. Use of Motor Vehicles 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), allowing 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.

## **Chapter 6**

### **Potential Band Soldiers**

Soldiers wishing to reclassify into a band primary MOS or train in the band as a secondary MOS should contact the 399th Army Band Commander at (573) 596-0685 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)
- b. TC 1-19.10 (Army Ceremonial Music Performance)
- c. FLW Reg 55-34 (Local Transportation Procedures)

### **Section II. Related References.**

- a. AR 220-90 (Army Bands)
- b. AR 360-1 (The Army Public Affairs Program)
- c. FM 12-6 (Personnel Doctrine)
- d. TC 3-21.5 (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)
- h. AR 600-8-10 (Leaves and Passes)

**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, indoor ceremony at an inclement weather site is far more effective than a ceremony done in inclement weather.

**B-2.** The following table indicates typical weather conditions and the normal action that would be taken for any outdoor event. Action taken would be to prevent harm to Soldiers or damage to equipment.

WEATHER FACTORS	APPROVED SUPPORT
Light Rain	Full support
Moderate/Heavy Rain	Brass and Percussion only
Lightning/Hail	Move to safe location, may continue support only when lightning or hail can no longer be seen
Wind chill of 45° F and above	Full Ceremonial Band support
Wind chill of 45° F and below	No support with rhythm instruments (piano, guitar or bass guitar, i.e. rock band or jazz combo)
Wind chill of 45° F and below	Brass and Percussion only
Wind chill of 25° F and below	No outdoor support

## **GLOSSARY**

**BDE**

Brigade

**BN**

Battalion

**CoC**

Change of Command

**COL**

Colonel

**CoR**

Change of Responsibility

**CoS**

Chief of Staff

**CoT**

Commander of Troops

**DPTMS**

Directorate of Plans, Training, Mobilization and Security

**FMWR**

Family and Morale, Welfare, and Recreation

**FLW**

Fort Leonard Wood

**FY**

Fiscal Year

**MOS**

Military Occupational Specialty

**MSCoE**

Maneuver Support Center of Excellence

**MTOE**

Modified Table of Organization and Equipment

**NCO**

Non-Commissioned Officer

**OPORD**

Operation Order

**OPTEMPO**

Operational Tempo

**PAO**  
Public Affairs Office

**SNAIR**  
Snow and Ice Removal

# Summary of Changes

FLW Reg 220-90  
Army Band

This is a minor revision, dated 25 October 2021

- Replaced 43rd AG BN with 701 MP BN throughout the document
- Para 2-1: Added Chief of Staff as Band Commander Senior Rater.
- Para 2-2a: Updated G3 from intermediate to initial conflict resolution authority.
- Para 2-4: Added 14th MP BDE as BDE authority throughout, removed verbiage about changing nature of 43rd AG BN oversight and serving as band commander senior rater
- Para 2-7b: removed conflict resolution at BN level, making G3 initial conflict resolution level
- Para 3-6, e-2: changed anthem vocalist ETP time frame from 20 to 14 days, included G3 to receive ETP requests
- Para 4-2: Updated request URLs and added distro email for Band Operations
- Chapter 6: Updated Band Commander phone number
- Appendix B: Re-worded B-1 for clarity; raised full band performance threshold from 33°F to 45°F