



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
MCINCR-MCBQO 5060.1C

B 035  
**FEB 26 2020**

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO  
ORDER 5060.1C

From: Commander, Marine Corps Installations National Capital Region-Marine  
Corps Base Quantico

To: Distribution List

Subj: QUANTICO MARINE CORPS BAND

- Ref:
- (a) MCO 5000.18, Marine Corps Band Manual
  - (b) MCO 5060.20, Marine Corps Drill and Ceremonies Manual
  - (c) U.S. Naval Regulations, Chapter 12, Flags, Pennants, Honors, Ceremonies and Customs
  - (d) SECNAVINST 5720.44C, w/ CH 1 DON Public Affairs Policy and Regulations of 21 February 2012
  - (e) National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2010, § 591
  - (f) FY 2008 NDAA, § 590
  - (g) 10 U.S.C. § 974
  - (h) 32 CFR § 705.33
  - (i) 32 CFR § 705.35
  - (j) DOD Directive 5410.18, Public Affairs Community Relations Policy of 30 May 2007
  - (k) DOD 5410.19, Public Affairs Community Relations Policy Implementation of 13 Nov 2001
  - (l) DOD 5500.07-R, w/ CH 7 Joint Ethics Regulation of 30 August 1993
  - (m) Fundraising Ethics Counselor's Deskbook, November 2013
  - (n) COMDR PL 1-19, Military Retirement Ceremonies
  - (o) MCINCR-MCBQO 5530.16B, Security Augmentation Force of 15 Feb 17

- Encl:
- (1) MCINCR-MCBQ Form 5060 (Musical Support Request)
  - (2) DD Form 2536 (Request for Armed Forces Participation in Public Events)

1. Situation

a. Purpose. To publish information on the use of the Quantico Marine Corps Band in accordance with the references.

b. Cancellation. MCBO 5060.1B

c. Information. The Quantico Marine Corps Band is a component element of Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ), and as such is under the operational control of the Commander MCINCR-MCBQ, and administrative control of the Commanding Officer, Headquarters and Service Battalion, per reference (a).

2. Mission. To provide musical support for military ceremonies and other official activities, for Marine Corps community relations (ComRel) programs, and for Marine Corps personnel procurement programs as may be directed by

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proper authority. 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, brass band, rock/show band, woodwind/brass quintet, and jazz combo.

### 3. Execution

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

#### b. Concept of Operations

(1) All ceremonies will be conducted per reference (b), (c), and (n).

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

#### c. Tasks

##### (1) Assistant Chief of Staff, G-3

(a) Provide sufficient training/rehearsal for members of the Quantico Marine Corps Band.

(b) Provide musical support for military parades, reviews, changes of command, and retirement ceremonies aboard MCINCR-MCBQ.

(c) Provide a musical detail for mess nights and dining-ins.

(d) Provide a bugler for funeral details and memorial services.

(e) Provide a drummer and trumpeter for parade rehearsals as required.

(f) Ensure band commitments are reduced or limited during periods of coordinated block training, block leave, and SAF activation.

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

(3) CO, Headquarters and Service Battalion. Provide messing, billeting, training spaces, and administrative support to the Quantico Marine Corps Band.

#### d. Coordinating Instructions

(1) In accordance with reference (n), individual retirement ceremonies will be supported at the time, date, and location requested for retirees in the pay grades of O-6 or above, CW05, 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.

(2) 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's (OIC's) decision as to whether the Quantico Marine Corps Band will continue to participate.

(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.b. below.

4. Administration and Logistics

a. Use enclosure (1) to request band support for military commitments, or for commitments conducted on military installations. Examples include change of commands, retirements, relief and appointments, mess nights, and colors ceremonies.

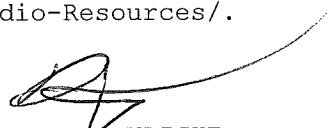
b. Use enclosure (2) to request band support for ComRel events, typically conducted in the civilian community. Examples include patriotic concert, holiday parade, and high school visit/performance.

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. This will allow the unit leader to ensure that the ceremony is conducted in accordance with reference (b).

5. Command and Signal

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

b. Ceremonial music is available for download at <https://www.marineband.marines.mil/Audio-Resources/>.

  
D. R. WRIGHT  
By direction

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