



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134.5000

MCBO 1710.1A
B 031
11 Mar 96

MARINE CORPS BASE ORDER 1710.1A

From: Commanding General
To: Distribution List

Subj: QUANTICO MARINE BAND

Ref: (a) MCO P5000.18
(b) SECNAVINST 5720.44A
(c) NAVMC 2691

Encl: (1) MCB Form 1710/1, Musical Support Request

1. Purpose. To publish information on the use of the Quantico Marine Band.

2. Cancellation. MCBO 1710.1.

3. Summary of Revision

a. Paragraph 6a. Directs requestors to submit requests for musical support in a more timely manner to facilitate more accurate scheduling and effective band preparation for each event.

b. Paragraph 6b(1). Provides clearer directions on the process for requesting musical support. Specific changes limit musical support for military parades, changes of command, and/or retirement ceremonies to major activities and battalion-size units.

c. Paragraph 7d. Lists the Band Officer's responsibilities and tasks in staffing, **coordinating**, and scheduling musical support requests.

4. Background. The Quantico Marine Band is a component element of MCB, Quantico, and as such is under the operational control of the CG MCB, per reference (a), and administrative control of the Commanding Officer, Headquarters and Service Battalion.

5. Mission. The mission of the Quantico Marine Band is to provide musical support for military ceremonies and other official activities; for Marine Corps community relations programs; and for Marine Corps personnel procurement programs as may be directed by proper authority. Per reference (a), the Quantico Marine Band maintains the capability of performing in the musical idioms of a concert band, marching band, stage band, jazz/pop/rock ensemble, woodwind/brass quintet, and combo (background music for official receptions only).

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6. Administration. Per reference (a), the Band, as authorized by the CG MCB, provides appropriate support for military organizations. Additionally, reference (b) authorizes Marine Corps musical units to perform in the public domain, subject to the restrictions therein.

a. Official Requests. All written requests for musical support for the Quantico Marine Band are considered official and must receive appropriate action. Official commitments are normally scheduled 90 days prior to the date of the event. For scheduling purposes, requests for musical support received less than 10 days prior to the performance date will not be considered.

b. Official Military Functions. Official military functions are those appropriate musical performances sponsored or requested by a specific military activity.

(1) The Band will provide major activities and battalion-size units aboard this Base with musical support for military parades and reviews, and change of command and/or retirement ceremonies. All ceremonies will be conducted per reference (c).

(2) The Band will provide a ceremonial group for mess nights/dining-ins.

(3) The Band will provide a four to five piece combo for official receptions hosted by the CG MCCDC; the CG MCB; the Commander, MARCORSYSCOM; the President, Marine Corps University; and the Director, Training and Education Division.

(4) The Band will provide a bugler for funeral details and/or memorial services.

(5) The Band will provide musical support for opening and closing ceremonies for athletic events.

(6) The Band will provide a drummer and a trumpeter for parade rehearsals. The only exception will be in the case of MCB parade and Officer Candidates School graduation parade final dress rehearsals, in which the full band will participate. Requesters requiring taped music must provide the band with a "Sequence of Events" and a blank cassette tape 15 days prior to the event.

(7) Performances scheduled in support of other Armed Forces commands are inappropriate when that military service has one of its own service bands available.

(8) Outdoor performances will be canceled in the event adverse weather conditions (i.e., rain, extreme temperatures, excessive wind and dust, or windchill factors below 35 degrees Fahrenheit) are likely to damage band instruments, or preclude a creditable performance by the Band.

c. Official Civic Functions. Official civic functions are those commitments requiring musical support which are performed off a federal reservation in the public domain.

(1) All Armed Forces participation in public events (i.e., parades, public relations ceremonies, concerts, etc.) are subject to the provisions and restrictions of reference (b).

(2) The Band may perform in public, provided the nature of the event does not interfere nor appear to interfere with the customary employment of civilian musicians, per reference (a).

(3) Military participation is not permitted in commercially oriented programs, such as craft fairs, boat shows, beauty pageants, and fashion shows. In such cases, consideration must be given to whether the event is conducted to stimulate sales and increase the flow of business traffic; if so, it is not appropriate for the Band to participate.

(4) Participation must not directly support nor appear to support a religious, political, commercial venture, or private group of individuals restricted by membership and not be open to the public, per reference (b).

(5) Musical support for certain fund raisers is authorized only if sponsor and event criteria are met as prescribed in reference (b).

(6) No admission charge may be levied on the public solely to observe a band performance. However, a general admission incidental to an event does not restrict performances so long as the Band's participation is not the sole or primary attraction.

(7) The sponsor is responsible for providing ground transportation for commitments outside a 100-mile radius unless special provisions have been made. When the Band is required to remain overnight during its participation in public events, the sponsor is also responsible for providing adequate billeting and messing.

7. Action

a. Activity Heads

(1) Provide requests for musical support on the enclosure to the CG MCB (B 031) at least 30 days prior to the date the support is desired.

(2) Include detailed information as to date, time, location, type of event, uniform, rehearsal requirements, musical honors (if applicable), special music requests, and the name and telephone number of the point of contact.

(3) Contact the Band Officer or Drum Major (784-2939/2466) in advance to determine the availability of the Band. No official scheduling of the event will be completed without the submission of a written request. The priority of acceptance for Band commitments will be based upon the type of function and the anticipated attendance for both military and civilian oriented functions. Priority will normally be given to official Marine Corps functions, such as graduations or parades. However, in selected instances, a public function having international implications or one which the CG MCCDC and/or CG MCB/civilian or foreign dignitaries will attend may be assigned priority.

(4) Notify the Band Officer in the event a scheduled commitment is canceled by the requesting organization/unit. If cancellation must be made by MCB, the requesting organization/unit will be notified immediately.

(5) Provide requests for taped music on the enclosure to the CG MCB (B 031) at least 15 days prior to the date of desired pickup. Include a blank cassette tape with the request.

(6) Upon receiving approval of requests for musical support, provide a Letter of Instruction or sequence of events to the Band Officer not less than 7 working days prior to the event.

b. Other Armed Forces Commands. Provide requests for the Quantico Marine Band to the CG MCB (B 031) for action. Include appropriate documentation indicating musical support was requested, but is not available from their own service's assets.

c. Civilian Community. Provide written requests to the CG MCB (B 031) for action. Contact with the requester will be made by the CG MCB (B 031) or an appointed representative.

(1) Requests for musical support within the 100-mile radius of MCB, Quantico are approved by the CG MCB.

(2) Requests which are beyond the 100-mile radius are forwarded to CMC (PAC) for coordination.

d. Band Officer

(1) Receive and process all requests for musical support. Schedule all Band activities, subject to the approval of the Director, Operations Division and Chief of Staff, MCB.

(2) Formulate the Band's operational calendar, to include military and technical training requirements. Submit (bimonthly) an updated 90 day Band Calendar to the Chief of Staff, MCB, and the Director, Operations Division.

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(3) Coordinate administrative and logistical requirements for all Band performances (i.e., transportation, billeting, messing, etc.).



G. B. BROWN III
Chief of Staff

DISTRIBUTION: A

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MUSICAL SUPPORT REQUEST

From:	Date:
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To: Commanding General, Marine Corps Base (Attn: Operation Division (B 03))

Date(s)	Time	Event	Place	Uniform

SEQUENCE OF EVENTS

POC	Telephone No.
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Name, Grade & Title (Typed)	Signature
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From: Commanding General, Marine Corps Base (B 03)

To:	Date:
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- Returned Approved
- Disapproved for the following reasons:

Name, Grade & Title (Typed)	Signature
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INSTRUCTIONS: Submit in triplicate