



UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO
MCBO 5060.1A
B 035

JAN 10 2014

MARINE CORPS BASE ORDER 5060.1A

From: Commander
To: Distribution List

Subj: QUANTICO MARINE CORPS BAND

Ref: (a) MCO P5000.18 (Marine Corps Band Manual)
(b) MCO P5060.20 (Marine Corps Drill and Ceremonies Manual)
(c) SECNAVINST 5720.44 (Dept. of the Navy Public Affairs Policy)
(d) MCO 5726.15 (Marine Corps Music Support of Community Relations)
(e) National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2010, § 591
(f) FY 2008 NDAA, § 590
(g) 10 U.S.C. § 974
(h) DOD Directive 5410.18, "Public Affairs Community Relations Policy," 30 May 2007
(i) DOD 5410.19, "Public Affairs Community Relations Policy Implementation," 13 Nov 2001
(j) DOD 5500.7-R, "Joint Ethics Regulation," August 1993
(k) COMDR PL 2-13, Military Retirement Ceremonies

Encl: (1) MCB Form 5060.1A (Musical Support Request)
(2) DD 2536 (Request for Armed Forces Participation in Public Events)

1. Situation. To publish information on the use of the Quantico Marine Corps Band. Per reference (a), the Quantico Marine Corps Band maintains the capability of performing in the musical idioms of a concert band, ceremonial band, jazz ensemble, rock/show band, woodwind/brass, and jazz combo.

2. Cancellation. MCBO 5060.1

3. Mission. The Quantico Marine Corps Band provides musical support for military ceremonies, official activities for Marine Corps community relations (ComRel) programs, and for Marine Corps personnel procurement programs as directed by proper authority.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Quantico Marine Corps Band will provide high quality musical support for military ceremonies and other official activities as requested.

(2) Concept of Operations

(a) All ceremonies will be conducted per reference (b).

(b) All commitments in support of ComRel will be approved and conducted in accordance with guidance set forth in references (b) through (k).

b. Subordinate Element Missions

(1) Director, G-3, Operations Division will exercise operational and administrative oversight of the Quantico Marine Corps Band and Ensure the band is manned and resourced to properly accomplish its mission.

(2) Assistant Chief of Staff, G-4 will provide transportation as requested by the Director, G-3, Operations Division, for band events.

(3) Commanding Officer, Headquarters and Service Battalion will provide command and administrative support to the Quantico Marine Corps Band.

c. Coordinating Instructions

(1) In accordance with reference (a), performances during hazardous weather conditions; i.e., wind chill below 32, lightning, excessive rain, etc., should not occur. If a scheduled ComRel event does occur under these conditions, it is the Officer In Charge (OIC's) decision as to whether the Quantico Marine Corps Band will continue to participate.

(2) In accordance with reference (k), individual retirement ceremonies will be supported at the time, date, and location requested for retirees in the pay grades of O-6 or above, W-5, and E-9. All other military personnel may be provided limited ceremonial support on an as-available basis. This support may

include a small ensemble from the band or a CD of ceremonial music if one is not available.

(3) The sponsor/requesting command will cover ground transportation costs for commitments outside a 100-mile radius.

(4) The sponsor/requesting command will provide adequate messing and billeting when the band is required to remain overnight while in support of approved commitments.

(5) Ceremonial music is available for download at the website listed in paragraph 5.d. below.

5. Administration and Logistics

a. Band support for military commitments or for commitments conducted on military installations can be requested using enclosure (1).

b. Band support for ComRel events, typically conducted in the civilian community, can be requested using enclosure (2).

c. Upon approval of requests for musical support, the requesting organization must provide a letter of instruction or sequence of events to the Band Officer (OIC) or Bandmaster (SNCOIC) not less than seven working days prior to the event.

d. Ceremonial music is available for download at http://www.marineband.usmc.mil/audio_resources/index.html.

6. Command and Signal

a. Command. The Band Officer or Bandmaster can be reached at (703) 784-2939.

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



DAVID W. MAXWELL

DISTRIBUTION: A

QUANTICO MARINE CORPS BAND
MUSICAL SUPPORT REQUEST

MCBO 5060.1A
Date:

| From: | | | | |
|---|---|--------|------------|---------|
| To: Officer in Charge, Quantico Marine Corps Band | | | | |
| Date (s) | Time | Event* | Location | Uniform |
| | | | | |
| * If retirement ceremony, rank/name of retiree: | | | | |
| POC: | | | Phone: | |
| | | | FAX: | |
| Name, Grade, Title: | | | Signature: | |
| | | | | |
| From: Officer in Charge, Quantico Marine Corps Band | | | | |
| To: | | | Date: | |
| | | | | |
| <input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> <input style="width: 40px; height: 20px; margin-bottom: 5px;" type="checkbox"/> <input style="width: 40px; height: 20px;" type="checkbox"/> | Return approved Return disapproved due to previously scheduled commitment Return disapproved (other): | | | |
| Name, Grade, Title: | | | Signature: | |
| | | | | |

MCB FORM 5060/1A

**REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS
(NON-AVIATION)**

*Form Approved
OMB No. 0704-0290
Expires Jun 30, 2003*

The public reporting burden for this collection of information is estimated to average 10 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 Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0290), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any 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 ADDRESS. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON BACK OF THIS FORM.

ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.

PURPOSE: This form is used to request all 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.

SECTION I - EVENT DATA

| | | | | |
|--|--|--|--|----|
| 1. SPECIFIC REQUIREMENT (i.e., Band, Marching Unit, Color Guard, Tank, etc.) | | 2. DATE OF EVENT (YYYYMMDD) | 3. TIME OF EVENT a. FROM: b. TO: | |
| 4. TITLE OF EVENT | | 5. EXPECTED ATTENDANCE | | |
| 6. SITE OF EVENT (i.e., 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 size and civic makeup, and the purpose of Armed Forces participation.) | | 9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (If so, specify.) | | |
| 10. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (If so, specify.) | | 11. IS THERE ANY CHARGE? (i.e., admission, parking, etc. If so, specify.) | | |
| 12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? (X appropriate box) | | | YES | NO |

SECTION II - SPONSORING ORGANIZATION DATA

| | | | | |
|--|-------------------------------|--|-----|-------------------|
| 13. NAME OF SPONSORING ORGANIZATION | | | | |
| <i>(X appropriate box for each item.)</i> | | | | |
| 14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION? | | | YES | NO |
| 15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT? | | | | |
| 16. 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? | | | | |
| 17. SPONSOR'S REPRESENTATIVE | | | | |
| a. NAME | | b. ADDRESS (Street, City, State, ZIP Code) | | |
| c. PRIMARY TELEPHONE NO. (Include area code) | d. SECONDARY TELEPHONE NUMBER | e. FAX NUMBER (Incl. area code) | | f. E-MAIL ADDRESS |

SECTION III - SPONSORING ORGANIZATION SUPPORT DATA

| | | | | |
|---|--|--|-----|----|
| Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the Instructions on the back of this form. (X appropriate box for each item.) | | | YES | NO |
| 18. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants? | | | | |
| 19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event? | | | | |
| 20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants? | | | | |
| 21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel? | | | | |
| 22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event? | | | | |

SECTION IV - CERTIFICATION

| | | |
|--|---------------------------|-------------------------|
| 23. 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. This form should be submitted to the appropriate Military Service (*listed in right hand column*) not less than 30 nor more than 90 days in advance of a scheduled program. 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 Department of Defense 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.
3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. 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. 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.
5. Additional forms may be obtained on the Internet at <http://web1.whs.osd.mil/icdhome/ddeforms.htm>, 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 the information on this form, please call the Directorate for Programs and Community Relations between 8:30 a.m. and 5:00 p.m. Eastern Time, Monday through Friday, holidays excepted:
Commercial (703) 695-6108; FAX (703) 697-2577

MAIL COMPLETED REQUEST FORM TO:

The Commander of the Military Installation closest to the event; OR to the appropriate Military Service listed below:

ARMY:

Office of the Chief of Public Affairs
ATTN: Community Relations Team
1500 Army Pentagon
Washington, DC 20310-1500
(703) 697-5081; FAX (703) 697-6159
www.dtic.mil/armylink

MARINE CORPS:

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps (Code: PAC)
The Pentagon, Room 5E671
Washington, DC 20380-1775
(703) 614-1054; FAX (703) 614-2358
www.usmc.mil/2536

NAVY:

Department of the Navy
Office of Information
Community Programs Division (OI-5)
1200 Navy Pentagon
Washington, DC 20350-1200
(202) 685-6660; FAX (202) 693-6671
www.navy.mil

AIR FORCE:

Office of the Secretary of the Air Force
Office of Public Affairs (SAF/PA)
1690 Air Force Pentagon
Washington, DC 20330-1690
(703) 697-6061; FAX (703) 614-5749
www.af.mil

NATIONAL GUARD BUREAU:

National Guard Bureau
ATTN: NGB-PA (ComRel)
1411 Jefferson Davis Highway, Suite 11200
Arlington, VA 22202-3259
(703) 607-2613; FAX (703) 607-3680
www.ngb.dtic.mil

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

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